

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 10:05 a.m. on Thursday, February 15, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent: Student Trustee Holm

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:

President Sheehan requested that the reference to “Chester Community College” on page two of the agenda, Consent Agenda, Item #6A6 be corrected to read, “Chester Community Chorus”. There being no objection or further discussion, the regular and consent agendas for the February 15, 2018, meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Meyers/Elliott/Sheehan/McNett/Ware Aye (None Opposed) (Holm Absent).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, January 18, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Ware/Sheehan/Meyers Aye) (McNett Abstained) (Holm Absent).

5. Items from the Public:

None

6. CONSENT AGENDA

Prior to the approval of the Consent Agenda, President Sheehan requested clarification on Consent Agenda Item #6AP, Approval of Climbing Wall Design, Manufacture, and Install Agreement in the amount of \$24,499.00 between Entre-Prises USA, Inc. (EPUSA), and Feather River College for climbing wall addition at the Vocational Technical Building. He asked for verification that the item was eligible to be paid for using Vocational Technical Economic Act (VTEA) funding, and Trustee Meyers asked how the item was deemed vocational. Kevin Trutna, Superintendent/President confirmed that the item is VTEA funding eligible. Dr. Trutna responded to Trustee Meyers question by indicating that the climbing wall is a training area for the Outdoor Recreation Leadership (ORL) Program, that it continues with some of the ORL Student Learning Outcomes (SLOs) and objectives, and is a moveable piece of equipment and not a capital expenditure. Derek Lerch, Dean of Instruction/CIO added that the expenditure

for the original climbing wall was paid for in part by VTEA funding, along with a cost share with the Feather River College Foundation. He also explained that he had spoken with the project monitor at that time to make sure the expense was allowable. Trustee Elliott asked for information on whether or not Consent Agenda Items 6A7, and 6A8, Approval of Services Order Forms between Ellucian Company L.P., and Feather River College were budgeted items, and Kevin Trutna responded that item #6A7 in the amount of \$77,792 would be funded by a grant from the Chancellor's Office, and he was not sure about item #6A8 in the amount of \$20,700, although no augmentation had come through for his signature. After further discussion regarding the internal process for qualifying for VTEA funding, action was taken for approval of the following Consent Agenda items.

*** 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 Instructional Service Agreement between Feather River Community College District (DISTRICT) and Chester Community Chorus (AGENCY), for AGENCY to provide instructional and other services for music education programs in accordance with Course Outline MUS140, effective July 1, 2017, to June 30, 2018. District will provide administrative and academic supervision for instruction carried out by agency employees and record keeping pertaining to the granting of college credit to students enrolled in the classes, 7) Approval of Services Order Form in the amount of \$77,792 between Ellucian Company L.P. and Feather River College (Client) for additional services described in the Hourly Services License and Services Agreement or General Terms and Conditions Agreement as applicable between the parties, 8) Approval of Services Order Form in the amount of \$20,700 between Ellucian Company L.P. and Feather River College (Client) for additional services described in the Hourly Services Software License & Services Agreement or General Terms and Conditions Agreement as applicable between the parties, 9) Approval of Climbing Wall Design, Manufacture and Install Agreement in the amount of \$28,499.00 between Entre-Prises USA, Inc. (EPUSA) and Feather River College for climbing wall addition at the Vocational Technical Building. Expenses for purchase and installation of the addition will be paid for using Vocational Technical Economic Act (VTEA) funding, and 10) Approval of College Work-Based Planning and Tools Pilot Project Memorandum of Understanding, Agreement #WL-040-17 in the amount of \$10,000.00 (in-kind) (personnel salaries/benefits funded from General Fund, Perkins, Strong Workforce Program SWP, Student Success and Support Program/Student Equity Program SSSP/SEP), between Foundation for California Community Colleges (FOUNDATION) and Feather River College (FRC) to participate in an 18-month pilot project to support work-based learning (WBL) as an educational strategy to increase employability and reduce skill gaps, were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. Derek Lerch explained that most of the courses involve course revisions or alignment of lower division courses with State aligned courses as part of a multi-year effort to have all of the community colleges and California State Universities (CSUs) agree on curriculum. He also explained that several revised upper division courses in the Ag area are included either as a new or revised course and are listed at the 300 level. Dr. Lerch explained that these courses were discussed at length in Curriculum Committee meetings to make sure that the SLOs described are distinguishable from lower division courses which has been a point of emphasis with the Chancellor's Office and the Accrediting Commission for Community and Junior Colleges (ACCJC). After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).
- 2) Kevin Trutna requested Approval to Accept Donation of Photography Equipment from Robert Edwards. There being no objection or further discussion, the request for Approval to Accept Donation of Photography Equipment from Robert Edwards was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of January 31, 2018. He reviewed the Unrestricted General Fund, reporting that revenue for the period totals \$10,359,232 compared to the prior year which totaled \$10,217,926. He also reported that expenditures amounted to \$8,389,776 compared to \$8,718,702 for the prior year. Mr. Scoubes also provided the Board of Trustees with information on the State's advance apportionment schedule, which was a focus of the most recent Chief Business Officer (CBO) Conference he attended. Dr. Trutna added that there is a new funding formula coming out that no one really knows much about, and what is known, is based mainly on speculation and rumor. He explained that from what he is hearing right now, the formula will be a base amount and the rest of the formula will be made up with Full Time Equivalent Students (FTES). He added that information being discussed is that 50% of the funding will be made up of FTES, 25% on degree of attainment measures (retention and success), and 25% on serving the under-represented and disadvantaged students. Dr. Trutna indicated that it will be late April or May before the new funding model will be disclosed. He also mentioned that he had heard talk about a hold harmless agreement for community

