

## 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 3:00 p.m. on Thursday, October 21, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, Schramel, Shamberger, Sheehan, West, Student Trustee Oliphant

*Trustees absent:*

Ron Taylor, Superintendent/President arrived at the meeting at 3:06 p.m.

The regular and consent agendas for the October 21, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Sheehan) unanimous.

The minutes of the Regular Meeting held on September 16, 2010 at Feather River College Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Shamberger/Schramel) unanimous.

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

None

#### **B. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Augmentations, and Reductions, Ratification of Agreement between Feather River College and Liebert Cassity Whitmore for Special Services August 31, 2010 through June 30, 2011, and the Ratification of Agreement between Feather River College Residence Halls and Constellation NewEnergy Inc. were approved as presented, (Sheehan/Schramel) unanimous.

#### **C. REGULAR AGENDA**

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

a) Lisa Kelly, Interim Associate Dean of Student Services, in the absence of Michael Bagley, Chief Instructional Officer, requested Approval of 2011-2012 Academic Calendar. President Elliott requested information on whether or not graduation dates were normally on the academic calendar and Dr. Kelly replied that to her knowledge the Academic Calendar Committee is entrusted with arriving at academic start dates, end dates, flex days, and spring

vacation time and Tom Davis, Academic Senate President concurred and noted that the Superintendent/President determines the date of commencement. There being no objection or further discussion, the request for Approval of 2011-2012 Academic Calendar was approved as presented, (West/Sheehan) unanimous

b) Nick Boyd, Director of Facilities, requested Approval to Hire James J. Sajdak as DSA Inspector for Learning Resource Center Construction Project. Mr. Boyd explained that the current DSA inspector is retiring and that the replacement inspector would assume responsibility as DSA inspector on October 31, 2010. Trustee Sheehan requested information on the expected date of completion for the project and Mr. Boyd replied that the completion date is scheduled for March 15, 2011. There being no objection or further discussion, the request for Approval to Hire James J. Sajdak as DSA Inspector for Learning Resource Center Construction Project was approved as presented, (Sheehan/Schramel) unanimous.

c) Ron Taylor requested Approval of BP 2010, Board Membership. He stated that the policy had been previously reviewed by members of the Board and that there had been a request that the policy be amended to clarify that Board members are elected at large in the District even though they represent the area of their residence He additionally stated that there had also been a desire expressed to have an attendance requirement added to the policy and that this language had been added as a final paragraph that indicated that all members of the Board would be expected to attend at least 75% of regularly scheduled meetings or nine of twelve monthly meetings. There being no objection or further discussion, the request for Approval of BP 2010, Board Membership was approved as presented, (Sheehan/Shamberger) unanimous.

d) Ron Taylor requested Approval of BP 2100, Board Elections. He stated that the policy also contains language that identifies that trustees are elected at large by the voters and that the policy mentions the trustee areas as well. There was additional discussion regarding boundary issues that have arisen in the past, and Trustee Sheehan requested information on whether or not Dr. Taylor felt these considerations should be addressed in the policy. Dr. Taylor replied that the regular practice on this issue is that after the information is available from the census, the College would then confer with Plumas Unified School District to address the changes if they were necessary and professional experts would be consulted to confirm the boundaries. There being no objection or further discussion, the request for Approval of BP 2100, Board Elections was approved as presented, (Schramel/Shamberger) unanimous.

e) Ron Taylor, in the absence of Michael Bagley, requested Approval of BP 4101, Directed Study. He indicated that the policy facilitates a learning experience in a subject area for students who have completed sufficient coursework within his or her field of study as determined by a faculty member. Lisa Kelly further explained that the directed study policy covers a unique area of content in course study in contrast to the independent study that is developed for curriculum already established. There being no objection or

further discussion, the request for Approval of BP 4101, Directed Study was approved as presented, (Sheehan/West) unanimous.

f) Ron Taylor, in the absence of Michael Bagley, requested Approval of BP 4107, Independent Study. There being no objection or further discussion, the request for Approval of BP 4107, Independent Study, was approved as presented, (West/Sheehan) unanimous. Dr. Taylor noted that the Cabinet Committee had reviewed the policy as BP 4102 and it was being presented as BP 4107 in an attempt to line the number up with the Community College League numbering system. He indicated that further modifications to the numbering of these two policies may come before the Board at a future meeting.

