

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Closed Session of the Feather River Community College District Board of Trustees to order at 2:04 p.m. on Thursday, November 15, 2018, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent: McNett

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 2:04 p.m.

4. Reconvene to Open Session:

President Ware reconvened the Closed Session of the Feather River Community College District Board of Trustees to Open Session at 3:10 p.m. on Thursday, November 15, 2018, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

5. Closed Session Announcement:

President Ware announced that during Closed Session the Board of Trustees took action to approve Closed Session Resolution #18/19-06 containing details regarding personnel matters and whose details could not be released beyond that. President Ware also announced that the Board of Trustees had directed the Superintendent/President to prepare a document regarding the Closed Session discussion held on future contract negotiations. Kevin Trutna, Superintendent/President, stated that as a result of the Closed Session directive, Regular Agenda Item #10A5, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President, would be removed from the agenda.

6. Agenda:

The Regular and Consent Agendas for the November 15, 2018, meeting at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as amended, (Sheehan/Meyers/Ware /Elliott/Yates Aye) (None Opposed) (McNett Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, October 18, 2018, at Chester Recreation Center, 431 Meadowbrook Loop, Chester, California, were approved as presented, (Elliott/Sheehan/Ware/Meyers/Yates Aye) (None Opposed) (McNett Absent).

8. Items from the Public:

Linda Batson, member of the public, and spouse of Trustee Guy McNett, provided an update on Trustee McNett's illness and current condition. She reported that Trustee McNett needed emergency abdominal surgery and is recovering nicely at Plumas District Hospital.

Kevin Trutna announced that Joan Jarrett, Instructional Assistant-Basic Skills, and member of the adjunct faculty, and her husband lost the family business *A Cut Above* in the Camp Fire, and he wanted to send her well-wishes from everyone at FRC.

Valerie Campa, member of the public, and Classified Union President, along with Terrea VanCleve, Senior Office Assistant Print Center, and Katie Schmid, Chief Accountant, presented Trustee Jim Meyers with a certificate of appreciation for courage and integrity in serving as a Feather River College Trustee. Ms. Campa stated that members of the Classified Union wanted Trustee Meyers to know that they have enjoyed his service on the Board due in large part to his willingness to listen to their issues.

9. CONSENT AGENDA

*** A. Motion Items**

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 Amendment 01 to Local Agreement for Child Development Services Contract #CCTR-8165, General Child Care and Development Programs, between California Department of Education and Feather River Community College District by deleting reference to \$35,852.00, as the Maximum Reimbursable Amount (MRA) per the agreement, and inserting \$46,861.00 in place thereof, 7) Approval of Amendment 01 to Local Agreement for California State Preschool Program Contract #CSPP-8367 between California Department of Education and Feather River Community College District by deleting reference to \$100,377.00 as the Maximum Reimbursable Amount (MRA) payable per the agreement and inserting \$105,656.00 in place thereof, 8) Approval of Adult Education Block Grant Memorandum of Understanding (MOU), up to the total contract amount of \$8,900.00, between Feather River Community College District (DISTRICT) and Plumas County Office of Education (AGENCY) for DISTRICT to provide an Adult Education Project Coordinator (Shelley Miller) to work with AGENCY to implement and promote services related to coaching for Early Childhood Education Students in lab course and cooperative work experience education effective November 1, 2018, through June 30, 2019, 9) Approval of Memorandum of Understanding (MOU) between Feather River College (College) and the Research and Planning Group for California Community Colleges (RP Group) for participation in the *Through the Gate Transfer Study* to assist in understanding the barriers to transfer among students who are at or near the transfer gate, but do not make it through the transfer gate, and then identify strategies for increasing these transfer rates to four-year institutions, and 10) Approval of Institution Participation Agreement (IPA) between Butte-Glenn Community College District (DISTRICT), on behalf of its sponsor, California Community Colleges Technology Center (CCTC), that

