

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **1. Call to Order:**

President Sheehan called the Closed Session of the Feather River Community College District Board of Trustees to order at 2:00 p.m. on Thursday, April 20, 2017 at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware  
*Trustees absent:*

#### **2. Public Comment on Closed Session Items:**

There was no public comment on the Closed Session agenda.

#### **3. Adjourn to Closed Session:**

President Sheehan adjourned to Closed Session also at 2:00 p.m.

#### **4. Reconvene to Open Session:**

President Sheehan reconvened the Closed Session to Open Session at 3:05 p.m.

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

#### **5. 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 noted that Randy Rick, Head Men's Basketball Coach along with two of his players were present to address the Board of Trustees about the team's advance to the Final Four in this year's State Basketball Tournament held in Livermore, California.

#### **6. Agenda:**

The Regular and Consent Agendas for the April 20, 2017, meeting held at Feather River College LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/Ware/Sheehan/McNett/Elliott Aye) (None Opposed) (Hammons Absent).

Kevin Trutna introduced Randy Rick to those present, and he stated that Mr. Rick has been with Feather River College for 17 years. He also reported that Coach Rick is a good person who keeps his players in his heart and in his mind, and together he and the team have experienced an incredible run winning the Golden Valley Conference Championship each of the last two years. Coach Rick commented that many people define success by the scoreboard instead of the journey and the athletes, and he introduced student athlete Chris McDonald from Houston, Texas, a player he described as someone that takes care of business, is a leader, doesn't smoke or drink, and currently has about six schools looking at him to sign. Coach Rick also introduced student athlete Javon Williams from Baton Rouge, Louisiana, who he indicated will be at

FRC one more year and is typical of many of the students that enroll at FRC and then transfer. Coach Rick also stated that student athletes come and go, but coaching staff and college staff remain, and he can truly say that whenever he has needed something, no matter if it's Instruction, Business Services, or Disabled Student Programs and Services, (DSPS), everyone at FRC is always willing to stop what they're doing to help you. Coach Rick thanked everyone for his success, because as he put it, "the whole college contributes". The student athletes shared information about their backgrounds and experiences at Feather River College and how the college and the campus life has benefited them.

#### **7. Minutes:**

The minutes from the Regular Meeting held on March 9, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California and the Special Meeting held on April 4, 2017, at Feather River College, Administrative Conference Room, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/McNett /Sheehan/Meyers/Ware Aye) (None Opposed) (Hammons Absent).

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

There was no public comment

#### **9. Recent Accreditation Visits: Dr. Katie Desmond, Merced Community College, and Mr. Billy Ogle, Deep Springs College**

Kevin Trutna introduced Billy Ogle, Instructional Assistant, Instructional Resource Center (IRC), Tutor Coordinator, and Upward Bound Advisor, to the Board of Trustees. He reported that Mr. Ogle served as his team assistant on the comprehensive site-visit he recently chaired to Deep Springs College, near Bishop, California. Mr. Ogle reported that the visit was new to him as a classified employee, and he thanked Dr. Trutna for the opportunity to experience and learn about exactly what takes place on these accreditation site visits. He stated that he appreciated learning, from a team's perspective, how it evaluates institutions, and he felt it would help him when Feather River College (FRC) undergoes its own evaluation next March. He added that it will be important for FRC to have applicable and accessible evidence for the team to review, because otherwise a team member can become frustrated trying to track it down, which is something a college wants to avoid. Mr. Ogle also stated that he found it valuable to spend time with colleagues from around the State and he developed professionally from interacting with them and learning about how their colleges work and function. Mr. Ogle closed his report by stating that he also learned that the Standards can also be met in creative, non-traditional ways you wouldn't think of, because Deep Springs College is a unique institution and does things very differently than most colleges. He used as an example the fact that Deep Springs College has no tutoring center, and when he asked staff how they help their students academically outside of the classroom, he was told that everyone including faculty live on campus in cabins, and if the light is on in a cabin, it means a student can go in and receive tutoring services and ask questions, and this meets the Standard.

