

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 9:57 a.m. on Thursday, January 18, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, Meyers, Ware

Trustees absent: McNett, Student Trustee Holm

2. Agenda

Kevin Trutna, Superintendent/President, requested that Regular Agenda Item #7C2, Emergency Operations Update, be pulled from the agenda. He explained that the report would be presented at the February 15, 2018, Board of Trustees meeting. There being no objection or further discussion, the regular and consent agendas for the January 18, 2018, meeting at Feather River College, 570 Golden Eagle Avenue, Quincy, CA, were approved as amended, (Elliott/Meyers/Sheehan/Ware Aye) (None Opposed) (McNett /Holm Absent).

3. Minutes:

The minutes from the Organizational and Regular Meeting held on Thursday, December 14, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/Ware/Sheehan/Elliott Aye) (None Opposed) (McNett/Holm Absent).

4. Items from the Public:

None

5. Presentation of Letters of Commendation – Johanna Oliver and Matt Warndorf

Kevin Trutna presented letters of commendation to Johanna Oliver, Feather River Fitness and Recreation, and Matt Warndorf, Maintenance Specialist II, Feather River College, for their quick action during an emergency situation that occurred on October 30, 2017, at the fitness center. He noted in his description of the incident, that Matt Warndorf, while working at the fitness center, discovered an adult male underwater and not breathing in the hot tub area and called for help. Dr. Trutna added that Johanna Oliver responded quickly to the situation and performed successful Cardio-Pulmonary Resuscitation (CPR) on the individual saving his life. Dr. Trutna thanked both recipients for their unselfish actions that were above and beyond the call of duty and prevented the loss of a human life.

Matt Warndorf, when asked if he had anything to say, humbly explained that he felt like he did what anyone would have done, and that he basically followed instructions given to him by Ms. Oliver. Johanna Oliver added that her training kicked in very quickly, and that regular training for all employees would be beneficial because the Red Cross standards for CPR have undergone changes as far as the number of compressions to breaths. Merle Trueblood, Director of Athletic Operations and Events, reported that,

after the incident he contacted Care Flight regarding CPR training in August for the entire athletic department. Meredith Aragon, Head Softball Coach and Fitness Center Manager, conveyed her thanks to both recipients for their quick response and life-saving measures. She explained to the Board of Trustees that she received a call right away from Mr. Trueblood regarding what was happening, responded to the fitness center within about five minutes, and she was impressed and grateful for the actions of these two employees. The Board of Trustees commended each recipient and acknowledged the letters of commendation being placed in their individual personnel files.

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, 6) Approval to enter into with Constellation NewEnergy, Inc., fixed price solutions pricing schedule for the year 2018-2019 for the twelve accounts for the commodity purchase of electricity, 7) Approval to enter into with Constellation NewEnergy, Inc., fixed price solutions pricing schedule for the year 2019-20 for the twelve accounts for the commodity purchase of electricity, and 8) Approval to enter into with Constellation NewEnergy, Inc., fix price solutions pricing schedule for the year 2020-21 for the twelve accounts for the commodity purchase of electricity were approved as presented, (Meyers/Elliott/Sheehan/Ware Aye) (None Opposed) (McNett/Holm absent).

7. REGULAR AGENDA

***A. Motion Items**

- 1) President Sheehan asked Jim Scoubes, Chief Financial Officer, to provide background information on the request for Approval of the 2018-2019 Non-Resident Tuition Fee for Feather River Community College District. Mr. Scoubes reported that the State requires that the fee for non-resident tuition be established and board approved by February 1, 2018. He asked the Board of Trustees to review page five of the agenda item where they would see the 2016-2017 actual expense of education for each district based on the 311Q submissions from October 2017. He noted that because the data includes both Restricted and Unrestricted General Funds, it distorts the expense per FTES number, because of the large dollar grant totals being included. Dr. Trutna added that the State takes the college's total budget and divides that number by the total number of students enrolled to arrive at the calculation. Mr. Scoubes went on to say that typically the District will charge \$1.00 above the state-wide average, and if he would have followed this method again, the rate would have been set at \$259.00 per semester unit. He explained that the District decided to use Option 4 this year, and set its non-resident tuition fee at \$235.00 per semester unit, \$1.00 more than Shasta College, a contiguous District. Trustee Meyers stated that according to his own mathematical calculations,

