

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 2:59 p.m. on Thursday, January 21, 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. Agenda:

The Regular and Consent Agendas for the January 21, 2016 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

3. Minutes:

The minutes from the Organizational and Regular Meeting held on December 10, 2015 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware /Williamson Aye) (None Opposed).

4. Items from the Public:

None

5. Consent Agenda

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, Ratification of Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Approval of Software License agreement Order #15307 between SARS Software Products, Inc. (SSP) and Feather River College (Customer) for SSP to license to Customer the Software identified on the attached License Order-Schedule(s) to the terms and conditions set forth in Software License agreement, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, Approval of Memorandum of Understanding between Feather River Community College District (DISTRICT) and Shasta-Tehama-Trinity Joint Community College District (AGENCY) for the purpose of defining the roles and responsibilities of the parties as they relate to providing affiliated educational opportunities, Approval of Agreement between Feather River Community College District (DISTRICT) and

Dunsmuir Joint Union High School (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated education course for the AGENCY, and the Approval of Tax-Exempt Lease/Purchase Agreement between US Bank Equipment Finance (Ray Morgan Company) and Feather River Community College District for lease/purchase of OCE VRIOPRINT DP-110 copier including maintenance agreement with Ray Morgan Company were approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware/Williamson Aye) (None Opposed).

Trustee Meyers asked for additional information on Consent Agenda Item #5A7, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY. Derek Lerch, Dean of Instruction/CIO explained that the item is part of the work that the college is doing related to grant funding that will provide training and pathways in Plumas County and Northern California to students, school age through community college, and is aimed at career exploration and development. Trustee Meyers noted that as a new trustee he has a difficult time deciphering what each of the agreements on the Consent Agenda pertain to and he requested that a brief summary accompany the regular request for action information. Kevin Trutna, Superintendent/President indicated that this would be accomplished for future meetings.

6. Regular Agenda

A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions. He explained that the back-up documentation contained with the cover sheet reflected information on those courses that have gone through the curriculum process. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Ware/McNett/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of BP 1200 Mission. After further discussion that included an explanation of modifications made to the policy, the request for Approval of BP 1200 Mission was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of BP 2010, Board Membership. After further discussion and there being no objection, the request for Approval of BP 2010 Board Membership was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 4) Kevin Trutna requested Approval of BP 5050 Student Success and Support Program. After further discussion and there being no objection, the request for Approval of BP 5050 Student Success and Support Program was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

- 5) Kevin Trutna requested Approval of BP 5040 Student Records, Directory Information, and Privacy. After further discussion and there being no objection, the request for Approval of BP 5040 Student Records, Directory Information, and Privacy was approved as presented, (Elliott/Meyers/Sheehan/Ware /Williamson Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of the 2016-2017 Non-Resident Tuition Fee for Feather River Community College District. After further discussion and explanation, the request for Approval of the 2016-2017 Non-Resident Tuition Fee for Feather River Community College District was approved as presented at \$212.00 per semester unit, (Ware/Meyers/Sheehan/Elliott/McNett /Williamson Aye) (None Opposed).
- 7) Kevin Trutna requested Approval of the Feather River Community College District Schedule of Fees for the 2016-17 Fiscal Year Effective Fall Semester 2016. There being no objection or further discussion, the request for Approval of the Feather River Community College District Schedule of Fees for the 2016-2017 Fiscal year Effective Fall Semester 2016 was approved as presented, (Meyers/Ware/Sheehan/Elliott/McNett/Williamson Aye) (None Opposed).

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #15/16-06 – Approval to Amend Local Agreement #CCTR-5168 dated July 1, 2015 between California Department of Education and Feather River Community College District. After brief discussion and explanation, the request for Approval of Resolution #15/16-06 was approved as presented.

