

## 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, September 8, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

*Trustees absent:* Elliott

#### **2. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that it took action by unanimous vote to deny writs filed by claimant Nathaniel Harris, and claimant Emmanuel Vasquez Haro, both former students. President Sheehan also announced that no other action had been taken.

#### **3. Agenda:**

Kevin Trutna, Superintendent/President requested that the Regular Agenda be amended to include agenda item #7B2, Approval of Resolution #2016/17-04 2016-17 Gann Appropriations Limit. Dr. Trutna explained that the item came to the District's attention after the Regular Agenda had already been posted and mailed. He further explained that Government Code §54945.2(b) allows for the addition under the circumstances described. Dr. Trutna also requested that the agenda be amended to reflect that Regular Agenda Item #7C2, Report on Feather River Fitness and Recreation be moved up in the agenda to take place after approval of the Consent Agenda. He explained that Meredith Aragon, Head Softball Coach and Manager at Feather River Fitness needed to return to her players that were practicing on the softball field. After brief discussion and there being no objection, the Regular and Consent Agendas for the September 8, 2016 meeting were approved as amended, (McNett/Meyers/Sheehan /Ware/Hammons Aye (None Opposed) (Elliott Absent).

#### **4. Minutes:**

The minutes from the Regular Meeting held on Thursday, August 11, 2016 were approved as presented, (McNett/Meyers/Sheehan/Ware/Hammons Aye) (None Opposed) (Elliott Absent).

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

None

#### **6. Consent Agenda**

Prior to approval of the Consent Agenda, Trustee Meyers asked if the Board of Trustees would be seeing a plan and a budget for the restoration of the Pines Apartments. Kevin Trutna responded that he would be able to provide an update on

the progress as requested and the District is close to being able to provide a mock-up of a walk through in about two months. President Sheehan noted a typographical error in Consent Agenda Item 7A7 and Cindy Hall, Administrative Assistant to the President indicated that she would correct it.

**\* 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 (ISA) between Feather River Community College District (DISTRICT) and Sierra Rescue (AGENCY) for AGENCY to provide instructional and other services for outdoor safety and recreation programs effective July 1, 2016 to June 30, 2017, 7) Approval of Agreement between Feather River College (COLLEGE) and Liebert Cassidy Whitmore, a Professional Corporation (ATTORNEY) for COLLEGE to secure expert training and consulting services as part of a ten (10) college Northern California consortium of colleges with the same needs effective July 1, 2016 for 12 months, 8) Approval of Vending and Amusement Machine Agreement between Sierra Mountain Amusement, Chris and Alicia Rose, (Operators) and Feather River Community College District (Proprietors) for Operator to provide automatic vending machines, video games, and ATM machines at various locations on campus and selling articles of merchandise, food, and beverages to the public through such machines, and 9) Approval of Amendment B to Master Agreement between Feather River College and the Feather River College Foundation whereby the Feather River College Foundation grants exclusive use of its equipment at no cost to Feather River College for use in its educational programs, classes, and facility maintenance. In return Feather River College agrees to provide all necessary maintenance, repairs, and insurance for the equipment, and shall be responsible for complying with and conforming to all laws and regulations relating to the possession and use of its equipment were approved as amended (McNett/Meyers /Sheehan/Ware/Hammons Aye) (None Opposed) (Elliott Absent).

**7. Special Items/Reports**

**C.**

- 2) Meredith Aragon provided the Board of Trustees with a report and update on Feather River Fitness and Recreation. Ms. Aragon's report included an update and overview of the day-to-day operations of the facility including hours of operation and current classes being offered on the weekly schedules. She pointed out that the overall expanded class schedule has helped to increase membership and membership renewal. Ms. Aragon also promoted the new cardio equipment and carpet installed in the downstairs area of the facility and how regular staff meetings and a staff handbook communicate the need for staff to be friendly and helpful and a new cleaning log that she has implemented for staff has helped to make the cleanliness of the facility a shift priority. She added that Health and Exercise Studies (HES)

classes offered at the facility for athletes and general enrollment students are taught by coaches and these classes generate overall approximately 58 FTES annually. Ms. Aragon continued her report by covering the increase in enrollment at the center, the increase in the use of the pool, and the goal to continue to push for increased membership through partnerships with the Department of Rehabilitation, Sierra House, Plumas Charter School, Plumas Unified School District Programs, Plumas District Hospital, the ALIVE Program and others. She also stated that she plans to continue to advertise through the FRC website, Facebook, promotions in the newspaper, phone book, and the community tourist guide. Ms. Aragon closed her report by talking about the planned makeover for the pool, new paint, and a new circuit area behind the center for tire flips and heavy rope exercising. She also talked about a student based activity fee to increase funding along with a 5K run, the possibility of a "Biggest Loser" challenge, and additional strength competitions. Ms. Aragon answered questions from the Board of Trustees and President Sheehan thanked her for the informative presentation.