g) Ron Taylor requested Approval of Restructuring of Loan to Feather River College Foundation. He stated that broadly speaking the request would provide authority for the Superintendent/President and Chief Financial Officer to work with the Foundation to restructure the \$350,000 loan made to the Foundation. He further stated that the roof repair costs, which were the primary object of the loan, have totaled \$220,000 and that the Board had also taken earlier action to withhold up to \$70,000 of the loan to assist the Foundation with cash flow and those costs have totaled \$50,000. Dr. Taylor explained that the proposal before the Board is two-fold in nature: 1) permission to use the remaining \$80,000 balance of the loan allocation for renovation of the rooms at the residence halls that currently cannot be occupied and 2) authorization to finalize the paperwork on the loan with an eye to extend the duration for repayment. He further explained that in discussions with the Foundation to take over the management of the residence halls there were also discussions regarding the fiscal implications of not only capital improvements but how loan repayment would be a cost that would drive up rents at a time when students have other options. He further stated that eventual repayment is a goal but not for a period of time so that costs can be kept at a lower level until occupancy returns. There was further discussion regarding the issue and the timeframe for repayment and Dr. Taylor indicated that he felt it would be two to three years before the real estate market would allow for a reduction in student options for housing. After further discussion, Trustee West requested information on whether or not there had been any allocation in the budget for repayment of the loan and Dr. Taylor replied that the District is now paying a rent subsidy of \$100.00 per month per student to keep the rents at the previous year's level and that the rent subsidy is in effect making up the difference part of which would have gone to repay the loan this year. After further and final discussion, the request for Approval of Restructuring of Loan to Feather River College Foundation was approved to the extent that the \$80,000 loan balance allocation was approved for additional capital improvements and room renovation purposes, (Schramel/Shamberger), (Sheehan Abstained). With regards to the issue of repayment of the loan, Trustee West recommended that the issue of a repayment plan be readdressed in the spring of 2011 and Trustee Sheehan concurred stating that it would be appropriate to revisit the topic in February 2011 after occupancy for the spring semester has been determined and the Superintendent/President was directed to do so. Trustee Sheehan thanked all those who assisted the District and the Foundation in reaching a management services agreement to the benefit of everyone involved.

h) Ron Taylor requested Approval of Management Services Agreement, Feather River College Residence Halls. He stated that the agreement is the result of consultation and negotiation with representatives of the Foundation and that he was requesting a conditional approval of the agreement as the normal protocol would be to have the Foundation Board of Directors approve the agreement first, but their meeting does not take place until Wednesday, October 27, 2010. He further explained that legal counsel for the District had provided language regarding the conditional approval of the Management Services Agreement and that it was subject to the approval of the agreement by the U.S. Bank Trustee for the bond of the facility and also the Foundation in substantially the form that it was presented herein. After further discussion, the request for Approval of Management Services Agreement, Feather River College Residence Halls was approved as presented, (Sheehan/Schramel) (Sheehan/Elliott Abstaining). Trustee West commented that although she had not read the agreement verbatim, it appeared to be very one-sided in favor of the Foundation and that the College is responsible for everything. She also requested information on whether or not this additional responsibility on the part of the College would result in it having a larger voice with regards to representation, oversight, and management of the residence halls. Dr. Taylor replied that the Business Management Committee (BMC) still exists and that they have a responsibility to the Foundation for the bond requirements. He further stated that his understanding with regards to the Management Services Agreement is that the College takes over as manager and is responsible to the Foundation through that committee primarily through the approval of an annual budget and oversight of issues affecting the facilities and the students who live there. He also stated that both entities share a common interest in occupancy and effective management and continued solvency for the facility and that issues that do arise and how they are handled will be reported back to the Business Management Committee.

i) Nick Boyd requested Approval to Modify Plumas Bank Signatories on Safe Deposit Box #2604 as of October 21, 2010. He stated that the request fulfills a Plumas Bank requirement that anytime there is a change in signatories on a safe deposit box that the Board of Trustees approve the change and capture the information in the minutes of the Board meeting. There being no objection or further discussion, the request for Approval to Modify Plumas Bank Signatories on Safe Deposit Box #2604 as of October 21, 2010 and remove Malia Bridges, Rand Groh, Dave Loschiavo, and Geoff Quinsey as signatories and add or retain Nick Boyd, Mark Downey, and Malia Hard as signatories was approved as presented, (Sheehan/Schramel) unanimous.

**\* 2. Roll Call Items**

a) Jim Scoubes, Chief Financial Officer, requested Approval of Resolution #10/11-07, Approval of Gann Appropriations Limit. Mr. Scoubes stated that in compliance with government code, the 2010/11 Feather River Community College District GANN appropriations limit is set at \$10,901,373. After further discussion and there being no objection, Resolution #10/11-07 was approved as presented.

