

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 3:04 p.m. on Thursday, May 18, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee Hammons

Trustees absent:

2. Agenda:

The regular and consent agendas for the May 18, 2017, meeting held at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers/Hammons Aye) (None Opposed).

3. Minutes:

The minutes from the Regular Meeting held on April 20, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).

4. Items from the Public:

There was no public comment.

5. CONSENT AGENDA

*** A. Motion Items**

Prior to approval of the Consent Agenda, Trustee Meyers requested that future action cover sheets contain information on whether or not the agreement is a grant and if it is, what the total amount of the grant is.

Trustee McNett requested information on Consent Agenda Item #5A8, Approval of Master Services Agreement between Plumas Sierra Telecommunications, Inc. (PST) and Feather River College to provide general terms, conditions, and a framework to purchase certain telecommunications (Internet) and related infrastructure service for The Pines housing facility effective June 20, 2017. He asked what the length of the contract is for, where the service would start, how much the service is going to cost annually, and whether or not the hardware installed would then be owned by the College. Kevin Trutna indicated that he would get answers to the questions and report back to the Board on his findings.

- 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 Retainer Agreement between Feather River Community College District (DISTRICT) and School and College Legal Services of California (COUNSEL) to perform

legal and labor relations services as requested by DISTRICT effective July 1, 2016, 7) Approval of Allocation Agreement for Strong Workforce Program, North Far North Regional Consortium between Butte-Glenn Community College District on behalf of its Career and Technical Education Department (DISTRICT) and Feather River Community College Exhibit A, Statement of Work effective March 27, 2017 through June 30, 2018, 8) Approval of Master Service Agreement between Plumas Sierra Telecommunications. Inc. (PST) and Feather River College to provide general terms, conditions, and a framework to purchase certain telecommunications (Internet) and related infrastructure service for The Pines housing facility effective June 20, 2017, 9) Approval of Instructional Services Agreement between Feather River Community College District (DISTRICT) and Lake Almanor Fitness (AGENCY) for AGENCY to provide instructional and other services for student health education programs effective July 1, 2017 to June 30, 2018, and 10) Approval of Agreement between Feather River Community College District (DISTRICT) and Pasadena Area Community College District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to affiliated educational course for the AGENCY. DISTRICT shall provide a coordinator (Rajinder Gill) and train agency's staff. AGENCY shall provide DISTRICT with data for grant reporting in relation to teaching the New World of Work 21st Century Skills effective fall term 2016 were approved as presented, (Meyers/McNett/Sheehan /Elliott/Ware/Hammons Aye) (None Opposed).

Kevin Trutna introduced Ambria Holm, Student Trustee Elect to the Board of Trustees. He stated that Ms. Holm is enrolled in the bachelor's degree program at Feather River College, is part of the rodeo program, and she also works on campus. Ms. Holm explained that she is in her third year of enrollment at Feather River College, having grown up in Southern California. She added that she enjoys the rural life here in Plumas County and eventually wants to own her own ranch. The Trustees welcomed Ms. Holm to her new position on the Board, and they indicated that they look forward to hearing additional information and reports as she continues in the bachelor's degree program.

6.

C. Special Items and Reports

3) Bethany Hammons, Student Trustee and Phi Theta Kappa (PTK) President, along with PTK members Miko Fogarty and Alice Thurber each provided a brief report to the Board of Trustees sharing their perspectives on membership and the chapter's achievements during the past year. Ms. Fogarty reported that she officially joined PTK during the spring 2017 semester, but has been attending meetings since the previous October. Alice Thurber added that Ms. Fogarty has been an invaluable member of the chapter in the area of community service as well as other PTK projects. Ms. Thurber also stated that what she treasures most about this year is the leadership provided by the chapter's advisor, Dr. Katie Desmond. She elaborated by telling the Board about the regional conference she attended where FRC's chapter received numerous awards and recognition regarding the work its members have completed. Ms. Fogarty

rejoined the discussion by stating how much the chapter has helped and supported her as she was reintroduced to traditional classes after attending mostly online classes from a young age. Bethany Hammons reported that at the regional conference this year, the chapter received among other awards, a Five Star Chapter award which was huge, because previously it had never been above two. Ms. Hammons also mentioned that at the national conference, FRC was named one of the top 100 chapters, a great honor considering the society's international status.

6. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After brief comments from Derek Lerch, Dean of Instruction/CIO, and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Hammons Aye) (None Opposed).

Trustee McNett referred back to a previous meeting where Dr. Lerch has asked if the Board of Trustees wanted to continue to seeing course revisions. He asked if Dr. Lerch felt it was advisable to continue doing so, and what his thoughts were on the topic. Dr. Lerch indicated that it was really up to the Board, but that he didn't feel the volume of revisions was such that it created an imposition of any kind to continue to include them. Dr. Trutna indicated that his recommendation would be to continue to include them so that Board members are kept up to date with what the various programs are doing.

