

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Sheehan called the Working Session of the Feather River Community College District Board of Trustees to order at 10:03 a.m. on Thursday, November 17, 2016 at Feather River Community 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 public comment on any of the listed Closed Session items. There being no public comment offered, the Working Session continued and items of discussion included a) Biomass Update, b) Feather River Community College Budget 101 Workshop c) Board of Trustee Goals and Relation to Strategic Plan, and d) Potential Revisions to Board Work Plan Calendar. The Working Session was adjourned at 11:43 a.m.

3. Trustee Ware arrived at the Working Session meeting at 10:24 a.m.

4. Call to Order:

President Sheehan called the Regular Meeting of the Board of Trustees of Feather River Community College District to order at 1:02 p.m. on Thursday, November 17, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent: Student Trustee Hammons

5. Closed Session Announcement:

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

6. Agenda:

Kevin Trutna, Superintendent/President requested that the last item under Service Contracts on page three of Agenda Item 9A2, Approval of Personnel Actions by the Governing Board be removed from the agenda as he was asked a question on the item and he will bring the item back when he has the additional information. President Sheehan noted that the second part of the issue was whether or not the Consent Agenda was the proper place for the item. After further discussion and there being no objection, the Regular and Consent Agendas were approved as amended, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed, Hammons Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, October 20, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy,

California were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed Hammons Absent).

8. Items from the Public:

There was no public comment.

9. 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 Memorandum of Understanding between Feather River Community College District (DISTRICT) (Educational Talent Search Program) and Plumas Unified School District for (DISTRICT) to provide coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for tutorial services provided to actively enrolled Educational Talent Search Program (ETS) students in an amount not to exceed \$4,000.00 for the 2016-2017 academic year were approved as amended (Meyers/Elliott/Sheehan/McNett/Ware Aye) (None Opposed, Hammons Absent).

10. REGULAR AGENDA

A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions. After brief explanation from Derek Lerch, Dean of Instruction/CIO, the request for Approval of Curriculum Actions was approved as presented, (Ware/McNett /Sheehan/Elliott/Meyers Aye) (None Opposed, Hammons Absent).
- 2) Kevin Trutna requested Approval of 2016-2017 Feather River Community College District Confidential Salary Schedule. He explained that the salary schedule had been omitted from the agenda at the October 20th meeting of the Board of Trustees. There being no objection or further discussion, the request for Approval of the 2016-2017 Feather River Community College District Confidential Salary Schedule was approved as presented, (Meyers/Elliott /Sheehan/McNett/Meyers Aye) (None Opposed, Hammons Absent).
- 3) Kevin Trutna requested Approval of Board of Trustee Meeting Dates January 2017 through December 2017. There being no objection or further discussion, the request for Approval of Board of Trustee Meeting Dates January 2017 through December 2017 was approved as presented, (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed, Hammons Absent).
- 4) Kevin Trutna requested Approval of Employment Agreement for Superintendent/President. After further discussion and there being no objection, the request for Approval of Employment Agreement for Superintendent/President was approved as presented, (Meyers/Ware /Sheehan/Elliott/McNett Aye) (None Opposed, Hammons Absent).

- 5) Kevin Trutna requested Approval of Faculty Equivalencies. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Ware/Sheehan/Elliott /Meyers Aye) (None Opposed, Hammons Absent).
- 6) Kevin Trutna requested Approval to Accept Donation of 1999 Ford/F-450 Ambulance from Plumas District Hospital. After further discussion and there being no objection, the request for Approval to Accept Donation of 1999 Ford/F-450 Ambulance from Plumas District Hospital was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed, Hammons Absent).
- 7) Kevin Trutna requested Approval of BP 2710 Conflict of Interest. After brief discussion and there being no objection, the request for Approval of BP 2710 Conflict of Interest was approved as presented, (Meyers/McNett/Sheehan /Elliott/Ware Aye) (None Opposed, Hammons Absent).

* **B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer provided the District's Monthly Financial Status Report as of October 31, 2016. He reviewed the Unrestricted General Fund Summary noting that expenditures for the period totaled \$5,326,686 or 32% percent of the approved budget. He also stated that the report reflects that the District is up two percent on expenditures over the prior year, a result he explained that is due to the \$753,200 of Unrestricted General Fund money that was used for the purchase of the new property.
- 2) Kevin Trutna introduced Michael Bagley and Becky Easley, both mathematics instructors at Feather River College. He explained that together they would be presenting Part III of the Remedial Education Spotlight Report which would include an overview on what FRC is doing in the area of mathematics to provide assistance to the remedial student. Dr. Bagley discussed the peer tutoring and other resources available in the Instructional Resource Center (IRC) and he noted the importance of the decision to hire another mathematics instructor to teach lower level math courses. He also expressed his support for continuing with the Bridge Program, an intensive refresher course in mathematics offered prior to the start of the fall semester, and his support for a technique gaining traction in basic skills referred to as "embedded tutoring" or having a peer tutor sit in on courses so he/she knows what's going on in the classroom day to day. Dr. Easley then went over a handout that had been distributed that showed some of the examples of the types of things that FRC does in the basic skills classes including two-color counters that help with the learning of integer operations and lets students see the positive and the negative

and how they interact, working with fractions and helping students visualize and understand why when fractions are multiplied you end up with something smaller and algebra tiles and other visual mathematic media. Dr. Easley also logged into Pearson MyMath Lab, a resource she explained that has been embraced at other institutions where she has been employed and that she sees it as a powerful tool that provides students with just about everything they need to succeed. She explained that MyMath Lab is designed to walk the student through designed math problems, help them solve the problems, show them similar problems, and it also acts as a resource for study skill success. Dr. Easley and Dr. Bagley answered questions fielded by the Board members and Board members thanked both instructors for the informative report.

