

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

3. Call to Order:

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:07 p.m. on Thursday, June 14, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers

Trustees absent: Ware

4. Closed Session Announcement:

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

5. Agenda:

The Regular and Consent Agendas for the June 14, 2018, meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/McNett/Sheehan/Meyers Aye) (None Opposed) (Ware Absent).

6. Minutes:

The minutes from the Regular Meeting held on Thursday, May 17, 2018, at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Meyers/Elliott/Sheehan/McNett Aye) (None Opposed) (Ware Absent).

7. Items from the Public:

None

8. CONSENT AGENDA

*** A. Motion Items**

Prior to approval of the Consent Agenda, Trustee Meyers asked a question regarding agenda item 8A5, Budget/Augmentations/Reductions. He stated that it appears that the College is taking another \$200,000 out of reserves in order to generate enrollment for Mini-Corp and the Incarcerated Student Program, and he asked if this was correct. Kevin Trutna, Superintendent/President, responded that yes there are a couple of things that the District does and summer school is the same way. He explained that these items are not placed in the budget because the District doesn't know if they will be needed. He also explained that these augmentations were to make up for FTES shortfalls and/or to make sure FTES goals were made for this year. There was clarification that the shortfalls in FTES were not in Mini-Corp or ISP, but in other areas. There being no objection or further discussion, 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 Instructional Service

Agreement between Feather River Community College District (DISTRICT) and Lake Almanor Fitness, LLC (AGENCY) for AGENCY to provide instructional and other services for health educations programs effective July 1, 2018, through June 30, 2019, 7) Approval of Instructional Service Agreement between Feather River Community College District (DISTRICT) and Sierra Rescue (AGENCY) for AGENCY to provide instructional and other services for outdoor safety and recreations program effective July 1, 2018, through June 30, 2019, 8) Approval of General Services Agreement between Gregory Engineering Consulting and Feather River College in an amount not to exceed \$5,000.00 for design and construction services related to the proposed Spanish Creek bridge crossing, and 9) Approval of Instructional Service Agreement between Feather River Community College District (DISTRICT) and Chester Community Chorus (AGENCY) for AGENCY to provide instructional and other services for music education programs effective July 1, 2018, through June 30, 2019, were approved as presented, (Meyers/Elliott/Sheehan/McNett (Aye) (None Opposed) (Ware Absent).

11. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of BP 6450, Wireless or Cellular Telephone Use. There being no objection or further discussion, BP 6450, Wireless or Cellular Telephone Use, was approved as presented, (Meyers/McNett/Sheehan/Elliott Aye) (None Opposed) (Ware Absent).
- 2) Kevin Trutna requested Approval of BP 7220, Academic Rank. After further discussion and there being no objection, the request for Approval of BP 7220, Academic Rank, was approved as presented, (Elliott/Meyers /Sheehan/McNett Aye) (None Opposed) (Ware Absent).
- 3) Kevin Trutna requested Approval to Accept Donation of Books from Technical Analysis Educational Foundation. After brief discussion and there being no objection, the request for Approval to Accept Donation of Books from Technical Analysis Educational Foundation was approved as presented, (Meyers/McNett/Sheehan/Elliott Aye) (None Opposed) (Ware Absent).

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #18/19-01 – Approval of Agreement #CSPP-8367 between Feather River Community College District and the California Department of Education for the Purpose of Providing a California State Preschool Program. There being no objection or further discussion, the request for Approval of Resolution #18/19-01 - Agreement #CSPP-8367 between Feather River Community College District and the California Department of Education for the Purpose of Providing a California State Preschool Program was approved as presented.

Ayes:	Elliott, McNett, Meyers, Sheehan
Noes:	None
Absent:	Ware
Abstain:	None

- 2) Kevin Trutna requested Approval of Resolution #18/19-02 – Approval of Agreement #CTTR-8165 between Feather River Community College District and the California Department of Education for the Purpose of Providing General Child Care and Development Programs. There being no objection or further discussion, the request for Approval of Resolution #18/19-02 – Approval of Agreement #CTTR-8165 between Feather River Community College District and the California Department of Education for the Purpose of Providing General Child Care and Development Programs was approved as presented.

Ayes:	Elliott, McNett, Meyers, Sheehan
Noes:	None
Absent:	Ware
Abstain:	None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of May 31, 2018. He reviewed the Unrestricted General Fund Summary stating that the \$200,000 previously discussed had been added to the Beginning Fund Balance (BFB) total which now reflects \$1,855,168. He also pointed out that the total 8000 account column showing \$14,969,240 has two additional months of expected apportionment funding to receive or about \$1.2 million that has not yet been recorded. Mr. Scoubes also reported that on the expenditure side of things, the District has spent \$13,411,146 or 80% of Board approved budget. He noted that there is one month remaining to record additional expenditures as well as all year-end adjustments.
- 2) Kevin Trutna reviewed Chapter Five of the Board Policy Manual on Student Services with the Board of Trustees. He stated that if there were any policies that members of the Board wanted to pull out and discuss or kick back to the Senates for revision to let him know. President Sheehan asked Carlie McCarthy, Chief Student Services Officer (CSSO) if she had familiarized herself with the chapter, and she indicated that she felt that a new BP 5010, Admissions, had just recently been passed. Cindy Hall, Administrative Assistant, concurred and explained that it would be on the Board agenda for the July 19, 2018 meeting. There was brief discussion on the accreditation recommendation regarding the review of policy and procedure, and Dr. Trutna explained that the District does review these documents as they are updated by the Community College League, but for the review of the others not updated by the CCL, the visiting team recommended a review cycle be put in place.