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

- 2) Kevin Trutna requested Approval of Resolution #15/16-07 – Approval to Amend Local Agreement #CSPP-5331 dated July 1, 2015 between California Department of Education and Feather River Community College District. After further discussion and there being no objection, the request for Approval of Resolution #15/16-07 was approved as presented.

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

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer provided the District's Quarterly Financial Status Report as of December 31, 2015. He reviewed the Unrestricted General Fund Summary noting that expenditures for the period totaled \$5,937,973 or 40% of approved budget in comparison to \$46% for the prior year. He also reported that the District is receiving mandated cost payments of \$365,000 for December, \$365,000 in January, and an additional payment in April of \$166,000. He noted that these payments included reimbursements for mandated costs for prior years where the State was unable to reimburse Districts due to its budget shortfall. Mr. Scoubes also reported on additional anticipated revenue amounts that the District will be receiving including \$350,000 for the bachelor's degree program and base funding payments that will be received monthly as part of apportionment payments. There was further discussion regarding growth funding and whether or not the District was now eligible to receive it and Mr. Scoubes responded that the District is eligible for growth if it were to exceed its reported FTES by two percent.
- 2) Kevin Trutna provided opening remarks on the report on accreditation by stating that the backup documentation attached to the report cover page contained information on accreditation including a list of bulleted initial pieces of evidence that will be used to support compliance with the Standards that are specifically assigned to the Board of Trustees. He explained that the evidence lists will also be used to build the initial narrative response for the self-evaluation. Derek Lerch continued the report by stating that the site visit is scheduled for March 2018 and that the self-evaluation document must be mailed in late December 2017. He explained the accreditation process that members of shared-governance committees are using to write initial responses while being guided by the evidence that was collected during the fall 2015 semester. Trustee McNett asked what person would be responsible for writing the Board responses for the self-evaluation, and Dr. Trutna responded that Dr. Katie Desmond, Political Science Instructor and part of the Accreditation Leadership Team will author the self-evaluation. Dr. Lerch followed up Dr. Trutna's comments by explaining that the narrative would be drafted for the Board of Trustees and then it would be brought back for review and input. Dr. Lerch closed his report by providing an overview of steps to analyzing evidence, writing an initial response, a perspective on good and weak responses to ACCJC Standards, and the Qualify Focus Essay that is a new ACCJC requirement. Trustee Meyers also indicated that at some point he would like to see a list of the breadth of Board Policies that currently exists and there was additional discussion.
- 3) Nick Boyd, Director of Facilities/CTO provided the Board of Trustees with an update on campus safety. He reported that the institution has a Safety Committee that meets regularly on campus to address issues of safety and areas of the campus that might need attention. He also reported that the safety of all individuals on campus is a high priority and that as the campus has grown new measures of safety have been implemented and enforced. Mr. Boyd explained to the Board of Trustees that there are weekly meetings of the Student Incident Team, a committee comprised of

a cross-section of employees that interact closely with students, an officer from the California Highway Patrol (CHP), and an officer from the Plumas County Sheriff's Department (PCSO) to talk about potential threats and risky student behaviors. He also informed the Board that lock blocks have been installed on selected classroom doors so there is the ability to conduct an immediate lockdown if it should become necessary. He added that fire drills are conducted annually and fire extinguishers are being serviced according to code. He notified the Board that the website now contains a "Safety and Security" tab where the Illness and Injury Prevention Plan (IIPP) and hazardous communications will be available. Mr. Boyd reported that representatives from CalOSHA were invited to campus to tour the facilities and point out deficiencies and that facilities and safety staff found the collaboration useful. He also informed the Board that there had been a recent inspection of the Child Development Center and there were numerous deficiencies identified that staff began correcting immediately. Mr. Boyd answered questions from Trustee Meyers and there was a general consensus that a good job was being done to address safety at FRC.