3) Kevin Trutna reported that Pamela Crespin, Director of the Adult Education Program was present to provide information and an update on the AB 86, Adult Education Consortium Planning Grant. Dr. Crespin noted that the previous report intersected perfectly with her update because the Adult Education Grant serves remedial students 18 years of age and over. She explained that some of these students lack not only basic skills but other life skills necessary to succeed in the workforce. She distributed a handout that contained the 2016-2017 grant awards for the consortium and reiterated that the goal of the program is get people employed. She stated that during the recession funding went away, and it has been brought back under a new model in the form of a consortium of community colleges and school districts. She added that Plumas County's model is unique in that the funding mostly involves Community Based Organizations (CBOs) that are providing services directly to clients. She provided a PowerPoint presentation that reflected that \$1.2 million in funding has been awarded to CBOs in Plumas County over the 18 month period of January 2015 through June 2017, and she reported on the need and implementation for improved tracking mechanisms, common forms and procedures and a structured data and accountability system going forward. Dr. Crespin's presentation also included information on the Community-Based Think Tank meetings that have provided both community and employer orientations and facilitator training in all areas of Plumas County. Dr. Crespin closed her report by answering questions from the Board of Trustees and the Board members thanked her for the update on the grant program.

4) Kevin Trutna stated that Merle Trueblood, Director of Athletic Operations and Events would be providing the annual update and report on athletics. Mr. Trueblood began his report by stating that the criteria for student athletes involves academics first, then character, citizenship, financial ability to pay, athletic ability and community interaction. He presented a PowerPoint presentation that included this information along with slides outlining eligibility requirements including staying enrolled in a minimum of 12 units with nine required academic units, keeping a minimum 2.0 grade point average (GPA), progress reports, study hall requirements, Student Education Plans (SEPs), and the need to take 12-15 units of General Education classes each semester to graduate. Mr. Trueblood also spoke

about the California Community College Athletic Association (CCCAA) academic awards to FRC students in baseball, volleyball, and softball and its recognition of FRC student athletes as scholar athletes of the year in the same sports over various years. He also discussed the criteria of how a student athlete is counted at Feather River College, FRC's headcount by sport, and the headcount for 2015-2016. Kevin Trutna provided explanation of the FTES in 2015-2016 by pointing out that approximately 19% of the "FRC Total" of 1,525 California Resident FTES was attributable to athletics. He added that approximately 19% of the 1,525 FTES came from Out-of-State FTES with 62% coming from FRC's part time students. Dr. Trutna also provided additional explanatory comments on the Out-of-State "FTES" approximation of 87% being attributable to athletics, but which is not reimbursable by the State and there was further discussion. President Sheehan stated that approaching the numbers in this way creates several questions in his mind, and in the interest of time he asked that some sort of mechanism be created to discuss it further at a future session or meeting of the Board. Merle Trueblood closed his presentation by reviewing slides and information on student athlete workload in 2015-2016, GPA by sport by academic year, success beyond FRC, and athletic achievement that included 39 Conference Championships, 52 Sweet Sixteen appearances, 16 Elite Eight appearances, six football bowl game appearances, and two individual state appearances. He also talked about the slide titled "The Next Wave" that included a proposal to add sports, continued Title IX compliance, the "Big Move" to the new building, future housing needs, retaining quality coaches, and the newly passed marijuana proposition. President Sheehan noted that although it may be a two-year stretch for funding to arrive that will cover the cost of remodeling the Multi-Purpose Building (MPB), a site and design for the remodel needs to be established ahead of the funding as the remodel will clearly affect the schedule for athletics and Mr. Trueblood concurred.

- 5) Kevin Trutna provided a report to the Board of Trustees on the Quincy community. He referred to a handout that had been provided on the report that included trends on the number of courses taken by residents with a zip code of Quincy, California, the number of students from the Quincy area enrolled at FRC, and the GPA of these students along with the number of units taken and core achievement calculations from 2010 forward.

D. Communications, Presentations, and Reports

1) Associated Students

Karen Pierson, Chief Student Services Officer, on behalf of Associated Students reported that FRC students were instrumental in putting together a "Great American Smoke Out" event in association with the American Cancer Association where the students had the opportunity to weigh in on the changes being proposed to the policy on smoking on campus and then be treated to a barbecue lunch. She explained that the changes involve the campus becoming smoke and tobacco free and that she would pass on the results of the comments to the Board when they were available. Dr.