if the expense for out-of-state students is \$325.00 per semester unit, and the College is charging this same out-of-state student \$235.00 per semester unit, it suggests that the institution is giving away \$90.00 per semester unit, or \$2,700.00 per 30 unit student. He also stated that if this is true, the total could exceed \$540,000.00 if there are 200 or so out-of-state students enrolled. He indicated that he was curious as to why the institution would put itself in this kind of deficit, when it already has a deficit spending budget. Jim Scoubes responded that the \$325.00 per semester unit is not the actual cost of educating the student and he provided an example of why, and there was lengthy discussion regarding the actual calculation of educating a student at FRC. Trustee Meyers recommended a serious discussion take place on the issue. He added that before this is done next year, he would like to see the actual expense amount calculated as best as it can be, so a discussion can be held on how much these funds actually amount to. President Sheehan called for the vote, and the request for Approval of the 2018-19 Nonresident Tuition Fee for Feather River Community College District was approved at \$235.00 per semester unit, (Elliott/Ware/Sheehan Aye) (Meyers Abstaining) (McNett/Holm Absent).

Trustee Meyers made a motion that before the 2019-2020 non-resident tuition fee is set next year, Kevin Trutna be directed to provide the Board of Trustees with an analysis that shows what the estimated true cost of educating an out-of-state student is, what the average loan levels can be for these students, and how many of FRC's out-of-state students are athletes. Dr. Trutna responded that he was having trouble with the request for estimated true cost, and he provided an example of why, citing an international student showed up for enrollment the other day, and the true cost to the District for adding him was zero. Trustee Meyers explained that he wasn't asking for the cost of the next student, he was asking for the cost of educating out-of-state students on an average basis and there was additional discussion. Trustee Meyers suggested that Dr. Trutna and his executive council discuss the issue and then come up with a plan to calculate this number. Jim Scoubes stated that a calculation could be done, but he didn't know how valuable it would be, because it wouldn't be accurate. Trustee Meyers responded by indicating that he felt like the Board of Trustees was being asked to make a decision about budget that's not data based and he finds this unacceptable. Derek Lerch, Dean of Instruction/CIO, added that all things being equal, the cost of educating an out-of-state student should be the same as educating a regular student. He added that it's important to remember that the State funds FRC for growth for additional students at a marginal rate, which means a base allocation of funding, and then it pays the College a certain amount for additional FTES achieved. He further explained that there's no perfect way to equate FTES to the number of non-resident students enrolled due to the variations, but if you work under the assumption of 30 units per out-of-state student per year, then the \$200 plus dollars per unit per student would be in the ballpark. Trustee Meyers stated that this seems reasonable, and suggests to him that a number can be arrived at.

- 2) 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/Ware/Sheehan /Elliott Aye) (None Opposed) (McNett/Holm Absent).
- 3) Kevin Trutna requested Approval of Faculty Equivalency. He explained that the equivalency is for Matthew Warren in the discipline of Philosophy. Derek Lerch reported that Mr. Warren's graduate work was in the discipline of Divinity, and there was further discussion with Trustee Elliott noting that he thought the requirement to equivalency was at least a master's degree. Dr. Lerch explained that the Equivalency Committee recommended granting equivalency based on Mr. Warren's coursework, and work experience. Trustee Meyers asked Michael Bagley, Academic Senate President, if the Academic Senate had approved the recommendation, and Dr. Bagley responded that it had. He added that the equivalency process is done well, and that this candidate's equivalency was a tough one. He added that the committee consisting of himself, Tom Heaney, History Professor, Katie Desmond, Political Science Professor, and Derek Lerch looked at the application diligently, and decided in favor of granting the equivalency after considering all the factors. After further discussion and there being no objection, the request for Approval of Faculty Equivalency was approved as presented, (Meyers/Ware/Sheehan/Elliott Aye) (None Opposed) (McNett/Holm Absent).
- 4) Kevin Trutna requested Approval of the Feather River Community College District Schedule of Fees for the 2018-2019 Fiscal Year Effective Fall Semester 2018. He explained that the item requires approval because the catalog is being developed and new fees, if any, need to be published. There being no objection or further discussion, the request for Approval of the Feather River Community College District Schedule of Fees for the 2018-2019 Fiscal Year Effective Fall Semester 2018 was approved as presented, (Ware/Meyers/Sheehan/Elliott Aye) (None Opposed) (McNett /Holm Absent).
- 5) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended December 31, 2017 (Q2). After brief discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended December 31, 2017, (Q2) was approved as presented, (Meyers/Elliott /Sheehan/Ware Aye) (None Opposed) (McNett/Holm Absent).
- 6) Kevin Trutna requested Approval to Adjust the June 2018 Meeting Date of the Board of Trustees from June 21, 2018, to June 14, 2018. After further discussion and there being no objection, the request for Approval to Adjust the June 2018 Meeting Date of the Board of Trustees from June 21, 2018, to June 14, 2018, was approved as presented, (Meyers/Elliott/Sheehan /Ware Aye) (None Opposed) (McNett/Holm Absent).
- 7) Kevin Trutna requested Approval of the 2017-2019 Feather River College Integrated Plan: Basic Skills Initiative, Student Equity, and Student