### **Public Hearing for Consideration of the District's Final 2016/2017 Budget**

President Sheehan called the Public Hearing for Consideration of the District's Final 2016/2017 Budget to order at 3:43 p.m. He asked if there was any public comment on the Feather River Community College District's 2016/2017 Final Budget. There being no public comment offered, President Sheehan declared the Public Hearing on the District's Final 2016/2017 Budget closed.

## **7. Regular Agenda**

### **A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions and asked Derek Lerch, Dean of Instruction/CIO to provide additional remarks if he had any. There being no further comment or objection to the vote, the request for Approval of Curriculum Actions was approved as presented, (Meyers/McNett /Sheehan/Ware/Hammons Aye) (None Opposed) (Elliott Absent).
- 2) Kevin Trutna requested Approval of the Feather River Community College District's 2016-2017 Final Budget and he added that Jim Scoubes, Chief Financial Officer would provide an overview of this year's budget process. Jim Scoubes directed the Board's attention to page 31 of the final budget book that contained the adjustments he used in calculating the 2016-17 proposed final budget. He stated that he took all of the salary and benefits from the tentative budget and trued these amounts up with updated information from the Human Resources Department and dropped this information into the final budget. He also noted there was no Cost of Living Increase (COLA) included in the final budget. Mr. Scoubes stated that additional expenditures included in the final budget included \$1,103,200 for the property purchase, \$20,000 in additional operating expenses for the acquisition of the new property, \$10,340 for electricity costs associated with the new facilities building and land acquisition, \$3,000 in additional travel expenses for Phi Theta Kappa along with other miscellaneous items listed on page 32. Kevin Trutna noted that California's

minimum wage will increase by \$1.00 per hour in January 2017 impacting the District's student worker budget significantly. Mr. Scoubes stated that the net figures for the 2016/2017 proposed final budget could be found on page 36 and reflect a total proposed final budget of \$31,247,724. After further discussion and there being no objection, the request for Approval of the Feather River Community College District's 2016-2017 Final Budget was approved as presented, (Ware/Hammons/Sheehan/McNett/Meyers Aye) (None Opposed) (Elliott Absent).

Trustee Meyers asked Kevin Trutna if there was a chance the Board of Trustees would see a program analysis of either the 2015/16 or 2016/17 budget in broad categories as they had previously discussed, and Dr. Trutna responded with an overview of the discussion and the complexities involved. He added that he will take the budget spreadsheet and collapse it down into programs although the programs would not be perfect in terms of what was actually spent and there was further discussion.

- 3) 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, (Meyers/McNett/Sheehan /Ware/Hammons Aye) (None Opposed) (Elliott Absent).

**\* B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #16/17-03 – Approval to Recognize and Commend the Feather River College Rodeo Team and Coaches for Achievement. There being no objection or further discussion, the request for Approval of Resolution #16/17-03 – Approval to Recognize and Commend the Feather River College Rodeo Team and Coaches for Achievement was approved as presented.

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

- 2) Jim Scoubes requested Approval of Resolution #2016/17-04 – Gann Appropriations Limit for Fiscal Year 2016-2017. There being no objection or further discussion, the request for Approval of Resolution #2016/17-04 was approved as presented.

