

## 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 10:02 a.m. on Thursday, April 21, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson

*Trustees absent:*

#### **2. Agenda:**

The Regular and Consent Agendas for the April 21, 2016 meeting at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, California was approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware/Williamson Aye) (None Opposed)

#### **3. Minutes:**

The minutes from the Regular Meeting held on Thursday, March 17, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware /Williamson Aye) (None Opposed).

#### **4. Items from the Public:**

None

#### **5. Consent Agenda**

Trustee Meyers requested that Consent Agenda Item #5A10, Approval of Lease Agreement Order #BL-01578 between UniversityLease, A Division of California First National Bank (UniversityLease) and Feather River Community College District (Lessee) for New Facilities Building be moved to the Regular Agenda for further discussion. There being no objection or further discussion, the Consent Agenda for the April 21, 2016 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California was approved as amended, (Meyers/Elliott/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

#### **\* A. Motion Items**

- 1) Ratification of Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Memorandum of Understanding between Ramona Munsell & Associates Consulting, Inc. (RMA) and Feather River College (College) for RMA to provide consultation and writing services to the College in order to develop a

successful TRiO grant application under the Upward Bound Program, Approval of Service Agreement between Feather River College (FRC) and OOHLALA Mobile Inc. (OLL) to enter into a software license agreement to promote the interests of both Parties and to provide a better experience for FRC and its students effective February 29, 2016 and ending February 28, 2019, Approval to renew agreement between SIDEARM Sports and Feather River College for athletic website features and design, and the Approval of Amendment #2 of Professional Services Agreement between Feather River Community College and Strata Information Group (SIG) to provide consulting services for the staff of Feather River College to improve utilization of Banner® and increase the level of service to FRC students were approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

## **6. Regular Agenda**

### **A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Ware/McNett/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Feather River Community College District Equal Employment Opportunity (EEO) Plan. He explained that the EEO Plan is from the Chancellor's Office and although it is not a required plan, there is funding available to community colleges that do have one. He also explained that there are some Title 5 regulations involved with the EEO Plan, but it is not considered affirmative action. Dr. Trutna added that the EEO Plan also identifies underrepresented populations and uses the data to diversify applicant employment pools. He included information that the EEO Plan involves filing a report with the Chancellor's Office on applicant information should the applicant choose to self-report this data. After further discussion and there being no objection, the request for Approval of Feather River Community College District Equal Employment Opportunity (EEO) Plan was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of Recommendation for California Community College Trustees (CCCT) Board Election. After further discussion and there being no objection, the request for Approval of Kevin Trutna's Recommendation for California Community Trustees (CCCT) Board Election was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 4) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended March 31, 2016 (Q4). Jim Scoubes, Chief Financial Officer added additional comments on the report by stating that it provides a snapshot of the institution's fund balances at a certain point in the fiscal year. After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the

Quarter Ended March 31, 2016 (Q4) was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

- 5) Kevin Trutna requested Approval of BP 4100 Graduation Requirements for Degrees and Certificates. After further discussion and there being no objection, the request for Approval of BP 4100 Graduation Requirements for Degrees and Certificates was approved as presented, (Ware/McNett/Sheehan /Elliott/Meyers/Williamson Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of Agreement between Feather River Community College District (DISTRICT) and Eastern Plumas Chamber of Commerce (AGENCY) for Adult Education Services that Form Work-Based, Mentor-Mentee Relationships. Pamela Crespin, Director of Adult Education Grant explained that the revised agreement is more focused on the mentor-mentee part of the grant which is important because there are already matches for these relationships available. She also pointed out that the main objective of the Adult Education Grant is to get individuals more gainfully employed and anything that the college can do to succeed in doing this is good for the grant. After further discussion and there being no objection, the request for Approval of Agreement between Feather River Community College District (DISTRICT) and Eastern Plumas Chamber of Commerce (AGENCY) for Adult Education Services that Form Work-Based Mentor-Mentee Relationships was approved as presented, (Meyers/McNett/Sheehan/Elliott /Ware/Williamson Aye) (None Opposed).
- 7) Kevin Trutna requested Approval of Lease Agreement Order #BL-01578 between UniversityLease, A Division of California First National Bank (UniversityLease) and Feather River Community College District (Lessee) for New Facilities Building. Trustee Meyers requested confirmation on whether or not the agreement was a straight lease and not the lease leaseback option previously discussed, and Dr. Trutna responded that it was a straight lease. Trustee Meyers also asked for the total cost of the building and Dr. Trutna indicated that he believed it was \$410,000. After further discussion and there being no objection, the request for Approval of Lease Agreement Order #BL-01578 between UniversityLease, A Division of California First National Bank (UniversityLease) and Feather River Community College District (Lessee) for New Facilities Building was approved as presented, (Ware/McNett/Sheehan /Elliott/Meyers/Williamson Aye) (None Opposed).