Success and Support Program. He explained that Basic Skills has been around for at least ten years, and Carlie McCarthy, Chief Student Services Officer, began her employment at Feather River College as the Director of Student Success and Support Program, and then equity grants followed. He added that these services have not gone away, but are being consolidated. Carlie McCarthy followed up on Dr. Trutna's comments by stating that in the past there has been separate plans for these programs, and the State listened to feedback from the individuals writing the plans to coordinate these efforts throughout campuses, and in making its decision to move to one Integrated Plan while maintaining the three separate budgets. She also explained that the recommendation received from the Chancellor's Office was to reflect on the goals from the previous plans, and then set integrated goals for Student Success and Support Program (SSSP), which was previously referred to as matriculation and includes orientation, education planning and advising services. Ms. McCarthy added that the Student Equity Plan involves meeting the needs of disproportionately impacted students, and then Basic Skills assists these students so they can get through the sequence. She added that the Integrated Plan had been worked on in Student Services Council, and Council on Instruction, with broad input from faculty, staff, and students in order to come up with focused areas for the two-year plan. After further discussion and there being no objection, the Approval of the 2017-2019 Feather River College Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program was approved as presented, (Elliott/Ware/Sheehan/Meyers Aye) (None Opposed) (McNett /Holm Absent).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Quarterly Financial Status Report as of December 31, 2017. He reviewed the Unrestricted General Fund on page seven, explaining that revenue for the period totaled \$7,876,995 or 53% of approved budget. He reported expenses total \$7,076.383 or 43% of approved budget. He added that pages 12 through 16 contain information on the Restricted General Fund, Child Development Fund, Capital Outlay Fund, Retiree Benefits Fund, and Student Financial Aid Fund. President Sheehan noted that according to the Retiree Benefits Fund Summary, the District hasn't spent much, but has budgeted a bunch in comparison. He asked why the expected increase in expenditures. Mr. Scoubes responded that these funds will be transferred back out into a revenue account when the year's out, and he advised the Board that these funds pertain to the Peralta 18 retirees and the funds are managed by Bill Martin, former Business Professor at FRC. In closing remarks, Mr. Scoubes reviewed page 29 of the information that included 2017-2018 Actual Revenues and Expenditures, July 1, 2017 through December 31, 2017. Jim Scoubes and Kevin Trutna also provided information on what

they've recently learned about the new community college funding formula being proposed for next year. Trustee Elliott additionally received information on the 50 percent law and where the District stands with regard to the requirement.

- 3) Kevin Trutna provided introductory remarks on the report on Distance Education, and he reintroduced Kim Beaton, Assistant Dean of Instruction, to those present. He explained that Dr. Beaton, hired last September, has spent the last few months understanding the primary responsibilities of her position. He added that while the funding (for the position) comes primarily from SSSP and Equity, the priorities are for the Distance Education Program, Incarcerated Student Program (ISP), and then some student success initiatives. Dr. Trutna added that one of his goals is to come up with a Distance Education Plan some of which will focus on FTES, but he wanted Dr. Beaton to provide some information on where Feather River College stands currently with the program. Dr. Beaton stated that the long-range goal for the Distance Education Program is to have a fully online program, however, there are steps that the College needs to take to get to that point. She explained that the first step would be to make all courses accessible as they need to be American with Disabilities Act (ADA) compliant. She also explained that she's invited a trainer from the High Tech Center Training Unit to come to campus on flex day in April to conduct a workshop on designing accessible courses and developing accessible documents. Dr. Beaton added that she plans to form a Distance Education Committee whose initial task will be to develop teaching standards for faculty, including student retention, student engagement, and to make sure that Student Learning Outcomes (SLOs) are being met. She mentioned that the Distance Education Committee is comprised of three faculty members, a member of Student Support Services, and a member of Disability Support Services for Students (DSPS). Dr. Beaton additionally reported that Student Support Services are being increased for the Distance Education Program and an online questionnaire for students to take has been placed on the website so they can assess their readiness to take an online course. In addition to this, she explained that tutorial videos have also been uploaded to the website on navigating Canvas for students, and there will be one for instructors shortly that will provide a template for them as they construct their course in Canvas. She noted that other increase student support services will include tutoring, advising, and an additional tool within Canvas called Conference that will allow instructors to do one-on-one tutoring with students, among other services. Dr. Beaton added that the College is participating in a Chancellor's Office consortium of 20 to 25 other colleges that will focus on student retention, student engagement, and student equity. The consortium, she went on to say, will include a review process of two or three of FRC's courses for submission to the Online Education Initiative (OEI) which allows students to take courses at other colleges. There was additional discussion how the OEI differs from Governor Brown's proposed new online college. Dr. Beaton answers various questions from the Board of Trustees, and the Trustees thanked her for her informative report.

