

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 3:02 p.m. on Thursday, May 19, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent: Ware

Trustee McNett departed the meeting at 4:15 p.m. due to another commitment.

2. Closed Session Announcement:

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

3. Agenda:

The Regular and Consent Agendas for the May 19, 2016 meeting at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Elliott/Sheehan/Meyers/Williamson Aye) (None Opposed, Ware Absent).

Kevin Trutna, Superintendent/President presented Kelly Williamson, Student Trustee with a plaque recognizing her outstanding services as the 2015-2016 Student Trustee. Dr. Trutna also presented Bridget Tracy, Environmental Studies Instructor with a Certificate of Tenure noting that tenure is a significant milestone for faculty and he felt that it should be recognized. Dr. Trutna additionally presented Darryl Swarm, Library Director with his Certificate of Tenure and asked Mr. Swarm to speak briefly about his current goals and vision for the library.

Darryl Swarm reported that the number of students served in the library continues to rise and the students have been able to make use of the streaming video collection and the library databases that have been enhanced. He added that for a nominal fee the library has been able to join in a membership subscription that provides access to more than 6,000,000 e-books improving the relevancy of book services to students. Mr. Swarm noted that the library has received support from the Instructional Equipment and Library Material (IELM) block grant and Derek Lerch, Dean of Instruction/CIO has been generous with the funds to the point where he has been able to restore areas of technology that are time sensitive. He stated that his vision for the library includes refining improvements to accessibility for students with a redesign of the library webpage so it's ready to serve students in all areas of specialized resources and subject matter. Mr. Swarm also explained that he's been able to acquire equipment for new study rooms through Group 2 funds that include appointments, smart boards, projectors that allow for broadcasting from mobile devices, and room for a language laboratory. He stated that the installation of the sound cancellation system is in the plans for completion along with other enhancements to push information out to students. At Dr. Trutna's request, Mr.

Swarm explained that library personnel have been conducting extensive collection development in the bachelor's degree area including a key database enhancement that will bring in thousands of additional articles for students pursuing the degree. He also conveyed that he's been working closely with faculty to bring in custom selected print books for the bachelor's degree seeking students and he's also looking to integrate within the courseware system prominent library links to subject guides and other resources. He noted that he wants to keep the balance between cutting edge technology and print books in the library. Mr. Swarm concluded his comments by recognizing library staff that he described as being truly engaged in helping students especially Venice Lombardo, Senior Library Assistant who even has an interest in digitizing all the scrapbook articles going back to the very foundation of Feather River College. The Board of Trustees thanked Mr. Swarm for his informative report.

4. Minutes:

The minutes from the Regular Meeting held on Thursday, April 21, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California and the Special Meeting held on Monday, May 2, 2016 at Feather River Community College, Administrative Conference Room, 570 Golden Eagle Avenue, Quincy, CA 95971 were approved as presented, (Meyers/McNett/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).

5. Items from the Public:

None

6. Consent Agenda

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, 2) Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations /Reductions, 6) Approval to Accept Grant Agreement #C8960314 between Department of Parks and Recreation Division of Boating and Waterways and Feather River College in the amount of \$24,060.00 effective January 1, 2016, 7) Approval of Memorandum of Understanding between Feather River Community Plumas Unified School District (Academic Year 2015-2016) (AGENCY) for DISTRICT to provide coordinator (Jan Prichard) to work with AGENCY to subsidize ETS related student travel services for college campus visits, and 8) Approval of Agreement between Feather River Community College District (DISTRICT) and San Mateo County Community College District (AGENCY) for DISTRICT to provide a coordinator (Rajinder Gill) and for DISTRICT to provide AGENCY access to curriculum modules, which include lesson plans, presentations, and videos, for ten 21st Century Skills were approved as presented (McNett/Meyers/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent)

