

## **MINUTES**

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

President Burkey called the regular meeting of the Feather River Community College District Board of Trustees to order at 3:07 p.m. on July 23, 2007 at Feather River College Science Room 104, 570 Golden Eagle Avenue, Quincy, CA.

*Trustees present:* Burkey, Elliott, Sheehan, Schramel, Student Trustee Sandlin  
*Trustees absent:* Marshall

President Burkey announced that the Board of Trustees had met in closed session on July 18, 2007 and that no action had been taken.

The regular and consent agendas for the July 23, 2007 meeting at Feather River College Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Sheehan) unanimous.

Cameron Abbott, Director of Human Resources, requested that the consent agenda be amended to reflect the late hire of Classified Full Time Student Services Technician Vikki Dedeker-Freeman. Mr. Abbott indicated an offer of employment to Ms. Dedeker – Freeman has been made, and that an anticipated start date in the Admissions and Records Office would be August 6, 2007, (Sheehan/Schramel) unanimous.

The minutes of the regular meeting held on June 21, 2007 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Sheehan/Schramel) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

None

#### **B. ADMINISTRATION OF THE OATH OF ALLEGIANCE**

Dr. Carroll administered the Oath of Allegiance to Student Trustee Elect, Lydia Sandlin. She reported Ms. Sandlin is an excellent student who provides leadership on campus through her participation as President of Students in Free Enterprise (SIFE), member of Phi Theta Kappa (PTK), and the Associated Students of Feather River College (ASFRC). Dr. Carroll also announced Ms. Sandlin as the 2007-08 recipient of the Coca-Cola Foundation Scholarship in the amount of \$1,000. She stated this scholarship recognizes students attending two year degree granting institutions for their unique contributions to community service and academic excellence.

## **INTRODUCTION OF NEW STAFF MEMBERS**

Michael Bagley, Chief Instructional Officer, introduced Mr. Byron Hughes, Instructional Technical Specialist, to the Board. Mr. Bagley stated that this position is instrumental to the success of the Instructional Office, and that Mr. Hughes has already shown himself to be highly competent. Mr. Hughes stated he is originally from the Quincy area, and that he has both a military and Industrial Technology background.

Mr. Bagley also introduced Ms. Haley White, Head Women's Basketball Coach for FY 08. He reported that Ms. White has significant coaching experience, most recently at Eastern New Mexico University, and that she earned an advanced degree in Kinesiology from Humboldt State University with emphasis on teaching and coaching. Ms. White stated she was born and raised in Reno, Nevada, is familiar with the area, and is very excited to have the opportunity to coach and recruit for Feather River College.

Mr. Bagley also introduced Mr. Terry Baumgartner as the new Head Baseball Coach for FY 08. Mr. Bagley reported that Mr. Baumgartner served as the Assistant Head Coach and Pitching Coach this past spring during their magical run to the Golden Valley Conference Championship. Mr. Baumgartner stated he was born and raised in Oregon, and is looking forward to continuing the great baseball tradition that has been established here at Feather River College.

Dennis Bailey-Fougner, Chief Student Services Officer, introduced Ms. Cheryl Patterson, Financial Aid Technician to the Board of Trustees. He stated that Ms. Patterson is a long time Quincy resident, and she has been working for the college in a temporary capacity for Business Services and Admissions and Records for the past year.

Mr. Bailey-Fougner introduced Ms. Kandi Whitley, also a new hire in the position of Financial Aid Technician. He reported that Ms. Whitley has lived in Plumas County for 14 years and was previously employed by Plumas County as the Director of the Indian Valley Resource Center.

Mr. Bailey-Fougner also introduced Ms. Erin Roth, Student Accounts Technician to the Board. He stated Ms. Roth's previous experience includes air traffic control with the U.S. Army, and he added Ms. Roth has just moved to the area to begin employment with the college.

Mr. Bailey-Fougner reported that Ms. Sara Frigo was being recommended for hire as an instructor in the Early Childhood Education Program. He stated that Ms. Frigo was unable to present for the Board meeting.

