

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 3:05 p.m. on Thursday, June 16, 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. 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:

Trustee Ware requested that Consent Agenda Item #6A2, Ratification of Personnel Actions be removed from the Consent Agenda and placed under the Regular Agenda as Motion Item #7A4. Kevin Trutna, Superintendent/President also requested that Roll Call Item #7B1, Resolution #15/16-08, Recognition of Shelley Miller, Retiring Full-Time Faculty Early Childhood Education be moved up and addressed as the next item on the agenda. There being no objection or further discussion, the Regular and Consent Agendas for the June 16, 2016 meeting at Feather River Community College were approved as amended, (Ware/Elliott/Sheehan/McNett/Meyers Aye) (None Opposed).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, May 19, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/Elliott/Sheehan Aye) (McNett/Ware Abstaining).

5. Items from the Public:

Andy Rupley, Feather River College Alumnus and member of the public provided those present with brief information on his background at FRC and how the college ended up being a turning point in his life. He also stated that when he learned of the opening for a business instructor at the college, he was excited to be able to apply for the position. He noted that throughout the process he contacted the college with some questions that he had, and he was hung up on by an individual in Human Resources which he felt was rude and unprofessional. Mr. Rupley went on to request that an external audit be performed on the faculty positions that are being hired to make sure processes were followed explaining that it would remove liability and benefit the institution.

6. Consent Agenda

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Engagement Letter

between Feather River Community College District and Crowe Horwarth LLP for audit arrangement services for the year ending June 30, 2016, Approval of Agreement between Feather River Community College District (DISTRICT) and Alliance for Workforce Development (AGENCY) for the purpose of outlining the responsibilities of each party as they relate to providing adult education services to the AGENCY, and per the Chancellor's Officer's guidelines, align the Adult Education Program's data collection and reporting with the State's WIOA database, and develop common forms and procedures across the system of service providers, and the Approval of Legal Services Agreement between Atkinson, Andelson, Loya, Rudd, and Romo (Law Firm), A Professional Corporation and Feather River Community College District (District) for District to retain and engage Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf effective July 1, 2016 were approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers Aye) (None Opposed).

7. Roll Call Items

- 1) Kevin Trutna presented Shelley Miller with a plaque recognizing her contributions to the students, faculty, and staff of Feather River College in her 36 year teaching career. The resolution, read aloud by Dr. Trutna, described Ms. Miller's excellent teaching skills, high academic standards, deep internal connection to her students, and the respect and affection that Ms. Miller earned from the faculty, staff, and students at FRC. Ms. Miller thanked the Board of Trustees for its support stating that the rewards and challenges that her job at FRC presented has pushed her as an individual and made her a better person. She also stated that she will miss everyone but sees herself continuing to mentor students, returning to campus for events, and supporting FRC from a distance.

Kevin Trutna also recognized President John Sheehan with the Community College League's "Fulfilling the Trust Award" for his twenty years of service as a board member for the District. Dr. Trutna also extended the League's apologies for its oversight in not recognizing President Sheehan earlier.

7. Regular Agenda

A. Motion Items

- 1) Kevin Trutna requested Ratification of California School Employees Association (CSEA) Chapter #712 Collective Bargaining Agreement effective June 30, 2016 through June 30, 2019. After further discussion and there being no objection, the request for Approval of California School Employees Association (CSEA) Chapter #712 Collective Bargaining Agreement effective June 30, 2016 through June 30, 2019 was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Faculty Equivalencies. There being no objection or further discussion, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Ware/Sheehan/Elliott /Meyers Aye) (None Opposed).

- 3) Kevin Trutna requested Approval to Authorize Staff to File Notice of Exemption Under California Environmental Quality Act (CEQA) for the Purchase of the Ranch (Segura) Property Located on Bucks Lake Road, Quincy, California. Dr. Trutna indicated that he still has some unanswered questions from legal counsel on the item, but once those questions are answered, the request would give him authority to file the notice of exemption on behalf of the District. After further discussion and there being no objection, the request for Approval to Authorize Staff to File Notice of Exemption Under California Environmental Quality Act (CEQA) for the Purchase of the Ranch (Segura) Property Located on Bucks Lake Road, Quincy, California pending legal questions being answered was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed).

