

## **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 1:37 p.m. on August 23, 2007 at Feather River College Equine Studies Instructional Classroom, 570 Golden Eagle Avenue, Quincy, CA.

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

*Trustees absent:* None

The regular and consent agendas for the August 23, 2007 meeting at Feather River College Equine Studies Instructional Classroom, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the regular meeting held on July 23, 2007 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Elliott) unanimous.

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

Linda Batson, member of the public, requested an update of information on the current status of the college greenhouse. Nick Boyd, Interim Director of Facilities, reported that there has been an agreement entered into with the U.S. Forest Service for instructional services associated with the greenhouse. Mr. Boyd reported that seedlings and plants native to Plumas County will be grown. Dennis Bailey-Fougner, Chief Student Services Officer, reported that Anna Thompson, Biology Instructor, will also be using the facility for a portion of her biology classes.

Trustee Sheehan reported that the Plumas Watershed is involved with another grant that may include the greenhouse. If awarded, it would make the facility more functional for the community. He stated that there has been some difficulty setting the grant in motion, and he requested cooperation with everyone involved to resolve a variety of issues.

Dr. Carroll requested that as discussions continue regarding how the facility will be used, some thought also be given to relocating the greenhouse as its current location lacks functionality.

## **B. CONSENT AGENDA**

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

## **C. REGULAR AGENDA**

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

a) Susan Carroll, Superintendent/President, requested Approval of Responses to 2007 Grand Jury Report. She stated a draft of responses to the recommendations of the Grand Jury had been included in Board packets. Trustee Elliott stated he was pleased with the responses that he had reviewed and he recommended approval of the request. The request to approve Responses to 2007 Grand Jury Report was approved as presented, (Elliott/Sheehan) unanimous.

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

a) Dennis Bailey-Fougner, Chief Student Services Officer, requested approval of Resolution 07/08-03 – Agreement with the California Department of Education to Accept Resource Award Funding for the FRC Child Development Program for Infant Toddler Child Care for Fiscal year 2007-08. He reported that the Department of Education has notified the college that additional funding in the amount of \$2,170 will be made available to Feather River College's Early Childhood Education Program to serve children age birth to three years. Mr. Bailey-Fougner stated that a resolution is required to accept funding and provide assurances for compliance with required guidelines for expenditure. The request to approve Resolution 07/08-03 – Agreement with the California Department of Education to Accept Resource Award Funding for the FRC Child Development Program for Infant Toddler Care for Fiscal year 2007-08 was approved as presented.

Ayes: Burkey, Sheehan, Schramel, Elliott, Marshall, Student  
Trustee Sandlin

Noes: None

Absent: None

Abstain: None

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

a) Jim Scoubes, Chief Financial Officer, stated he wished to preface his report with information that the California State Senate had passed the State Budget on August 21, 2007, and that they had forwarded it to the Governor for his approval. He reported that the tentative budget

includes a 4.53% COLA, and that this will be reflected in revenues received from the State.

Mr. Scoubes presented the District's Monthly Financial Status Report as of July 30, 2007. He stated that \$177,634 or 2% of budgeted resources were received as of July 31, 2007 when the beginning fund balance of \$172,035 is included in the calculation. Mr. Scoubes stated this represented a decrease compared to 2006 that is primarily the result of the State of California's delay in approval of its budget for this fiscal year. Mr. Scoubes reported that expenditures are in line with the Board-approved budget.

- b) Cameron Abbott, Director Human Resources, reported on proposals and information from search consultants who have responded to date regarding the Superintendent/President search. Mr. Abbott reported on five firms that have submitted proposals, and he distributed a spreadsheet reflecting contact information, experience with community college searches, services offered, fees charged, travel expenses, additional expenses, and notes on each firm. Mr. Abbott reported that Community College Search Services of Ventura, California, had overwhelmingly been the top firm recommended by other HR Directors who responded to his list serve request for information.

Trustee Elliott stated he had reviewed the material on each firm, and although he was impressed with Community College Services, he had a concern as to whether or not the firm would be in a position to give Feather River College the appropriate amount of attention when all the searches they are currently conducting appear to be from larger schools. Trustee Elliott stated that his own first choice was PPL Professional Staffing and Consulting Services from Pebble Beach, California. He stated that his decision was predicated on the amount of experience they have with searches being done on schools similar to Feather River College.

