

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Sheehan called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:05 p.m. on Thursday, December 14, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent:

2. Welcome to Foundation Board Members and Guests:

President Sheehan welcomed members of the Feather River College Foundation to the annual joint meeting of both organizations. Trustee Ware arrived at the meeting at 3:26 p.m.

3. Agenda

Kevin Trutna, Superintendent/President, requested that agenda item #6, Presentation of Letters of Commendation for Johanna Oliver and Matt Warndorf be removed from the agenda. He explained that Ms. Oliver was currently out of town, and that the presentation to both recipients would take place at the January 2018 meeting. Dr. Trutna also requested that agenda item #8C2, Presentation of the Independent Audit Report for the Year Ended June 30, 2017, be moved up in the agenda to take place after the approval of the Consent Agenda. There being no objection or further discussion, the Regular and Consent Agendas for the December 14, 2017, meeting held at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as amended, (Elliott/Meyers/Sheehan/McNett/Holm Aye) (None Opposed) (Ware Absent).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, November 16, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Meyers/Sheehan/Elliott/Holm Aye) (None Opposed) (Ware Absent).

5. Items from the Public:

None

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 Memorandum of Understanding (MOU) between Feather River Community College District (DISTRICT) and

Plumas Unified School District (PUSD) (AGENCY) for the purpose of outlining the responsibilities of each party as they relate to providing affiliated educational activities for AGENCY. DISTRICT shall provide a coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for Educational Talent Search (ETS) grant related student travel services for the 6th grade Watershed Course not to exceed \$6,000.00 for the 2017-18 academic year ending June 30, 2018, and 7) Approval of Memorandum of Understanding (MOU) between Feather River Community College District (Educational Talent Search Grant Program) (ETS) and Plumas Unified School District (PUSD) (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational activities for AGENCY. DISTRICT shall provide a coordinator (Jan Prichard) to work with AGENCY. AGENCY will bill DISTRICT for tutorial services provided to actively enrolled ETS students at Chester Jr./Sr. High School, Greenville Jr./Sr. High School, Portola Jr./Sr. High School, and Quincy Jr./Sr. High School in an amount not to exceed \$1,000.00 each for a total not to exceed \$4,000.00 were approved as presented, (Elliott/McNett/Sheehan /Meyers/Holm Aye) (None Opposed) (Ware Absent).

7. REGULAR AGENDA

C. Special Items/Reports

- 2) Tina Treis, Partner, Crowe Horwath, LLP presented the District's Independent Audit Report for the Year Ended June 30, 2017. She highlighted the audit process by explaining that auditors come to the campus and review the internal controls and the records of the District, complete required compliance work on State regulations from the Chancellor's Office, and perform a Uniform Guidance Single Audit per Federal regulations. She also explained how a procedure or program is selected for the Uniform Guidance Single Audit. Ms. Treis reported that there were no adjustments made to District information obtained from Business Services and that this same information is shared monthly through reports from Jim Scoubes, Chief Financial Officer, and Katie Schmid, Chief Accountant. She stated that in the opinion of Crowe Horwath, LLP, the financial statements, presented fairly, in all material respects, the respective financial position of Feather River Community College District as of June 30, 2017. She stated that the supplementary information covers a range of information on what is audited and what is not, and that the discussion and analysis of the financial statements provides a good road map for Board members because it shows enrollment trends and financial highlights from year to year. She noted that this information also contains a Statement of Net Position, a Statement of Revenue, Expenses, and Change in Net Position, and a Statement of Cash Flows, as well as a Statement on Economic Factors that Board members would find interesting. Ms. Treis reported that the audit reflected District assets totaling \$24,026,146 and a net position of \$6,123,254. Ms. Treis further explained that many districts currently have a negative net position and that the College's position should be viewed as healthy. Ms. Treis