D. Communications, Presentations, and Reports

1) Board of Trustees

President Sheehan reported that there continues to be discussion on Secure Rural Schools funding, but so far it's just discussion.

2) Associated Students

The Board of Trustees reviewed the written report from Student Trustee, Ambria Holm.

3) Academic Senate

No Report

4) Classified Senate

Cynthia Hall, Classified Senate President, reported that the Classified Senate will have its regular meeting on Monday, January 21, 2018, and the agenda has four policies and procedures to take action on, and a dozen or so to discuss that were forwarded from the previous Cabinet meeting. She also reported that she was just informed of the need for approximately nine search committees that need to be convened over the next six months. Ms. Hall also reported that it's time to begin the administrator evaluation process, and classified elections for two year terms will take place soon.

5. Instruction

Derek Lerch reported that there is a little bit of time yet to prepare for the actual accreditation site visit in March, but he and Kevin Trutna will meet with Dr. Jose Fierro, Accreditation Site Visit Team Chair, on Friday, February 2, 2018. Dr. Lerch also mentioned that two to three weeks prior to the site visit, he will likely receive a list of individuals that the team would like to meet with, and he'll begin arranging those interviews that often includes one or more Board members. Dr. Lerch also reported that Jim Scoubes, Chief Financial Officer, has hired Sean Conry as the interim Food Services Manager at the Eagle's Perch.

6. Student Services

Carlie McCarthy, Chief Student Services Officer, reported that Dominick Grogan, Vice-President of ASFRC, has been appointed to assume the role of ASFRC President, due to Jaylyn Walker's transfer. She also reported that Mr. Grogan plans to help with spring events around Black History Month in February, Women's History Month in March, as well as this year's Cultural Fair. She also reported that this being the first week of classes, members of Student Services have been focused on the Week of Welcome events scheduled for students that so far has included bowling, tacos, and an upcoming resource fair that will feature the different support services available for students. Ms. McCarthy also handed around a draft of a new campus map that a small group of staff and faculty have developed. Trustee Elliott asked about the Student Equity Program, and Ms. McCarthy explained that it's a program that serves disproportionately

impacted populations, and Agnes Koos, Director of Institutional Research and Planning researches different areas including factors such as access, course completion, degree and certificate completion, and persistence and then the College determines what can be done to provide assistance to these groups. Derek Lerch added that the State provides guidelines or thresholds on what constitutes disproportionately impacted groups, but FRC hasn't had any of these based on those guidelines so far, and although some groups perform better than others, all of the groups are performing within the appropriate range.

7. Superintendent/President

Kevin Trutna highlighted items from his written report including the partnership being developed between Plumas District Hospital and Feather River College to hold the first Annual Sierra Nevada Conservation and Wilderness Medical Conference in this area specifically devoted to wilderness medicine. He explained that the conference is scheduled for June 2018, and the participants will use FRC classrooms and facilities for the medical conference and other activities.

Dr. Trutna explained that one of his goals has been to look at shared-governance communication, and he highlighted some of the results of a recent survey conducted on Institutional Day regarding shared-governance meetings, and how many committee members read monthly meeting minutes, and how many individuals that aren't committee members read meeting minutes. He reported that the results show that shared-governance at Feather River College is active, but more work needs to be done to get the word out campus-wide to all employees.

There being no further business, the meeting was adjourned at 11:47 a.m.

KT/ch