Dr. Carroll stated a primary historical function of PPL has been to refer interim administrators to districts in a professional leasing capacity, and that more recently they have moved into conducting full placement administrative searches.

Trustee Marshall stated he was in favor of contacting several clients who have used Community College Search Services and PPL Professional Staffing and Consulting Services in order to receive comments on the satisfaction of the services they felt they had received.

After further discussion the Board of Trustees, by consensus, directed Mr. Abbott to narrow further work on the search process to conducting reference checks on CCSS and PPL Staffing and Consulting and place

the approval of a firm on the agenda for discussion and action at the September Board of Trustees meeting.

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

##### **a) Trustee Reports**

Trustee Elliott stated that he would like to see new full-time hires of administrators and faculty placed on the Regular Agenda as motion Items instead of being incorporated into the Consent Agenda. He stated he felt more information communicated on the individuals being proposed for hire would be helpful. Cameron Abbott stated that future full-time administrative and faculty hires would be placed on the agenda as requested.

##### **b) Associated Students**

Student Trustee Sandlin reported that ASFRC has representatives assigned for most of the committee work needed for the semester, and that they are continuing to look for a Director of Activities. She reported that an Ice Cream Social was held on campus on August 22, 2007 and that it was well attended. Ms. Sandlin added that the Rodeo Team held a barbecue with slip and slide activities that everyone enjoyed.

##### **c) Academic Senate**

Dr. Chris Connell, Academic Senate President, reported that many classes are full and that important committee work has begun. He stated that the Academic Senate had adopted a framework and timeline to complete and pass the Education Plan. Mr. Connell reported that the Senate has put forth a motion to create an ad hoc committee to examine our model for coaches on campus to see if changes should be made.

##### **d) Classified Senate**

Jamie Meiners, Classified Senate President, reported that the first meeting of the semester would be held August 24, 2007. She stated that the Classified Senate had voted on and forwarded four names for consideration by the Board for the Superintendent/President Search Committee.

Dr. Carroll distributed the lists for committee consideration for the Superintendent/President search from Classified Senate, Academic Senate, and Administrators to the Board of Trustees. She stated two names would be selected from each group to serve on the committee, and that the decision would be placed on the agenda for discussion and action at the September Board of Trustees meeting.

##### **e) Instruction**

Dr. Michael Bagley, Chief Instructional Officer, reported that Professional Development days have been held for both full and part time faculty over the last two weeks. He stated that the primary topics for these workshops included Student Learning Outcome Assessment Cycles, computer applications training, the Feather River College website, and Microsoft

Outlook. Dr. Bagley reminded the Board that the soccer, baseball, and football head coaches have taken new positions, and that this has provided the college with an opportunity to revisit the curriculum as well as the current model for coaches. He reported that Life Long Fitness Classes have been changed to Weight Training, Strength and Conditioning, and Performance Labs, and that this change not only benefits students, but it is also more in line with what other colleges do.

**f) Student Services**

Dennis Bailey-Fougner, Chief Student Services Officer, reported that New Student Orientation was held August 17, 2007, and he stated the event was well attended. He stated the atmosphere on campus is positive and that he is looking forward to more events as the semester continues.

**g) Superintendent/President**

Dr. Carroll indicated that a request had been made to name the new Allied Health facility. The name recommended by the Director of Allied Health was the Zygnier Allied Health Building. She reminded the Board that the Zygnier Family Trust had made a major donation toward funding the building, and that it could not have been completed this year without their contribution. She added that the recommendation was being circulated to the Academic Senate, Classified Senate, and Associated Students for their review, and this information would be available to the Board before its vote on the matter at the September meeting.

Dr. Carroll also notified the Board that the Community College League has again requested assistance with fundraising for the Community College Initiative that will appear on the February 5, 2008 ballot.

Dr. Carroll distributed season passes and athletic schedules to the Board of Trustees, and reported that the first football scrimmage of the season was taking place at American River College in Sacramento that day.

**5. District Planning - Discussion**

**Master Plan**

Dr. Carroll reported that there would be open discussion regarding District Planning, and she stated she had included in the Board Packet mailing a number of documents related to the planning that has been occurring and will continue over the next year. She stated one of the documents that the Board may not be familiar with was a draft outline for a 2008-2011 Master Plan. Dr. Carroll explained that this document is a compilation of several plans that links the various planning components within the District. She stated the Plan will be used to guide the efforts of staff for strengthening and modifying our programs, services, and facilities, and she added that it will also serve as a guide for linking planning to budget and as a tool for communication with members of the District.