made note, as she covered the Statement of Revenues, Expenses and Change in Net Position, that all colleges have been impacted by the increases in State Teachers Retirement System (STRS) and Public Employee Retirement System (PERS) percentages and there was further discussion and explanations on the increases and actuarial studies. Ms. Treis also discussed Other Post-Employment Benefit (OPEB) expenses, and the 50 Percent Law calculation which the District is exceeding by 5.16%. She then asked the Board members to turn to page 90 of the audit where they would see a Summary of Auditor's Results and where she explained that the audit produced no material weakness or significant deficiencies, and no non-compliance material was noted in the Financial Statements, or Federal and State Awards. She did report that the audit identified a deficiency in the internal controls in the area of purchasing. She explained that internal compliance controls exist where bonds are utilized by Districts, but since this District doesn't have bonds, the audit found some irregularities with regards to invoices and purchasing. She noted that the purchasing controls over approvals of goods and services were not operating effectively, and that services for construction, maintenance, and contracts had been requested from vendors prior to receiving purchase order approval from the Business Office. She explained the audit looked at 16 invoices and 9 of them were approved after the fact. There was additional discussion regarding the deficiency that included a statement that it is the Chief Financial Officer that retains authority over fiscal matters and purchasing irregularities for the campus. Ms. Tries also reviewed the recommendation that there should be a purchasing consultation if the estimated cost of a project or purchase comes within 75% of the threshold for triggering the quote process, that there be accuracy and full information on requisitions and purchase orders, additional trainings on the process, letters to vendors, and memorandums to employees. Trustee McNett asked about the spike in the allowance for doubtful student account receivables noted on page 37, and Katie Schmid explained how the allowance was evaluated and calculated.

Foundation Audit

Tina Treis also presented the Foundation's Independent Audit Report for the Feather River College Foundation, Inc., for the Year Ended June 30, 2017 and 2016. She also reported that it is the opinion of the auditing firm that the financial statements referred to in the report, present fairly, in all material respects, the financial position of Feather River Community College Foundation, Inc. (A Non-Profit Organization) as of June 30, 2017 and 2016. She reviewed the Statement of Financial Position which noted total assets amounting to \$5,382,660 with net assets totaling \$3,068,926. She also explained for non-profits, the Statement of Activities is different in that it contains three buckets of information on Unrestricted, Temporarily Restricted, and Permanently Restricted funds, and she explained what types of funds would fit into these categories. Ms. Tries also discussed the Foundation's Statement of Cash Flows, and Statement of Functional Expenses, and she reviewed the Notes to Financial Statements from page nine through 19. Ms. Tries reported that there were adjustments made to information provided by the Foundation in that through the audit process, it

was discovered that the accountant had not been notified of Board action to donate an asset to the District, and, as a result, the asset remained on the general ledger of the Foundation. In addition, Ms. Tries reported that an additional adjustment was made because the prior year residency hall management fee to the District was not updated as of the 2016 fiscal year end, and as a result, the payment of approximately \$119,000 was not reflected in the 2016 activity. Ms. Tries completed her presentation by going over the adjustments that resulted in the Significant Deficiency finding noted in the letter to the Foundation Board of Directors, and the lists of recommendations and bullet points that were included on the following page that included prompt reporting and good communication during the annual closing process.

***A. Motion Items**

- 1) Kevin Trutna opened discussion on the agenda item by stating that the Organizational Meeting of a community college must take place within 15 days of the first Friday in December, and that action to nominate and elect the Board President, Vice-President, and the appointment of the Board Secretary are included in the required action. John Sheehan nominated Dana Ware to the position of Board President, Guy McNett to the position of Board Vice-President, and he recommended re-appointing Kevin Trutna as Secretary to the Board of Trustees effective July 1, 2018. There being no objection or further discussion, Dana Ware was elected to the position of Board President, Guy McNett was elected to the position of Board Vice-President, and Kevin Trutna was re-appointed to the position of Secretary to the Board of Trustees effective July 1, 2018, (Sheehan/Elliott/Ware/Meyers/Holm Aye) (None Opposed) (McNett Abstaining).
- 2) Kevin Trutna requested Approval of the Feather River College Accreditation Self-Evaluation. He explained that the final draft presented to the Board of Trustees has undergone numerous edits, and that Katie Desmond, Accreditation Faculty Leadership Team Member, has done an incredible job on the document's verbiage, Cindy Hall, has worked tirelessly on the evidence, and Derek Lerch has also devoted many hours to the review and oversight needed to make sure the document was finished in good shape and on time. He indicated that the best documents are those that are written by an entire organization, and this document is no different. Dr. Lerch added that he's spoken a lot about accreditation over the last few months, and in addition to the individuals Dr. Trutna mentioned, he would also like to recognize Jim Scoubes, Terri VanCleve, Senior Office Assistant I/Switchboard/Print Center, and Agnes Koos, Director of Institutional Research and Planning, for their assistance on the project. There being no objection or further discussion, the request for Approval of the Feather College Accreditation Self-Evaluation was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Holm Aye) (None Opposed).
- 3) Kevin Trutna requested Approval to Adopt District's Initial Proposal to Associate Faculty Chapter AFT/CFT Local #4615. There being no objection

