

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 3:09 p.m. on Thursday, August 11, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

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.

Kevin Trutna, Superintendent/President requested that the Regular Agenda be amended to include the introduction of three of the four newly hired full-time faculty members who were in attendance at the meeting.

3. Agenda:

The Regular and Consent Agendas for the August 11, 2016 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/McNett/Sheehan/Meyers/Ware/Hammons Aye) (None Opposed).

Kevin Trutna introduced Becky Easley, Mathematics Instructor to the Board of Trustees. Dr. Easley stated that she previously taught for 13 years at Rose State College in Midwest City, Oklahoma, five years at a St. Gregory's University, a small private college in Oklahoma, and six years at Cameron University in Lawton, Oklahoma. She also stated that her husband is currently retired from the police force in Norman, Oklahoma after 32 years as an officer. Dr. Easley added that she and her husband have three grown children and that after deciding she didn't want to commute to Lawton any longer, she applied for the position here at Feather River College.

Kevin Trutna also introduced Rick Leonhardt, Business Instructor and Program Coordinator to the Board of Trustees. Dr. Trutna stated that Mr. Leonhardt has taught graduate level coursework, owned a business in investing, and has an extensive background in ag-business that will fit well with the bachelor's degree program. Mr. Leonhardt provided the Board of Trustees with additional background information stating that he was born and raised in Quincy, has spent the majority of his adult life here, and that he has extensive business experience here and in the Redding area in the field of finance and investing. Mr. Leonhardt indicated that he's always had a desire to get into the field of education starting as an adjunct member of the faculty at Golden Gate University and here at Feather River College and his philosophy is one where a hands on approach works best. He stated that he is honored to be chosen for the position and

he can't think of anything else he'd rather do than teach his chosen field in the very community that he loves.

Kevin Trutna additionally introduced Merle Rusky, Early Childhood Education (ECE) Instructor to the Board of Trustees. Ms. Rusky stated that she previously worked at Sierra Cascade Family Opportunities/Head Start which services Lassen, Modoc, Plumas, and the Sierra Valley where she initially was a parent and a substitute teacher while attending classes at Feather River College. She added that her employment stretched into 25 years with a program that she loved and as she continued to learn and grow, she began teaching ECE courses at Feather River College as an adjunct faculty member. Ms. Rusky stated that she knows what it's like to be in the classroom with children of all ages, she's a mother and a parent, and as someone with an intense family focus has a lot to bring to the position. She provided a flyer on an upcoming project on children and families that will be held at Feather River College and she invited Board members to attend the event if their schedules allowed.

4. Minutes:

The minutes from the Regular Meeting held on Thursday, July 21, 2016 were approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Hammons Aye) (None Opposed).

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 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 as described in the agreement effective July 1, 2016 to June 30, 2017, 7) Approval of Updated 2016-17 Legal Services Agreement and Fees between Feather River Community College District (DISTRICT) and Atkinson, Andelson, Loya, Rudd & Romo, a professional corporation (LAW FIRM) for Law Firm to perform legal, and upon request, non-legal consultant services on the DISTRICT's behalf, and 8) Approval of Grant Sub-Agreement between Rancho Santiago Community College District (RSCCD) and Feather River Community College District (SUBCONTRACTOR) whereas RSCCD as Fiscal Agent for the "CTE Data Unlocked Initiative" to support CTE program development by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges effective July 19, 2016 through October 31, 2017 were approved as presented, (Elliott/Hammons/Sheehan /McNett/Meyers/Ware Aye) (None Opposed).