7. Regular Agenda

A. Motion Items

- 1) Kevin Trutna, Superintendent/President requested Approval of Curriculum Actions. Derek Lerch reported that the curriculum packet was relatively brief for the month of May and included the retirement of the Associate of Arts Degree in English because it has been replaced by the Associate of Arts for Transfer Degree, and the reinstatement of the Certificate of Achievement in Accounting Management. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (McNett/Meyers/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 2) Kevin Trutna requested Approval of the 2016-2017 Feather River Community College District Tentative Budget. He explained that by law, a tentative budget must be in place by June 15th of each year, and this year's June Board meeting falls one day after the deadline. Dr. Trutna also explained that in the governor's May revise there was a zero percent Cost of Living Adjustment (COLA) so there is no COLA in the Tentative Budget. He also reported that there is a large increase for colleges in Career Transfer Education funding in the May review and continued funding for the Student Success and Support Programs (SSSP) along with Student Equity and Equal Employment Opportunity (EEO). Jim Scoubes, Chief Financial Officer fielded questions from Board members and provided them with a review on how he arrived at a Tentative Budget for the District. After further discussion and there being no objection, the request for Approval of the 2016-2017 Feather River Community College District Tentative Budget was approved as presented, (Elliott/McNett /Sheehan/Meyers/Williamson Aye) (None Opposed, Ware Absent).
- 3) Kevin Trutna requested Ratification of the AFT/CFT Local #3615 Full-Time Faculty Collective Bargaining Agreement (CBA) Effective July 1, 2016 through June 30, 2019. After further discussion that included the history surrounding the health benefits increase referred to in Article 32 of the CBA, the request for Ratification of the AFT/CFT Local #3615 Full-Time Faculty Collective Bargaining Agreement Effective July 1, 2016 through June 30, 2019 was approved as presented, (McNett/Meyer/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 4) Kevin Trutna requested Approval of the 2015-2016 Department of Education Child Development Center Self-Evaluation. After further discussion and there being no objection, the request for Approval of the 2015-2016 Department of Education Child Development Center Self-Evaluation was approved as presented, (Meyers/McNett/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 5) Kevin Trutna requested Approval to Award Degrees and Certificates. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented, (McNett/Meyers /Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 6) Kevin Trutna requested Approval to Purchase Hay for Feather River Community College District in Excess of Delegated Limits. After further discussion and there being no objection, the request for Approval to Purchase

Hay for Feather River Community College District in Excess of Delegated Limits was approved as presented, (Elliott/Meyers/Sheehan/McNett/Williamson Aye) (None Opposed, Ware Absent)

- 7) Kevin Trutna requested Approval to Accept Donation of African Animal Specimens from James W. Coddington. Dr. Trutna explained that Berger Benson, the donor of the first collection, contacted Darla DeRuiter, Environmental Studies and Outdoor Recreation Leadership Instructor with information about another individual that was interested in donating his collection. After further discussion and explanation from Derek Lerch on the donation, where it would be displayed, and how it would be used, the request for Approval to Accept Donation of African Animal Specimens from James W. Coddington was approved as presented, (Meyers/Elliott/Sheehan/McNett/Williamson Aye) (None Opposed, Ware Absent). Trustee McNett requested that administration have a discussion on how far it would be willing to go in considering future collections.
- 8) Kevin Trutna requested Approval of Fall 2017/Spring 2018 Academic Calendar. After further discussion and there being no objection, the request for Approval of Fall 2017/Spring 2018 Academic Calendar was approved as presented, (McNett/Meyers/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 9) Kevin Trutna requested Adoption of 2016-2018 Feather River Community College Catalog. After further discussion and there being no objection, the request for Adoption of 2016-2018 Feather River Community College Catalog was approved as presented, (McNett/Meyers/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 10) Kevin Trutna requested Approval to Adopt the Institutional Effectiveness (IE) Framework Goals for Feather River Community College District. Dr. Trutna explained that the IE framework goals shouldn't be confused with the Institutional Set Standards required for accreditation. He stated that the California legislature established the IE goals and indicators intended to encourage improvement in institutional effectiveness at California community colleges and that the Chancellor's Office began to track them in 2015. Dr. Trutna went on to say that the Board of Governor's (BOG) adopted the framework and as a condition of receiving Student Success and Support Program (SSSP) funding, each college must adopt and post a goals framework addressing 1) student performance and outcomes, 2) accreditation status, 3) fiscal viability and 4) programmatic compliance with state and federal guidelines. After further explanation from Derek Lerch and Dr. Trutna on the additional remedial English performance outcomes goal set by the District along indicator number one, including the reason it was chosen, the request for Approval to Adopt the Institutional Effectiveness (IE) Framework Goals for Feather River Community College District was approved as presented, (Meyers/McNett/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 11) Kevin Trutna requested Approval of 2016-2017 Student Member Privileges (BP 2015). Dr. Trutna reported that members of Cabinet had recommended

that the student member's attendance stipend be increased to \$50.00. There being no objection or further discussion, the request for Approval of 2016-2017 Student Member Privileges was approved as presented, (McNett/Elliott/Sheehan/Meyers/Williamson Aye) (None Opposed, Ware Absent).

