

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:00 p.m. on Thursday, September 13, 2018, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, McNett, Meyers, Sheehan, Student Trustee Yates

Trustees absent: Elliott

2. Public Comment on Closed Session Items:

There was no public comment on Closed Session agenda items.

3. Adjourn to Closed Session:

The meeting was adjourned to Closed Session at 2:00 p.m.

4. Reconvene to Open Session:

The Regular Meeting of the Feather River Community College District Board of Trustees was reconvened to Open Session at 3:05 p.m. President Ware then called the Public Hearing for consideration of the District's Final 2018/2019 Budget to order also at 3:05 p.m. She asked if there was any public comment regarding the District's 2018/2019 Budget. There being no public comment offered, Dr. Ware declared the Public Hearing closed.

5. Closed Session Announcement:

President Ware announced that the Board of Trustees had met in Closed Session and it took action on Public Employee Performance – Superintendent/President to form an ad-hoc committee to evaluate the process for evaluation of the Superintendent/President. She also announced that the ad-hoc committee would be appointed by the Board President by the next Board meeting in order to improve upon the process based on feedback that was given during the current evaluation.

6. Agenda:

The Regular and Consent Agendas for the September 13, 2018, meeting at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Sheehan/McNett/Ware/Meyers/Yates Aye) (None Opposed) (Elliott Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, August 9, 2018, at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Meyers/McNett/Ware/Sheehan/Yates Aye) (None Opposed) (Elliott Absent).

8. Items from the Public:

None

9. CONSENT AGENDA

*** A. Motion Items**

Trustee Meyers asked for information on why Russell Reid would need an ecological farming assistant, and Kevin Trutna responded that the personnel item was not related to agriculture. Trustee Meyers rescinded the question. There being no objection or further discussion, 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 Special Events Request Form between Feather River College and Regional Emergency Medical Service Authority (REMSA) for required medical coverage for sporting events (home football games) effective September 1, 2018, through November 10, 2018, 7) Approval of Facility Use Agreement between County of Plumas, a political subdivision of the State of California (COUNTY) and Feather River College (USER) to utilize real property at 451 Meadowbrook Loop, Chester, California on October 18, 2018, 8) Approval of contract between Feather River Community College District (DISTRICT) and the Chancellor of the California Community Colleges (CHANCELLOR) for Chancellor to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program (COTOP), outstanding student financial aid and proper non-financial aid obligations owed to the District, and 9) Approval of Special Events Request Form between Feather River College and Regional Emergency Medical Services Authority (REMSA) for required medical coverage for rodeo event scheduled for October 19, 2018, and October 20, 2018, were approved as presented, (Sheehan /Meyers/Ware/McNett/Yates Aye) (None Opposed) (Elliott Absent).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of the 2018/2019 Final Budget. He indicated that Jim Scoubes, Chief Financial Officer, would go over some of the details, but he wanted Trustees to be aware that the Chancellor's Office has informed the District what its final numbers for the year are, but it hasn't yet committed to those numbers. He explained that the Chancellor's Office has provided the District with a spreadsheet which is included in the final budget book that starts on page 36 showing the factors, but not the data on how it arrived at the numbers. Jim Scoubes explained the District's timeline of accounts receivables including student enrollment fees during each semester, property taxes in December and April, and state apportionment which is received monthly. He directed those present to page 15 of the budget book that reflected adjustments to the current year's Tentative Budget and that were used in calculating the 2018-2019 proposed final budget. He pointed out that all Districts would receive at a minimum what they received the previous year, or be held harmless with the new funding formula criteria. He stated based on this premise and increased revenue projections, the need for committed