- 3) Kevin Trutna stated that Derek Lerch had prepared a PowerPoint presentation on the Chancellor's Office Institutional Set Standards, Student Success Scorecard, and Institutional Effectiveness that he would go over with Board members. Dr. Trutna also explained that Institutional Set Standards have evolved over the years from what was originally meant to be a reality goal to what now seems more like an aspirational goal. He added that some people were reluctant to set stretch or aspirational goals because they felt it might hurt their institutions if these goals were not reached.

Dr. Lerch moved to the presentation by stating that the format will look familiar because it's a structure that's been used for a number of years now. He also explained that he wouldn't be spending much time on the first slide on mandated institutional set standards selected by the Accrediting Commission for Community and Junior Colleges (ACCJC), because he had just reviewed it with the Board two months prior. He stated that during that discussion, he reviewed the Institutional Set Standards that the ACCJC expects the District to define for its Annual Report that it submits every year, and how the College would attempt to disaggregate some of these standards along lines that made sense to FRC. He added that this meant that it would need to measure its performance related to course success rates, completion of degrees and certificates, and pass rates for programs that have a license or examination. He noted in the past there was just a single value for each of those measures and now with the disaggregated data on delivery mode there is a clearer indication of how these individual populations are performing

Dr. Lerch explained that Board members would notice the same series of slides with the same definitions regarding success including 1) persistence, defined as the percentage of degree and/or transfer-seeking students tracked for six years who enrolled in the first three consecutive terms, 2) 30 units, defined as the percentage of degree and/or transfer seeking students tracked for six years who achieved at least 30 units, 3) completion, defined as the percentage of degree and/or transfer-seeking students tracked for six years who completed a degree, certificate or transfer related to outcomes, 4) remedial progress, defined as the percentage of credit students tracked for six years, who started below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline, 5) Career Technical Education (CTE), defined as the percentage of students tracked for six years who completed eight units classified as career technical education (vocational) in a single discipline and completed a degree, certificate or transferred, and 6) skills builder, defined as the median percentage change in wages for students who completed higher level CTE coursework in 2014-2015 and left the system without receiving any type of traditional outcome such as transfer to a four-year college or completion of a degree or certificate.

Dr. Lerch reviewed all of the institutional set standard graphs as well as the conclusions that showed that FRC has adjusted its approach to the set

standards based on guidance from the ACCJC, that variability in remedial progress rates will require further study at the departmental level, that development of multiple measures related to student placement in math and English should have a positive impact on progress rates, and that FRC students have a higher achievement rate than the peer comparison group in all measures. Dr. Trutna added that it's difficult to really pinpoint the success factor because of college locations and peer college agreements and other competing factors. Dr. Lerch concluded the presentation by stating that FRC should feel good about where it stands. He also clarified that the institutional set standards come from the ACCJC, and the Student Success Scorecard comes from the Chancellor's Office. Russell Reid, Ag Chair and Equine Studies Professor informed those present that the Chancellor's Office appears to want community colleges that award bachelor degrees to fold very similar numbers into presentations for a scheduled meeting to be held in September 2018, and that wages in FRC's bachelor degree program graduates are more entrepreneurial in nature.

D. Communications, Presentations, and Reports

1) **Board of Trustees**

Trustee Meyers reported that the tourism industry is in full swing up in Eastern Plumas County, and there are people in RV's everywhere, all the restaurants are open, and all of them are advertising that they need seasonal employees.

2) **Associated Students**

Carlie McCarthy, on behalf of Associated Students of Feather River College (ASFRC) reported that it's quiet right now on campus, but she did recently meet with club leaders and they've decided to allocate a small amount of student worker hours out of Equity funding for each club who would take on a leadership role within the club, attend a monthly ASFRC meeting and potentially a shared-governance meeting to enhance leadership roles and make ASFRC a more vibrant and lively campus.

3) **Academic Senate**

Tom Heaney, Academic Senate President, apologized for being late to the meeting, and he reported that no action has been taken by the Academic Senate since Michael Bagley's departure. The Board of Trustees thanked Dr. Heaney for his willingness to serve as Academic Senate President.