7. Regular Agenda

A. Motion Items

- 1) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2016 (Q4). After further discussion that included comments and explanation from Jim Scoubes, Chief Financial Officer on various aspects of the report, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2016 (Q4) was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer provided the District's Quarterly Financial Status Report as of July 31, 2016. He reviewed the Unrestricted General Fund Summary noting that revenues as of the date the report was run totaled \$746,704 in comparison to the prior year where the amount was \$150,183. Mr. Scoubes also noted that expenditures total \$930,844 or six percent of approved budget in comparison to the prior year where the District had spent eight percent. He explained that the last page of the report reflected the Unrestricted General Fund Summary as of June 30, 2016, the final month of 2015-16 budget year. He reported that after all adjustments were made, the District spent 94% percent of the 2015-2016 Board approved budget and there was further discussion related to the pie charts included as back up documentation for the report.
- 2) Kevin Trutna opened discussion on the 2015-2016 Annual Report on Assessment of Student Learning. He stated that the Student Learning Outcome Assessment Cycle (SLOAC) Committee has for the second year summarized its findings into a brief report divided into three principal sections that dealt with the assessment of college-wide student learning outcomes. He added that sections included the assessment of program-level student learning outcomes, and the assessment of course-level student learning outcomes. Derek Lerch, Dean of Instruction/CIO continued the report by stating that the expectation of the Accreditation Committee for Community and Junior College (ACCJC), and the expectation for accreditors across the country is to establish a greater focus on Student Learning Outcomes (SLO's) and their assessment. He added that what the SLOAC Committee is doing is to increase the visibility of SLO assessment on campus and to highlight some of this assessment in an annual report. Dr. Lerch followed up these comments by stating that he feels the college has come up with an effective and sustainable way to review SLO assessment at the program level like financial aid or environmental studies and there was further discussion. Dr. Lerch also mentioned that members of Student Services attend a retreat each summer now and spend time at the retreat to focus on measuring Student

Services Student Learning Outcomes (SSSLO's), and Dr. Trutna added that Agnes Koos, Director of Institutional Research and Planning has done a good job of analyzing the data that was used to provide the graphs that captured the six-year average for each of the College-Wide Student Learning Outcomes (CWSLO's) as well as the year-end results. Trustee Meyers mentioned that he still has no idea what the District's spending levels are for athletics or any other program and he felt that the Board would benefit from this information. He added that he continues to struggle with what the program priorities are for the District and he requested that he receive a budget breakdown at least by large program and there was further discussion on how it could be accomplished.

- 3) Kevin Trutna opened up discussion on Regular Agenda Item #7C3, Update on Bachelor's Degree. He stated he felt it was appropriate time to update the Board on the bachelor's degree, especially with classes linked to the degree beginning on Monday, August 22nd. He introduced Sean Harris, Academic Advisor/Recruiter to the Board of Trustees stating that Mr. Harris would provide a brief informational presentation on the students that were accepted into the bachelor's degree program. Mr. Harris distributed a handout that reflected the numbers of student applications received (38), the number of students accepted (24), data on the 24 students accepted including the number of males, number of females, local admits, transfer admits, and freshmen enrolled along with the number of graduates expected for spring 2018 and there was further discussion. Derek Lerch reported that the Accreditation Commission for Community and Junior Colleges (ACCJC) has notified the college that there will be an additional accreditation site visit within the next six months for its bachelor's degree program along with a report due prior to the visit and discussion continued.
- 4) Kevin Trutna provided opening remarks on the Agenda Item #7C4, Tenure Process Discussion and he stated that Derek Lerch and Jeanette Kokosinski, Academic Senate President would provide additional information. Derek Lerch distributed a one-page summary handout on the process and a handout on the evaluation instrument utilized in the process. He stated that part of the tenure process is described by law in Education Code and part of it is determined locally in policy and in collective bargaining agreements. Dr. Lerch explained that the Education Code portion of the process states that the tenure process in California community colleges is a four-year process and includes a single year contract for all first-year faculty. He also explained that cause for non-renewal of a contract becomes progressively more burdensome for the District in each of the four years and he explained how March 15 notifications and required Board approval are factors in the process. Dr. Lerch also described the local process as one that was negotiated between District administration and the faculty many years ago. He stated that it is similar to what is done at other community colleges in terms of broad structure and includes the review of student evaluations and a self-evaluation reflection portfolio submitted by the candidate. He explained that these evaluations are used by three faculty peers in the process to

determine that faculty member's progress on the tenure track and there was further discussion. He also stated that the evaluations are typically completed in November of each year and he uses all of these evaluations to write an administrative evaluation that is forwarded to the tenure review committee. He added that usually, by consensus, the committee makes a recommendation on the candidate's future employment with the District. When asked about the purpose of tenure, Dr. Lerch responded that one of the core pillars of the idea surrounding tenure was to protect faculty and their ability to teach contentious topics. In closing, Dr. Lerch reviewed the handout that contained the kinds of topics that are used in the peer evaluations and how the evaluation instrument overall has been improved. Trustee Meyers had additional questions on the objectivity of peer evaluations and whether or not FRC is providing effective counseling and mentoring to which Dr. Lerch responded he felt that there is ample opportunity for faculty to prove his/her case on the tenure track. When asked if she had anything to add to the discussion, Jeanette Kokosinski stated that she had discussed with Dr. Lerch that in order to strengthen the process, it would be beneficial to have a level of consistency in those individuals that serve on the tenure committee. She added that the two-year term for division chairs for instance can disrupt the consistency as the composition of the committee changes.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Meyers stated that he saw the note from Dr. Trutna regarding the rodeo proclamation taking place soon and he wanted to be apprised of the time and place so he could attend. Dr. Trutna responded that the resolution would be done at the September meeting and that there would be additional acknowledgements at the annual challenge rodeo September 29th and 30th.