colleges with regards to the funding proposal, and going forward that community colleges may need to pick where summer session FTES goes, because they won't be allowed to move it forward and backwards anymore. Dr. Trutna additionally stated that it's been discussed that community colleges should look to the K-12 model for planning purposes.

Trustee McNett asked Dr. Trutna what progress the District has made to date with the audit finding on the purchasing process, and Dr. Trutna responded by saying that there hasn't been much purchasing activity since the audit discussion in December, but he has provided input on the letters that Business Services is recommending be sent to vendors and also to employees regarding the regulations. He also mentioned that Business Services is developing a pre-approval sheet for construction projects to guide the process appropriately. Trustee Elliott stated that he felt that correcting the finding shouldn't be a hard thing to solve, and President Sheehan commented that he felt it was more a College issue than a Foundation issue.

- 2) Tony Warndorf, Maintenance Specialist III, on behalf of Nick Boyd, Director of Facilities/CTO, provided the Board of Trustees with an update on emergency operations. Mr. Warndorf reported that facilities is currently in the process of moving the main shop to the new facility, and this includes moving the main transmitting station for Emergency Medical Services (EMS) notification on campus. He also reported that within the next two weeks, EMS notification will be extended to the residence with audio horn announcement capability. When asked what the three notification systems currently include, Mr. Warndorf responded there is the on-board video notification in the classrooms, audio horns that will sound at the residence halls, and the student application will also post an emergency alert. Trustee Elliott asked if the communication was two-way, and Mr. Warndorf replied that it was not. Dr. Trutna added that in case of emergencies, faculty, staff, and students are directed to call 911 to report any major emergency incident. Dr. Trutna reported that a number of safety issues will be addressed at the fall 2018 institutional day, and during flex-day on April 24, 2018, trainings on Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), mental health, and sexual assault will be offered. When asked by President Sheehan if Mr. Warndorf had any thoughts about what more FRC could do to prepare for emergencies, Mr. Warndorf stated that he felt that including the students in the next active shooter drill would be a good communication opportunity.
- 3) Kevin Trutna reviewed Board Policy Manual, Chapter Three – General Institution with the Board of Trustees. He asked members of the Board if they had a policy that they wanted to pull out for further discussion, and Trustee Meyers stated that he had reviewed the material, but he wanted to know if Dr. Trutna had in mind a policy that Board members should be paying special attention to, and Dr. Trutna indicated not at this time.

Communications, Presentations, and Reports

1) **Board of Trustees**

Trustee Ware and Trustee McNett both highlighted their attendance at the Community College League's Board Chair Workshop that took place January 27, 2018, in Sacramento, California. Trustee Ware reported that the conference was fine, and she found the presentations from single district colleges the most informative. Trustee McNett added that the workshop was three hours in length, contained a lot of helpful information, and he appreciated the opportunity to attend. He stated that two of the takeaways from the conference included information that the board chairperson is a facilitator and not a boss, and that the relationship between the Board of Trustees and the college president is critical to any organization. President Sheehan updated those present on Secure Rural Schools funding by reporting that the congressional aid for the area had indicated that the funding had been included in the budget, and this information was found to be incorrect.