- 2) Kevin Trutna requested Approval of the 2017-2018 Tentative Budget. He stated that he would highlight some of the main points regarding the budget, and then turn the discussion over to Jim Scoubes, Chief Financial Officer. Dr. Trutna stated that the Tentative Budget included a 1.58% Cost of Living Raise (COLA), an increase to the base for community colleges which is not reflected in the Tentative Budget, and a significant increase to the deferred maintenance block grant. After additional comments from Jim Scoubes, and there being no objection, the request for Approval of the 2017-2018 Tentative Budget was approved as presented, (Meyers/Ware/Sheehan/Elliott/McNett/Hammons Aye) (None Opposed).

Prior to the vote, Trustee Meyers stated that he would hope and expect to have Jim Scoubes at the Board retreat for an extended discussion on both the tentative and final budgets.

- 3) Kevin Trutna requested Approval to Award Degrees and Certificates. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers/Hammons Aye) (None Opposed).
- 4) Kevin Trutna Request Approval of District Board Policies BP 7310 Nepotism, BP 2015 Student Member, BP 3520 Local Law Enforcement, and BP 7700 Whistleblower Protection. After further discussion and there being no

objection, the request for Approval of District Board Policies BP 7310 Nepotism, BP 2015 Student Member, BP 3520 Local Law Enforcement, and BP 7700 Whistleblower Protection were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Hammons Aye) (None Opposed).

- 5) Kevin Trutna requested Approval to Purchase Hay for Feather River College in Excess of Delegated Limits. After further discussion and there being no objection, the request for Approval to Purchase Hay for Feather River College in Excess of Delegated Limits was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of Faculty Equivalencies. Derek Lerch explained the background of Tammy Moye, Certified Nurse's Assistant and the terms under which the equivalency was granted. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).
- 7) Kevin Trutna requested Approval of 2016-2017 Feather River College Equal Employment Opportunity Multiple Methods Submission. After further discussion and there being no objection, the request for Approval of 2016-2017 Feather River College Equal Employment Opportunity Multiple Methods Submission was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).
- 8) Kevin Trutna requested Approval of Recommendation to Award Faculty Emeritus Status to Shelley Miller, Retired Early Childhood Education Instructor. There being no objection or further discussion, the request for Approval of Recommendation to Award Faculty Emeritus Status to Shelley Miller, Retired Early Childhood Education Instructor was approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware/Hammons Aye) (None Opposed).

* **B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes provided the District's Monthly Financial Status Report as of April 30, 2017. He reviewed the Unrestricted General Fund Summary noting that revenues totaled \$11,324,545, which is close to the expenditures of \$12,317,477 once the \$840,243 for the purchase of the property under Capital Outlay is backed out. He also reported that he felt that some of the Beginning Fund Balance of \$2,747,336 shown in the summary would likely be used to balance the budget and there was further discussion. Trustee Meyers asked about whether or not the District has a plan yet for funding that might be directed to it under the Guided Pathways initiative, and Dr. Trutna responded that the initiative is a way of consolidating some of the grants that the District receives and there hasn't

been a lot of guidance yet from the Chancellor's Office on what the ground rules will be.

- 2) Kevin Trutna provided opening remarks on Derek Lerch's presentation on Institutional Set Standards, Student Success Scorecard, and Institutional Effectiveness. He noted that Institutional Set Standards are an Accrediting Commission for Community and Junior Colleges (ACCJC) requirement and focus on what an institution is striving for that would be good for the college. He also explained that the Student Success Scorecard, which comes from the Chancellor's Office, is an attempt to compare different colleges on many different factors, and the Institutional Effectiveness Partnership Initiative (IEPI) focuses on a collaborative effort to enhance, through funding, the system's ability to effectively serve students.

Derek Lerch provided a PowerPoint presentation that touched on the comments made by Dr. Trutna, and he explained that of the three broad categories of data reporting Dr. Trutna spoke about, the most recent element of the three would be the Institutional Effectiveness as the Chancellor's Office is providing guidance on which areas the College is supposed to be setting goals for. He also stated that from his presentation one will be able to see that Feather River College (FRC) is doing well and showing improvement from the previous cohort year, and he reminded those present that the most recent cohort year is defined over a six-year window.