Katie Desmond, Political Science Instructor and Phi Theta Kappa Advisor reported on her accreditation site-visit to Merced College. She explained that this is the second time she has served on accreditation team and she agreed with Mr. Ogle, that serving is a great professional development experience. She explained that both times she has served, she's been struck by the integrity of these teams and that she is very much in

favor of the accreditation evaluation process. Dr. Desmond stated that the team she served on had to do quite a bit of digging for evidence and she plans to work closely with Cindy Hall, Classified Accreditation Liaison and others to make sure the evidence is accessible and clear to the team when they arrive. She also reported on the significance of student learning, stating that she's constantly impressed with colleagues as they go through the Standards looking for how student learning and the assessment of student learning feeds into the different components at the college, and she finds that it remains the most important component throughout. She noted that it was also interesting to see the importance placed on the alignment of the college's mission with the work that is being done as it was a constant topic of discussion. Dr. Desmond additionally reported she enjoyed her visit to Merced College, as it is always interesting to see how other colleges set up services, and she also had the opportunity to tour UC-Merced.

#### **10. Presentation of Recognition Award from Butte County Office of Education – California Mini-Corp Program – Joseph Muñoz, Professor Emeritus**

Kevin Trutna introduced Joseph Muñoz, Program Director, California Mini-Corp to the Board of Trustees. Mr. Muñoz provided a brief overview of the Mini-Corp Program explaining that it is an organization that trains students to tutor migrant children. He further explained that these children have limited, if any, English skills and can travel around extensively with family and this limits their opportunities for regular schooling. He noted that he had previously distributed a handout report to the Board of Trustees and he highlighted information from that report, including the organization's beginning in 1967 at Chico State University, and its oversight move to Feather River College in 1991. He stated that the organization is celebrating its 50th year anniversary this year, and he presented President Sheehan with a framed plaque of appreciation he'd received from Butte County Office of Education's Mini-Corp Program in recognition of FRC's dedicated collaboration and partnership over the last 26 years. Mr. Muñoz quoted percentages of Latino students receiving high school diplomas, and the percentages of those that go on to graduate from college, and he thanked Dr. Trutna for the time to share with the Board of Trustees some of the information regarding the Mini-Corp Program.

Prior to approval of the Consent Agenda, Trustee McNett noted that he had some questions on Consent Agenda Item #11A11, Approval of Services Agreement between Vestra Resources, Inc. (VESTRA) and Feather River College (CLIENT) for professional engineering services described in Scope of Work for Spanish Creek Crossing Project. He asked if the District has had any previous experience with the Vestra Resources, Inc., and President Sheehan responded that he has had experience with them and finds the company to be as good as they come. Kevin Trutna added that Plumas Corporation was asked for its recommendation, and they provided the names of two organizations, this company and another company that ended up being out of the country. Trustee McNett also asked whether or not there was an established timeline for the work to be completed, and Dr. Trutna responded that they should be done by the middle of May. There was further discussion and a clarification from both Russell Reid, Ag Chair, and Equine Studies Instructor, and Trustee McNett that the agreement covers a feasibility study and does not include architectural design, structural designs, geotechnical services, or soil reports and there was further discussion.

Trustee Meyers requested information regarding Consent Agenda Items 11A1, Ratification of Personnel Requisitions and 11A2, Ratification of Personnel Actions where he reviewed a requisition for the new English instructor along with other positions on

11A2 under “Academic – Regular”. He asked for confirmation that these hires were already in the budget, and Dr. Trutna responded that the English instructor and rodeo instructor were in the budget, and the counselor is grant funded. Trustee Meyers requested that when the District hires new faculty or senior administrators, he would like the Board of Trustees to receive a written vitae on the individual being hired and Dr. Trutna indicated that he would accommodate the request.

