

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Sheehan called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:00 p.m. on Thursday, December 8, 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. Welcome to Foundation Board Members and Guests:

President Sheehan welcomed the Foundation Board of Directors and other guests to the Joint Foundation/Board of Trustees annual Organizational and Regular Meeting.

3. Agenda:

Kevin Trutna, Superintendent/President requested that agenda item #7A2, Presentation of the Independent Audit Report for the Year Ended June 30, 2016 be moved up in the agenda so that Jeremy Snow, Certified Public Accountant, Crowe Horwath, LLP could begin his return to Sacramento, California ahead of any inclement weather. There being no objection or further discussion, the Regular and Consent agendas for the Organizational and Regular Meeting held at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, CA were approved as amended, (Ware/McNett /Sheehan/Elliott/Meyers /Hammons Aye) (None Opposed).

4. Minutes:

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

5. Items from the Public:

There was no public comment.

7A2 Presentation of Independent Audit Report for Year Ended June 30, 2016

Jeremy Snow, CPA, Crowe Horwath, LLP presented the Independent Audit Report for the Feather River Community College District for the Year Ended June 30, 2016. Mr. Snow directed the Board's attention to the letter from Crowe Horwath, LLP, inserted just prior to the actual financial statements, where it stated that in the opinion of Crowe Howarth, LLP, the financial statements prepared by management with the District's oversight, were presented fairly in all material respects in conformity with accounting principles generally accepted in the United States of America. He also stated that the financial statements appeared to be free of any material misstatements and that there were no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Mr. Snow then provided the Board of Trustees and others present with an overview of the audit starting on page 18 with the Statement of Net Position. He noted that this is essentially the balance sheet for the District and it reflects that financial activity remained fairly consistent with the prior year and there was no outstanding debt. He pointed out and explained the reason for the negative five million dollar number under “Net Position” “Unrestricted” and he stated that it relates to the \$9,000,000 in pension liability that was placed on the books in the prior year. He added that if it were not for the pension liability, the total “Net Position of the District would be positive across the board, but even with this, it still reflects the overall positive financial health of the institution.

Mr. Snow also discussed the financial position of the Feather River College Foundation, stating that it remains in an overall positive position with \$320,000 in the growth of its revenues, gains, and other support. Mr. Snow’s overview of the audit also covered the Statement of Cash Flows, Statement of Fiduciary Net Position, and Notes to the Basic Financial Statements and he stated there were no issues of great concern and that the District received a clean audit report. He explained that the Reconciliation of the 50 Percent Law Calculation on page 78 is a new schedule added this year and it outlines step by step what the Board would see in the everyday transactions of the District’s financial statements at a fund level and there was further discussion.

Mr. Snow concluded his report by directing the Board’s attention to page 87 of the audit report referred to as the Schedule of Audit Findings and Questioned Costs and he noted that for the current year there were no findings. He also explained that with regards to the finding for the prior year on student receivables, the District has shown that a policy and a procedure for collecting student fees has been implemented and it was documented in the Findings and Recommendations that the condition, from a broad financial perspective, is being addressed.

Update on Soccer Achievements – Don Williams

Don Williams, Head Soccer Coach provided the Board of Trustees with an update on soccer program achievements and progress over the season. He distributed a handout to the Board of Trustees that included both a programmatic and team vision for the soccer program, and graduation, transfer, and scholarship data for soccer since being hired. Mr. Williams reported that the women’s soccer team did alright this year and that he considered it to be a rebuilding year as 17 members were needing to learn how to play college-level soccer. He also reported that the men’s team has done a complete turnaround from where it was seven years ago having achieved a #9 national ranking this season. He added that both teams have now hosted playoff games and the men’s team advanced to the Elite Eight this year. Mr. Williams recognized the amount of support that has been provided to the program from the College both departmentally and administratively, and he commended his son and Assistant Soccer Coach, Brad Williams for his assistance and abilities to coach successful soccer. He added that the younger Mr. Williams is very much deserving of “Coach of the Year” recognition.