- 12) Kevin Trutna requested Approval of BP 3540 Sexual and Other Assaults. He explained that the modifications to the policy involved taking language that essentially belonged in the administrative procedure and moving it there. After further discussion that included the approval process before coming before the Board, BP 3540 Sexual and Other Assaults was approved as presented, (Elliott/Meyers/Sheehan/McNett/Williamson Aye) (None Opposed, Ware Absent).
- 13) Kevin Trutna requested Approval of BP 5130 Financial Aid. He explained the modification to BP 5130 as recommended by the Community College League and refers to the District not engaging in substantial misrepresentation of the nature of its educational programs, financial charges, or employability of its graduates. After further discussion and there being no objection, the request for Approval of BP 5130, Financial Aid was approved as presented, (Meyers/McNett/Sheehan/Elliott/Williamson Aye) (None Opposed, Ware Absent).
- 14) Kevin Trutna requested Approval of Master Agreement between Feather River Community College District and the Feather River College Foundation, Inc. He explained that the agreement has taken a couple of years to develop and he worked with Carolyn Shipp, Executive Director of the Foundation and legal counsel to come up with a document that defines the relationship between the College and the Foundation. He also explained that the agreement defines the use of the livestock and the horse sale and what happens if the Foundation should cease to exist. Trustee Elliott asked if the agreement confirms that the College will provide Directors and Officers liability coverage (D&O) for Foundation directors, and Dr. Trutna responded that the D&O insurance is covered outside the master agreement in a separate policy. Jim Scoubes provided his understanding of the D&O insurance coverage and offered to verify that both boards are covered. After further discussion and there being no objection, the request for Approval of Master Agreement between Feather River Community College District and the Feather River College Foundation was approved as presented, (Elliott/Meyers/Sheehan/Williamson Aye) (None Opposed, McNett/Ware Absent).
- 15) Kevin Trutna requested Approval of Facilities Lease Agreement between Feather River College Foundation Inc. and Feather River Community College District for Payment of Rents and Performance of The Pines Apartments Facility Located at 50 Central Avenue, Quincy, California 95971. Dr. Trutna indicated that the auditors had noted the absence of a lease agreement in their previous audit and it has now been developed into a document for Board approval. Trustee Meyers asked how long the payments of \$15,000 would continue and Dr. Trutna responded that payments would continue for ten years. After further discussion and there being no objection, the request for Approval of Facilities Lease Agreement between Feather River College

Foundation, Inc. and Feather River Community College District for Payment of Rent and Performance of The Pines Apartments Facility Located at 50 Central Avenue, Quincy, California 95971 was approved as presented, (Elliott/Williamson/Sheehan/Meyers Aye) (None Opposed, McNett/Ware Absent).

- 16) Kevin Trutna requested Approval of The Pines Apartments Operations Agreement between Feather River College Foundation, Inc. and Feather River Community College District to Identify Roles and Responsibilities of Each Party as it Relates to the Real Property Currently Known as The Pines Apartments, 50 East Central Avenue, Quincy, California 95971. Dr. Trutna explained that the Operations Agreement documents the roles and responsibilities of each party as it relates to the operation of the property currently known as 50 East Central Avenue, Quincy, California 95971. There being no objection or further discussion, the request for Approval of The Pines Apartments Operations Agreement between Feather River College Foundation, Inc. and Feather River Community College District to Identify Roles and Responsibilities of Each Party as it Relates to the Real Property Currently Known as The Pines Apartments was approved as presented, (Meyers/Elliott/Sheehan/Williamson Aye) (None Opposed, McNett/Ware Absent).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes provided the District's Monthly Financial Status Report as of April 30, 2016. He reviewed the Unrestricted General Summary noting that the District is ten months through the fiscal year and expenses as of the date of the report totaled \$11,499,840.
- 2) Kevin Trutna introduced members of Phi Theta Kappa (PTK), Matt Dougan, Regional Vice-President and incoming President of PTK and Will Anderson, named to the All California 2016 Academic First Team to the Board of Trustees. He also recognized Kelly Williamson, Student Trustee and current President of Phi Theta Kappa who was also named to the All-California 2016 Academic First Team. Mr. Anderson brought those present up to date on chapter activities that took place over both semesters including volunteer projects like Community Connections and Paws and the Hospital Garden Project at Plumas District Hospital which he chaired the committee for. He explained that as part of chapter goal setting and obtaining five-star status for Alpha Psi Zeta the Hospital Garden Project was part of a Chapters United project and members of Butte Community College's PTK Chapter traveled to assist FRC's members. Mr. Anderson reported that 40 new members have qualified and been recruited to join the chapter so a good foundation has been established for the future.