## **11. 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 Agreement between Crowe Horwath LLP and Feather River Community College District for audit services for year ending June 30, 2017, 7) Approval of Memorandum of Understanding between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for DISTRICT to provide coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for Educational Talent Search (ETS) related student travel services, not to exceed \$1,600.00 to subsidize ETS related student travel for college campus visits, 8) Approval of Memorandum of Understanding between Feather River Community College District (FRC) and Plumas Unified School District (DISTRICT) to establish a mutual intent to utilize the woodshop at Quincy High School through June 30, 2018, for FRC’s longboards class, 9) Approval of Memorandum of Understanding between Feather River Community College District, (DISTRICT) Deputy Sector Navigator – Global Trade and Logistics (DSN-GTL) and Plumas Unified School District (AGENCY) for DISTRICT to provide coordinator (Angela Cordell) to work with AGENCY to bill DISTRICT for DSN-GTL related student travel service in an amount not to exceed \$1,100.00 for April 5, 2017, 9<sup>th</sup> Grade Butte Career Day Field Trip, 10) Approval of Memorandum of Understanding between Feather River Community College District, Educational Talent Search (ETS) Program (DISTRICT) and Plumas Unified School District (AGENCY) for DISTRICT to provide a coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for ETS related student travel services, not to exceed \$6,000.00 for the 6<sup>th</sup> grade Watershed Course, and 11) Approval of Services Agreement between Vestra Resources, Inc. (VESTRA) and Feather River College (CLIENT) for professional engineering services described in Scope of Work for Spanish Creek Crossing Project were approved as presented, (Meyers/Ware /Sheehan/Elliott/McNett Aye) (None Opposed) (Hammons Absent).

## **12. REGULAR AGENDA**

### **\*A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After brief discussion and there being no objection, the request for Approval of Curriculum Actions

was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye)  
(None Opposed) (Hammons Absent)

- 2) Kevin Trutna requested Approval of Recommendation for California Community College Trustees (CCCT) Board Election. After further discussion and there being no objection, the request for Approval of Recommendation for California Community College Trustees (CCCT) Board Election was approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware Aye) (None Opposed) (Hammons Absent).
- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter Ended March 31, 2017 (Q4). After further discussion and explanation from Katie Schmid, Chief Accountant, the request for Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter Ended March 31, 2017 (Q4) was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Hammons Absent).
- 4) Kevin Trutna requested Approval of Fall 2018/Spring 2019 Academic Calendar. There being no objection or further discussion, the request for Approval of Fall 2018/Spring 2019 Academic Calendar was approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed) (Hammons Absent).

\* **B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Katie Schmid provided the District's Quarterly Financial Report as of March 31, 2017. She reviewed the Unrestricted General Fund Summary noting that if you compare the amounts in the 311Q to page six of the Quarterly Financial Report, the numbers match exactly except for an amount that sits in the 7000 account, which is a contingency account. She reported that revenues in the Unrestricted General Fund Summary total \$8,696,176 with an accounting of \$2,299,002 of Beginning Fund Balance. Trustee Elliott mentioned the \$834,807 in Capital Outlay, asking if these items were budgeted for, and Ms. Schmid responded that most of this amount related to the purchase of the Segura Ranch property. Trustee Meyers noted that the Capital Outlay account doesn't seem to include the new facilities building or The Pines, and Ms. Schmid indicated that these funds are in restricted budget accounts, and the District is not constructing The Pines, it's improving it, and the facilities building was paid for with Unrestricted Funds.
- 2) Kevin Trutna provided opening remarks on the Plumas Economic Report stating that it had come across his desk a couple of weeks prior, and he thought it would be beneficial if the Board received an informational report on the data. He also that he had asked Traci Holt, Executive Director of

Alliance for Workforce Development to attend the Board meeting to provide additional insight into the results of the report. Ms. Holt highlighted some of the interesting facts reflected in the report beginning with information on the civilian labor force totaling over 11,000 people back in 2004, and currently totaling just 7,300 in February 2017. She also reported that the unemployment rate in Plumas County during February 2017 was at 13.1%, which is considered a percentage typical for the county at this time of the year. She informed the Board that the highest unemployment rate for Plumas County in the last 17 years occurred in February 2010 when it was 24%. Ms. Holt provided a general overview of the report reviewing some of the key findings which reflected a 12.8% decline in the county's overall population over the last ten years. She also stated that Plumas County's largest employment sector is government with the second largest sector being health care. Ms. Holt also talked about a health care collaborative that she's been discussing with Dr. Trutna and others that involves taking a look at rural health care issues here in Plumas County, and how they can be addressed through and from an education and workforce standpoint. Ms. Holt's report also covered percentages of projected employment growth and education requirements from page 17 of the report, and session takeaways from page 34. In closing she responded to questions from Trustees McNett, Trustee Meyers, and President Sheehan.