2) **Associated Students**

Charlie McCarthy, Chief Student Services Officer, on behalf of Ambria Holm, Student Trustee, reported that the Science, Technology, Engineering, Art and Mathematics (STEAM) Club in collaboration with the Art Club, and Associated Students of Feather River College (ASFRC) has applied for a mini-grant from the Feather River College Foundation to assist with a student newspaper and they are planning two editions for this spring and additional editions during the fall semester. Ms. McCarthy also reported that students are signing up for Star Follies scheduled for March 18, 2018, with new acts that include equine students and members of the basketball team. She added that student ambassadors and ASFRC are in the process of planning outdoor student activities on the college green for later this spring, Dr. Bagley is planning Pi Day activities for March 14, 2018, and Mardi Gras was celebrated on Tuesday, February 13, 2018, with free pancakes served at the Eagle's Perch by way of funding from the Chancellor's Office's Hunger Grant.

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, February 26, 2018, and it will be taking action on several policies and procedures and reviewing a few others. She also reported search committees have been formed for the director of admissions and records and the director of student success programs, and she has started the evaluation of administrator process for the Classified Senate.

5. **Instruction**

Derek Lerch updated the Board of Trustees on accreditation. He stated that the next Board meeting is scheduled for Thursday, March 15, 2018, and this is the same day that the accreditation site visit team will be preparing to depart from the campus. He explained that the team will

arrive in Quincy on Sunday, March 11, 2018, and arrive on campus mid-day on Monday, March 12, 2018. He also indicated that he expects them to be on campus each day until Thursday, March 15, 2018, however, their schedule is largely controlled by the team chair. Dr. Lerch also mentioned that members of the team will likely want to meet with some subset of the Board of Trustees, and Cindy Hall, Classified Accreditation Liaison has been working on the logistics as far as rooms, dinner reservations, and evidence. He also reported that the accreditation pre-visit that took place on February 2, 2018 went well, the team chair was personable, interested in Feather River College, and demonstrated that he has a constructive approach to the accreditation process.

6. Student Services

Carlie McCarthy, Chief Student Services Officer, reported there is a bit of information in the President Report to the Board of Trustees about the success of the Week of Welcome activities, and New Student Orientation for spring students. She also reported that the Student Resource Fair that was started last year was a big success again this year. She distributed Feather River College 2018 calendars to those Trustees that wanted to have one, and she discussed some of the other giveaways provided to students at the Resource Fair. Ms. McCarthy additionally reported that recruiters are visiting high schools in Plumas County during February in an increased effort to expand outreach and attract students to attend Feather River College. She also explained that Student Services is working together with students in the program to plan a bachelor's degree celebration in addition to the regular ceremony that they'll be participating in this May. She additionally shared that her family participates in the Community Host Program, and that the two students that they host are from Argentina, and they will be presenting information about their country to her daughter's class during the lunch hour at Quincy Elementary School.

7. Superintendent/President

Kevin Trutna reported that the volleyball team had also visited schools the previous day, and celebrated Valentine's Day in class with students, and then went outside with them for some physical exercise. Dr. Trutna discussed meeting times with the Board of Trustees and it was decided that afternoon meetings worked best for everyone. Dr. Trutna also mentioned that typically the accreditation site visit team will do a campus exit interview before it leaves probably around 1 p.m., and he extended an invitation to Trustees to attend this meeting, and the public forum meeting, if their schedules allowed. He added that during the pre-visit, he felt that Dr. Jose Fierro, President, Cerritos College, and Accreditation Site Visit Team Chair, was able to get a preliminary feel for the size of the campus. Dr. Trutna reviewed the items for the March 15, 2018, Board meeting as including Jim Scoubes' fiscal report, approval of academic contracts, and an update on Full-Time Equivalent Students (FTES) from Derek Lerch. He added that there will also be a report on the Risk Management Plan for equine. Dr. Trutna continued his report by highlighting items from his written report including the men's soccer team receiving the California

Community Colleges Athletics Association's (CCCAA) Scholar Team Award for academic achievement of a specific team sport. He also highlighted both positive results and areas where improvement is needed from a recent shared-governance survey by stating that a large percentage of people value the work they do on committees, and they feel that they are accomplishing their goals and objectives. He also indicated that areas for improvement include employee orientation, and communication between shared governance committees. Dr. Trutna noted that his report also contained information on the Educational Talent Search (ETS) Program and that they are currently serving more students that the grant requires. Dr. Trutna added that he included in his report his mid-year updates, and he highlighted information on the Mental Health and Wellness Center and the Substance Abuse and Mental Health Services Administration (SAMHSA) grant noting that staff have addressed 177 referrals in the last 12 months. President Sheehan asked about services for individuals experiencing basic feelings of alienation and loneliness, and Carlie McCarthy responded that individual therapy is offered as well as opportunities to get involved in a variety of group events, clubs, and student leadership activities.

There being no further business, the meeting was adjourned at 11:27 a.m.

KT/ch