- 4) Kevin Trutna requested Approval of Personnel Actions. He also requested that David Burris, Director of Human Resources/EEO provide an explanation to the Board of Trustees on the search process utilized for all faculty hires. Mr. Burris described the search process as beginning with the Academic Senate gathering a search committee to include the division chair or academic senate president, four other faculty members, a classified senate representative, a student, and an Equal Employment Opportunity representative. He also stated that the timeframe for advertising and accepting applications is approximately a six week process after which the Human Resources Department screens applications for minimum qualifications, collects confidentiality statements, and confirms that committee members do not know candidates nor have any bias with regards to applicants. Mr. Burris continued his overview by stating a candidate with a master's degree in the discipline would automatically qualify, and a candidate that has a combination of experience and a bachelor's degree might qualify after an equivalency screening from the Academic Senate and there was further discussion. Mr. Burris added that once the Human Resources Department has determined it has a qualified pool of applicants, those applications move forward to the search committee and candidates are selected for interviews based on a number of factors. He also stated that once interviews are conducted, the committee forwards to the Dean of Instruction/CIO either two or three ranked candidates for further decision and a final recommendation to the Superintendent/President. President Sheehan asked that Mr. Burris describe the discretionary framework in place for the Dean of Instruction/CIO as he receives applications forwarded to him by the search committee. Mr. Burris responded that the discretion includes a lower ranking of a finalist based on reference checks or other factors and discretion to schedule additional meetings with members of the search committee and others if he/she feels it would be beneficial. There was additional discussion regarding the current procedure in place and the procedure being modified by the Academic Senate that establishes the second interview as an option to the faculty hiring process. Trustee Meyers stated that he would like to see the second interview included as standard procedure with an option not to conduct it if the Dean of Instruction/CIO so decides. He also suggested that once the draft administrative procedure is finalized, it would benefit the Board to review it and Mr. Burris concurred. Dr. Trutna was asked if he had anything further on the item, and he stated that there were four faculty positions on the personnel

action documentation and that the second interview option was implemented on some, but not all, of the four search committees. He noted that the decision to implement the second interview option or not was made collaboratively by the Academic Senate President, Dean of Instruction/CIO, and department chair and that all policies and procedures were followed. He added that second interviews are permissive and not prohibited. Trustee Ware motioned for Approval of Personnel Actions as presented, and the motion was seconded by Elliott for reason of further discussion. Trustee Elliott followed up his second to the motion by indicating that if the Board needed some additional confidence on the matter, and based on public comment, it could approve the item as presented and then ask that Kevin Trutna investigate the matter and report back to the Board in July on his findings as to whether District procedures were followed. (Ware/Meyers Aye) (Elliott/McNett/Sheehan Opposed). After further discussion, the request for Approval of Personnel Actions was approved as presented with the caveat that Kevin Trutna investigate the process utilized by the search committee on the business instructor position and verify that the process utilized in the search was in line with current District policies and procedures, (Elliott/McNett /Sheehan/Meyers Aye) (Ware Opposed).

Prior to the vote, Trustee McNett asked if there was any question whether or not the District's policy is legally defensible and Dr. Trutna responded that it is legally defensible for two main reasons; 1) that the draft policy (procedure) had been approved by the sub-committee so it could be considered a pilot program; and 2) California law is permissible. David Burris concurred that the draft policy (procedure) is defensible. President Sheehan asked about the legality of a second interview at the prerogative of the Dean of Instruction, and David Burris responded that the current procedure is silent on this issue.

For purposes of correctness, President Sheehan then repeated the motion stating that the request for Approval of Personnel Actions was approved as presented with the exception of the Business Program Coordinator position and that it would not go into effect until Dr. Trutna reports back in July on whether or not the process was followed. Trustee Elliott disagreed stating that he felt his motion was to approve all faculty positions with the contingency that a report be provided in July on the process. Dr. Trutna clarified the motion as one in which the Board of Trustees would approve all of the positions and that the business instructor would be approved once he looks at the process and says "yes" the process was followed. Trustee Elliott indicated that he was comfortable with this clarification.

*** B. Roll Call Items**

- 1) Resolution #15/16-08 – Recognition of Shelley Miller, Retiring Full-Time Faculty Early Childhood Education Instructor. Kevin Trutna indicated that this was the formal approval recognizing Ms. Miller's contributions to the College. There being no objection or further discussion, the request for Approval of Resolution #15/16-08 Recognition of Shelley Miller, Retiring Full-time Faculty Early Childhood Education was approved as presented.

