

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 3:03 p.m. on Thursday, August 10, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent:

Trustee Ware arrived at the meeting at 3:12 p.m.

Trustee McNett arrived at the meeting at 3:20 p.m.

2. Agenda

Kevin Trutna requested that Regular Agenda Item #6B1, Resolution #17/18-04, Approval of the Revised Joint Exercise of Powers Agreement Northern California Community Colleges Self Insurance Authority, and Authorizing the Chief Financial Officer to Sign the Revised Agreement be pulled from the agenda. He explained that representatives from the Joint Powers Authority had notified Jim Scoubes, Chief Financial Officer that there was language in the resolution that needed to be re-evaluated. There being no objection or further discussion, Item #6B1 was pulled, and the Regular and Consent Agendas for the August 10, 2017 meeting held at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed).

4. Minutes:

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

5. Items from the Public:

Jennifer Lacy, member of the public introduced herself to the Board of Trustees and those present. She stated that her public comments were related to the vocational piece of the Adult Education Grant Program, and she also indicated that after just speaking with Derek Lerch, Dean of Instruction/CIO, her comments might be unnecessary because as Dr. Lerch indicated, the vocational portion of the grant is going to go forward in some form at some point. Ms. Lacy provided a background of information both on her history in the hospitality industry in Eastern Plumas County and her involvement with Pamela Crespin, Director Adult Education Grant. She reported that the two of them have been collaborating over the past several months to talk about the tremendous need for vocational training in the area, the skills gap in Plumas County, and the challenges involved with employees being able to receive a stable income, for businesses to grow, and for the year round economy to come together. She stated that the Adult Education Grant Program right now is the only project around that would directly help both employers who are struggling and the people that are seeking jobs that don't have the qualifications. She stated that it is vital that the program be up and running by January 2018, because for seasonal hospitality employment, everyone will

begin to hire in February, employment starts in April, and workers need to be up to speed shortly thereafter. Ms. Lacy indicated that she has already met with employers, job descriptions have been vetted, and the program has been enthusiastically received, teachers have volunteered their time, and now she feels there's been a huge loss of momentum and she doesn't know what happened. She noted that she's encouraged to hear from Dr. Lerch that the program is going to go forward. She emphasized that the training has to be in boot camp style and in chunks to keep people engaged, and it has to be intermixed with basic skills in math and English and there was further discussion and comments from President Sheehan on Plumas Unified School District's (PUSD) involvement and the state's changing reporting requirements on the grant. Kevin Trutna added that he is in complete agreement with Ms. Lacy's comments, the training is needed and there are ways to accomplish it. He noted that the grant has certain objectives that must be met and approved by the consortium and PUSD, and the funding details are still not completely defined, so anything discussed in January was speculative.

Tyler Pew, member of the public introduced himself to those present stating that he and his family have owned and operated small businesses throughout Plumas County over more than three generations. He noted that he has a vested interest in employees and employers in the County and he wanted to speak about the Adult Education Block Grant that Feather River College oversees. He noted that his concern is that the decisions currently being made with regards to the grant will significantly threaten the progress that's been made so far which is in the best interest of the current workforce, adult education clients, employers, and the economics of the County. He went on to talk about unemployment in the County and how it fluctuates, the seasonal nature of employment in the area, the lack of skilled labor and the soft skills needed to retain employment. Mr. Pew stated that Pamela Crespin as Director of the Adult Education Grant is the visionary behind the holistic and community based approach the program has taken. He noted that her common sense approach is based on the needs of the employers, the clients, and existing employees. Mr. Pew stated that he feels all that's been done so far is now in jeopardy as there is talk that Dr. Crespin might be removed from the program and things will return to the status quo which is not set up to drive the significant change the community is asking for and needs. Mr. Pew encouraged anyone that had questions or needed more information to contact him at tyler@kidmob.org.

Kevin Trutna thanked Mr. Pew for his comments and his passion for his community. He stated that as Dr. Crespin's employer, the information about Dr. Crespin being removed from her position is false. Dr. Trutna stated that nothing has been approved or disapproved for the new grant year, to which Mr. Pew responded then why is momentum stalling out. Dr. Lerch indicated that there was some confusion regarding how all the different efforts would align, so before FRC committed to too many individual things that might restrict the ability to actually develop the program for the 2017-18 year, it was important to understand all of what FRC was committing to. Mr. Pew thanked the Board for its time and the clarifications from Dr. Lerch regarding Dr. Crespin's oversight of the grant.