Matt Dougan reported that he is the new Regional Vice-President for California and part of Nevada extending up to the city of Elko. He also reported that the position has improved communication with other chapters and gives Feather River College regional exposure and puts the institution in the position of possibly hosting the next regional PTK summit. Mr. Dougan stated that as incoming President he plans to uphold the highest standards established over the last two years both on campus and in the community. He also informed the Board regarding the Honors in Action Project that Alpha Psi Zeta will be continuing to work on in the coming year and will involve a reduction in the amount of food waste on college campuses and in the entire county. President Sheehan congratulated Mr. Anderson and Mr. Dougan on the chapter's accomplishments under the guidance and leadership of Dr. Katie Desmond, PTK Advisor and Political Science Instructor. In closing comments on the report, Mr. Anderson stated that the chapter has been active now for two years and it set big goals because members have a belief in and a passion for education. He added that the chapter had a steep learning curve in order to make a difference on campus and in the community and a desire to bring the chapter up to speed. He stated that none of the achievements would have been possible if not for the leadership of Dr. Desmond. There was Board recognition of everyone's achievements and plans for the future.

- 3) Kevin Trutna recommended that the report on Assessment of Student Learning be tabled for a future meeting and there was consensus.
- 4) Kevin Trutna recommended that the Update on Accreditation report be tabled for a future meeting and there was consensus.
- 5) Kevin Trutna opened discussion on the Quincy Biomass Project. He reintroduced Jonathan Kusel, Executive Director of Sierra Institute for Community and Environment, and Dr. Kusel introduced his Program Assistant, Camille Swezy to those present. He stated that he knows that it's been rather quiet recently with regards to visible activity taking place on the project site, but it took him a while to work out some of the details with the County and the California Energy Commission. President Sheehan asked for a refresher on why the California Energy Commission is involved and Dr. Kusel responded that it is the organization that committed to the 2.6 million dollar grant for the biomass facility. Dr. Kusel went on to state that the grant includes a significant amount of funding to the College through the Sierra Institute in the amount \$295,849 for the upgrade. He also explained that there is a cash match that FRC would be responsible for in the amount of \$65,000 and an In-Kind match of \$182,400 and there was additional discussion. At President Sheehan's request, Dr. Kusel described the overall project as a building, adjacent to the health and human services building, that will contain a propane back-up boiler and the chip powered boiler when it's brought online. He added that the piping for the facility will run into the health and human services building, out to the edge of the parking lot, under the road, and then up to the sides of the residence halls. Dr. Kusel stated that he is proposing one

change in order to address any of the challenges related to timing and that is the installation of a small propane boiler. He noted that ideally he wanted the installation functional by the winter of 2016-2017 and the small propane boiler would be an inexpensive alternative. Kevin Trutna asked why the installation of the biomass boiler couldn't take place first and Ms. Swezy responded by stating so conversion could begin to take place over a period of time and Mr. Boyd could convert one residence hall unit at a time. Mr. Kusel added that working with the County in terms of getting the survey done has presented its own set of challenges and the developers of the project have made a design modification on the location of the building creating an additional delay. There was further discussion of the project that included questions and responses regarding the source of the chipping material and whether it was an issue, the boiler here in Quincy being dependent on the Crescent Mills site being up and running, options for chip materials, the design modification and air quality emissions, and hog fuel and its definition (a less processed chip).