Beginning Fund Balance (BFB) funding decreased. Mr. Scoubes went over the eight increases in budgeted expenditures from the 2018/2019 Tentative Budget. The increased expenditures included requests from the Office of Instruction to cover the Cost of Living Increase of 2.71%, an increase in funding from the Pines housing facility of \$27,000, payroll benefit increases in Public Employment Retirement System (PERS) and State Teachers Retirement System (STRS) totaling \$47,530, additional overall payroll contributions due to salary adjustments totaling \$61,474, gross payroll costs of \$214,214 covering all employee salary increases and staffing of open positions except for two, Strategic Planning Committee funding recommendations of \$20,673 representing increases to various operating budgets, student employee increases, and utilities, an additional Office of Instruction request totaling \$118,135 related to 2018 summer class offerings, and a request for other miscellaneous increases totaling \$50,000. He also provided additional explanation of the funding recommendations from the Strategic Planning Committee through the Annual Program Review (APR) process including those funded through the Instructional Equipment and Library Materials (IELM) block grant, Equity, top priority items, and secondary priority items not funded. Trustee Meyers asked for the total of increased expenditures, and Mr. Scoubes responded that he would provide it after totaling it from the page. Trustee Meyers stated that as he calculated this year's budget, the District, once again, is borrowing from the BFB by approximately \$950,000. He noted that for the third year in a row planned increases in income are less than projected expenses, and expenses keep rising. He stated that the District's on-campus enrollment continues to decline, and the District balances this by purchasing FTES through Mini-Corp. He indicated that he sits on a Board that hasn't addressed the structural problems with the budget and he finds it unacceptable. President Ware asked for further discussion, and Trustee Sheehan pointed out that at the end of the day, the borrowing from the BFB didn't exist in the 2017-2018 year because revenues and expenditures balanced. Dr. Trutna addressed Trustee Sheehan's comment as not being quite correct, and he informed Board members that District revenues exceeded expenditures for the previous year and that the \$1.8 million in BFB was not used. Trustee Meyers countered that the reason for not borrowing from the BFB was due to the receipt of unexpected revenue from the State. Jim Scoubes added that the conservative way in which he projected revenues was also a factor. Trustee Meyers suggested developing a budget based on a revenue surplus instead of borrowing, because he believes a structural problem exists in the budget development process that may or may not have anything to do with accounting. After lengthy additional discussion, the request for Approval of the Feather River College 2018-2019 Final Budget was approved as presented, (Sheehan/McNett/Ware /Yates Aye) (Meyers Opposed) (Elliott Absent).

- 2) Kevin Trutna requested Approval of Curriculum Actions, He asked Derek Lerch, Dean of Instruction/CIO, if he had any further comment on the request. Dr. Lerch reported the documents finish up work done over the

summer. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Meyers/Ware/McNett/Yates Aye) (None Opposed) (Elliott Absent).

- 3) Kevin Trutna requested Approval of Faculty Equivalency. He indicated that the equivalency had gone through the Equivalency Committee and been approved by the Academic Senate. He added that the equivalency is for Dan Smith in the discipline of biology. Trustee Meyers indicated that he and Trustee Elliott have asked on multiple occasions that a short summary vitae be included with action items involving individuals being granted equivalency. He mentioned the summary should include what institutions the individual(s) have attended, what degrees they have achieved, and what experience they have. He added that he hasn't seen one to date and he finds it hard to continue to approve items when the request for information is ignored. Derek Lerch responded that the Office of Instruction has been much more explicit on its monthly spreadsheet about equivalency candidate's degrees, units, and relative experience, and he will provide additional details if that is what is requested. After further discussion, the request for Approval of Faculty Equivalency was approved as presented, (McNett/Sheehan/Ware/Yates Aye) (None Opposed) (Meyers Abstaining) (Elliott Absent).

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #18/19-04, Renewal of Cooperative Program Agreement #30826 between the State of California Department of Rehabilitation and Feather River Community College District effective July 1, 2018, through June 30, 2021. After further discussion and there being no objection, the request for Approval of Resolution #18/19-04, Renewal of Cooperative Program Agreement #30826 between the State of California Department of Rehabilitation and Feather River Community College District effective July 1, 2018, through June 30, 2021, was approved as presented.

Ayes:	Ware, McNett, Meyers, Sheehan, Yates
Noes:	None
Absent:	Elliott
Abstain:	None

- 2) Kevin Trutna requested Approval of Resolution #18/19-05, the 2018/2019 GANN Appropriations Limit. There being no objection or further discussion, the request for Approval of Resolution #18/19-05, the 2018/2019 GANN Appropriations Limit was approved as presented.