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, and, 6) the Approval of Software Licensing Agreement between Feather River College (CLIENT) and ImageTrend to provide CLIENT with software, statement of work, support and upgrades for the Hire Touch software system, the automated control of employment applications and other services related to Human Resources was approved as presented, (McNett/Elliott/Sheehan/Meyers/Ware/Hammons (Aye) (None Opposed).

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Hammons Aye) (None Opposed).
- 2) Kevin Trutna stated that the Organizational Meeting of a community college is required to take place within fifteen days of the first Friday in December and that action to nominate and elect the Board President, Board Vice-President, and the appointment of the Board Secretary are included as part of Regular Agenda Item #7A2. Guy McNett nominated John Sheehan for the position of Board President and Dana Ware for the position of Vice-President and both parties accepted their respective nominations. There being no objection or further discussion, President Sheehan declared the nomination period closed, and John Sheehan was elected to be President of the Feather River Community College Board of Trustees and Dana Ware was elected to be the Vice-President of the Feather River Community College Board of Trustees effective July 1, 2017. Kevin Trutna was also appointed to fill the office of Secretary to the Feather River Community College Board of Trustees effective July 1, 2017. (McNett/Elliott/Sheehan/Meyers/Ware/Hammons Aye) (None Opposed).
- 3) Kevin Trutna requested Approval to Accept Donation of Celestron 25x100 Binoculars and Tri-Pod from Jerry R. Williams. There being no objection or further discussion, the request for Approval to Accept Donation of Celestron 25x100 Binoculars and Tri-Pod from Jerry R. Williams was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Hammons Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer provided the District's Monthly Financial Status Report as of November 28, 2016. He reviewed the

Unrestricted General Fund Summary noting that expenditures totaled \$6,429,248 or 39% of a total budget of \$16,531,579 compared to \$5,652,699 or 38% for the prior year. He explained that the increase in expenses can be attributed to the purchase of the new property. He commended Katie Schmid, Chief Accountant for her good work in organizing the audit information.

- 2) Kevin Trutna prefaced the presentation on Remedial English Education Spotlight Part IV with comments explaining that this would be the last presentation in a four-part series of reports on what Feather River College is doing in the area of remedial education. He introduced Chris Connell, English Instructor, who in turn introduced Joan Parkin, English Instructor and Joan Jarrett, Instructional Assistant in Basic Skills to those present. Dr. Connell explained that Feather River College currently offers remedial English classes for students that are two levels below college-level English to prepare them for English 101. He added that one of the major concerns for FRC and all colleges is the attrition rate as students move through the sequence of remedial courses and the college is always looking for new ways to keep students engaged so that they are successful. Joan Jarrett stated that when she thinks about the area of remedial education and the students that come to college unprepared, she feels it's important to always be building on student awareness and FRC's knowledge of the student's background and where he or she comes from when teaching. She shared written letters from remedial students to emphasize how family support, culture, ethnicity, and socioeconomic status all factor in as remedial students work their way through the remedial classes. Ms. Jarrett also reported that in her remedial English 303 class, she's been accelerating the curriculum and stepping up the rigor to prepare students for a college-level English composition class. She also stated that FRC has been looking at what is referred to as the "Academic Sustainability Gap", a term created and researched by Katie Hern, a Chabot College professor that suggests reasons why capable students do not sustain the focus, motivation and effort to pass the course and there was further discussion. Ms. Jarrett thanked the Board of Trustees for its time and President Sheehan and the Board of Trustees extended its appreciation to both Dr. Connell, Dr. Parkin, and Ms. Jarrett for the information.