Dr. Carroll asked the Board to review the Assumptions for the Future and modify and or add to the list if they had additional recommendations. She stated that the assumptions will drive college objectives and explained that several of these assumptions may have already been covered in previous meetings on other documents.

Trustee Marshall commented that currently he felt most of the buildable land in Plumas County is located in Portola, Beckwourth, and the Sierra Valley. He stated that there is growth occurring in Portola with the opening of the Woodbridge Subdivision and he was curious about what research is being done to determine if the numbers of students could increase. Sally Donovan, Institutional Research, stated that she anticipates this issue being addressed as part of the upcoming Environmental Scan to be completed in the next two months. She explained the scan will give the college a litany of statistics based on economics, demographics, and growth patterns for the county and will aid with future predictions for high school and college enrollments. Trustee Marshall reported that the price of future energy and the direction that the enforcement of immigration laws is taking may have an effect on growth patterns in the Portola area.

Trustee Sheehan reported that the State Department of Finance has predicted that, in 2008, the population of Plumas County will be 22,000. He stated that they also predict in 2014, the population of the county will be only 23,000, so there would not appear to be major growth in the short or long term for our area. Trustee Sheehan stated how housing units are utilized by this population will have a major affect on the economy for Plumas County.

Trustee Sheehan requested clarification on Assumption for the Future Number 13, "The Commission on Athletics will not change its regulations related to the recruitment of students in contiguous districts." Dr. Carroll reported that because a high number of our students participate in athletic programs it is important to track the regulations as they relate to the recruitment of students in contiguous districts. She stated that currently we are not allowed to recruit in districts bordering Plumas County because this tends to pull students from their local district colleges. She reported that currently we have special permission, granted by the Commission on Athletics, to recruit from other states to fill our athletic teams, and we should assume that the Commission on Athletics will not change these regulations in the future.

Trustee Elliott commented that he did not see any assumption for enrollment growth on the list. Dr. Carroll reported that with what is currently happening with Plumas County, and what is predicted to happen, the only assumption that could be made would be that enrollment growth would not be predicated on students from Plumas County. She added that with assumptions driving objectives, the objective would be to increase enrollment through more aggressive recruitment out of district, and that this goal is covered in more detail in the Enrollment Management section of the Strategic Planning document.

Trustee Sheehan recommended adding “Continuing emphasis must be placed on enrollment growth” to the list of assumptions.

### **Education Plan**

Dr. Bagley reported that the purpose of the 2007-2011 Feather River College Education Plan is to provide a foundation upon which instructional needs of the District can be met in the next three to five years. He stated the current draft, included in Board packets, was developed with the assistance of the Council on Instruction, an advisory committee to his office that includes Division Chairs, Director of the Learning Center, Director of the Library, and the Academic Senate President, and is based on instructional program reviews. He reported that the Education Plan revolves around summaries of the three divisions, Arts and Sciences, Professional and Technical Studies, and Health Physical Education and Exercise Studies. Dr. Bagley reported that the Education Plan will provide a roadmap for decision making, budget allocation, and goal implementation, and it will also facilitate the development of other important plans for the District. He stated a final draft of the Education Plan will be submitted to the Board at their regular meeting in November.

Dr. Chris Connell, Academic Senate President, reported the Education Plan is a complex process based on studying and understanding your institution. He stated that, after looking at a number of models, the Council on Instruction and Chief Student Services Officer decided on one that includes assessments of each instructional department along with statistical documentation that supports the information provided. Dr. Connell reported that, at this point he felt the plan is a document that can be used to make many decisions about the future of the college.

There was further discussion regarding growth, enrollment management, and how new programs and expanding current programs will increase enrollment to an optimum level that will assure fiscal stability.

Dr. Carroll discussed handouts developed by Sally Donovan that reflected statistics on enrollments by discipline, enrollments by major, FTES by discipline, awards by major, and success and retention. She stated new programs need to be viewed as major investments in personnel, facilities, and recruitment. She discussed the drop in enrollment in the Outdoor Recreation Leadership Program, and the increase in enrollment in the Equine Studies Program, noting that the trends for both need to be studied. Dr. Carroll emphasized the importance of paying attention to enrollment data. She also reviewed and discussed average revenue per class, and asked the trustees to study the material for use in future discussions and decisions.