6. CONSENT AGENDA

*** 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 Proposal Acceptance in the amount of \$76,671.04 between NorCal Structures, Inc. and Feather River College for 12'x12' square stalls, stall doors, grillwork, feed doors, steel-lined interiors, and galvanized or painted steel roofs, funding to be provided by Chancellor's Office Strong Workforce Development Grant, 7) Approval of Agreement between Feather River College and Liebert Cassidy Whitmore, A Professional Corporation, to provide special services as a member of the Northern California Community College District Employment Relations Consortium, 8) Approval of Agreement between Total Compensation Systems, Inc. and Feather River College for consulting services to conduct required actuarial, 9) Approval of 2017-2018 Agreement for Legal Services between Feather River Community College District (Client) and the law firm of Lozano Smith, LLP (Attorney) for legal services requested by Client effective July 1, 2017, and 10) Approval to Accept Grant Renewal Agreement #17-157-013 in the amount of \$200,000 between Board of Governor's California Community Colleges Chancellor's Office and Feather River Community College District to act as Deputy Sector Navigator and collaborate with other public institutions, align resources to foster cooperation across workforce and service delivery systems, and build well-articulated career pathways as they relate to global trade and logistics were approved as presented, (Meyers/Ware/Sheehan/Elliott/McNett Aye) (None Opposed).

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2017 (Q4). After further discussion and there being no objection, the request for Approval of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2017 (Q4) was approved as presented, (Ware/Meyers/Sheehan/Elliott /McNett Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Feather River College's Salary Schedules for the 2017-2018 Academic Year. After further discussion and there being no objection, the request for Approval of Feather River College's Salary Schedules for the 2017-2018 Academic Year was approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of July 31, 2017. He reviewed the Unrestricted General Fund Summary noting that revenues for the period totaled \$1,105,404 and expenditures totaled \$748,499 for the first month of the new fiscal year. He indicated that the biggest difference board members would see is in the Capital Outlay expense where a negative \$459.00 amount is recorded for the period in comparison to the \$200,000 expense recorded for the same month last year. He reported that the \$200,000 expense was to the title company for the purchase of the ranch property. He also reviewed the Unrestricted General Fund Summary as of June 30, 2017 where revenues totaled \$13,544,403 and expenditures totaled \$15,757,207. He explained that additional revenue entries are still being recorded and he believes that once all revenues are fully accounted for, the \$2,747,336 shown as the amount of BFB needed to balance the budget will be reduced to approximately \$600,000 to \$700,000. There was further discussion that included comments from Trustee Elliott about moving away from using the BFB to balance the budget, the timing of apportionment receipts from the state and property taxes from the county, and an explanation on how the purchase of the property was recorded as an expense one year, but the income received to make that purchase had been recorded as income during the previous year.
- 2) Kevin Trutna introduced Kinderlin Hoznour, Director of the Child Development Center to those present and he indicated that she would be reporting on the Department of Education's annual Self-Evaluation Report for the facility. Ms. Hoznour reported that the evaluations covered in the report are based on individual children's development, curriculum and any improvements that should be made, and the program's physical environment, program structure, staff, parents, parent surveys, and interactions. She reported that the CDC rated high in all areas of the standards, especially in curriculum. She also reported that the facility's play yard did not meet standards for the obvious reason of the flooding that occurred over the winter and spring months. Ms. Hoznour indicated that she is working closely with Nick Boyd and the facilities department on a plan to repair the damage done to the play yard, and just in the last two days the area has been graded and this alone allows the facility to be able to count the area as usable space. Ms. Hoznour reviewed her history with the Feather River College commenting that she is a graduate of Feather River College's ECE Program, obtained her bachelor's degree and teaching credential from Southern Oregon University, and she is almost finished with her master's degree. Ms. Hoznour answered questions fielded from both board members and Dr. Trutna, and the group thanked her for her time and informative report. Ms. Hoznour extended an invitation to members of the Board to attend a meet and greet scheduled at the CDC on Monday, August 14th from 10 a.m. to 11 a.m. if they want to tour the classrooms and learn more about the program and the facility.
- 3) Kevin Trutna provided opening remarks on the update on the bachelor's degree program. He stated that Sean Harris, Academic Advisor/Recruiter and Russell Reid, Ag Chair and Equine Studies Instructor would be

providing the information. Sean Harris began the report by distributing handouts that contained applicant and enrollment numbers for the program for 2017 along with expected spring 2018 graduate numbers. Mr. Harris reviewed additional information from the handout reporting that the program had 47 applicants which included both freshman and incoming transfer students, and 30 applicants were accepted. He also stated that of those 30, 24 enrolled in classes. He noted that 16 of these applicants are upper division and eight are freshmen. Mr. Harris reviewed the remainder of the handout that included male to female ratios, FRC local upper division students, and transfer upper division students, and the numbers of freshmen accepted and enrolled, as well as the number of freshmen not accepted and still enrolled. He added that he projects that 16 students will graduate in spring 2018. There was further discussion on recruitment efforts, and Dr. Trutna pointed out that Mr. Harris travels to high schools and other colleges to present information on the opportunity to earn a bachelor's degree at Feather River College. Mr. Harris also highlighted his recruitment efforts with students that are members of the Future Farmers of America (FFA) organization. Discussion turned to graduation and how bachelor degree students will be recognized and graduated. Russell Reid indicated that the Chancellor's Office wants to know what the diploma will look like and how the ceremony will be conducted, and he noted that there is encouragement for colleges to invite legislators to the event. Mr. Reid also briefed the Board of Trustees on housing the bachelor's degree seeking student, as they are typically a different demographic from the two year freshman looking to live in campus housing.