includes Feather River Community College District in a state-funded project Subscription Agreement by and between the District and Ex Libris (USA) (CONTRACTOR) to provide cloud-based library services effective August 1, 2018, were approved as presented, (Sheehan/Meyers/Ware/Elliott/Yates Aye) (None Opposed) (McNett Absent).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Faculty Equivalencies. He noted that that the Board of Trustees had requested additional information by way of a scaled down vitae that reflected institutions of study, and he explained that he felt that that including this information was walking a line of what might be protected personal information. Dr. Trutna also explained that he did provide in the board packet the Equivalency Application Form and the Disposition of Equivalency Form used in the process. Thomas Heaney, Academic Senate President, provided an overview of the equivalency process that included the composition of the Equivalency Committee. He explained that the committee members review all of the transcripts submitted along with any other documentation to determine whether or not from the committee's perspective the applicant meets the equivalency requirements. Trustee Meyers stated that as one of the trustees asking for additional information, he wanted to make it clear that he doesn't doubt the process and has full confidence in the Academic Senate making these kinds of decisions. He also stated that what he was wanting to see was an abbreviated vitae of the applicant's degrees and he would have been curious about the nature of the experience to acquaint himself with the people that are being hired. After further discussion and comments from Derek Lerch, Dean of Instruction/CIO, Trustee Elliott, President Ware, and Trustee Meyers, the request for Approval of Faculty Equivalencies was approved as presented with the proviso that an alternate solution other than moving the item to Closed Session would be offered in the future, and that the Board of Trustees would discuss potential solutions prior to the next request for approval of equivalencies, (Sheehan/Elliott/Ware/Meyers/Yates Aye) (None Opposed) (McNett Absent).
- 2) Kevin Trutna requested Approval of BP 7400, Travel. After further discussion and there being no objection, the request for Approval of BP 7400, Travel, was approved as presented, (Meyers/Elliott/Ware/Sheehan/Yates Aye) (None Opposed) (McNett Absent).
- 3) Kevin Trutna requested Approval of BP 4300, Field Trips and Excursions. There being no objection or further discussion, the request for Approval of BP 4300, Field Trips and Excursions, was approved as presented, (Meyers/Sheehan/Ware/Elliott/Yates Aye) (None Opposed) (McNett Absent).

- 4) Kevin Trutna requested Approval of the 2018-2023 Feather River College Education Plan. He explained that the Education Plan had previously been brought before, and approved by, the Academic Senate and that it is now before the Board for action. He further explained that the Education Plan is tied heavily to other guiding plans and documents including Guided Pathways and the Strategic Plan and he recommends approval. Derek Lerch stated that having an Education Plan is not a legal requirement for any community college, but pretty much all of them have one. He added that most community colleges are not particularly happy with their Education Plans because very few of them use them in any meaningful way. Dr. Lerch described some of the history of Educational Plans at Feather River College as being larger 50 page documents and they've tried to do lots of different things. He explained that in discussions at Council on Instruction (COI), the idea was entertained not to draft an Education Plan at all and instead rely on the planning that the College is required to do related to other initiatives. He further explained that COI decided against this thought because the group felt a document was needed to show FRC's perspective on educational development and educational success. Trustee Meyers asked if the Educational Plan went anywhere, and Dr. Trutna responded that guidelines might be a better word to describe the document than the word plan because it's an internal document. After further discussion and there being no objection, the request for Approval of Feather River College 2018-2023 Education Plan was approved as presented, (Meyers/Sheehan/Ware/Elliott/Yates Aye) (None Opposed) (McNett Absent).

- 6) Kevin Trutna requested Approval of Key Principles for Feather River College Board of Trustees. He explained that the topic came about as FRC went through the accreditation process, and he pulled together factors from the Community College League (CCL), and the Accrediting Commission for Community and Junior Colleges (ACCJC). He stated that he felt that the important items listed on the page validate the Board's commitment to the ideals, relevant laws, and regulations, and also recognizes the importance of the ACCJC Standards that assures the public of its commitment to a college education. Dr. Trutna indicated that he would stop short of saying the document was a job description, but for effective board governance some of the guidelines and past practices do govern the role and responsibility of the trustee. Trustee Elliott suggested inserting the words, "and monitoring performance" after the words "hiring the president", on number 9 of the document and there was consensus. Trustee Meyers stated that he was troubled by item number 6 specifically the second sentence where the draft states, "The board follows the long-standing practice whereby only the Superintendent/President and Board President represent Feather River College for official positions, statement, or information to the public", and the following sentence, "Board members communicate through the Superintendent/President for college matters", because the sentences seem to say that a trustee cannot speak to his constituents regarding the business of the College. He additionally commented that it's wrong, it would be embarrassing if the District needed to defend it in court, and it would be in direct conflict

with item number two of the document. Trustee Meyers recommended that item number six be stricken as it is confusing and in his opinion wrong. After further discussion it was agreed by consensus that this interpretation was not the intent of the document so number six was amended by adding the word “official” before the word “statements”, and striking the words “or information to the public” in the second sentence, and to strike the third sentence completely from the draft. Dr. Trutna explained that the intent of the third sentence is to emphasize the Board directing the work of only one employee. After further discussion, the amended language was agreed upon, and the request for Approval of Key Principles for Feather River College Board of Trustees was approved as amended, (Elliott/Sheehan/Ware/Yates Aye) (Meyers Abstaining) (McNett Absent).