or further discussion, the request for Approval to Adopt District's Initial Proposal to Associate Faculty Chapter AFT/CFT Local #4615 was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Holm 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 November 30, 2017. He reviewed the Unrestricted General Fund noting that revenues total \$5,879,293 for the period, and total expenditures amounted to \$6,025,811, in comparison to \$6,454,057 for the prior year which included the purchase of the new property. He indicated that he received notice from the energy consortium the District belongs to of an opportunity to lock energy prices at a reduced rate, and as a result, he was given authority to enter into the contract with Constellation New Energy covering the next three fiscal years at an overall savings to the District of \$51,000 over the three year period.

Jim Scoubes also commended Katie Schmid for her work on the District's audit. He stated that Dr. Trutna's immediate response to the District's audit finding was to have Tamara Cline, Purchasing Agent, conduct trainings on the purchasing process. He added that the District's purchasing policies haven't changed, it's the way individuals are interpreting these policies that has changed. He stated that he takes his responsibilities seriously and he looks at every invoice. President Sheehan stated that there are many people on campus that have authority to do things, which is good, but he asked Mr. Scoubes if he felt the purchasing process was too decentralized for purchases. Mr. Scoubes responded that he felt the structure was sufficient, but the proper steps in the purchasing process need to be followed.

- 3) Kevin Trutna introduced Rafael Blanco, Art Instructor, to those present. He explained that Mr. Blanco is in his fourth year with Feather River College and he will be up for tenure in February 2018. Dr. Trutna noted that Mr. Blanco has done a great job for the Art Program and with integrating himself into the community. Mr. Blanco thanked the Board of Trustees for inviting him to the meeting, and began his PowerPoint presentation by letting the Board know that one of his main goals for the program is to increase the number of full-time art students at the College. He stated that the Plumas County is somewhat remote, and this can present a challenge when recruiting. He explained his current efforts to recruit include going to high schools and talking about the program, and in his personal work he always has a banner letting people know that he works at Feather River College. He added that he always attempts to influence people to become art students with his personal art projects. Mr. Blanco also talked about the studio arts graphic design degree that he's been working on getting

approved over the last couple of years. He explained that he will use the degree as a recruiting tool as well, because many of the classes are similar, and a student can do both at the same time as many of the classes are similar. Mr. Blanco went on to explain that another goal of his to increase enrollment is to add a sculpture and ceramics studio by extending out the current building used by the Outdoor Recreation Building Program for its boat house.

With regards to challenges that he faces with the program, Mr. Blanco indicated that many of his students lack the maturity to be in college, and are not prepared academically. He also listed the misconceptions about art, and what art is, as another challenge, because people are often unaware of the types of jobs an art degree can lead to. He added Plumas County's remote location as another challenge, and the fact that the program has just one full-time instructor and one part-time instructor as an additional challenge. He mentioned that some students don't complete the program because they don't want to take General Education courses, and those that do generally transfer to CS, Chico, University of Nevada – Reno, or the Academy of Art, when he would like to encourage students that do transfer, to transfer to the San Francisco Art Institute, because they offer an amazing scholarship of a 50% reduction in tuition for California Community College Students with over a 3.0 grade point average (GPA). He concluded his presentation with an overview of the galleries, art institutes, and art museums that he and his students visited during a field trip to the bay area.

- 4) Kevin Trutna provided introductory remarks on the Book in Common report item by explaining that the campus instituted a Book in Common reading approximately four years ago. He explained that this year's Book in Common had to do with a number of migrants crossing into the United States from Mexico, and that Chris Connell, English Instructor would be providing additional information on the read. Dr. Connell explained that the book that the campus used this year was entitled *The Devil's Highway*, by Luis Alberto Urrea, a Mexican-American journalist and novelist that spent much of his life on the frontier, but now lives in Chicago, Illinois. Dr. Connell explained that the plot of the story goes back to May of 2001 when a group of 26 individuals crossed into southern Arizona from Mexico led by men referred to as coyotes, and for different reasons became disoriented, were abandoned, and many eventually perished. Those that survived later became known as the Yuma 14. The novel he explained also involves the Border Patrol, the families in Mexico, the story of the coyotes, and the bosses that controlled the coyotes. He added that although organized crime was probably be too strong of a word to use, it does amount to a compelling story of human trafficking. Dr. Connell stated he felt it was an interesting and unbiased novel, although graphic at times with its descriptions of the effects of dying of heatstroke. He noted that it's garnered a lot of interest on campus, has been used in English 101 and other classes, and the novel was a finalist for the 2005 Pulitzer Prize for general non-fiction.

