

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 1:32 p.m. on Thursday, October 19, 2017, at Nakoma Resort, 346 Bear Run, Clio, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee Holm
Trustees absent:

2. Closed Session Announcement:

President Sheehan announced that the Board of Trustees has met in Closed Session and it took action to approve a settlement offer on existing litigation Vasquez-Haro vs. FRCCD.

3. Agenda

The Regular and Consent Agendas for the October 19, 2017, meeting held at Nakoma Resort, 348 Bear Run, Clio, California were approved as presented, (Elliott/McNett) unanimous.

4. Minutes:

The minutes from the Working Session and Regular Meeting held on Thursday, September 14, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/McNett) unanimous.

5. Items from the Public:

There were no items from the public.

6. CONSENT AGENDA

Trustee Meyers requested additional information on Consent Agenda Item #6A2, Approval of Personnel Actions, Service Contract for Sky Creative Inc. He added that the Consent Agenda line item explanation stated that the contract was for Website Development and Marketing Services for completion of China Equine Website. Derek Lerch, Dean of Instruction/CIO explained that the item involves the Deputy Sector Navigator Global Trade and Logistics Regional Grant. He further explained that part of Angela Cordell's responsibilities as director of the grant is to develop global trade relationships for community colleges. Dr. Lerch added that Ms. Cordell has been working with the FRC Ag Department on the development of an equine website in China, and the possibility of internships for students in China to study abroad in the United States.

*** 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 Agreement between County of Plumas, a political subdivision of the State of California, by and through its Behavioral Health Department (COUNTY) and Feather River Community College District (CONTRACTOR) for CONTRACTOR to provide County with services set forth in Exhibit A, including that the new Student Mental Health and Wellness Center on the FRC campus will be dedicated to mental illness/suicide prevention and education and support mental health and wellness for Feather River College (FRC) students, including Transitional Age Youth (TAY). The center will employ a full-time Behavioral Health Counselor and a part-time Care Case Manager. The agreement is effective July 1, 2017 through June 30, 2020 and shall not exceed \$557,032.00, and 7) Approval of grant agreement in the amount of \$87,000.00 between Feather River Community College District (DISTRICT) and Plumas Unified School District/Plumas County Office of Education (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing adult education services by AGENCY. AGENCY shall perform all PUSD/PCOE Adult School activities listed in Scope of Work in accordance with timelines and the Budget Narrative and Calculations and Budget Summary effective October 20, 2017, through June 30, 2018, were approved as presented.

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Items, He explained that the items have gone through the Curriculum Committee and the Academic Senate. Derek Lerch added that one of the more interesting parts of the agenda item for Board members might be the variety of upper division classes listed for the Ag Program. He explained that the revisions are based on discussion and analysis of the Ag Department, especially as it relates to Student Learning Outcomes (SLOs) pertaining to those courses. He added that this has been an area of focus for the College and its accreditor, because it wants to make sure that lower division courses are distinguished from upper division courses, and there was further discussion. There being no objection, the request for Approval of Curriculum Actions was approved as presented, (Elliott/McNett) unanimous.
- 2) Kevin Trutna requested Approval of 2018 Board of Trustees Meeting Dates. After brief discussion and there being no objection, the request for Approval of 2018 Board of Trustees Meeting Dates was approved as presented, (McNett/Ware) unanimous.
- 3) Kevin Trutna requested Approval of Board of Trustees Goals. Dr. Trutna explained that he had met with Trustee Meyers and discussed the possibility of five board goals with some goals broader than others, and he then worked with Derek Lerch and Carlie McCarthy, Chief Student Services Officer (CSSO), and three primary goals including 1) improve student success, 2) improve fiscal stability and outlook, and 3) increase enrollment

were arrived at. He also stated that five other goals discussed with Trustee Meyers included 1) improve community connections, 2) staff development that will drive student learning, 3) support for the bachelor's degree, 4) support for the mission, 5) improvement of facilities. Dr. Trutna asked the Board members if they wanted to adopt the first three goals and then discuss the inclusion of some of the others at next year's Board retreat. Trustee Meyers commented that in the discussion he had with Dr. Trutna, they agreed that the goals would stand apart from College operations without any special reports or record keeping, and that the main reports would take place at Board retreats. Trustee Elliott stated that he felt that goals number one and number two should be more specific because they are so critical to the College. After lengthy discussion on the agenda item, and with varying viewpoints expressed by the Trustees on the need for Board goals, the request for Approval of Board of Trustee Goals was approved as presented, with the understanding that the goals would be revisited at the next retreat in June 2018, (Meyers/Sheehan/Elliott/McNett Aye) (Ware Abstaining).