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

- 2) Resolution #16/17-01 – Approval of Agreement #CSPP-6343 between Feather River Community College District and California Department of Education for the Purpose of Providing a California State Preschool Program. After further discussion and there being no objection, the request for Approval of Resolution #16/17-01 – Approval of Agreement #CSPP-6343 between Feather River Community College District and California Department of Education for the Purpose of Providing a California State Preschool Program was approved as presented.

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

- 3) Resolution #16/17-02 – Approval of Agreement #CCTR-6167 between Feather River Community College District and California Department of Education for the Purpose of Providing General Child Care and Development Program was approved as presented.

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

C. Special Items/Reports

- 1) Jim Scoubes provided the District's Monthly Financial Status Report as of May 31, 2016. He reviewed the Unrestricted General Summary and reported that the legislature approved the state budget yesterday. Kevin Trutna added that there was no Cost of Living Adjustment (COLA) in the budget and that the two percent growth went through as expected. He also reported that there is continued funding for categorical programs, an increase for part-time faculty hours, and a large increase for Career Technical Education (CTE) workforce programs. Jim Scoubes reported that one of the negatives in the budget was a reduction in maintenance repair funds and instructional block grant money although he doesn't have the specifics on the numbers yet. Mr. Scoubes closed his report by reporting that Secure Rural Schools funding has been received in the amount of \$196,212. President Sheehan asked where Enactus funding would fall into the tentative budget and Dr. Trutna responded it would be in the area of business. Trustee Meyers requested that at some point in the future he would appreciate an overview of the college's CTE programs.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Meyers reported that he had a good discussion with Plumas-Sierra Rural Electric Cooperative (PSREC) regarding the University of California's plans for Loyalton and if Feather River College has an interest in what's going on there. President Sheehan asked Dr. Trutna if there had been any follow-up surrounding the environmental studies department working a little closer with the land trust on new acreages, and Dr. Trutna responded that he hadn't yet discussed it. Trustee McNett complimented the commencement event and he added that he was pleased with the positive comments students were making about the counselors at FRC and the assistance they received. Trustee Ware reported that the first Certified Nursing Assistant (CNA) class began at Seneca Hospital last week, and Dr. Trutna added that all of the Arbor Group staff were able to enroll along with other local individuals interested in the class.

2. Associated Students

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC reported that a new student trustee was elected before the semester ended. The new student trustee's name was later reported to be Bethany Hammons.

3. Academic Senate

No Report

4. Classified Senate

Cindy Hall, Classified Senate President reported that the Classified Senate meets Monday, June 20th and it will discuss taking action on four policies and procedures.

5. Instruction

No Report

6. Student Services

Karen Pierson reported that every year after graduation she requests feedback on the event and most of what she received was positive and centered around the fact that those in attendance preferred not having a keynote speaker as it allowed the event to center around those already acquainted with the college. Dr. Pierson also reported that Student Services has implemented an appeal process for students that under new legislation lose their Board of Governors (BOG) Fee Waiver. She explained that the new legislation resulted in approximately 200 students losing his/her fee waiver and there is now an appeal's committee that will look at these situations where the student's grade point average or inability to complete courses put them in this situation. Dr. Pierson concluded her report by stating that she is working with the Child Development Center in writing and accepting a grant funded by the Department of Education through Head Start to add an additional eight two year olds to the program, and a soft go ahead has also been given by

the college that it is still interested in the grant funding for an infant care center that would start in the fall 2017.

7) **Superintendent/President**

Kevin Trutna added to the discussion on BOG fee waivers by stating that he has heard information that indicates that over one third of California community college students receive the BOG fee waiver and that the number might be approaching 60 or even 70%. Dr. Trutna also reviewed his written report and graduation by the numbers information, and he stated that he found Dr. Pierson's comments about the graduation event interesting, because he was concerned that the students might feel that there was more interest surrounding the celebration of faculty at graduation, so he was pleased to hear the positive comments. Dr. Trutna also reported that there are plans to place the on-campus mental health crisis counselor funded by Plumas County Mental Health on the agenda at the next Board of Supervisors meeting.

There being no further business, the meeting was adjourned at 4:25 p.m.

KT/ch