- 5) Kevin Trutna reviewed AP 4300, Field Trips and Excursions with the Board of Trustees as it requested at the November 19, 2017 meeting.

D. Communications, Presentations, and Reports

1) Board of Trustees

Ambria Holm reviewed her written report with those present by highlighting the rodeo's December 1st participation in Quincy's Annual Parade of Lights. She also described the attendance of seven FRC students belonging to the Young California Cattlemen's Association (YCCA) who were able to attend the California Cattlemen's Association's (CCA) 101st Annual Convention at the Nugget Casino in Reno, Nevada. She stated that attendance provided student members with a chance to connect with those in the ranching industry. Ms. Holm also reported that Wyatt Denny and Clayton Bigelow, both FRC alumni, qualified for the National Finals Rodeo in Las Vegas, Nevada. She added they are competing through December 16, 2017, at the Thomas and Mack Center where they'll be supported by family, friends, FRC students, and faculty.

Trustee Elliott announced that Bob Schoensee, one of the founders of the College, and past Superintendent of Plumas Unified School District had passed away the previous evening.

Jim Meyers reported that the tree lighting took place in Graeagle, California, on December 3, 2017, and there were several FRC students in attendance that were recognized.

Trustee Ware stated that she felt that the free Chantix for covered individuals interested in stopping the use of tobacco is a good idea.

Trustee McNett congratulated the women's volleyball team on their ascension to the State Volleyball Championship Tournament.

Trustee Sheehan reported that he's tracking a bi-partisan effort in the Federal legislature to get Secure Rural Schools back up and working by the end of this calendar year.

2) Associated Students

No Report

3) Academic Senate

Michael Bagley, Academic Senate President, recognized the shared-governance work of the Academic Senate for their participation in writing some of the initial drafts of the accreditation self-evaluation. He noted that the work of the members of the Academic Senate Committees was exemplary. At the request of Dr. Trutna, Dr. Bagley explained that over half of the women's volleyball team participated in the American Mathematical Association of the Two Year College (AMATYC) during the fall 2017 semester. He and Dr. Trutna explained that these students

participate on their own time to take a mathematics test, where the results are compared against other community colleges nationally.

4) **Classified Senate**

No Report

5. **Instruction**

No Report

6. **Student Services**

Carlie McCarthy reported that Student Services is winding down the fall semester and gearing up for the spring semester with plans for New Student Orientation and a Week of Welcome.

7. **Superintendent/President**

Kevin Trutna referred to his written report noting that he finds the report on the deer tracking interesting every year, as it continues to show the deer population at FRC does not travel far from campus. He also provided information on his presentation at the Community College League's Annual Convention on FRC's bachelor's degree program. He explained that after the presentation, he spoke with representatives from the Board of Governor's Offices and CEOs and Presidents from other institutions about how FRC is progressing with the degree. Dr. Trutna additionally reported that Anna Thompson, Biology Instructor, was selected as one of three community college faculty members to participate in the yearlong 2018 Science, Technology, Engineering, and Mathematics (STEM) Faculty Learning Program. He noted that in speaking with Anna, she explained that events in the program include a two-day workshop at CSU-Chico, then weekly activities to foster teaching and learning and improve pedagogical activities in the classroom. In closing comments on his report, Dr. Trutna highlighted his and Dr. Lerch's attendance at the first Far North Institutional Effectiveness Partnership Initiative (IEPI) Community of Practice meeting. He explained that the meeting included teams from all the colleges in the Far North Region, and everyone worked on a white paper on the college funding formula and how it impacts rural colleges.

There being no further business, the meeting was adjourned to the Foundation Board of Director's Meeting at 4:45 p.m.

The Organizational and Regular meeting of the Feather River Community College District Board of Trustees was then reconvened by President Sheehan at 5:21 p.m. and officially adjourned also at 5:21 p.m.

KT/ch