There was further discussion regarding marketing, projected revenue, and expectations for growth.

## **Strategic Plan**

Trustee Marshall requested information on the status of the hatchery and whether or not classes involving the program are going to be integrated back into the curriculum. Hatchery Manager Zachary Parks reported that, from his standpoint and the standpoint of some students who had spoken to him about it, the move to combine previously discrete programs into a generalized Environmental Studies Program was a mistake because it took away the opportunity to major in a specific area of interest. Mr. Parks stated students feel the current classes are repetitive and leave them unprepared to select a major after transferring. He indicated his opinion that enrollments would continue to be low unless the current curriculum is changed.

Trustee Sheehan stated that, as currently structured, the college had little or no FTE revenue by which the Hatchery can be supported. The Board of Trustees recommended by consensus that they felt the Hatchery should remain a prominent part of the college and that curriculum that more fully incorporated the Hatchery should be developed.

Dr. Carroll discussed the Strategic Planning document and specifically requested direction from the Board on a General Obligation Bond and whether or not one should be placed on the ballot in 2008. She stated that revenue from the bond could be used, among other things, to address ADA compliance issues, install artificial turf on the football and baseball fields, and create a college center in Portola. Nick Boyd, Interim Director of Facilities reported that costs to address ADA were not immediately known, however, estimates for artificial turf on the main baseball field and football field were approximately \$800,000 for each.

Trustee Elliott stated that he was not in support of moving forward with a District-wide General Obligation Bond in the coming year. He noted that with financial problems within the K-12 school district, the upcoming change in administration, and anxiety about the current economy, a bond issue may not be well received by the voters.

Trustee Sheehan concurred with Trustee Elliott. Trustee Schramel also concurred and stated that with a diminished high school student population and low employment opportunities in Greenville, he did not feel a bond could be approved for a facility in Quincy.

Dr. Carroll asked whether or not the Board would sign a letter of commitment to use Charlie Feinstein, of Kelling, Norcross & Nobriga, if and when they did decide to move forward with the issue. Trustee Elliott indicated that he would consider Mr. Feinstein, but that he was not in favor of signing a commitment letter at this time.

Dr. Carroll requested that Russell Reid, Director, Equine Studies, review and discuss his program and what he felt were current and or future needs. Mr. Reid reported that he felt it was important that the Education Plan and list of planning assumptions reflect that the Agriculture, Equine Studies, and Rodeo



Programs will continue to draw large numbers of new students to the college. He stated that the amount of growth currently being experienced by these offerings is a concern because continued growth will require additional funding. Mr. Reid stated that the cost of hay has increased 25% and, combined with the upkeep of current or future facilities, these costs could not continue to be absorbed into the budget. Mr. Reid stated another concern is related to the number of students enrolled in the Rodeo Program. He reported that he had predicted two years ago that in the fall of 2007 there would be approximately 29 students in the program and there are now 62. He stated Jesse Segura, Head Rodeo Coach, is predicting additional growth, and that they are both looking for direction from the Board as they attempt to manage the increases. Mr. Reid stated there is also significant growth potential in Agriculture classes because these classes augment Rodeo and Equine Studies.

Dr. Carroll reported that there had been a recommendation by the Strategic Planning Committee to change the Strategic Planning document in Policy Area 1, Task #2 to read, "Support Foundation goals to increase fundraising." She stated there was also a recommendation to add the construction of the Allied Health facility in Policy Area 7 – Facilities, as well as to work on facility and enrollment goals for Portola, Chester, and possibly Greenville.

Dr. Carroll reported that the proposal submitted by Michael Bagley, Chief Instructional Officer, and Merle Trueblood, Director of Athletic Operations and Events included the need to construct a Strength and Conditioning Center on the main campus to facilitate access for students and to maximize physical education FTE. Nick Boyd reported that preliminary costs for a permanent steel building were currently at \$960,000. Dr. Carroll reported that these goals and costs would be incorporated into the Strategic Plan and that the next draft presented to the Board would reflect these modifications.

Dr. Carroll reported that the Strategic Plan and the subject of Enrollment Management would be placed on the agenda in September for further discussion.

There being no further business, the meeting was adjourned at 5:07 p.m.

SC/ch