- 4) Kevin Trutna requested Approval of BP 3570, Smoke and Tobacco Free Environment. After further discussion and there being no objection, the request for Approval of BP 3570, Smoke and Tobacco Free Environment was approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware) unanimous.
- 5) Kevin Trutna requested Approval of Faculty Equivalencies. There being no objection or further discussion, the request for Approval of Faculty Equivalencies was approved as presented, (Elliott/McNett/Sheehan /Meyers/Ware) unanimous.
- 6) Kevin Trutna requested Approval of 2017-2018 Feather River College Transfer Plan. He introduced Greg McCarthy, Academic/Athletic Advisor and Articulation Officer to those present. Mr. McCarthy explained to the Board members that the bolded section of the Transfer Plan is directly related to the transfer report that he submits to the State of California prior to the October 31, 2017 deadline. He then provided the Board of Trustees with an overview of the Transfer Plan including services provided to students, transfer activities for fall 2017, activities planned for spring 2018, special services for underrepresented students, facilities and staffing, the advisory committee, and evaluation and reporting. After further discussion and there being no objection, the request for Approval of 2017-2018 Feather River College Transfer Plan was approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers) unanimous.
- 7) Kevin Trutna requested Ratification of the Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ended September 30, 2017 (Q1). After brief discussion that included comments from Jim Scoubes, Chief Financial Officer, and there being no objection, the request for Ratification of the Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ended September 30, 2017, (Q1) was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware) unanimous.

- 8) Kevin Trutna requested Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2017. Jim Scoubes provided an overview of the information contained in the report, and he was asked by President Sheehan if he felt that the amounts being set aside for the Public Employment Retirement System (PERS) and State Teachers Retirement System (STRS) were sufficient. Mr. Scoubes responded that the manner in which he is building sufficient funding for these liabilities would be in line with the percentages needed. Trustee Meyers added that perhaps the Board of Trustees would benefit from a report on the account from time to time. After further discussion and there being no objection, the request for Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2017, was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware) unanimous.

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Quarterly Financial Status Report as of September 30, 2017. He reviewed the Unrestricted General Fund Summary noting that revenues for the period totaled \$2,737,579, with the District committing \$1,508,695 of the Beginning Funding Balance (BFB) as of September 30, 2017. He also reported that expenditures totaled \$3,278,034 for this same timeframe. Mr. Scoubes stated that he had researched Trustee Meyers' question from the previous meeting on why the 5000 account code for operating expenses was higher (than the previous year), and he found that the District had made a \$200,000 prepayment to the Butte County Office of Education (BCOE) for instructional services for the Mini-Corp Program. Mr. Scoubes continued his report by going over information on some of the other funds contained in the report including the Restricted General Fund which reflected revenues of \$911,816 and expenses of \$837,437, and he noted that these numbers can fluctuate due to the timing of the receipt of grant funds. He reviewed the Child Development Fund with revenue of \$43,569 and expenses of \$40,725, the Capital Outlay Fund, Retiree Benefits, and the Student Financial Aid Fund Summary with \$1,037,501 in revenue and expenses of \$1,043,250.
- 2) Kevin Trutna introduced Audrey Peters, Director of the Upward Bound Program to the Board. Carlie McCarthy, Chief Student Services Officer provided background information on Ms. Peters' employment with the District, and Ms. Peters then provided an informational overview of the program to those present. She reported that along with her supervision as director of the grant funded program, Mr. Billy Ogle and Ms. Kerry Allan are staff members in advisor positions. Her overview also included information on who is served by the program, what the main services are, what the program objectives are, and how students can join the Upward

Bound Program. Trustee Elliott asked about the other two TRiO grants, and Ms. Peters responded that the Educational Talent Search (ETS) Program, with Jan Prichard, Director, serves 8th grade to 12th grade students in Plumas County, Westwood, and Loyalton, California. She added that the third grant funded program is Student Support Services (SSS) with Director, Gretchen Baumgartner, and this grant serves low income, first-generation college students. Ms. Peters closed her report by going over the application for Upward Bound and she encouraged Trustees to hand it out to a family that might have a son or daughter interested in the free program that provides fundamental support to high school participants in their preparation for college entrance. President Sheehan asked Ms. Peters to keep Dr. Trutna and the Board of Trustees apprised of what she hears about the federal budget and next year's funding expectations for the Upward Bound Program in the coming months.