Bethany Hammons, Student Trustee reported that she is also the secretary of Phi Theta Kappa and at the chapter's first officer's meeting the group decided on its college project and its Honors in Action project. She explained that the college project will be to work closely with Jeff Lewis, Student Life and Engagement Specialist to renovate the student lounge. Ms. Hammons also explained that the Honors in Action project this year is to create a community garden using a hydroponic water system to provide healthy food to those in need.

2) Associated Students

No Report

3) Academic Senate

Jeanette Kokosinski reported that the Academic Senate will be working on AP 7121, Faculty Recruitment, Screening, and Hiring and it will be presented to Cabinet at its September 2nd meeting.

4) Classified Senate

Cynthia Hall, Classified Senate President reported that the first meeting of the Classified Senate will take place on Monday, August 15th. She also reported the Classified Senate had awarded its \$500.00 Rose Cortez Memorial Scholarship to Bethany Hammons.

5. Instruction

Derek Lerch updated the Board of Trustees on the status of accreditation. He stated again that the accreditation site visit is scheduled for spring 2018 and the self-evaluation document will be mailed to the ACCJC in fall 2017. He added that he spent the summer reviewing the draft document with Katie Desmond, Political Science Instructor and they made minor adjustments and in some cases completed rewrites of sections of the draft that needed substantial improvement. Dr. Lerch also reported that the main accreditation leadership team has been meeting regularly to map out the timeline for accreditation and talk about items that need to be addressed like the Quality Focus Essay that will be written to focus on areas for improvement. He closed his report by stating that classes begin on Monday, August 22nd and enrollment is steady.

6. Student Services

Karen Pierson, Chief Student Services Officer reported that successful sessions were held with fall semester athletes that included representatives from California Highway Patrol (CHP) talking about drugs, alcohol, and tobacco and representatives from Plumas Rural Services speaking about healthy relationships and affirmative consent. Dr. Pierson also reported that the Child Development Center (CDC) has accepted an \$180,000 grant from Early Head Start to be spent between now and June 30, 2017. She explained that along with the grant comes many federal regulations and five meetings have already taken place with consultants so they could teach staff how to enroll students that are eligible and make sure they receive all of the services that the program offers.

Dr. Pierson also stated that staff will be representing Feather River College at the Plumas-Sierra County Fair and she encouraged members of the Board to stop by the booth if they planned on attending the fair.

Dr. Pierson additionally stated that she wanted the Board of Trustees to be aware of the Week of Welcome planned for new students beginning Friday, August 19th through the following week. She distributed a handout that covered the fun events that focus on keeping students happy, engaged, and connected. Dr. Pierson closed her report by stating that at the end of the Week of Welcome on August 26th, FRC is inviting all students and the public to enjoy a free bluegrass concert at 5 p.m. on the campus green. She stated that Snap Jackson and the Knock on Wood Players would be performing.

7) Superintendent/President

Kevin Trutna reported that an addendum to FRC's Master Facilities Plan is being worked on with regards to the purchase of the Segura property. Along with distributing handouts on the Board's planning calendar, Dr.

Trutna announced that Will Anderson, FRC transfer student and member of Phi Theta Kappa Honor Society, was one of only ten students selected to receive the Society's most prestigious and largest scholarship offering, the 2016 Hites Transfer Scholarship. He indicated that Mr. Anderson will receive a \$7,500 scholarship once he enrolls at his transfer college and that Phi Theta Kappa will present him with a medallion at next spring's annual conference. Dr. Trutna also announced that the Educational Talent Search grant was refunded for the next five years and received a perfect score on the grant application. He also pointed out from his written report the article on the college and inmate reentry summit hosted by FRC and Central California Women's Facility (CCWF) on July 15th, and the list of Board goals on page six of his report that needed to be discussed in greater detail at a future meeting. Dr. Trutna also reviewed some of the reports that would be presented at the September Board meeting.

There being no further business, the meeting was adjourned at 5:10 p.m.

KT/ch