

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

President Elliott called the regular meeting of the Feather River Community College District Board of Trustees to order at 3:09 p.m. on Thursday, February 18, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, West, Student Trustee Camp
Trustees absent: Shamberger, Sheehan

President Elliott announced that the Board of Trustees had met in Closed Session and that no action had been taken.

The agenda for the February 18, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California was approved as presented, (Schramel/West) unanimous.

The minutes of the Regular Meeting held on January 21, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Camp/West) unanimous.

A. ITEMS FROM THE PUBLIC

Guy McNett, member of the public stated that as an individual who is involved in health care, he was pleased to notice that a replacement for the Director of Allied Health had been budgeted for as part of the consent agenda in the Board packet that he had recently received. He also requested information on where the District stands in relationship to the recruiting process for this position. Chris Connell, Academic Senate President, responded that the Academic Senate will convene on Friday, February 19, 2010 to discuss and approve the job description for the position and that once this is completed the job description is forwarded to the Office of the Superintendent/President, Chief Instructional Officer, and Personnel Office for further action. Mr. McNett further inquired whether or not Dr. Connell was comfortable with the current timeline and he replied that he was. Michael Bagley, Chief Instructional Officer additionally noted that Pat Buckner, who currently holds the position, has been vocal with regards to her retirement and that there is already significant initial interest in the recruitment of a new director.

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, and Budget Augmentations and Reductions were approved as presented, (Schramel/West) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Michael Bagley requested Approval of New and Revised Courses. He stated that the request involved the approval of two course revisions that primarily involve the introduction of Student Learning Outcomes and a section of new items that includes a capstone Professional Development course for Ag students, AGAB098. He explained that the new course is designed to assist students with skills for successfully obtaining employment or continuing their education in the field of agriculture and is one that also critiques and assesses the Ag Program and the knowledge acquired by students who complete the classes. Dr. Bagley also noted that the existing welding classes have been expanded to move more into Ag mechanics welding and that Introduction to Soil Science is a new course introduced by Russell Reid, Ag Chair. Dr. Bagley further explained that HES129, Beginning Jujitsu is a new martial arts course and that POL201, International Relations, is a new course introduced by Katie Desmond, Political Science Instructor. He additionally explained that the rest of the catalog items were courses that need to be retired. After further discussion and there being no objection, the request to Approve New and Revised Courses was approved as presented, (West/Schramel) unanimous.

b) Michael Bagley requested Approval of 2010/2011 Academic Calendar. He stated that the calendar was developed by the Academic Calendar Committee and is part of the shared governance process. He also stated that the process involved lengthy discussion and that the format presented is a new format requested by the Board of Trustees and reflects additional detail such as last days to drop classes, date of commencement, etc. After further discussion and there being no objection, the request for Approval of 2010/2011 Academic Calendar was approved as presented, (Camp/West) unanimous.

c) Ron Taylor, Superintendent/President, requested Approval to Accept Donation to Outdoor Recreation Leadership Program. He indicated that the request is routine in nature and involves approval to accept skis, bindings, poles, and climbing skins donated to the Outdoor Recreation Leadership Program by James Flett. He further explained that the value of the donation warranted a request for Board approval. There being no objection or further discussion, the request for Approval to Accept Donation to Outdoor Recreation Leadership Program was approved as presented, (West/Camp) unanimous.

d) Jim Scoubes, Chief Financial Officer, requested Approval of 2010/2011 Schedule of Fees. He stated that the request involves no increases in fees except for the increase in out-of-state tuition previously approved by the Board at the January meeting. He noted that enrollment fees currently stand at \$26.00 per unit and Good Neighbor enrollment fees are set at \$42.00 per unit and that these fees are mandated by the State of California and would be subject to change. Jessica Camp, Student Trustee, requested information as to why students are not offered a part-time parking pass if they are attending

school on a part-time basis and Mr. Scoubes replied that there would be no way to enforce or monitor this type of student parking permit. Trustee Schramel noted that he had a personal animosity about library fines being as low as ten cents per day per book in that a higher library fine would encourage students to return books in a timely period so other students could have access to the material. After further discussion and there being no objection, the request for Approval of 2010/2011 Schedule of Fees was approved as presented, (West/Schramel) unanimous.

