

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 3:06 p.m. on Thursday, March 17, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

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:

Kevin Trutna, Superintendent/President requested that Agenda Item 7C2, Report on Distance Education be pulled from the report section of the Regular Agenda and tabled until the April meeting. There being no objection or further discussion, the Regular and Consent Agendas for the March 17, 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//Williamson Aye) (None Opposed).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, February 25, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/Ware//Sheehan/Elliott/McNett /Williamson Aye) (None Opposed).

5. Items from the Public:

None

6. Consent Agenda

Trustee McNett stated that he had a question on Consent Agenda Item 6A7, Approval of amendment #1 to Board of Governors (BOG) California Community Colleges Chancellors Office Workforce and Economic Development Division Deputy Sector Navigator Trade and Logistics grant agreement \$15-157-013. He requested information on what a Deputy Sector Navigator is and Derek Lerch responded that the term comes from the Chancellor's Office new model for distributing funding and providing guidance for career technical education programs. He continued his explanation by saying that what the State has done, with mixed results, is to create for each region identifying sectors or job paths and Deputy Sector Navigators have been established to assist colleges with

navigating the region's professional development opportunities for faculty and there was further discussion.

Trustee Meyers also pointed out that with regards to 6A8, Approval of Contract for Services between Feather River Community College District (DISTRICT) and Pacific Sky for the creation of marketing and digital video products that \$35,000 seemed like a significant charge and he asked for additional information. Dr. Lerch responded that this agenda item 6A8 was part of the same Deputy Sector Navigator grant and even though it is contracted through Feather River College, the media and design aspects of the contract include several different colleges in the North/Far North region.

Trustee McNett asked President Sheehan for an outline of how he would like to handle questions that come up on the Consent Agenda. President Sheehan indicated that it's the judgement of the Superintendent/President what goes on the Consent Agenda and it's usually material that he doesn't feel the Board will have any issues with. Kevin Trutna followed up on the discussion by indicating that it's fine to remove an item from the Consent Agenda and make it a Motion Item so questions can be asked or additional discussion can take place.

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of rental agreement between dramaworks and Feather River Community College District for rental of the West End Theatre for a Feather River Community College Sustainability Action Team (SAT) event, Approval of amendment #1 to Board of Governors (BOG) California Community Colleges Chancellors Office Workforce and Economic Development Division Deputy Sector Navigator Global Trade and Logistics grant agreement #15-157-013. This agreement is being augmented with 2014-2015 SB 858 funds in the amount of \$100,000, and the Approval of Contract for Services between the Feather River Community College District (DISTRICT) and Pacific Sky for the creation of marketing and digital video products in the amount of \$35,000 including flyer design, print ad design, social media post design, and/or rack card design for economic summits, trade workshops and business seminars at various venues to be completed by June 30, 2016 in accordance with the California Community College Chancellor's Office Workforce and Economic Development Division Deputy Sector Navigator Global Trade Agreement grant #15-157-013 were approved as presented (Elliott/Meyers /Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

7. Regular Agenda

A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions. He explained that there were a number of things included in the request one being a proposal for an associate degree in graphic design. After further discussion that included comments from Derek Lerch, Dean of Instruction/CIO, the request for Approval

of Curriculum Actions was approved as presented, (McNett/Meyers/Sheehan /Elliott/Ware /Williamson Aye) (None Opposed).