Mr. Bailey-Fougner also introduced Ms. Tama Bolton, Director of Admissions and Records/Registrar. He reported that Ms. Bolton is from the Oregon area and that she recently received her masters degree from Oregon State University in College Personnel Administration.

### **C. CONSENT AGENDA**

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

### **D. REGULAR AGENDA**

#### **\* 1. Motion Items**

- a) Cameron Abbott, Director of Human Resources, requested approval to submit Request for Proposal (RFP) for consultants to coordinate and/or manage Superintendent/President search. Mr. Abbott reported that he had contacted several search consultants to ascertain what their services were, and from that information he had generated an outline of what could be expected from search firms if their services were utilized. He reported that through this effort he had identified three highly recommended firms.

Trustee Sheehan recommended widespread dissemination of the RFP opportunity, and he requested that Mr. Abbott return with up to ten firms at the next meeting of the Board of Trustees.

Trustee Elliott stated that he was pleased with the information provided to date, and that he felt very strongly that he would prefer to have the process conducted by a disinterested outside party.

Mr. Abbott distributed binders that contained information on an updated Superintendent/President search time line, existing Superintendent/President job description, draft of Superintendent/President job description, descriptions from other districts, and a salary comparison utilizing small colleges across the state.

The request to have Mr. Abbott return to the next Board of Trustees meeting with a list of up to ten prospective firms for consideration was approved as presented, (Sheehan/Schramel) unanimous.

#### **\* 2. Roll Call Items**

- a) Dr. Carroll requested approval of Resolution 07/08-01 – Resolution to Approve an Agreement with the California Department of Education for the Purpose of Providing Child Care and Development Services. She stated that the California Department of Education requires that the Board of Trustees of colleges providing child care and development services provide by resolution

an authorization to the person or persons authorized to sign contract documents for each fiscal year. Resolution 07/08-01 was approved as presented.

Ayes: Burkey, Sheehan, Schramel, Elliott, Student Trustee Sandlin  
Noes: None  
Absent: Trustee Marshall  
Abstain: None

b) Dr. Carroll requested approval of Resolution 07/08-02 - Resolution to Approve Amended Provision for Use of Funding from PL 106-393 (Secure Schools and Community Self-Determination Act). She stated that for several years, funds appropriated by the Federal government through PL 106-393, have been placed in a special reserve to meet the contractual obligations between the District and the Feather River College Foundation. Dr. Carroll stated that all obligations have been met per the agreements, and excess funding has been allowed to accrue. She stated that this resolution would amend Resolution 04/05-05 to permit the Board to allocate funding according to the greatest financial needs of the District. Dr. Carroll added that such needs will continue to comply with current and/or future agreements between the District and the Foundation. Resolution 07/08-02 was approved as presented.

Ayes: Burkey, Sheehan, Schramel, Elliott, Student Trustee Sandlin  
Noes: None  
Absent: Trustee Marshall  
Abstain: None

### **3. Special Items/Reports**

- a) Merle Trueblood, Director of Operations and Events, reported that an unanticipated major donation of fitness equipment to the college has created new opportunities to increase the number and variety of fitness-related offerings as part of the recently approved Health, Physical Education and Exercise Studies Program. He stated that such offerings would result in increased FTE. Mr. Trueblood reported that meetings with staff to date have generated recommendations that have implications for facilities planning and reconsideration of student use of the current fitness center. Mr. Trueblood provided a brief PowerPoint presentation as a beginning point for further discussion.

Trustees Elliott and Sheehan inquired whether or not Bob Edwards, Chairman of the Budget Management Committee, and Terry Pack, Director FRC Residence Halls had been made aware of the proposal. Dennis Bailey-Fougner stated that both Mr. Edwards and Mr. Pack had been out of town in recent weeks.

Trustee Sheehan stated the matter needed to be appropriately vetted within the Business Management Committee of the Foundation, and he requested that the matter not be returned to the Board of Trustees for formal action until that communication had taken place.