e) Ron Taylor requested Approval of Agreement to Administer Courses between Jeff Steinberg Educational Consultants and Feather River Community College District 2010-2020. He explained that the agreement is in relationship to a program that the District has been administering for several years, Sojourn to the Past. He further explained that the students who enroll in the program are enrolled as part-time Feather River College students and participate in a travel program involving Political Science subject matter. Michael Bagley stated that the course is typically taken by high school students but is open to enrollment by other interested students. He further stated that the courses are high level transferable courses and the program will generate between sixty and eighty FTES. Trustee Elliott stated that he remembered a previous presentation regarding the program by Mr. Steinberg and he suggested that a presentation to bring the Board up to date on the class might be appropriate at a future meeting. There being no objection or further discussion, the request for Approval of Agreement to Administer Courses between Jeff Steinberg Educational Consultants and Feather River Community College District 2010-2020 was approved as presented, (West/Camp) unanimous.

f) Ron Taylor requested Approval to Terminate Agreement with the Feather River College Foundation. He stated that the request was a recommendation to the Board of Trustees to direct the Superintendent/President to work with the Foundation to renegotiate the structure of the agreement to administer instructional programs at the Feather River Fitness and Recreation facility. He explained that the original agreement was signed in 2001 and that due to changes in budgetary considerations, enrollment patterns, and increased scrutiny by the State with regards to the types of enrollment that can be claimed and in consultation with Foundation leadership it has been determined that the agreement needs to be reviewed and the terms adjusted to work more efficiently for both parties. He further explained that the agreement requires a six month notice and that once this has been accomplished the agreement would be returned to both the Board of Trustees and the Foundation Board for their approval. Trustee Elliott stated that he felt it was in both parties' mutual interest to approve the request. There being no objection or further discussion, the request for Approval to Terminate the Agreement with the Feather River College Foundation was approved as presented, (West/Schramel) unanimous.

g) Ron Taylor requested Approval of New and Revised Board Policies. He explained that the request involves four separate Board Policies and that the first policy, BP 1100, Feather River Community College District was a cleanup item to have the site formerly referred to as the Chester Campus and its address stricken from the policy because officially the center no longer exists.

Dr. Taylor also stated that BP 6700, Facilities Use – General Rules and Regulations, and BP 6702, Civic Center and Other Public Use of Facilities, were also cleanup items in that what had been previously approved in 2004 by the Board of Trustees had not been correctly published in the Board Policy Manual. Dr. Taylor explained that the titles were modified to reflect separately the appropriate wording and slight modifications to language contained in each policy were also completed and approved by Cabinet. He further explained that BP 6702, Civic Center and Other Public Use of Facilities is a response to the portion of the California law that stipulates that college buildings are civic centers and are for public use and additionally sets up the primary conditions under which that law is applied. Dr. Taylor also stated that the modification to the policy occurred in the last sentence of paragraph three where it states that, “An accounting may be required **as a condition of waiver** if within the law at the discretion of administration of the college.” Dr. Taylor also explained that BP 7150, Evaluation of Administrators/Managers, was a policy developed in conjunction with the Academic Senate, Classified Senate, and others at the College to look at the system for evaluation of administrators and managers. He further stated that the policy was approved by Cabinet and that the next formal step before the policy can be implemented is to obtain Board approval. Dr. Taylor also explained that the policy replaces an old section of the Board Policy Manual and that there are a number of Administrative Procedures that supplement BP 7150 and comprise the conditions and systems for the different constituencies participating in the evaluation. Trustee Elliott requested information on whether or not the policy was a change in what the institution has been doing and Dr. Taylor replied that the policy contained minor changes as far as substance but that the Administrative Procedures describe the evaluation process in detail and clarify the calendar, timeline, and duration of the evaluation. After further discussion and there being no objection, the request for Approval of New and Revised Policies, BP 1100, Feather River Community College District, BP 6700, Facilities Use – General Rules and Regulations, BP 6702, Civic Center and Other Public Use of Facilities, and BP 7150, Evaluation of Administrators/Managers were approved as presented, (Schramel/Camp) unanimous.