D. Communications, Presentations, and Reports

1) **Board of Trustees**

No Report

2. **Associated Students**

No Report

3. **Academic Senate**

No Report

4. **Classified Senate**

Cindy Hall, Classified Senate President report that the Classified Senate met December 21, 2015 and addressed a number of policies that had been pending. She also reported that the January meeting was scheduled for January 25th and that the policy and procedure on Institutional Effectiveness was on the agenda for action and that the group planned to begin its review of the Equal Opportunity Plan (EEO).

5. **Instruction**

Derek Lerch reported that funding awards have been made to some of the organizations that applied for grant funding through the Adult Education Grant that FRC oversees. He acknowledged Johanna Downy, Executive Director, Plumas County Crisis Intervention Committee who was seated in the audience and indicated that PCIRC was one of partners involved with the grant. Dr. Lerch stated that individuals involved with the 20,000 Lives initiative met the previous day, reviewed the process that was used in the fall, and were able to meet the new Director of Adult Education grant, Dr. Pamela Crespin. Dr. Lerch provided an update on the bachelor's degree program stating that the Board of Governor's met earlier in the week and conducted a first read on a Bachelor's Degree Handbook that will

hopefully be approved the first part of March and will set the ground rules for what FRC can and cannot do with its bachelor's degree program.

6. Student Services

Karen Pierson, Chief Student Services Officer provided additional information on an item that was profiled in Kevin Trutna's written report on the audit finding on student receivables. She stated that staff from Student Services recently met with a representative from Strata Information Group (SIG) and the company believes that it has a way to incorporate a student payment agreement through the Banner system when a student enrolls. Dr. Pierson continued her report by informing the Board of Trustees that because of the new law on child immunizations, four children previously enrolled at the Child Development Center were unable to return for the spring semester. She also provided information on the recently passed and updated administrative procedure on establishing residency and she explained that the procedure provides the District with more discretion as it reviews a student's documentation and intent to make California his/her State of permanent residence. Dr. Pierson reported on a number of student activities taking place including bowling, snowshoeing, Black History Month in February and a blood drive taking place on Monday, January 25th. She also mentioned that Dr. Trutna assisted Sean Harris, Academic Advisor/Recruiter in receiving permission to conduct some recruiting for graduates from the Shasta, Modesto, and Santa Rosa areas to begin to help build up interest in four-year degree bound students. Dr. Pierson also noted that the District has updated materials to let students know that the College now has three different housing facilities. Dr. Pierson additionally reported that student intern Kelli Columbro has been selected to assist the District on the smoke-free grant initiative, and that Kathleen O'Bryant from PCIRC has been spending time developing a MOU to support the food pantry in the student lounge.

7) Superintendent/President

Kevin Trutna reported that three soccer players, Matilda Bylund from the women's team and Ashley Walker and Dylan Murray from the men's team were named as national academic all-Americans, a prestigious honor bestowed on only 24 individuals annually. He also explained that he would be taking a three-pronged approach to keeping the Board informed on the response to the audit finding on student receivables by using January to talk about how a student enrolls, in February reporting out on the different ways a student can pay tuition and housing, and in March presenting a timeline of how the District works with students so they can pay his/her account, the timeline for notices on past due accounts, and the collection that takes place on past due student accounts. Dr. Trutna also reported on information that he gleaned from attending the budget workshop in Sacramento on January 20th including the increase in capital gains and declines in the stock market and how these along with other issues might affect the Governor's May revise. Dr. Trutna indicated that as a system, community colleges have received a large increase in restricted funding, but when you look at operations, the data appears to indicate that the system is funded less per student now that it received in 1995. There was

further discussion on how low and zero Cost of Living Adjustments (COLAs) in prior years have decreased operational funding to the system. Dr. Trutna closed his report with comments on the Effective Trustee Workshop scheduled to begin Friday, January 29th, an update on the work currently taking place at the College's newest housing facility The Pines, faculty job descriptions, and items expected to be on the agenda for next month's Board meeting.

There being no further business, the meeting was adjourned at 5:01 p.m.

KT/ch