Ayes:	Ware, McNett, Meyers, Yates
Noes:	None
Absent:	Elliott, Sheehan
Abstain:	None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Report as of August 31, 2018. He reviewed the Unrestricted General Fund Summary based on the Tentative Budget, stating that revenues from the State totaled \$1,296,572 and expenditures totaled \$2,407,690 or 15% of the approved budget. He noted that in the 7000 account code, Reserves, Matching & Debt, the Business Office has completed all of the required transfers to the appropriate fund accounts sooner than in past years.

- 2) Kevin Trutna introduced Dr. Will Lombardi, Assistant Professor, English Department, to the Board of Trustees. Dr. Trutna prefaced Dr. Lombardi's report with information that the First Year Experience at Feather River College began two to three years ago with the Book in Common reading. He added that with funding from Guided Pathways, Equity, and Student Success, additional activities were added and the concept developed into what is now called the First Year Experience. Dr. Lombardi reported that he is a Feather River College graduate, earned a Bachelor's Degree and Master's Degree in English from Chico State University, and a Ph.D. in English with a Literature Environment Emphasis, from the University of Nevada, Reno. He also reported that he has lived in Quincy for a long time and the job opening at Feather River College provided him with the opportunity to return to the area. Dr. Lombardi added that he previously taught at Missouri Valley College, a small private liberal arts college in Marshall, Missouri. Dr. Lombardi thanked Dr. Trutna for his introduction, but he wanted to make it clear that he is one of many hands carrying the idea of the First Year Experience along, and that it is not his idea and he is not the one spearheading it. He shared with those present that the First Year Experience is an initiative that can be found on most college campuses across the country, and it is intended to increase student success. Dr. Lombardi stated that the experience is also intended to jumpstart any student into feeling like they have a sense of belonging, that they have something to participate in, and that they have something to be enthusiastic about. He added that what he and others try to do is focus this sensibility into academics, so that students feel like they can become engaged citizens. Dr. Lombardi reported that this year the group has come up with a theme called *Community Values and Your Values* which takes the idea of belonging and makes it more programmatic in the sense that students are asked to think about how they see themselves fitting into a community and the responsibilities this involves. Dr. Lombardi noted that the English Department acknowledges that out of all of the classes students enroll in English classes are the ones that can be most variable to different kinds of content. He added that as the theme for the First Year Experience changes each year, the principals of critical thinking, critical reading, and critical writing are still being taught through writing the personal essay, and students work from there to issue based writings using supplemental readings like the Book in Common and other professionalization activities. Dr. Lombardi closed his report with

information on something he devised referred to as the English Research Symposium which involves all English 101 sections requiring students to write their culminating class project research papers and then participate in a symposium at the end of the semester where they give research talks or public presentations, and this joins them to the academic community and promotes the professionalization of the individual. The Board of Trustees thanked Dr. Lombardi for the report on the First Year Experience.