- 2) Kevin Trutna requested Approval of Tenure for Darryl Swarm and Bridget Tracy. He reported that Mr. Swarm is the librarian and Ms. Tracy teaches geology and environmental studies. There being no objection or further discussion, the request for Approval of Tenure for Darryl Swarm and Bridget Tracey was approved as presented. (McNett/Meyers/Sheehan/Elliott/Ware /Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of 2016-2020 Feather River College Strategic Plan. He stated that he had actually planned to bring the Strategic Plan to the Board last year for approval and it was delayed between the Classified and Academic Senates. He noted that the structure of the Plan is built upon the structure of the previous Strategic Plan in that it contains four directions just like the four ACCJC Accreditation Standards. He also indicated that what was done differently this time was different committees were asked what goals they would set for themselves in order to support the directions of the Strategic Plan and there was further discussion. President Sheehan stated that the Board had discussed the Strategic Plan earlier and Trustee Ware asked about the length of time it had taken to develop the new Plan and there was comments and explanation from Dr. Trutna. President Sheehan noted that long term goals, which are normally covered in a Strategic Plan, don't seem to be covered in this Plan and he used the example of defining the number of FTES the District would like to have by the year 2020. He stated that it is likely that the Board will want to know this information and have a discussion about it at some point in the future. Trustee Elliott suggested that on page three, in the first sentence of paragraph "A" that the words "Board of Trustees" be added to those groups that would receive communication on quality assurance measures and there was consensus. Trustee Ware added that it appears that some of the goals of the Board of Trustees differ from the goals that are in the Strategic Plan and that perhaps the institution hasn't looked far enough ahead. She stated that the Board would like to request that some sort of mechanism of its own be established for the Board to address some of these issues. Dr. Trutna responded that "yes" this can be done and he also explained the process typically used to develop a plan of this type. He also stated that setting specific enrollment goals would be a good thing and a good discussion to have at the Board retreat. There being no objection, the request for Approval of the 2016-2020 Feather River College Strategic Plan was approved as amended, (Ware/Meyers/Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).
- 4) Kevin Trutna requested Approval of Administrative Contracts. He explained that all of the college's administrators are on contracts and each contract contains a provision as to how the contract rolls over and how it terminates. He explained that the cover sheet contains the name of each administrator, his or her current step, and the dates of the contracts. Trustee Meyers asked if the approval of administrator contracts was paired somehow with review and Dr. Trutna responded "yes". David Burris explained that administrators are evaluated on a cycle by both the Academic and Classified Senates. After

further discussion and there being no objection, the request for Approval of Administrative Contracts was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Williamson Aye) (None Opposed).

- 5) Kevin Trutna requested Approval of Academic Employment Contracts and Step Movements. He explained that the agenda item pertains to full-time faculty contracts and that the request contains one temporary contract, one second year contract, one third year contract and then regular faculty and where each faculty member falls on the salary schedule. After further discussion and there being no objection, the request for Approval of Academic Employment Contracts and Step Movements was approved as presented, (Meyers/Ware /Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).
- 6) Kevin Trutna requested Approval to Declare Canon ImageRunner B&W Copier Surplus Property. After further discussion and there being no objection, the request for Approval to Declare Canon ImageRunner B&W Copier Surplus Property was approved as presented, (McNett/Ware/Sheehan/Meyers /Elliott/Williamson Aye) (None Opposed).
- 7) Kevin Trutna requested Approval to Declare Two DSI Vending Machines and One Witten Vending Machine Surplus Property. There being no objection or further discussion, the request for Approval to Declare Two DSI Vending Machines and One Witten Vending Machine Surplus Property was approved as presented, (Meyers/Ware/Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).
- 8) Kevin Trutna requested Approval to Adjust Start Time of April 21, 2016 Board of Trustees Meeting. He explained that he was requesting that the start time of the meeting be adjusted from a 3 p.m. start time to a 10 a.m. start time so he could attend a family event. There being no objection or further discussion, the request for Approval to Adjust Start Time of April 21, 2016 Board of Trustees from 3 p.m. to 10 a.m. was approved as presented, (McNett/Ware/Sheehan /Meyers/Elliott/Williamson 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 February 29, 2016. He reviewed the Unrestricted General Fund Summary reporting that the column noting the current year's operating budget for the District reflects a total of \$15,186,247. He explained that this amount adjusts according to the budget transfers and augmentations that the Board approves each month. He added that today, when the Board approved the Consent Agenda, it voted to increase the total budget by \$35,771. Mr. Scoubes reported that expenditures for the period totaled \$9,089,597 or 60% of the budget and there was further discussion. Trustee Elliott suggested that since