* **2. Roll Call Items**

None

3. Special Items/Reports

- a) Jim Scoubes presented the District’s Monthly Financial Status Report as of January 31, 2010. He noted that District revenues are currently standing at \$5,443,876 or 43 percent of the budget. He also reported that expenditures reflect \$6,328,300 or approximately 50 percent of the budget compared to \$7,052,623 or 59 percent of the budget in the prior year. Mr. Scoubes reported that in January, the State of California implemented the apportionment deferrals and that the institution will be impacted by this action through the end of the fiscal year.
- b) Jim Scoubes provided a report to the Board of Trustees on the status of the Learning Resource Center Construction Project. He reported

that all the foundation piles are in and grouted and that there are plans to pour the cement for the footings on Friday, February 19, 2010. Mr. Scoubes additionally stated that construction is taking place to form the retaining wall for the facility and that a good deal of rebar has been installed in preparation for additional pours of concrete in the coming weeks. He also indicated that all steel for the facility has been delivered to the work site and rough electrical and plumbing is being installed into the first floor foundation area. He additionally reported that the dewatering system has been functioning well and construction has continued through the recent rain storms. In closing remarks, Mr. Scoubes stated that the master construction schedule has been updated and the completion date is now anticipated to be December 20, 2010.

- c) Michael Bagley provided a power point presentation on the 2009 Accountability Reporting for Community College (ARCC). He stated that the report is an annual evaluation of community college performance and is a result of AB 1417 requiring every community college to measure itself against peer community colleges, state averages, and other data measuring student success. Dr. Bagley's presentation covered college peer groupings, student progress and achievement, pre-collegiate improvements, Feather River College's institutional profile, and areas of concern. He noted that there has been growth in the area of ESL and an ESL expert has been hired to work in the Learning Center to accommodate the additional need. Trustee Elliott requested information on whether or not the statewide average included only the peer group or all community colleges and Dr. Bagley replied that the statewide average represented the state target and that statistically speaking the Chancellor's Office worked to make the measurements more meaningful. Dr. Taylor inquired whether or not a self assessment is completed as part of the report and Dr. Bagley replied that it was. He explained that as part of the assessment the College was asked to look at all the categories and explain why they thought they were doing well or why and where they needed improvement. Guy McNett requested clarification with regards to the number of peer groups involved when Dr. Bagley had been discussing presentation rankings, and Dr. Bagley stated that there were approximately twelve community colleges involved with those classifications.
- d) Trina Tries, Audit Services Partner with Perry-Smith LLP Accountants, provided those present with a presentation via conference call of the Independent Audit Report for Feather River College for the year ended June 30, 2009. Jim Scoubes prefaced Ms. Tries' remarks by stating that the annual audit is a major responsibility for the Business Services Department and he felt that the auditors with Perry-Smith LLP Accountants have completed a thorough and detailed District audit. Ms. Tries began her presentation by stating that the financial statements provided to the Board that day were complete but still in draft form and that a final copy of the audit report would be provided to the District in the near future. Ms. Tries also indicated that the year had been a bit of a challenge for the District because of the Banner

conversion and that its implementation proved to be a complex and comprehensive process that created delays in the audit process. She also reported that the District's financial statements present fairly, in all material respects, the net assets of the business activities of the District as of June 30, 2009. She additionally stated that in accordance with Government Auditing Standards, she is required to direct the reader to a report that considers the District's internal control over financial reporting that she would further speak to later in the presentation. There was further review of the Independent Auditor's Report including the Manager's Discussion and Analysis and the supplementary information that included the Schedule of Federal Financial Aid Awards. Ms. Tries noted that the District's net capital assets have increased approximately \$1.5 million compared to the prior year primarily due to the construction of the Learning Resource Center and that deferred revenue was up fairly significantly because there were some State funds for programs that were not implemented this year. She additionally reviewed the Statement of Revenues, Expenses, and Change in Net Assets and she explained the prior period adjustment noted on page eight was the result of an error by the District in capitalizing a construction in progress amount in the 2007-08 fiscal year with regards to the Learning Resources Center construction project. Trustee Elliott discussed with Ms. Tries the issue of the District's long term debt increasing by approximately one million dollars and she explained that this amount was primarily related to the Banner software that was purchased through a lease agreement. There was additional review of the audit report and basic financial statements that included the Statement of Net Assets, Revenues, Cash Flows and Foundation investments and fair values. She additionally noted that the Schedule of Federal Financial Aid Awards on page fifty of the audit report is important because the information and opinion is transmitted back to the Federal Government to show that the District's major programs have been audited and no issues were found other than to note that student financial aid has increased significantly. Ms. Tries also reviewed and discussed the Summary of Findings and Recommendations and she noted that the first finding related to State compliance with regards to general apportionment and the Banner system not being customized to the point where the information was feeding into the system correctly. She also stated that the second finding was again related to general apportionment State compliance and related to incorrect contact hour cutoff dates being entered into the system. She additionally reported that the third and fourth State compliance apportionment findings related to concurrent enrollment of K-12 students in community college credit courses and two students that the District failed to obtain K-12 school district approval for. Ms. Tries also reported that when the District failed to capitalize construction in progress expenditures relating to the Learning Resource Center construction project during the 2007/2008 fiscal year it caused the beginning balance for fixed assets to be understated and this resulted in a significant finding or a more stringent or important internal control weakness which adversely affected the District ability to record something properly. She also stated that a corrective action plan has been implemented to prevent this from happening in the