- 3) Kevin Trutna provided opening remarks on the review of Board Policy Manual Chapter Four, Academic Affairs. He asked Trustees to make him aware of any questions they have on any of the Board Policies that make their way through the review process. Trustee McNett commented that review of the policies is appreciated, but digesting the content of over 200 documents is a large undertaking. In response to a question from Trustee Meyers on anticipated changes, Derek Lerch added that legal updates are pending on AP 4235, Credit by Exam, and BP 4225, Course Repetition.
- 4) Kevin Trutna provided opening remarks on the report from Carlie McCarthy, Chief Student Services Officer, on marketing. He stated that the agenda item is a follow-up report from discussion that took place at the Board retreat earlier in the summer. Dr. Trutna also stated that with the update in digital marketing the College is seeing some changes that Ms. McCarthy would talk about in her report. Ms. McCarthy used a PowerPoint presentation that covered the definition of marketing and current strategies being used by the College including print material, events and word of mouth. She also talked about digital marketing and how it engages customers and prospects in digital channels including mobile and social, and how this is the first touch point for the consumer and gives them greater control over what they see. She indicated that digital marketing would include the Feather River College website, AdWords that maximize search engine optimization, social media, videos and photos, email marketing, and digital marketing campaigns. She pointed out that with digital marketing it's important to know your audience and target populations, and Smartphones lead the way when accessing the Internet via mobile devices. Ms. McCarthy provided statistics on high school juniors and seniors locating college information through a website, requesting information using their Smartphones, their website usage to find answers, and what percentage of these students say a website makes a difference in their perception of the school. She also covered PowerPoint slides addressing the different social media platforms and the average age of users. She indicated that the College is attempting to diversify in how it reaches people, and recruitment still takes place at various college fairs. She also reported that FRC is hosting a College Career and Transfer Fair on Monday, September 17, 2018, and this year a tour of the College has been included as an added attraction. Ms. McCarthy closed her report by covering marketing and recruitment efforts scheduled for fall 2018 that included Career Technical Education (CTE) Programs, a digital marketing campaign similar to spring 2018, a marketing and graphic design position funded through Guided Pathways,

website redesign, 50th Anniversary activities, temporary help, and college fairs and increasing recruitment efforts locally.

- 5) Derek Lerch provided the annual report to the Board of Trustees on Student Learning Outcomes Assessment Cycle (SLOAC). He stated that Feather River College (FRC) has several kinds of assessment practices in place on campus, and about seven years ago the institution developed an assessment plan to try and bring together all of these practices. He indicated that FRC has learned both from the new accreditation standard expectations and other colleges that assessment needs to occur, but it also became clear that the assessment needs to be reported out to the campus. Dr. Lerch explained that the annual report became a brief way of achieving this as it covers college-wide, program level, and course level student learning outcomes. Dr. Lerch added that course level student learning outcomes are the most tangible thing for students and faculty members to envision and measure directly. He added that when you move beyond this to the program level and college level student learning outcomes, the connections become more nebulous and the methods of assessment naturally become less direct. He added that the College is trying to make progress on all three fronts in terms of quality and relevance of assessments. Dr. Lerch also pointed out that this year's report includes a new cohort of programs that have submitted their Comprehensive Program Reviews, reviews due every four years, and where representatives describe in SLOAC meetings their successes at the program level. He added that the development of the new course-level assessment tool has allowed the school to quantify results and describe them on a larger scale.

D. Communications, Presentations, and Reports

- 1) **Board of Trustees**

Trustee McNett reported that the consolidation of the Indian Valley Health Care District and Plumas District Hospital is proceeding nicely.

- 2) **Associated Students**

Gracie Yates, Student Trustee, reported that an ice cream social was held the previous week to encourage students to learn more about ASFRC clubs and campus involvement. She reported that she felt like the turn-out of students was excellent, although the location of the ice cream could have been more strategically planned to encourage engagement with club representatives. Ms. Yates also reported that ASFRC scheduled a meeting on Tuesday, September 11, 2018, and it was encouraging to see the ambassadors in attendance and the good energy they bring to campus meetings.

- 3) **Academic Senate**

Thomas Heaney, Academic Senate President, reported that faculty are working on responses to AB 705 as well as Guided Pathways, and math instructors are working on some new pathways for math classes.

4) **Classified Senate**

Michelle Ryback, Classified Senate President, reported that the first meeting of the Classified Senate for the fall semester took place on August 20, 2018. She also reported that the group took action on AP 5020, Non-Resident Tuition, and it took up discussion on five additional procedures. She also reported that it was decided by a vote to change the meeting day of the Classified Senate from Mondays to Thursdays, and she is considering an Instagram campaign to improve attendance. Ms. Ryback also reported that the group talked briefly about the Chancellor's Office Vision for Success document which provides rationale for all the changes currently impacting community colleges.