augmentations are used to identify a new funding source, perhaps a column listing the augmentations and the total adjustment to the budget would be helpful. Mr. Scoubes indicated he could do this and went on to explain that in a District budget of \$15,000,000 approximately \$5,000,000 to \$6,000,000 is received bi-annually in the form of property taxes during December and April. He added that the other main source of revenue is State apportionment. He also explained that payroll for the month of February came in at approximately \$814,000 and accounts payable came in at over \$1,000,000. He stated that he has to take the District's cash flow seriously to make sure there's enough funding to pay District expenses during the months there isn't regular revenue coming in. Mr. Scoubes closed his report by indicating that he is typically conservative with his revenue projections because it is his responsibility to protect the reserve.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee McNett reported that he recently had a medical procedure at Seventh Day Adventist Hospital in Paradise and he found the staff professional and courteous and he's glad to know that the College's Licensed Vocational Nursing students will be completing their clinical studies at the facility this summer. He also thanked Derek Lerch for traveling to the Greenville area last week to judge the science fair. Trustee McNett also reminded those present that Kelly Williamson, Will Anderson, and Katie Desmond, Phi Theta Kappa Advisor and Political Science Instructor will be interviewed at 7 p.m. on KQNY radio station for Joseph Munoz's *The Common Good* Program.

Trustee Meyers reported that he received a call from a friend in Thailand and received a referral to a friend in Sonoma who has approximately 20 years of food journals if the District is interested in the donation. Derek Lerch indicated that he would check to see if it would be something that the District's Culinary Program would find useful. Trustee Meyers also indicated that he's received emails during the month of February about the election for the California Community College Trustees (CCCT) Board and was wondering how the vote would take place. Kevin Trutna responded that he would address the item in his President's Report. Trustee Elliott explained that traditionally the Board has recommended that the Superintendent/President select candidates that have a background and/or interest in small rural colleges.

2. Associated Students

Kelly Williamson, Student Trustee reported on activities involving Phi Theta Kappa. She stated that the chapter's Vice-President Will Anderson is a semi-finalist for the Jack Kent Cooke Academic Scholarship and she would like to see him be successful in receiving the honor. She also reported that she and Mr. Anderson will be honored in Sacramento, California on Thursday, March 24th as members of the California 2016 All-Academic Team. Ms. Williamson also reported that two new members, Matt Dougan and Matthew Trenner will be attending the regional

conference in Las Vegas in the near future. She added that Matt Dougan is also running for a regional office PTK as well as for chapter president for the upcoming year. She additionally reported that the college is sending four members to the national PTK conference in National Harbor, Maryland. In addition to this information, Ms. Williamson reported that this year's PTK induction ceremony for new PTK members will take place on April 15, 2016 in the Gallery and that there are currently 87 members in the chapter with induction to increase that number by 30 or 40 students. Student Trustee Williamson added that the college project this year is to revamp the student lounge to become a more inviting comfortable place for students. She indicated that meetings have taken place with several individuals including Dr. Trutna and everyone hopes to get the project off the ground. Ms. Williamson closed her report with information on the Chapters United Project that Butte College members are coming up to help with and together they plan to finish up painting the building they started at Plumas District Hospital.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported the search committees for the four full-time faculty positions are meeting and soon will begin reviewing applications.

4. Classified Senate

Cindy Hall, Classified Senate President reported that the Classified Senate will meet again on Monday, March 21st and it has an agenda full of policies and procedures to take action on or review. She also reported that the Classified Senate is impacted with participating in search committees and she thanked members for their dedication and service to FRC.