Trustee Sheehan also asked for a characterization on why the decrease in FTES at the fitness center was occurring. Sally Donovan, Institutional Research – Title III, stated that there were a number of contributing factors, including change in residency of our students in terms of the percentages of in state and out of state students, tracking errors, lack of supervision, and conflicts between community member's usage and athletic team work out times.

After further discussion it was determined that a meeting should be arranged with both Terry Pack and Bob Edwards to discuss the proposal and receive input from all interested parties.

- b) Nick Boyd, Interim Director of Facilities, provided an update on the Library Technology Building. He stated the geo-technical soil engineering tests have been completed and the results will be available in approximately two weeks. Mr. Boyd also reported that the college's application for sewer hookup with Quincy Services District has been approved. Mr. Boyd stated that the construction timeline has been pushed back by approximately six weeks with ground breaking expected to take place in June 2008.

Mr. Boyd also advised the Board of Trustees that the building for the Allied Health Nursing Facility will be arriving the week of August 8 with completion of the facility scheduled for October 2007. He added that work continues on the Outdoor Recreation Building and a new garage door will be installed by the time classes begin. Mr. Boyd stated that asphalt repaving of the parking lots, pathways, and roads leading to the upper campus are scheduled for the week of July 23<sup>rd</sup>.

Mr. Boyd also reported that the maintenance department is focusing on the overall condition of the grounds in order to market the campus as a place where students and their families want to be. He commended his entire staff for their hard work, and he added that ramps and stairways are also under repair.

- c) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Status Report as of July 30, 2007. Mr. Scoubes stated that revenues and expenditures are in line with the Board-approved budget. Trustee Sheehan inquired if there was currently any predictability of a beginning fund balance amount. Mr. Scoubes replied that it was still too early to provide the Board with that figure, but he hoped to have it available at the August meeting of the Board of Trustees.

#### **4. Communications, Presentations, and Reports**

**a) Trustee Reports**

No Report

**b) Associated Students**

No Report

**c) Academic Senate**

No Report

**d) Classified Senate**

No Report

**e) Instruction**

Dr. Michael Bagley, Chief Instructional Officer, acknowledged Merle Trueblood for the work that he has put in on the Health, Physical Education and Exercise Studies class proposal. Mr. Bagley stated he has reviewed the proposal carefully and found the projected increase in FTES to be sound. Mr. Bagley also advised the Board that Rob Cushman, Head Football Coach, had resigned to take a position as Defensive Coordinator with Ithaca College in New York.

**f) Student Services**

Dennis Bailey-Fougner, Chief Student Services Officer, extended an invitation to the Board to attend New Student Orientation taking place on August 17, 2007. He stated the orientation will begin at approximately 8:30 a.m. with different events taking place throughout the day. Mr. Bailey-Fougner stated a barbecue is slated for noon and it would be a good time to meet new students and their families as the semester begins.

Mr. Bailey-Fougner also extended an invitation to Board members to attend another barbecue hosted by Student Services and the Rodeo Team on August 21, 2007. He stated these events include great activities for students and staff alike, and he added that Board members are more than welcome to attend.

Trustee Elliott asked Mr. Bailey-Fougner to provide an update on enrollment management and goals for increasing FTES at the August meeting and discussion of the Strategic Plan.

**g) Superintendent/President**

Susan Carroll, Superintendent/President reminded the Board that the pinning ceremony for the Nursing Program graduates is taking place in the Multi Purpose Building at 11:00 a.m. July 29, 2007, and she encouraged Board members to attend if their schedules allowed.

Dr. Carroll made Board members aware that the college had received its official Certificate of Accreditation from the Accrediting Commission. She also

reported that the Grand Jury Report had been issued, and copies of findings and recommendations pertaining to the college were contained in Board packets. Dr. Carroll stated she felt the report was both thoughtful and insightful. She stated a response to the report is currently being authored, and she advised that a copy of the full Grand Jury Report was available in the library for anyone wishing to review it.

There being no further business the meeting was adjourned at 4:57 p.m., (Elliott/Schramel) unanimous.

SC/ch