- 3) Kevin Trutna provided opening remarks on the Risk Management Plan for Feather River College Athletics by stating that last year Rick Stock, Outdoor Recreation Leadership Instructor presented his Risk Management Plan the previous year, and he thought it would be good to hear about athletics, how they travel, and how they compete along with the department's concussion protocol. Merle Trueblood began his report by stating that Valerie Campa, Administrative Assistant was responsible for most, if not all, of the Risk Management Plan content along with borrowing concepts from other institutions. Mr. Trueblood stated that the Risk Management Plan overall provides for three main areas of responsibility including, 1) providing a safe environment, 2) properly caring for and protecting students, assets, and resources, and 3) making fair and equitable decisions. He also reviewed the eight primary concerns that impact the athletic program including facilities and equipment, transportation, crowd management, sports medicine and emergency care, program evaluation, budgets and schedule development, hiring qualified personnel, and student athlete orientation and expectations. He also briefly provided additional comment and explanation regarding the Coach's Manual and the Student Athlete Code of Conduct. Juan Nunez, Athletic Trainer provided insight into the Concussion Safety Protocol document that included a description of what a concussion is, FRC's pre-season education on concussions, pre-participation assessment, the recognition and diagnosis of the condition, the post-concussion management, and the return to play plan that the athletics department currently follows. In closing comments, Mr. Trueblood reported that the athletic department is responsible for training and preparing approximately 325-350 student athletes each year, and hosting approximately 157 home games that must have an administrator in charge (AIC) as well as an

athletic trainer at the games. He also presented Trustee McNett with a certificate of appreciation from the California Community College Athletic Association (CCCAA) for his attendance at its annual conference.

Kevin Trutna announced that, in the interest of time, he was going to reschedule agenda item number 12C5, Update on Chancellor's Office Scorecard and Institutional Set Standards, until the May 18<sup>th</sup> meeting,

- 4) Kevin Trutna provided opening comments on the update on Americans with Disability Act (ADA) Compliance report by explaining that Marci Lang, Director of Disabled Student Programs and Services (DSPS) in collaboration with several students with disabilities, identified some of the issues on the college campus that they see as barriers to their education. Ms. Lang referred to the written report included in packet information, and she stated that the first challenge the group faced was to determine exactly what the rules and regulations are for building and facilities with regards to ADA compliance. She went on to state that for existing buildings regulations are less stringent, unless you are doing remodels. She added that after deciding to use the Checklist for Existing Facilities version 2.1 published by Adaptive Environments Center, Inc. and Barrier Free Environments, Inc., she completed a review of the DSPS building and area and then sent Julie Murphy, Program Staff Specialist II, and Helen Dandurand-Greathouse, a DSPS student with a mobility disability, out to complete a review of the accessibility and approach of entrances, the access to goods and services, the access to restrooms, and any other measure necessary for ADA compliance at Feather River College. Ms. Lang stated that once the review and assessment was completed, a final report was developed on the results, and it was given to Nick Boyd, Director of Facilities/CTO as he is the person designated to determine costs and prioritize ADA compliance projects. Dr. Trutna added that an ADA contingency account of \$5,000 annually was created in the budget to begin to begin addressing the highest priority project and usage need.

#### **D. Communications, Presentations, and Reports**

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

Trustee McNett encouraged other trustees to read his written report on his recent attendance to the CCCAA Annual Conference in Concord, California. He stated that he found the conference informative and well worth attending.