Kevin Trutna mentioned that one of the things he had a question on was regarding the purchase of the hot water from the County because it hasn't been made clear how this would work. Ms. Swezy responded that initially the Sierra Institute would be the owners of the boiler because that is what the grant requires. She added that the plans are to develop the boiler and get it running and then hand it over to the County in 18 months or so and that it would be on Sierra Institute to set up that agreement. Dr. Kusel added that these costs, along with installation costs, will be looked at and a proposal will be developed with the idea of offering something less than an average propane cost that would be fair to the College, although it may not be at this year's low price.

Trustee Meyers and President Sheehan asked what it is that Dr. Kusel and the Sierra Institute wants the College to do at this point in the process and Dr. Kusel responded that the request is to install a small propane boiler at the junction area that would guarantee the heat supply. Nick Boyd added that basically he and his staff would build a pump house where the hot water from the County would be handed off to the residence halls and then go ahead and convert one of the units at the residence halls from a propane heater to water source heat pumps. He continued by stating that instead of having the biomass boiler connection, a temporary propane fired boiler installed in the pump house on dorm property would be used to heat the water. There was further discussion regarding the original timeline, current timeline, the risk associated with the installation, and the reimbursable costs associated with the project. Dr. Trutna requested that in the interest of time, the discussion could be continued at the direction of the Board and President Sheehan concurred. President Sheehan did ask what harm would there be in waiting until next year to start the process and Dr. Kusel responded that in light of the current challenges, one of the issues would be whether or not the College is on a one unit conversion per year schedule, and then another concern would be that it would add more time to the overall project. Dr. Trutna concluded the discussion by

stating that additional meetings would be scheduled to discuss the terms of the request more thoroughly.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Elliott thanked the College for its support of the Community Supper in the number of lunches that were ordered for its recent fundraiser and in hosting two to three suppers per year.

2. Associated Students

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC, reported that recruitment for a new student trustee election is ongoing.

3. Academic Senate

No Report

4. Classified Senate

Cindy Hall, Classified Senate President reported that the Classified Senate elections have been concluded and she will be continuing as the Classified Senate President for the next two years. She also reported that Morgan Turner, Human Resources Technician will continue as Vice-President, and Virginia Jaquez, Administrative Assistant Office of Instruction will continue as Treasurer to finish her second year of a two-year term.

5. Instruction

Derek Lerch, Dean of Instruction/CIO reported that finals week is complete and commencement takes place on Friday, May 20th. He also reported that summer classes begin next week or the week after, and the licensed vocational nursing students will have started their first set of rotations at Feather River Hospital in Paradise, California before the Board of Trustees meets again on June 16th. Dr. Lerch additionally reported that the follow-up report on the substantive change proposal for the bachelor's degree was mailed to the Accrediting Commission for Community and Junior College (ACCJC) last week and it will be reviewed at the ACCJC's meeting in early June.

6. Student Services

Karen Pierson reported that April was a month of events for students including a discussion with students on a proposal for a smoke-free campus supported by speakers from California Highway Patrol and James Wilson from the Plumas County Department of Public Health. Dr. Pierson also reported that 66 students were recently recognized for achievement by faculty at a Student Recognition Ceremony, and she added that the number recognized was significant because just 33 students were recognized the previous year. She added that Day in the Mountains, a recruitment event and counterpart to the Home Field Advantage event, was held April 25th and a Cultural Fair coordinated by the Diversity Committee was celebrated again this year on April 19th. Dr. Pierson closed

her report by handing out commencement programs to the Board of Trustees and extending an invitation to them to attend the commencement reception beginning at 3 p.m. She also encouraged Board members to download the FRC App from the App Store and provided them with an informational brochure on the OOHLALA opportunity.

7) **Superintendent/President**

Kevin Trutna highlighted the 57 members of the Phi Theta Kappa Honor Society and the opening of escrow on the Segura Ranch Property. With regards to the property, Dr. Trutna also reported that he's met with Glenda Humiston, Vice-President of UC Agriculture and Natural Resources at UC Davis recently and she asked about the possibility of placing an agriculture experiment station on FRC's land. There was additional discussion regarding the opportunity, and Dr. Trutna noted that as the planning for the land moves forward, he will obtain further information and schedule whatever meetings are necessary.

There being no further business, the meeting was adjourned at 5:17 p.m.

KT/ch