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer, presented the District’s Monthly Financial Status Report as of October 31, 2018. He reviewed the Unrestricted General Fund Summary stating that the District has received \$3,523,269 in revenue for the period shown and \$948,402 is reflective of the committee Beginning Fund Balance to date. He noted that this report does not mean the District will need that amount, only that it’s a committed amount. Mr. Scoubes also reported that expenditures total \$5,181,624 or 31% of approved budget.
- 2) Kevin Trutna stated that on the yearly planning calendar for this month there is a report on concurrent and dual enrollment listed. He explained that the concept can be confusing and that Derek Lerch would lead a discussion to explain the differences. Dr. Lerch explained that concurrent and dual enrollment are similar kinds of offerings as they are both directed at high school students. He added that these enrollments are offered in different modes with the concurrent enrollment being easier for the College to offer and dual enrollment coming with some extra requirements. Dr. Lerch went on to say that the main hurdle with offering dual enrollment courses across a broad range of disciplines, is that for students in the high schools who are taking courses in traditional academic disciplines such as math, English, and history, the teachers at the high schools need to meet FRC’s academic equivalency standards and there are not many that do. He noted that vocational courses are much easier and increasing the presence of these courses is something that the high schools have discussed along with what kinds of programs they can propose for the mutual benefit of the College and the local high schools.
- 3) Kevin Trutna provided introductory remarks regarding the report on faculty staffing and replacements by explaining that FRC had a mathematics professor resign before the spring 2018 semester and a retirement in Allied Health will take place after the 2019 spring semester. Derek Lerch followed up Dr. Trutna’s remarks by explaining that both positions are effectively replacement positions and are mission critical from his

perspective. He reported that the need has been discussed as a part of normal processes and in COI extensively and there's been no hesitation on the need to replace these positions. Trustee Sheehan asked if the Academic Senate had engaged in discussions on staffing beyond the replacement positions, and Thomas Heaney, Academic Senate President, responded that recent discussions haven't happened, but the Academic Senate has had several discussions on Administration of Justice and Anthropology in the past, but it's main focus lately has been working on the job descriptions for these current replacement positions. Dr. Trutna added that before Dr. Heaney became the Academic Senate President, there were also discussions regarding hiring a pure mathematics instructor, a mathematics/physical science instructor, and perhaps a new position in agriculture.

- 4) Kevin Trutna and David Burris, Director of Human Resources/EEO reported that the Report Cover on Agenda Item #10C4 reflects the initial proposal from the Full-Time Faculty Union #4615 to the Feather River Community College District. He explained that the initial proposal reflects the article number, article title and initial proposal that will be part of negotiation discussions taking place during the spring 2019 semester.
- 5) David Burris reported that the Report Cover on Agenda Item #10C5 serves as the public notice for the adoption of the initial proposal from the Feather River Community College District to the Full-Time Faculty Union #4615 at the December 13, 2018 meeting.

D. Communications, Presentations, and Reports

1) Board of Trustees

Gracie Yates, Student Trustee, reported that the campus supported the Great American Smoke Out on November 15, 2018. She also reported that FRC is closing in on the end of the semester and students are making the last final push to complete assignments and get things turned in.

President Ware reported that she appreciated the October meeting in Chester and the extra effort required to move the meeting to that area. She also reported that those individuals that attended the meeting enjoyed the information and learned a lot about FRC.

Trustee Meyers stated that he wanted to thank everyone and extend his appreciation for the opportunity to work with the College. He indicated that he has learned a lot, had fun, and met tremendous people that are making the College what it is. He recognized Russell Reid, Ag. Chair and Equine Student Professor for his willingness to respond to questions with good humor. Trustee Meyers also recognized Jim Scoubes stating that even though they go head-to-head during meetings at times he considers Mr. Scoubes to be an honest and patient administrator and one of his best friends at FRC. He also recognized his colleagues on the Board thanking them for their patience on what probably seemed like a bottomless list of questions.