Prior to the Special Items/Reports section of the agenda, Kevin Trutna introduced Bridget Tracy, Earth Sciences/Environmental Studies Instructor to the Board of Trustees. He noted that the Board had voted to approve tenure for Ms. Tracy at the April 21<sup>st</sup> Board meeting and she was present now to address the trustees regarding her thoughts, goals, and current and futures plans for the program. Ms. Tracy thanked the Board of Trustees for its time and she explained that she has worked for the District for four years and she appreciates the vote of confidence that the Board has indicated it has in her by granting her tenure. Ms. Tracy reported that she splits her time teaching classes in the environmental sciences and earth sciences areas and it is a fun mix. She continued her report by stating that she and her colleague Darla

DeRuiter, Environmental Studies and Outdoor Recreation Leadership Instructor have discussed potential goals for the program as having the opportunity to offer some sort of four-year degree, perhaps in watershed restoration, as she feels the program is well poised for the opportunity depending on the success of the pilot programs. She also stated that she is proud of what the program has currently accomplished with its two-year degree and that she feels that students in the program are well-prepared to move into and transfer to four-year schools. Ms. Tracy added that she also feels that the program is not currently as big as it could be and that it would benefit from increased recruitment efforts as long as these efforts don't conflict with recruitment restrictions put in place by the State of California. She additionally provided the Board of Trustees with information on new degrees that will begin to be offered in the fall of 2016 in both areas that she teaches classes in. At Trustee McNett's request, Ms. Tracy conveyed that she is originally from the bay area, received her bachelor's degree from the University of California at Berkeley, and her master's degree in hydrology from the University of California at Davis. She also discussed the interaction that her classes will have with the currently approved bachelor's degree in Equine and Ranch Management. The Board of Trustees thanked Ms. Tracy for her report and congratulated her again on her tenure with the District.

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes provided the District's Quarterly Financial Status Report as of March 31, 2016. He reviewed the Unrestricted General Summary noting that the District is nine months or 75% of the way through the current fiscal year with expenditures totaling \$10,367,831 or 68% of approved budget. Mr. Scoubes also reported that the quarterly report lists all of the District's funds on page six, both Restricted and Unrestricted, and he added that page 12 contained the Restricted General Fund Summary. He directed the Board's attention to the Capital Outlay Fund Summary on page 12 stating that during the month of April, the Secure Rural Schools Fund was moved out of the Capital Outlay Fund and placed in a 1200 restricted fund and there was further discussion. Trustee McNett stated that he appreciates the soft training that Mr. Scoubes includes with the monthly and quarterly financial status reports.
- 2) Kevin Trutna introduced Mick Presnell, Director of Distance Education/Webmaster to the Board of Trustees. Dr. Presnell stated that he had a couple of updates on the Distance Education Program that he would like to cover with the Board one being the definition of distance education and how it is distinguished from correspondence courses. He elaborated by explaining that distance education courses cannot be self-paced and must have deadlines set by the instructor. He also explained that distance education courses must be interactive between instructor and student. President Sheehan asked what Dr. Presnell's interaction with Joan Parkin,