Dr. Lerch narrated slides that covered mandated institutional-set standards selected by the ACCJC for successful course completion, completion of degrees and certificates, number of students who transfer to four-year schools, and licensed vocational nursing pass rates (NCLEX) all of which FRC exceeded. With regards to the 2017 Student Success Scorecard, Dr. Lerch provided data information and percentages on overall persistence, persistence of the underprepared, the 30 unit measure which he explained is the percentage of degree and/or transfer seeking students tracked for six years who achieved at least 30 units. He also covered completion rates, the percentage of degree and/or transfer-seeking students tracked for six years who completed a degree, certificate or transfer related outcome, remedial progress, transfer progress, Career Technical Education (CTE), and Skills Builder information which is considered to be the median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer, degree, or certificate completion.

With regard to the Institutional Effectiveness requirements, Dr. Lerch showed the college's goal and performance for remedial English progress. The college's goal for the 2015-2016 year he stated was 33.3% while the actual performance was 30.2%, slightly below the goal.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee McNett reported that he attended the student art exhibit held recently at the fairgrounds Art Barn in Quincy, and he was impressed with the turnout and art instructor Rafael Blanco's efforts in support of the program. Trustee Meyers reported that spring has arrived in Eastern Plumas County and that local businesses are opening their doors. He stated that there will be a fishing derby at the Graeagle Millpond this weekend, and it will be awhile before the Gold Lake Road is open to traffic due to snow. President Sheehan reported that there has been some movement in Washington D.C. recently with regard to Secure Rural Schools and he will keep everyone updated.

2) Associated Students

No Report

3) Academic Senate

No Report

4) Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate continues to work on policy and procedures. She added that there was an election held for those officers and representatives ending two year terms, and that she will continue for another year as Classified Senate President. Ms. Hall additionally reported that a sub-committee has been formed to discuss what can be done to improve the evaluation tool used to evaluate administrators. She explained that due to lack of participation, she did not feel there was enough information to develop a summary report to provide to the Board of Trustees this year.

5. Instruction

Derek Lerch reported that he went to see the theatre production of *Cabaret*, and he felt that Terri Gallagher and the cast of the production did an excellent job over two weeks of sold out performances. He also highlighted an item already in Kevin Trutna's President's Report regarding the Student Learning Outcomes Assessment Cycle (SLOAC), stating that he felt it was a productive year for the group and good discussions for program leaders were held. Dr. Lerch concluded his report by informing the Board that this was the final week for input on the Quality Focus Essay (QFE) for accreditation. He indicated that he has received some feedback from individuals and he'll begin with the next revision of the document on Monday, May 22nd. When asked about the search committee for the Director of Distance Education, Dr. Lerch reported that the position will be advertised next week and through the end of June and he predicts a hire will take place in July. He added that Carlie McCarthy, Chief Student Services Officer has been supportive of the effort and will be contributing some categorical funding towards the salary to prevent dipping into the General Fund.

6. Student Services

Carlie McCarthy reported that most of her reports were included in Dr. Trutna's Report to the Board of Trustees. She highlighted the Home Field

Advantage and Day in the Mountains recruitment events, and talked about the session held with David Turner that focused on success tips for student athletes. Ms. McCarthy also reported that an end-of-the-year party was held at the residence halls the previous weekend and everyone in attendance enjoyed volleyball and a barbecue. She also mentioned that a speaker from University of Nevada-Reno was on campus May 22nd to commemorate Harvey Milk Day. She additionally reported that she is working with Feather Publishing on various advertisements for the District Guide and Map Book, and she recently met with Rafael Blanco who is going to be redesigning the campus map.

7) Superintendent/President

Kevin Trutna highlighted items from his written report including Head Softball Coach, Meredith Aragon recently picking up her 100th win at FRC, the Sand Volleyball Team advancing to the Final Four in the State Tournament, and the upcoming horse sale scheduled for May 20th. He also reported that he attended a recent Board of Supervisor's meeting to recommend support for SB 769, regarding continuing the baccalaureate degree pilot program. Dr. Trutna informed the Board that the retreat this year will be held at the Plumas Bank training room and that an agenda will be discussed at the June meeting. In closing comments on his report, Dr. Trutna stated that Rafael Blanco's color theory class did a unique panel presentation of The Last Supper and he wants to invite Mr. Rafael to a Board meeting soon to talk about it. He listed potential items on next month's agenda as an FTES report, a residence hall and Feather River Fitness report that he would prefer to reschedule for the July retreat.

President Sheehan stated that the Feather River College Foundation seems to be leaning towards using the amount that's left over from the residence halls mortgage payment for a perpetual Plumas County Scholarship, after some reserve funds are set up. He indicated that it might be useful for the management team to take a look at what problems this would raise in terms of the annual subsidy and other issues of outstanding Foundation indebtedness.

There being no further business, the meeting was adjourned at 5:10 p.m.

KT/ch