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

No Report

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

Jeanette Kokosinski, Academic Senate President reported that the search committee for the new English instructor has met and that interviews will likely begin in approximately two weeks. She also reported that the Academic Senate conducted evaluations of administrators Nick Boyd, Derek Lerch, and Merle Trueblood with minimal participation, and the results will be provided to Kevin Trutna. Dr. Kokosinski additionally

reported that Academic Senate elected its new officers recently, and Dr. Michael Bagley will be the new Academic Senate President, Rick Leonhardt will serve as Vice-President, and Terry Baumgartner will be the Academic Senate Treasurer.

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

Cynthia Hall, Classified Senate President reported that members of the Classified Senate met Monday, April 17<sup>th</sup> where it reviewed and approved policies and procedures. She also reported that she's been filling search committees for the Director of SSSP, Educational Talent Search Advisor, and Wellness Coordinator. In closing, she stated that the Classified Senate is receiving nominations for its own election of Senate officers and committee representatives.

#### **5. Instruction**

Derek Lerch reported that he will be conducting a larger presentation on the Chancellor's Office Scorecard next month and he'll also bring in some updated information regarding the District's institutional effectiveness reporting requirements. He explained that this reporting requirement has grown over the last couple years starting first as a requirement of the Accrediting Commission for Community and Junior Colleges (ACCJC) and not long after, the State began the Student Success Scorecard measure. He explained that now, the institutional effectiveness requirement required by the Chancellor's Office offers yet another layer of reporting to the measure. Dr. Lerch explained that a revision is currently taking place to a District policy regarding curriculum items, and he asked the Board to consider whether or not it wants to continue taking action on standard course revisions. He explained that the Board is only required to take action on new courses and programs, and currently it takes action on revisions as well. He stated that he didn't require an answer at that moment, but he would ask members of the Board to think about the request. With regards to accreditation, Dr. Lerch reported that the campus is in the process of finishing its draft of the Quality Focus Essay and that the draft is currently making its way through shared-governance. He also handed each member of the Board a draft copy of the accreditation self-evaluation for its review, noting that it doesn't yet contain the introductory material or the QFE.

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

Carlie McCarthy, Chief Student Services Officer, on behalf of Bethany Hammons, Student Trustee, reported that the Phi Theta Kappa (PTK) Honor Society conducted its induction of new members the previous evening in the Gallery. She informed Board members that 25 new members were inducted in a nice ceremony. She also reported that the campus is in the middle of a Stress Less Laugh More week of activities sponsored by the mental health and wellness area of the campus, and one of the activities was a hike to the "Q" that participants are probably getting ready to go on. Ms. McCarthy also reported that the campus is preparing for the Home Field Advantage and Day in the Mountains recruitment events that are coming up, and Greg McCarthy and Sean Harris were busy

that day conducting assessment tests for students planning to attend. She closed her report by stating that plans are ongoing for commencement services on May 19<sup>th</sup> and Student Services is also accepting nominations for the upcoming election of the new student trustee.

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

Kevin Trutna highlighted his written report by stating that FRC had two students nominated for the All-California Academic Team. He added that current PTK Advisor, Dr. Katie Desmond, has brought back the success of the chapter in three short years, but she will be stepping down as the advisor beginning next year to be a division chair. Dr. Trutna also reported that he attended two student athlete scholarship signings during the week, one for basketball, and one for football, and earlier that day he attended a soccer signing for about nine members of the soccer team. He also introduced Jason Nery to those present explaining that Mr. Nery is a current bachelor's degree student that recently interviewed him as part of a class in leadership. Dr. Trutna reported that during the interview, he learned Mr. Nery had attended Pierce College in their Equine Science Program, and he explained that his experience at Pierce was completely different than what he is experiencing here at FRC both in instructors and in class size. He also stated that there is lots of hands on with the horses here at Feather River College he appreciates. He noted that the only drawbacks for far that he's experienced have been access to housing over the previous summer, and transportation if you don't own an automobile. Dr. Trutna noted that Mr. Nery's main focus within the bachelor's degree program is in the technology side of agriculture.

There being no further business, the meeting was adjourned at 5:08 p.m.

KT/ch