4) **Classified Senate**

Cynthia Hall, Classified Senate President, reported that the Classified Senate last met on Monday, May 21, 2018. She reported that at that meeting a new version of BP 5010, Admissions and Concurrent Enrollment, was approved as previously discussed, and it will be on the Board agenda for approval at the July 19, 2018 meeting. Ms. Hall also reported that additional policies and procedures were reviewed and passed as part of the agenda and quarterly committee reports were also reviewed. She noted that the chairperson of the ad-hoc committee on

fiscal concerns, Katie Schmid, Chief Accountant, was unable to be in attendance at the May 21st meeting, but she provided a written update that was reviewed for those in attendance. Ms. Hall also reported that the ad-hoc committee has met and determined that it will not use any information that is not already public, that it will review no information at the program level, and that it has an approximate timeline for completion of work of September 2018. She explained that the committee was formed to better educate members of the Classified Senate on fiscal matters involving the District, and that Ms. Schmid was present to answer any questions that Trustees might have regarding the committee. She also assured the Board that there was nothing negative or ill-willed going on with the formation of this committee.

5. Instruction

Derek Lerch reported that community college partners from the Butte County Office of Education (BCOE) visited Feather River College over the last 18 hours, and together a productive meeting was held earlier that morning. He described the attendees as representing a broad spectrum of individuals from Northern and Southern California including staff that manage enrollment details in Admissions and Records Offices, and both the outgoing and incoming superintendents for BCOE. Dr. Lerch reported that the program has changed over the last few years and has moved to diversify the people that have been served by the education program, and he feels there is a more coherent picture of the scope of the program than there was before. Dr. Lerch also reported the District participated in an annual but significant visit from the auditors the previous week, and Katie Schmid in Business Services takes the lead in contacting employees and providing the auditors with documents they request. Dr. Lerch stated that the District received its action letter from the ACCJC yesterday, and it was as good as an outcome as you could hope for. He added that everyone is happy about the strategy and approach used for the self-evaluation and the site visit.

6. Student Services

Carlie McCarthy reported that Gretchen Baumgartner, Director of Admissions and Records/Registrar is settling into her new role. Ms. McCarthy explained that she is now looking to fill Ms. Baumgartner's previous position as Director of TRiO and advertising will begin for this vacancy next week. She added that the College also just recently hired Carol Bernard as the Student Success Specialist (SSS) and she has previously been employed as a counselor at both Chester High School and Quincy Jr. Sr. High School. Ms. McCarthy also reported that search committees for advisors in both the Educational Talent Search (ETS) and Upward Bound Programs as well as the assistant residence hall manager are currently in progress, and the Upward Bound Program begins its annual camp June 25, 2018. She also distributed an example of the digital marketing campaign and shared some of the results of what was learned.

7. Superintendent/President

Kevin Trutna reported that he met with Gracie Yates, Student Trustee recently and she is excited to begin her role on the Board of Trustees. He also referred to his written report and reviewed the 2018 Graduation by the Numbers with the Board of Trustees. He highlighted the three candidates from the Incarcerated Student Program (ISP) that walked across the stage at graduation explaining that he received a personal note from one of the mothers, and he was approached by others after the ceremony. Dr. Trutna reported that the College National Finals Rodeo is taking place right now, and he was notified that FRC had two competitors ranked high in the standings until one posted a no time yesterday. He also went over the pictures taken at this year's Trash to Treasure waste diversion project, and he explained how it works to provide incoming students with items they'll need during the fall semester. Dr. Trutna also highlighted the children's book that FRC alumna Dora Mitchell published recently and that sold out at her book signing. He noted that Dora Mitchell is the spouse of Billy Ogle, Instructional Assistant/Instructional Resource Center (IRC) and Tutor Coordinator. He additionally stated that Nicholas Johnston, Financial Aid Technician, received intensive financial aid training in Reno, Nevada, on June 4, 2018, through June 6, 2018, and now he can take the credentials test for these modules. Dr. Trutna indicated that Mr. Johnston is an asset to the college with his personality and ability to relate to students and assist them in financing their education. Dr. Trutna went over the numbers of appointments scheduled through the College's Mental Health and Wellness Center for its first full year of operation, and informed the Board of Trustees that this information had been sent to the Plumas County Board of Supervisors so it has the information on what FRC has absorbed in the way of appointments and County workload. Dr. Trutna highlighted the first ever Conservation and Wilderness Medical Conference held June 1, 2018, through June 3, 2018, stating it was a big hit with attendees and everyone enjoyed the camping and outdoor activities. Dr. Trutna also touched on his attendance at the annual California Community College Athletic Association's (CCCCAA) Athletic Director's Association meeting held June 6, 2018, in South Lake Tahoe, where Mark Dodge, 2017 FRC Outstanding Alumnus, was one of the keynote speakers. Dr. Trutna closed his report by referring to the action letter from the ACCJC, stating that he really cannot express how good this action letter is having been involved with several accreditation site visits himself. He stated that the commendations in the action letter came from areas of the College, which it had not stressed in the self-evaluation including how FRC lives its Mission Statement, uses its size and remoteness to its advantage, performs high levels of social justice work serving incarcerated students, engages students in college life, and the way the Professional Development Committee and the Diversity Committee have worked to exceed the standard.

There being no further business, the meeting was adjourned at 4:20 p.m.

KT/ch