- 4) Kevin Trutna reported that he wanted to provide the Board of Trustees with a quick update on the 2016-17 Strategic Plan. He reminded Trustees that the four Strategic Plan directions are based on the four accreditation standards which help to develop not only the theme of the self-evaluation as it's written, but also develops the work of the College. He explained that the previous fall each of the committees were asked what they were going to do in support of the four areas of the Plan, and at the end of the year these commitments were followed up on in order to look at how the committees did on their goals. In addition, he explained that the Strategic Plan was also based in part on how many accreditation planning recommendations the College was going to work on and the larger items were selected to respond to. Dr. Trutna noted that it would be his plan to repeat this annually to keep committees on point with their support of the directions addressed in the Plan. Trustee McNett asked Derek Lerch if this information would be rolled into the accreditation report in some way, and Dr. Lerch responded that yes, the update is actually referenced in the accreditation self-study in several places.

D. Communications, Presentations, and Reports

1) Board of Trustees

None

2) Associated Students

Carlie McCarthy, on behalf of ASFRC, reported that students are beginning to filter back onto campus and New Student Orientation is scheduled for Friday, August 18th. Ms. McCarthy also reported that there will be a Week of Welcome activities for new students and shortly thereafter an election will be held for an ASFRC President.

3) Academic Senate

No Report

4) Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate first meeting of the fiscal year is scheduled for Monday, August 14th where the group will be looking to take action on AP 4300 Field Trips and Excursions.

5. Instruction

Derek Lerch reported that it's a busy time as the College makes preparations for the arrival of students and classes to begin on August 21st. He also stated that one of the more interesting things that the Office of Instruction has been thinking about the last couple of weeks is the enrollment in the English classes. He reminded the Board of Trustees that in the spring it received a report on the multiple measures framework where students are now placed in the English and mathematics courses based primarily on their high school grade point average (GPA) and less strongly on placements test scores. He stated that as expected this is having an impact on fall enrollment numbers in English classes. He noted that he's been communicating with advisors and faculty within the English department trying to determine now how many sections of English will be needed for first semester students, but also thinking about what it means for students as they progress over the two or so years they may spend at Feather River College. He explained that right now the enrollment in the lowest levels of English is shrinking dramatically and the enrollment in the one-level below college level English has dropped as well. He also noted that increases are being seen in college level English or English 101. When asked if the same results were being noticed in mathematics, Dr. Lerch responded yes, but not as much as in the English classes.

In closing comments on his report, Dr. Lerch thanked those that have been involved with accreditation and the collection of needed evidence including Cindy Hall, Jim Scoubes, Michelle Ryback, and Katie Schmid.

6. Student Services

Carlie McCarthy reported that athletic orientations were held on Wednesday, August 19th and the orientations were held in chunks for each sport throughout the day. She described the presentations that were held and the services that were identified for students that might need to take advantage of while attending Feather River College and living in the community and surrounding areas. Ms. McCarthy also reviewed the summer outreach efforts conducted by Student Services including a concert in Portola, volunteers to man the FRC booth at the Plumas Sierra

County Fair, and she noted that all of the student athletes will be walking in the fair parade on Saturday. Ms. McCarthy went on to report that New Student Orientation will be held on Friday, August 18th and it will include a network fair where community resources and campus resources are encouraged to participate so students can get to know what's available to them on and off campus, and it serves as good opportunity for new students to get to know the people that are available here to help them. She added that the New Student Orientation will also kick off the Week of Welcome activities where among other activities, Friday night will include games, a mechanical bull, a mechanical surfboard, a barbecue, and lots of fun to engage new students before classes begin.

7. Superintendent/President

Kevin Trutna reported that he has visited The Pines housing facility nearly every day this week, and when he visited it that morning, facilities staff were starting to clear equipment out for students to move in. Some of the bathroom facilities and partitions still need to be installed in the restrooms, but it is looking very good, although some stucco work still needs to be completed in the back. He stated that some of the students will move in on Monday, and Wednesday, August 16th is scheduled for the general move in date for other students. Trustee McNett suggested that in some way the effort be recognized and there was further discussion. Dr. Trutna added that a walk through is scheduled on Friday from 11 a.m. to noon for those that want to tour the facility. Dr. Trutna updated the Board of Trustees on the status of the assistant dean's position stating that second interviews have been completed and Dr. Lerch is conducting reference checks on the candidates. He highlighted from his written report the settlement with the Accrediting Commission for Community and Junior Colleges (ACCJC) regarding City College of San Francisco, and he stated that now Richard Winn, President of the ACCJC can get back to the business that it needs to. He also noted that Audrey Peters, Director of the Upward Bound Grant submitted pictures and an update on what the students in the program have been doing this summer. He closed his report by going over a template he had developed regarding keeping presenters with Board reports on track as far as time limits when they present information to the Board, and the Board also reviewed the draft Board calendar developed by Dr. Trutna and trustees discussed the various reports and action items that would be taking place.

There being no further business, the meeting was adjourned at 5:01 p.m.

KT/ch