future. Ms. Tries continued her overview by stating that additional issues noted in the Summary of Findings and Recommendations included internal controls with regards to bank reconciliations of the District's Cash in County Treasury, General Clearing Account, Bookstore, Financial Aid bank accounts, Associated Student Body clubs, and fixed assets and that stronger controls need to be implemented to control the safeguarding of District assets. In closing remarks, Ms. Tries reviewed the Status of Prior Year Findings and Recommendations and she stated that there is still a finding in the area of State compliance with regards to concurrent enrollment of K-12 students in community college credit courses and that the prior significant deficiency with regards to internal controls had been corrected. She also reported that the finding with regards to internal controls and the Child Development Center has been corrected and the prior year finding with regards to internal controls and revenue related to student clubs continues to be noted in this year's audit as a finding.

Ms. Tries also reviewed a letter from Perry Smith LLP that related to the conduct of the audit of the financial statements for Feather River College. She stated that there would be two significant new adoptions to accounting standards for the coming year with one being that the Other Postemployment Benefits (OPEB) for retirees will have to be put into compliance with GASB #45 and this will require an updated actuarial. She further explained that the College would then need to follow this new accounting guidance. She additionally reported that the other significant new adoption would be related to fund balance reporting and governmental fund type definitions. She explained that where funds were previously referred to as restricted, unrestricted, semi-restricted, etc. the funds will now need to go into one of six different category classifications. She further explained some research will need to be completed prior to complying with this change scheduled to go into effect on July 1, 2010. In closing remarks, Trustee Elliott noted that although this past year was unique in that there was a Banner software implementation, Ms. Tries could expect a much more prompt presentation of the data needed to perform the audit in the coming year.

4. Communications, Presentations, and Reports

a) Trustee Reports

No Report

b) Associated Students

Jessica Camp, Student Trustee, on behalf of Jordon Blackford, ASFRC President, reported that the students involved in student government had developed a publication to voice their opinions on issues that directly affect their education and student life. She explained that the goal of the publication is to create change developed through students needs and wants with a focus on creating collaborative solutions.

c) Academic Senate

Chris Connell reported that there was lengthy discussion at the last meeting of the Academic Senate that involved the out-of-state tuition increase. He further reported that the meeting culminated with a vote by Senate members that directed the Academic Senate President to convey to the Superintendent/President and the Board of Trustees that while the Senate acknowledges that the Superintendent/President and the administration have the duty and the right to raise tuition, there would be a request in the future that there be a shared governance process followed before decisions that affect enrollment strategies at the institution are made.

Dr. Connell also reported that Joan Parkin, English Instructor, and Derek Lerch, Environmental Studies Instructor, have been recommended for tenure and both individuals have represented themselves as stellar members of the faculty and the community. Dr. Connell additionally reported that the Senate continues to work on issues of student preparedness, enhancing student abilities, prerequisites, and basic skills. Trustee Elliott commented that a discussion regarding the issue of the increase in out-of-state tuition would be an appropriate topic for a meeting of members of Cabinet and Dr. Connell indicated that it was his plan to do so.

d) Classified Senate

Connie Litz, Classified Senate Vice President, reported that the Classified Senate has completed work on their administrative procedure to evaluate administrators, AP 7152. She also reported that an ad-hoc committee has been formed to begin to develop administrative procedures for the evaluation of managers and supervisory staff and that this committee will additionally develop a draft of the evaluation instrument that will be used in the process. Ms. Litz additionally reported that the DSP&S Department continues to move forward and Workability is still accepting eligible students into their program while issuing book vouchers and offering job development workshops. She also added that DSP&S is also offering assistive technology workshops and specialized tutoring for their students.