Update on Volleyball Achievements – Sarah Ritchie

Kevin Trutna advised the Board that Sarah Ritchie, Head Volleyball Coach was present and available to talk about the team's volleyball season. He stated that Fresno City College, who FRC ended up losing to in the playoffs, and who eventually won the State Championship, practically walked its way through the playoff competitions. He added that the Fresno City College team won 90 out of 99 games during the entire year and three of those losses were to FRC. Sarah Ritchie added that FRC won its seventh consecutive Golden Valley Conference Championship. She also stated that the team hadn't lost a conference game in seven years until Butte College beat them this year in five sets. Coach Ritchie stated that this year's team is likely the most talented bunch of kids she's had since

beginning her career at FRC, and besides being great kids, many of them are receiving all kinds of scholarship offers from big-time schools. She added that one of her girls, Morgan Hughes received All State, All-NorCal honors and in her opinion is the best player in the State of California hands down. Coach Ritchie mentioned that the beach volleyball season is coming up and she and the team are preparing for competition with four ladies from the court team moving to beach.

- 4) Kevin Trutna provided opening remarks on the work being done to update the logo for Feather River College. He stated that the work began almost two years ago and since then Carlie McCarthy, Director Student Success and Support Programs has been meeting with students, staff, and a local graphic artist, Brad Bodenham, to come up an updated logo best suited for FRC. Ms. McCarthy showed a draft of the logo to those present which she stated was designed to look friendly and have a rustic vibe to it. Trustee McNett asked about the timeline for the new logo and Ms. McCarthy responded that everything should be in place for fall 2017 and there was further discussion.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Elliott extended his thanks to Jim Scoubes and the Business Services area for the clean audit the District received. He also thanked Karen Pierson, Chief Student Services Officer for her years of service to the District.

2) Associated Students

Bethany Hammons, Student Trustee, on behalf of Associated Students of Feather River College reported that students are preparing for finals that begin the week of December 12th. She also reported that Phi Theta Kappa (PTK) is conducting a winter coat drive and it is also collecting canned and dry goods to replenish the Pasta Pantry for students in need of food. Ms. Hammons closed her report by announcing that Christopher Clements, Vice-President of ASFRC is running for the position of International PTK President.

3) Academic Senate

No Report

4) Classified Senate

No Report

5. Instruction

Derek Lerch followed up on Ms. Hammons comments regarding PTK by advising the Board that the membership/leadership of the chapter voted to raise the Grade Point Average (GPA) for new PTK applications from 3.25 to 3.5. He added that this was done primarily because, although the chapter was successful in adding numerous members each fall, only a handful of PTK members were doing the actual work of the chapter. Dr. Lerch also reported that the site visit from the Accrediting Commission for

Community and Junior College (ACCJC) on the Bachelor's Degree Program took place on Wednesday, December 7th and a two-person team spent the day interviewing faculty and staff at FRC. Dr. Lerch also provided an overview of insights and comments that the members of the team made during the visit and there was further discussion.

6. Student Services

Karen Pierson, Chief Student Services Officer reported that she is doing everything she can to ensure a smooth transition to the new CSSO. She also reported that Derek Lerch has really pushed the Student Services area to complete its accreditation work and she is glad because it is really close to finishing the work. President Sheehan thanked Dr. Pierson for everything that she has done and accomplished for Feather River College.

7) Superintendent/President

Kevin Trutna reported that interviews for CSSO finalists are scheduled for Monday, December 12th and Tuesday, December 13th and he hopes to move quickly on announcing Dr. Pierson's replacement. Dr. Trutna also followed up on Dr. Lerch's comments regarding the ACCJC site visit on the Bachelor's Degree Program, by conveying some of the comments he heard from the team during his interaction with them. Dr. Trutna added that the site-visit team was most impressed by the students they interviewed as each student expressed both his/her appreciation on being accepted into the program but also conveyed the excitement they shared about what they're learning. In closing comments, Dr. Trutna mentioned the Effective Trustee Workshop scheduled for the end of January 2017 and he asked that if anyone is interested in attending the conference to let his administrative assistant know. He also announced that the College has hired a mental health counselor that will begin employment in January. Dr. Pierson noted that Kelsey Foster has a PHD in counseling/psychology, has been a TRiO Director along with having an extensive background in multiculturalism.

There being no further business, the meeting was adjourned to the Foundation Board of Directors meeting at 4:30 p.m.

The meeting of the Feather River College Board of Trustees was reconvened at 5:10 p.m. and then officially adjourned also at 5:10 p.m.

KT/ch