Pierson also informed the Board of Trustees that FRC student Christopher Clements is now participating on Cabinet, the shared governance committee that reviews and recommends policy and procedure changes.

2) Student Services

Karen Pierson reported that on Monday, November 14th there was an extended orientation for students on the mental health issues that most commonly impact college age students and that Bob Brunson, Director of Plumas County Mental Health led the discussion. She noted that after the session, students were asked to provide information on what they learned, how they would put the information to use, and what additional questions they had on the topic. Dr. Pierson also extended an invitation to the Board of Trustees to attend the annual FRC Thanksgiving Day lunch on Tuesday, November 22nd if their schedules allowed. She explained that a learning component was added this year on the origin of the first Thanksgiving and that the College received a FRC Foundation grant to help subsidize the food costs for the event. Dr. Pierson also reported that the induction ceremony for new Phi Theta Kappa members would take place at 3 p.m. on Friday, November 18th in the Gallery and that the group would welcome the attendance of any Board members that could attend. She also reported that with regards to marketing the college, FRC has contracted with Diego Lozano, a local and creative videographer, to create seven videos that capture students both inside and outside of the classroom as they speak personally about their experiences at FRC. She also reported that the college has received \$50,000 to market the Bachelor's Degree Program. She additionally reported that ideas are being presented to contract with an individual who can develop an image for the College that can be utilized to market the college in whatever way it can. She closed her report by indicating that members of Student Services are preparing to meeting with a team of individuals as they conduct an Accrediting Commission for Community and Junior Colleges (ACCJC) site visit for the Bachelor's Degree Program on December 7th. She added that Student Services is looking at how the bachelor's degree student is served across the division with regards to Extended Opportunities Programs and Services (EOPS), equity, student housing, and student life. She additionally reports that Student Services is in the final stages of adopting CCCApply, a common community college application.

3) Instruction

Derek Lerch reported that as Dr. Pierson reported, the College has received notice that the site visit for the Bachelor's Degree Program is scheduled for Wednesday, December 7th. He explained that a team of three to four individuals will visit the campus and speak with a variety of individuals including members of Student Services, the Curriculum Committee, President's Staff and others to verify the information contained in the College's proposal to offer a bachelor's degree.

4) Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the search committees for EOPS and Head Football Coach are underway and that

the search committee for the Head Rodeo Coach will convene early next year. President Sheehan asked about the status of the procedure on hiring faculty, and Dr. Kokosinski responded that it has been passed by the Academic Senate and is in the hands of the Classified Senate for its approval so it can be returned to Cabinet for final approval.

5. Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate will meet on Monday, November 21st and AP 7121, Faculty Recruitment, Screening and Hiring is on the agenda for action. She added that the procedure has been discussed over the last two months and along with it the Classified Senate will take action on two or three other procedures and review a dozen or more in a first review. She also reported that in addition to serving on search committees and reviewing policy and procedure, members of the Classified Senate also support the College by attending events and programs including athletic competitions and serving on a variety of shared-governance committees.

6. Board of Trustees

President Sheehan asked that the Superintendent/President think about how to get something going on the new facilities building that is pleasing to look at. He suggested that perhaps a barn quilt or mural might be appropriate. Trustee McNett added that he felt that the meeting was a constructive one. Trustee Ware reported that the Chester community has a new physician and she is pleased about the hire.

7) Superintendent/President

Kevin Trutna reported that the FRC soccer team competes on Saturday, November 19th against West Valley College in the second round of the playoffs. Trustee Meyers recommended a commendation of some kind be expressed. Dr. Trutna also reported that during meetings with faculty over the last few years they have expressed a need for field trips. He stated that he was pleased to be able to report that Anna Thompson, Biology Instructor and her students recently took a field trip to UC Davis where they were treated to four different micro-biology labs and students at the University showed them what they were working on, and provided them with information on topics such as what it was like to go to graduate school and how they made it through undergraduate school. Dr. Trutna also reported that Rafael Blanco, Art Instructor and his students were able to take a field trip to San Francisco and tour a number of places including the Museum of Modern Art. He also talked about a letter of commendation that he received from the football conference on the personal conduct of the FRC football team and its coaches. He stated that although the team did not win a game this season, the observer stated that the team and coaches were professional and considerate throughout the competition and that there was no profanity or vulgar language used at any time. President Sheehan and Trustee Meyers suggested commendations for Coach Simi would be appropriate. In closing comments, Dr. Trutna asked that responses to attendance to the dinner at Moon's Restaurant after the December 8th meeting would be helpful to Cynthia Hall, Administrative

Assistant. He also stated that the Biomass Project would be brought back in December along with Chris Connell discussing the Book in Common, Mick Presnell speaking to the Learning Management System (LMS), a representative from the English Department discussing what remedial English steps it's taking to assist students, and the report on the fiscal audit. President Sheehan suggested pushing out the Book in Common and LMS discussions and there was consensus. Cynthia Hall also stated that the meeting would include an election of officers and there was brief discussion.

There being no further business, the meeting was adjourned at 3:15 p.m.

KT/ch