- 3) Kevin Trutna provided opening remarks on the FTES Report stating that he likes to have a report like this before the Board during the middle of the semester, so Board members have an understanding of where the College stands on enrollment. Derek Lerch reported that the College opens priority enrollment for the spring 2018 semester on Monday, October 30, 2017, and he'll be working with Council on Instruction in the next few months to develop a schedule for summer 2018. Dr. Lerch referred the Board to the Enrollment Summary included with their Board packets and there was brief discussion.
- 4) Kevin Trutna stated that Board members had received a copy of the draft Accreditation Self-Evaluation with their individual board packets, and he noted that Derek Lerch, Accreditation Liaison, not only coordinated the work on the document, but he also did a lot of the writing. He also reported that Cindy Hall, Classified Accreditation Team Member, and Katie Desmond, Academic Senate Accreditation Team Member are also providing support by collecting evidence and reviewing materials. Dr. Trutna stated that the draft has been sent out to all employees with encouragement to read it as much as possible and provide recommendations for improvement. He added that Trustees will receive a second look at the material in November, and it will be on the agenda for approval at the December meeting. Trustee McNett suggested adding a glossary to the document, because it included quite a bit of educational vernacular and a glossary might help and serve to show the Commission that FRC is reaching out past its peer group. Dr. Trutna responded that the document is specifically for a peer group evaluation, and Dr. Lerch added that he's never seen a glossary, but one could be included if necessary. It was agreed by consensus that Trustee McNett's point was well-taken, but that the addition of a glossary need further discussion.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Meyers shared his appreciation to Dr. Trutna and the Board for deciding to schedule the October meeting in Eastern Plumas County.

Trustee McNett stated that he would like to ask the Board of Trustees to direct Kevin Trutna to write a public information article about the possible impacts of commercial cannabis grows not only in Plumas County, but to include possible impacts on the College specifically. There was general consensus on the suggestion from Trustees Elliott and Meyers.

2) Associated Students

Ambria Holm, Student Trustee, on behalf of ASFRC, provided a report on recent activities occurring on campus. Her report included information on her experience participating in the September 21, 2017, through September 23, 2017, North State Campus Camp organized by Northern California Community Colleges to empower students to become positive agents of change on their campuses and communities. She stated that FRC was well represented with six individuals attending including Ms. Jalyn Walker, ASFRC President. Student Trustee Holm also covered in her report the success of the rodeo teams at the National Intercollegiate Rodeo Association's (NIRA) held in Quincy at the end of September. She stated that the men's team performed well enough to place second overall, and the women's side placed fifth. Ms. Holm's report also covered student attendance at the Reno Snaffle Bit Futurity that began September 11, 2017, the FRC Show Team competition in Orland, California on September 21, 2017, the promotional photographing and filming of students in their bachelor's degree classes by Sky Marketing Group on October 6, 2017, the Young Cattlemen's Association dinner and dance held in the indoor arena on October 12, 2017, and the Beef Cattle Production Management field trip to Montana and Idaho that she attended October 13, 2017 through October 17, 2017 with eight other bachelor degree students and faculty member JP Tanner. She described the field trip as being hugely successful with student connections being made at each facility in unique ways.

3) Academic Senate

President Sheehan asked if the Academic Senate had taken up the administrative procedure on fiscal management yet, and Derek Lerch reported that it had approved a version of AP 6300 from the Community College League (CCL) on Monday, October 16, 2017.

4) Classified Senate

Cynthia Hall, Classified Senate President reported the Classified Senate met on Monday, October 16, 2017, and it continues to work on updates to policy and procedure. She also reported that the Classified Senate approved a donation of \$100.00 to the Thanksgiving Day luncheon provided free annually to all students and staff.

5. Instruction

No Report

6. Student Services

Carlie McCarthy indicated that there was not much to report that wasn't already included in Kevin Trutna's President's Report to the Board of

Trustees, but she did touch on attendance at the previous night's volleyball again against Butte College, where FRC topped Butte College four games to one. She also reported that work continues on the Integrated Plan and Guided Pathways, and that she along with Riley York and Terry Baumgartner will be participating in the Foundation's Dancing with the Stars on November 11, 2017.

7. Superintendent/President

Kevin Trutna provided an overview of his written report stating that Randy Rick, Head Basketball Coach, was recently inducted into the Red Bluff High School Hall of Fame. He also reported that the FRC Mental Health and Wellness Center hosted an open house on September 26, 2017, to help in removing the stigma of individuals seeking mental health and wellness counseling. Dr. Trutna also stated that Katie Desmond, Political Science Instructor has signed FRC up for the All in Challenge, whereby FRC agrees to increase student voting rates, help students form the habits of active and informed citizenship, and make democratic participation a core value. Dr. Trutna also pointed out that this month he included in his report, the Federal Student Financial Aid Report that reflects the numbers of both dependent and independent students receiving Federal Financial Aid Awards to assist them with furthering their education. He also covered the Career and Technical Education (CTE) Employment Outcomes Survey for 2017.

There being no further business, the meeting was adjourned at 3:47 p.m.

KT/ch