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

**C. Special Items/Reports**

- 1) Jim Scoubes provided the District's Monthly Financial Status Report as of August 31, 2016. He reviewed the Unrestricted General Fund Summary noting that expenditures total \$2,896,146 or 18% of approved budget which was largely a result of the property acquisition displayed as Capital Outlay totaling \$1,056,612. President Sheehan asked Mr. Scoubes if he expected any apportionment deferrals from the State this year and Mr. Scoubes responded "no" that apportionment deferrals are not expected to be an issue during this fiscal year.
- 3) Kevin Trutna reported that the agenda item is the second pass on the accreditation standards that deal with the Board of Trustees. He explained that the draft responses were first developed within shared-governance committees and were reviewed by members of President's Cabinet and President's Staff and are now ready for the Board's second review and further comment and change if requested. Dr. Trutna indicated that the Board of Trustees could expect to see a draft of the entire document in the spring of 2017. President Sheehan asked about the progress on the database for accreditation evidence, and Derek Lerch responded that it is partly started and he provided an overview of the District's timeline for accreditation and how and when the District plans to collect and link the evidence to the document.
- 4) Kevin Trutna opened discussion on the Remedial Education Spotlight Part One Report by stating that one of the major emphases of the Accrediting Commission for Community and Junior Colleges (ACCJC) is the de-aggregation of data and looking at individual cohorts and what they are doing. He added that one of the areas on the Chancellor's Office Scorecard is remedial education and today's report would include a chunk of the topic referred to as Part One – Data and Pathways to Transfer Level Courses. He noted that he has asked Derek Lerch to address three things today as he takes over the discussion: 1) what are the pathways to college education 2) what are FRC's success rates, and 3) what patterns if any are apparent. Dr. Trutna explained that next month the Board would hear from Carlie McCarthy, Director, Student Success and Support Programs as she addresses equity and Jeanette Kokosinski, Academic Senate President would speak to Basic Skills. Dr. Trutna also indicated that the following two months the Board would hear from the mathematics and English departments about what they are doing in support of remedial education.

Derek Lerch distributed a handout prepared by him and Agnes Koos, Director of Institutional Research and Planning. He prefaced his presentation by stating that's it clear from the data on completion rates for prepared students, those that start college with college level math and English classes, and the underprepared students, defined as those students that begin college at one or more levels below college level math or English is not surprisingly significantly below the completion rates for prepared students and this is of course central to student success. He indicated that his handout, although he tried to keep it brief, is information rich and paints a picture in which students who are not at the college level have to take some sort of remedial course sequence in order to get to

college level. He noted that the college level sequence and transfer level sequence are not necessarily the same for math at Feather River College, where it is the same for the remedial English sequence and this is considered an important nuance. When asked by Trustee Meyers who sets the requirements for remedial courses, Dr. Lerch responded that it's up to the college to define how many course levels below college level it will be scheduling. There was review and discussion of the discipline sequences for math and English and the disparity in the number of steps to transfer level was explained and clarified by Dr. Lerch.

Dr. Lerch moved on in his report to discuss FRC's course success percentages in remedial education noting that despite the relatively high success rates in each of the remedial class sequences, the actual loss of students occurs between the sequences. He also explained that the reasons students don't persist vary, but the universal pattern and FRC's pattern indicates that the more rungs you build into a sequence, the more likely you are to lose students. The Board of Trustees reviewed and discussed the sequence of students starting one level below college level in English or English 010, and out of the cohort of 1,364 students, 514 of them did not attempt any higher level English course and there was further discussion. Dr. Trutna noted that the Board will hear next month on what the College is doing to prevent this from continuing to occur.

- 5) Bethany Hammons, Student Trustee reported on the Community College League's (CCL) Student Trustee Conference that she recently attended. Ms. Hammons reported that she learned about current legislation and propositions that will be on the November ballot and she asked the Board members if they were familiar with Assembly Bill 1995, a bill that if passed, would require community college campuses that have shower facilities for student use to grant access to those facilities to any homeless student who is enrolled in coursework, has paid enrollment fees, and is in good standing with the community college district. She added the bill would require the community college to determine a plan of action to implement this requirement. Ms. Hammons stated that the bill recommends five hours per day of access which would be hard for small colleges to do. She noted that a representative from the CCL in attendance at the conference indicated that the CCL would support the bill if the number of hours required for access was reduced to two and there was further discussion

Ms. Hammons also reported that an additional piece of legislation discussed at the conference was Proposition 55, Extension of the Proposition 30 Income Tax Increase Initiative. She explained that the CCL provided her with a sample resolution to bring back and show to Board members and see if it was something that they were interested in endorsing. Dr. Trutna indicated that normally the college does not take a stance either way on pending legislation. It was suggested by Trustee Meyers that the Board might want to take a look at all the propositions slated for the November ballot and determine which ones would impact community colleges if passed and President Sheehan stated he was not averse to endorsing a resolution on Proposition 55 because it is a big deal.

Ms. Hammons continued her report by stating that she had the opportunity to meet many other student trustees at the leadership conference she attended and it was highly suggested that she do what she could to encourage students to become active members and/or officers of Associated Students of Feather River College (ASFRC). She stated that she plans to actively promote this and try to get students more involved. When asked by Dr. Trutna about other things she learned in attending the conference, Ms. Hammons reported that although her interest was focused more on upcoming community college issues, the conference also included sessions on student trustee responsibilities, ethics, and using influence effectively.