5. Instruction

Derek Lerch reported that with regards to accreditation the campus is still holding itself to the self-imposed April 15th deadline for draft preliminary responses to be written on all of the Standards. He indicated that the work has been handled differently from committee to committee and everyone continues to move forward with their assignments. He conveyed that some of the work involves the eight preliminary responses that are specific to the Board of Trustees and these will likely be brought to the Board for review at the May meeting. Dr. Lerch reported that the Board of Governor's meets next week where it will receive Chancellor Brice Harris' recommendation on the future of accreditation in the State of California. He also reported that the courses for the bachelor's degree have been accepted by the Chancellor's Office which in part means there are official control number designations for enrollment purposes. He additionally reported on the Deputy Sector Navigator (DSN) On the Road Show that was held on campus the previous week. He explained that several DSNs, grant monitors, and grant directors came together on the FRC campus partly to introduce themselves to faculty and partly to maintain visibility in the region and there was further discussion. Dr. Lerch closed his report with an update on the 2016-2018 college catalog noting that it is almost

ready to send to the printer and that it will be brought to the Board for ratification also at the May meeting.

6. Student Services

Karen Pierson, Chief Student Services Officer reported that she participated last week as a member of the accreditation team that evaluated College of the Siskiyous. She explained that she returned to campus with some ideas that FRC would be wise to review as it approaches accreditation and the experience also provided her an opportunity to see how an accreditation team operates. Dr. Pierson followed up on Dr. Lerch's comments about the four-year degree noting that obviously the Office of Instruction delivers that program, but Student Services has the responsibility for the admissions process. She explained that there wasn't a lot of expertise to draw from in developing the admissions process although she did have some experience from her previous college. She further explained that because it's a competitive and difficult process, you have to say "no" to some applicants and the process then became a matter of saying "yes" to those that were accepted, holding another group of applications to be reevaluated after the spring semester, and then sending a smaller group of applicants a letter about options at FRC that unfortunately wouldn't include acceptance into the bachelor's degree program. She reported that the admissions process is a rolling process and one that will continue until the program is full. When asked by Trustee McNett how many students were accepted into the program, Dr. Pierson responded approximately 15, but not all of them have accepted the offer at this point. There was further discussion that included marketing techniques for the four-year degree including one contact person in advising, marketing materials, funds for recruitment trips, and Future Farmers of America (FFA) conventions. Dr. Pierson continued her report by stating that she had previously mentioned that there are new requirements for anyone working or volunteering at the Child Development Center or in the Early Childhood Education Program and Student Services is working to make these individuals aware of the new law and then assisting them with information on the immunizations should they need them. She reported that there is a grant opportunity for the Child Development Center to receive additional funding through the Department of Education that if awarded would support the two-year old and infant programs. She additionally followed up on the great things that PTK is doing and added that they are working with the Director of Student Life, Jeff Lewis to possibly improve the space in the student lounge. Dr. Pierson followed up with dates for upcoming events including Day in the Mountains scheduled for April 25th and passed along some of the marketing materials created for the April 10th Home Field Advantage event which focuses on enrollment opportunities for local high school students.

7) Superintendent/President

Kevin Trutna opened discussion on his report by distributing handouts on his recommendations for the CCCT Board election and there was brief discussion on the candidates. Dr. Trutna followed up on previous comments regarding PTK and the success that the chapter is currently

experiencing. He also reported that he's been working on a Feather River College Foundation Master Agreement which will tie up all the loose ends and memorialize the relationship between the two organizations and there was further discussion. Dr. Trutna highlighted items from his written report including the Adult Education Block Grant Program increase in funding of \$23,016 from the prior and initial year. He also noted that Pamela Crespin, Director of the Adult Education Block Grant Program has started the Request for Applications (RFA) process and she is holding grant writing workshops to help those that are interesting in applying with the application expectations. Dr. Trutna highlighted the information in his written report including information on student debt collections and the month of April being declared sustainability month at FRC. He added that a number of events will be held around the issue of sustainability and the need to conserve. Dr. Trutna closed his report by providing an overview of his attendance at the Community College CEO Conference and that president's held a private discussion about the future of accreditation at California community colleges.

There being no further business, the meeting was adjourned at 4:33 p.m.

KT/ch