Director of Incarcerated Student Program (ISP) was and Dr. Presnell responded that he's been working with her more lately because there are more things in common with distance education in terms of the kinds of material being produced in ISP and the instructional approaches being taken and there was further discussion. Dr. Presnell continued his report by talking about the movement towards the quality of distance education and how strategies are being developed to upscale the technology and focus on the design on distance education courses and engage interaction on a regular basis to improve the quality. He added that at the Curriculum Committee level, a distance education addendum has been created that asks how the course, if it's going to be offered online, is going to meet the same objectives of courses taught at other venues. Trustee McNett asked about what is being done to prepare students to succeed in online classes and Dr. Presnell responded that FRC students have greater difficulty here because of the substandard internet service and there was further discussion. Dr. Presnell also talked about the current Moodle platform used for distance education and the transition to Canvas, the new and much improved platform many community colleges are moving to including FRC. In the interest of time, Dr. Presnell answered questions from the Board on the evaluation process, the number of distance education courses offered, and whether or not full-time faculty or adjunct faculty are utilized.

- 3) Kevin Trutna provided opening remarks on the District's Other Post Employee Benefits (OPEB) report stating that it had been brought up at the previous year's Board of Trustees retreat in a discussion about what the long-term liabilities of the District were. Dr. Trutna opened up the item for discussion and he and Jim Scoubes answered questions from Board members on the information that was in the report.

#### **D. Communications, Presentations, and Reports**

##### **1) Board of Trustees**

Trustee Meyers reported that he would have attended the culinary dinner at Longboards the previous evening if he had learned about it earlier. President Sheehan reported that he and Trustee McNett attended the induction of Phi Theta Kappa students that took place Friday, April 15<sup>th</sup> and that it was a positive event with a good crowd. Trustee McNett added that he also attend the Home Field Advantage event that the College sponsored on Sunday, April 10<sup>th</sup> and felt it was a good to put the focus on local Plumas County high school seniors and their families for a day prior to regular enrollment beginning.

##### **2. Associated Students**

Kelly Williamson, Student Trustee provided follow-up comments to the Phi Theta Kappa Induction Ceremony and also reported that elections for new officers will be taking place the week of April 25<sup>th</sup>. Ms. Williamson also extended an invitation to those present to attend the upcoming graduation ceremony on Friday, May 19<sup>th</sup>.

3. **Academic Senate**

Kevin Trutna informed the Board of Trustees that there would be no report from the Academic Senate this month because Jeanette Kokosinski, Academic Senate President was teaching classes.

4. **Classified Senate**

Cindy Hall, Classified Senate President reported that the Classified Senate had a meeting on Monday April 19<sup>th</sup> where it passed and discussed policies. She also reported that members of the Classified Senate are participating on faculty and classified hiring committees, electing new officers, and evaluating administrators.

5. **Instruction**

Kevin Trutna informed the Board of Trustees that there would be no report from the Office of Instruction for the month of April because Derek Lerch, Dean of Instruction/CIO was on a vacation to New York City.

6. **Student Services**

Kevin Trutna informed the Board of Trustees that there would also be no report from Student Services for the month of April because Karen Pierson, Chief Student Services Officer was off campus attending a conference for Chief Student Services Officers.

Trustee McNett requested information from Russell Reid, Ag Chair and Equine Sciences Instructor on how many students have been offered the opportunity to enroll in the bachelor's degree program to date. Mr. Reid responded that the college has provisionally accepted between 18 and 22 students in various stages of academic preparation. He elaborated by stating that some student lack the core courses that are needed and these students will need to make these up as they go because the college wasn't offering them until it knew the bachelor's degree had been approved.

7) **Superintendent/President**

Kevin Trutna highlighted items of interest from his written report stating that he had the opportunity to attend the All-California Phi Theta Kappa awards luncheon on March 24<sup>th</sup> where both Kelly Williamson and Will Anderson were recognized and that Mr. Anderson was additionally recognized as a Coca Cola Gold Scholar. Dr. Trutna also called the Board's attention to what Rafael Blanco, Art Instructor is doing with the art program and that along with traveling to galleries and meeting artists and museum coordinators, he's asked Tamara Sconce, Art Director, University of Nevada Reno to be FRC's 2016 Visiting Artist and to be the curator of the student art show on Tuesday, May 3<sup>rd</sup>. Dr. Trutna also updated the Board on the two accreditation working groups recently formed to work on improving the structure, function, and relations of the Accrediting Commission for Community and Junior Colleges (ACCJC).

There being no further business, the meeting was adjourned at 11:54 a.m. p.m.