### **Communications, Presentations, and Reports**

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

Trustee Meyers congratulated Karen Pierson and her staff for the success of all of the events held for new students that have been covered recently in the newspaper. Trustee Meyers also mentioned AB 1690 and asked if it could be included as information along with a parallel Senate Bill that he couldn't recall the number of at the moment. Trustee Meyers also noted that he would like to see the Board's goals brought back at some point so they can be reviewed and discussed again as part of the regular Board calendar.

#### **2) Associated Students**

Karen Pierson reported that an election for an ASFRC student body officers is currently in progress. She added that her assessment of the situation is that students are interested in getting involved with activities, but the other piece of student government is participating in and attending some of the shared governance committee meetings which some find not as appealing.

#### **3) Academic Senate**

Jeanette Kokosinski reported that the Academic Senate will meet again on September 14<sup>th</sup> and will be looking at job descriptions for the head football coach and head rodeo coach positions. When asked by President Sheehan about new faculty hire discussions, Dr. Kokosinski indicated that the Senate plans to have this discussion as well at upcoming meetings.

#### **4) Classified Senate**

Cynthia Hall, Classified Senate President reported that she received quite a few positive comments from classified employees regarding the activities for new students. She stated that she attended most of the events and everyone was enjoying themselves. Ms. Hall also reported that September is the month where she requests members pay their annual dues of \$20.00 half of which goes to fund the Rose Cortez Memorial Scholarship. She closed her report by stating that the next Classified Senate meeting is scheduled for September 19<sup>th</sup> where the review of policy will begin again.

#### **5. Instruction**

Derek Lerch reported that his office is in the process of completing a substantive change report for the ACCJC that is due October 1<sup>st</sup> on the bachelor's degree program. He added that after that the report will be distributed to a site visit team yet to be determined and a visit will be conducted within approximately five months to review the program. He noted that during his own recent training workshop he learned that these bachelor degree site-visit teams will have one or more members of four-year schools on the teams that visit. Dr. Lerch also reported that he attended the opening of the art studio on August 25<sup>th</sup> and there is interesting and good things happening there as well as elsewhere on campus.

#### **6. Student Services**

Karen Pierson reported that an event coming up on Monday, September 12<sup>th</sup> is FRC's College Career and Transfer Fair dedicated to serving high school juniors and seniors. She distributed a handout that focused on how the college will serve not only the high school students that day, but will also highlight how it will serve FRC students and staff as well by giving them an opportunity to listen to Kathy Buckley, a comedian and motivational speaker who has a special message she shares during her presentation. Dr. Pierson also showed members of the Board a postcard developed to promote the Friday in the Fall event scheduled for September 30<sup>th</sup>. She explained that the event is purposely timed to coincide with the FRC Challenge Rodeo so potential students can experience a fun activity during their visit to Plumas County. Dr. Pierson continued her report by stating that the college has been able to embed the student payment agreement into the Banner® enrollment system and students, now before they register, note and agree that they understand when tuition and fees are due and also identify how they intend to pay fees owed. She noted another topic being mentioned and discussed by staff in advising and counseling is the information trickling down from presentations by the Chancellors' Office on the degree to which the college should not be relying on its standardized tests scores for placement into classes. She elaborated by stating that colleges are being mandated to all adopt the Common Assessment tool which is a newly developed test scheduled for implementation at FRC in fall 2017 and there was further discussion. In closing Dr. Pierson reported that a review has been completed of the admissions process for the bachelor's degree program and it has been streamlined and will be placed on the website October 1<sup>st</sup> for a new cohort of student applicants.

#### **7) Superintendent/President**

Kevin Trutna reported that he was notified by WalletHub®, a website that has branched out into producing research reports and surveys, that Feather River College was selected as one of top 100 community colleges in the nation. He noted that when you look at the criteria, which for this research was based on student success rates and transfer rates, you see that FRC is right up there with some of the 12 or 13 other California colleges on the list. Dr. Trutna added that in line with this recognition, he pulled out most of FRC accomplishments and used them at Institutional

Day and placed them into his September written report. He stated that he doesn't think that colleges two or three times the size of FRC accomplish what this college does, and he wanted to take the opportunity to highlight the great things FRC is doing. President Sheehan pointed out that the newspaper published a nice editorial in last week's paper regarding the value of FRC students to the community. Dr. Trutna went on to review the remainder of his written report and he highlighted the AB 86 Adult Education funding reflected all in one place, and noted that biology student Christopher Clements was recently chosen to attend the Berkeley Summer Experience, a prestigious and competitive transfer weekend experience that the university received 3,000 applications for.

There being no further business, the meeting was adjourned at 5:04 p.m.

KT/ch