e) Instruction

Michael Bagley reported that the Office of Instruction is looking closely at the concept of expanding community education and different community education models are being examined to improve this area of curriculum. He also reported that one area of the next cycle of accreditation that will likely continue to challenge the District will be the assessment of Student Learning Outcomes. Dr. Bagley reported that Jeanette Kokosinski, Learning Center Director and Chemistry and Mathematics Instructor, and Joan Jarrett, English Instructor and Learning Resource Center Instructional Assistant, recently attended an accreditation conference on assessment and that they returned to the Student Learning Outcomes Assessment Committee (SLOAC) with the information they obtained. Dr. Bagley reported that he is applying for a ten month assessment academy where specific training and participation can be obtained on the crucial development phase of assessment subject matter for Feather River College. Dr. Bagley additionally reported that Bruce Baldwin, Director Marketing and Outreach, is spearheading the application of a Bridging Research, Information, and Cultures Initiative (BRIC) grant to obtain support for integrating additional data in decision making processes and will also provide assistance for a structure and a model. He additionally reported

that Students in Free Enterprise (SIFE) sponsored a successful fundraiser and auction to send past and present Feather River College students to Uganda to assist with the development and drilling of a clean water well for a local village in that country. Trustee Elliott commented that he was in attendance at the event and he was impressed with the organization and the good work that the students are doing with SIFE events. Linda Batson, member of the public, added that she was also in attendance at the event and she shared several comments that she overheard Greenville high school students making with regards to the SIFE Program and their hope that they would have the opportunity to participate in SIFE when they attend Feather River College.

f) Student Services

No Report

g) Superintendent/President

Ron Taylor reported that the FRC basketball team continues to do well and win games. He also reported that the College held an H1N1 vaccination clinic on February 17, 2010 in conjunction with the Plumas County Health Department. Dr. Taylor also reported that he has been working with other organizations in Plumas County to develop the possibility of bringing additional internet broadband capacity to the area and that he anticipates a more concrete report to be available at the next Board meeting. He also reported that he is saddened to report that one of FRC's students, Jared Templeton, passed away over the semester break and that he will be attempting to contact the family to convey his condolences. Dr. Taylor also informed those present that he had recently attended the legislative conference of the Community College League and that in talking with individuals and listening to presentations his sense of the budget politics currently being played out was confirmed. He added that there will be more discussion on this topic in the coming months but that he learned that other Districts are experiencing many of the same concerns that Feather River College is currently facing. Dr. Taylor also mentioned that there will be a Special Meeting of the Board of Trustees on Thursday, March 4, 2010 and that Disaster Preparedness Training for all Trustees will take place at Butte Community College on, Friday, April 23, 2010.

Dr. Taylor reported that the action letter from the Accreditation Commission had been received and that he had reviewed the final team report. He also stated that he had provided the Board of Trustees with copies of these documents. Dr. Taylor reviewed the key points in the report noting that there are still three remaining recommendations that Feather River College needs to fully address and that the Commission chose to continue the College on Warning status while this is accomplished. He also stated that the College is a short two years from its comprehensive accreditation visit and at that time the institution will be at the point where the Commission has warned all colleges in the state that they are expecting a proficiency level of achievement for Student Learning Outcomes and assessments. He further stated that he feels the Commission is waiting to see solid action on the implementation and completion of a full planning cycle for the College and the hiring of an Institutional Researcher to assist with the recommendation regarding the incorporation of data to assist with research and planning. Dr.

Taylor read from the report where it stated that “institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. Feather River College must accelerate work to fully resolve the deficiencies noted in Recommendations 1, 2, and 4 which were first noted by the year 2000 evaluation team. The Commission has extended the College’s time to resolve these deficiencies because considerable work has been achieved, but if the College has not fully resolved these recommendations at the time of the next report and visit, the Commission will be compelled to act.” Dr. Taylor stated that although the wording is stiff medicine, the effort and pace needs to continue and he will be bringing back to the Board a summary of the part they will play in the next comprehensive evaluation. Trustee Elliott recommended that there should be a regular report either quarterly or bi-monthly on the topic of accreditation. In closing remarks, Dr. Taylor noted that after the Campus Community meeting scheduled for Friday, February 19, 2010 to discuss accreditations and other issues, the budget development process will begin in earnest with Jim Scoubes chairing the Budget Committee meeting.

There being no further business, the meeting was adjourned at 5:13 p.m.

RT/ch