Trustee Elliott stated that he appreciated Trustee Meyers' work on the Board and his independence of thought in bringing up what might be a contrarian viewpoint at times. He stated that different viewpoints are important because they allow the Board to pause and think through some issues that might otherwise just be moved forward.

2) **Associated Students**

No Report

3) **Academic Senate**

Thomas Heaney, Academic Senate President, reported that on November 30, 2018, the English Department will host its first English 101 Symposium which he is looking forward to participating in. He added that the symposium is a new part of what the English Department is doing and is related to the First Year Experience.

4) **Classified Senate**

Michelle Ryback, Classified Senate President, reported that the most noteworthy issue is that the Classified Senate Ad-Hoc Committee finished its work and it reported out to Classified Senate at its October meeting. She also mentioned that she and Katie Schmid attended a meeting of the Strategic Enrollment Management (SEM) Committee and presented the report there as well. On behalf of the Classified Senate, Ms. Ryback asked the Board of Trustees what the status was on its ad-hoc committee work to address the evaluation process of the Superintendent/President. Trustee Sheehan asked who was on the committee and President Ware responded that he was along with Trustee McNett. Trustee Sheehan then responded to Ms. Ryback that the ad-hoc committee hasn't done any work yet, but that it plans to very soon.

5) **Instruction**

Derek Lerch reported that he has finished all of his classroom observations as part of the evaluation cycle each fall. He stated that he observed many different classes and as usual was impressed with what is going on in the classroom. Dr. Lerch also reported that the two requisitions will be filed for the two faculty replacement positions so that the vacancies can be flown in December and hopefully filled in February 2019. He noted that with the nursing position he is expecting a bit of an uphill battle to recruit the right person for the position and he is reaching out to local hospitals for recommendations on who might have the appropriate background for the position. Kevin Trutna added that the uphill battle Dr. Lerch is referring to is related to nursing positions be routinely difficult to attract and FRC's opening will be one of three openings in the north state right now. Dr. Lerch continued his report by stating that FRC is still very active with its adult education partnership with Plumas Unified School District (PUSD) and there was a board meeting yesterday and there are a lot of good things going on there with FRC hosting adult education instruction every week.

6) **Student Services**

Carlie McCarthy reported that all three of the TRiO Grant Programs are working on their federal annual program reviews and they are exceeding their goals. She also reported that Monica Potter, Counselor – EOPS, presented at a conference recently in Anaheim, California, and Student Services partnered with athletics on Saturday at the football game and again at the Foundation's Murder Mystery Dinner to raise funding and collect food and other items for Butte College and victims of the Camp Fire. Ms. McCarthy noted that information on the Camp Fire and how to help was also posted on the campus website. She followed up on Gracie Yates' comments about the Great American Smoke Out recently held and she explained that it's a good way to educate students and others about the harmful effects of tobacco product usage, and to remind everyone that FRC plans to become a tobacco free campus in 2020-2021. She closed her report by reporting that the volleyball team just won its tenth Golden Valley Conference and went undefeated this season.

7) **Superintendent/President**

Kevin Trutna reminded the Board of Trustees that the meeting in December will be a joint FRC Foundation Board of Trustees meeting. He also reported that the CCL Effective Trustee Conference will be held in January 2019 and those that plan to attend should contact Cindy Hall, Administrative Assistant, to make the necessary arrangements. Dr. Trutna additionally reported that he has been attending meetings of the Plumas County Mental Health Department to advocate for continued funding for Dr. Kelsie Foster's position as Counselor-Mental and Behavioral Health at FRC. He added that he also attended the Plumas County Board of Supervisor's meeting where a discussion on Tourism Business Improvement District (TBID) was on the agenda. He additionally stated that goal setting needs to be done with regards to the new Chancellor's Office regulations related to the new student centered funding formula, and Derek Lerch and Carlie McCarthy are taking the lead on the process that needs to be completed in December. In closing comments, Dr. Trutna talked about the Camp Fire and the process used to notify staff and students that the campus would close due to no electricity. He indicated that he felt that a good job was done and suggestions for improvement are being reviewed.

There being no further business, the meeting was adjourned at 4:30 p.m.

KT/ch