5) **Instruction**

Derek Lerch reported that he will miss the October 19, 2018, meeting in Chester because he has been scheduled to serve on an accreditation site visit to Kapi'olani Community College in Honolulu, Hawaii. He explained that he attended the required training in Los Angeles, California recently, and he felt like the tone of the Commission was much more constructive and deferential to college processes and function than it has been. He noted that he will see that an FTES report is ready for the October Board packet, and he added that enrollment has climbed from where it was a year ago. Dr. Lerch echoed Dr. Heaney's report about AB 705, Dr. Lombardi's activities surrounding the English curriculum, and he reported a meeting is scheduled for Friday, September 14, 2018, to talk about the pre-English class and how it can be improved. He stated that he's also meeting with math faculty on rebuilding the pre-collegiate math classes. Dr. Lerch reported on the background of AB 705, the acceleration of college-level math and English courses at community colleges, and although FRC has responded both quickly and well to the assembly bill, lingering questions remain on what these changes will mean to the broad range of students that the school serves.

6) **Student Services**

Carlie McCarthy reported that the first FRC Feast of the semester was held on Wednesday, September 12, 2018, as one of the First Year Experience activities. She explained that students learn to prepare a meal on a budget and the discussion topic for the evening was internships to coincide with Monday's College and Career Fair in the MPB. Ms. McCarthy reported that the focus in the month of October will be civic engagement, and in partnership with the Office of Instruction, the film RBG (Ruth Bader Ginsburg) will be shown at the Town Hall Theatre on Tuesday, October 30, 2018. She added that another FEAST will be planned focusing on public service jobs, and then SPIRIT week is planned with a public service component as well. Ms. McCarthy extended an invitation to the Board of Trustees to attend the FRC 50th Anniversary Community Celebration and Open House on Friday, September 28, 2018. She provided Trustees with a flyer containing the invitation, and she explained that the invitation will be publicized in the local newspaper, it was given to high school students that attended the College and Career

Fair, and it was provided to approximately 200 email contacts that had expressed an interest in FRC.

7) **Superintendent/President**

Kevin Trutna reminded the Board of Trustees that the October Board meeting will be held in Chester, California, and the meeting will begin with a community leader's luncheon where the report to the Chester community will be reviewed. He also reported that Joe Wyse, Shasta College President, and former Chief Business Officer will be present to talk about college finances at the meeting. Dr. Trutna highlighted items from his written report that included information that 18 first-time, full-time Feather River College students qualified for the California College Promise Grant this semester. He also reported that in recognition of September being Suicide Awareness and Prevention Month, the Mental Health and Wellness Center, under Dr. Kelsie Foster's leadership, hosted a screening of the film *Mindgame: The Unique Journey of Chamique Holdsclaw*, on Wednesday, September 5, 2018. He stated that Chamique Holdsclaw, the former Women's National Basketball Association (WNBA) star of the film, and Rick Goldsmith, Academy Award nominated director of the film, were in attendance for a discussion and both met with students after the screening to answer questions provide support, and sign autographs. Dr. Trutna also talked about the list of bachelor degree program students listed in his written report that participated in summer internships noting that these internships were in multiple locations spread across three different states. Dr. Trutna also reported out on the external evaluation that the Educational Talent Search (ETS) Program recently underwent on August 20-21, 2018. He stated that David Ferguson, Evaluator, U.S. Department of Education, found no issues or recommendations, and in his 34 years as a consultant and trainer in the program, FRC stands out as having an exceptional program and one of the best in the nation. Dr. Trutna acknowledged Jan Rennie, Director of ETS, and her staff for this exemplary external report. In closing comments, Dr. Trutna touched on the graphical information provided in his written report on the budget noting that the Beginning Fund Balance has almost doubled since 2012, and expenditures actually decreased in the previous year. He also informed the Board that he will be in Chula Vista, California, on Monday, September 17, 2018, and Tuesday, September 18, 2018, for the Board of Governor's meeting where he will be advocating on behalf of the Bachelor's Degree Program. He explained that SB 1406 received a letter of support from Chancellor Eloy Oakley, and it is hoped that Governor Brown will sign the bill to and make the bachelor's degree program at community colleges a permanent part of the educational landscape of California.

There being no further business, the meeting was adjourned at 5:10 p.m.

KT/ch