Ayes:	Elliott, Schramel, Shamberger, Sheehan, West, Student Trustee Oliphant
Noes:	None
Absent:	None
Abstain:	None

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

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of September 30, 2010. He reviewed the Unrestricted General Fund Summary with those present and he noted that review of each of the funds reflects the impact the District is experiencing as it attempts to maintain operations without apportionment funding from the State of California. He further reported that expenditures total \$2,496,877 for the period ending September 30, 2010 and revenues amounted to \$366,629. Mr. Scoubes also stated that he has received email information from the State that the District will receive its first apportionment funding covering the months of July through August on October 22, 2010 in the amount of approximately \$900,000. There was further discussion regarding the issue and Mr. Scoubes noted that deferrals are expected to be caught up in November 2010 but will start again in January 2011. President Elliott requested information on whether or not Mr. Scoubes was still pursuing a loan with Umpqua Bank and Mr. Scoubes stated that he was.
- b) Ron Taylor introduced Rand Groh, Manager Information Services, to the Board of Trustees. He also recognized Connie Litz, Classified Senate President, for forwarding the concept of providing the Board with an introduction of Classified Senate staff members and including a brief presentation of information on what services they provide to the College. Rand Groh stated that he was privileged to be able to introduce to the Board the individuals who in his opinion deserve all the credit for making the Information Services Department at Feather River College function the way it does. Mr. Groh introduced Malia Hard, Management Information Services (MIS) Specialist, Mark Downey, Desktop Support Specialist, Tom Eppenberger, Network Administration Services, and Ravi Pinjala, Database Administrator and they each provided a brief background of their experience, education, and departmental responsibilities at the College.
- c) Merle Trueblood, Director of Athletic Operations and Events, provided a status report and update on Feather River Fitness and Recreation. He reported that the newsletter provided in Board packets provided information on fitness, membership, work schedules, and upcoming events. Mr. Trueblood stated that Josh Taylor, Manager, had submitted an article in the newsletter defining the word community and how it relates to the fitness center. He also briefly reviewed the budget for the fitness center and he indicated that he anticipates membership to continue to grow. President Elliott also commented that he has received positive comments from the community on the cleanliness of the facility and friendliness of the staff members. There was review and

discussion of FTES for the Lake Almanor Fitness Center (LAFC) and Mr. Trueblood indicated that the contract has been profitable and beneficial and that the partnership has kept the center viable in the Lake Almanor area.

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

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

Trustee Schramel stated that he wanted to extend his congratulations to the Students in Free Enterprise (SIFE) for the proposed plan they have relative to the Chester Chamber of Commerce and he added that he felt that the plan illustrates outreach to the community in the way Josh Taylor had earlier defined it and that this will reap real benefits in the future.

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

Tess Oliphant, in the absence of Demonshay Scipio, ASFRC President, reported that ASFRC is working on student representatives on shared governance committees to encourage a strong student voice on campus. She also stated that a recent newsletter was distributed to the campus and that students are continuing to develop articles for the next newsletter coming out soon.

##### **Academic Senate**

Tom Davis reported that nothing specific has been taking place in the Academic Senate since his last report, but in his capacity as Library Director he wanted to commend and acknowledge the staff of the Information Systems Department on the valuable service they provide with regard to network services.

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

Connie Litz reported that she hoped that the Board found the presentation from members of the Classified Senate informative and that she will be working to provide additional presentations at every other meeting. She also reported that classified staff members were able to participate in flex day activities on October 11, 2010 and that they had attended a variety of professional development workshops and trainings. Ms. Litz also reported that a mandatory meeting of the Classified Senate was held that same day where the role of the Classified Senate was explained and a review of the responsibilities was provided.

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

Lisa Kelly, in the absence of Michael Bagley, reported that the College had lost a valuable and beloved associate faculty member when Bill Peters passed away suddenly on October 14, 2010 and that a memorial service was planned for Saturday, October 23, 2010 at the fairgrounds. She also stated that counseling services have been made available to those students who are grieving and feel that they need the assistance.

##### **f) Student Services**

Lisa Kelly reported that that it has been an active week on campus in the area of sustainability with Eva Rocke, Sustainability Coordinator, placing the focus on water and how the use of plastic water bottles impacts the environment.

She also stated that the students and staff are being encouraged to purchase and use sustainability canteens that are available for \$12.00 with the proceeds being used to purchase the first hands free refilling water station on campus.

**g) Superintendent/President**

Ron Taylor apologized for arriving late to the Board meeting and attributed his delay to the construction taking place on the Spanish Creek Bridge. He reported that Rand Groh will retire at the end of October and that he was pleased that he was able to introduce his staff and provide the Board with a brief presentation on the good they do for the College. He also reported that Dr. Bagley is off campus attending to an accreditation visit at another community college and that Jamie Cannon, Director of Human Resources is attending a conference for Human Resources personnel in the Lake Tahoe area. Dr. Taylor also stated that a copy of the final print version of the Strategic Plan along with a copy of the accreditation follow-up report had been made available to Board members at their chairs prior to the start of the meeting and that visiting members of the Accrediting Commission would be on campus Tuesday, November 2, 2010 to confirm the contents of the report and interview groups of staff members. He also reported that he will be in Fairfield, California on Monday, November 1, 2010 participating in an accreditation follow-up visit at a community college in that area and that he will then return to campus in time to meet with Commission representatives on Tuesday, November 2, 2010.

Dr. Taylor followed up on Jim Scoubes report on the budget by stating that information regarding the budget has been dribbling out in chunks over the last week and that he had attended the Board of Supervisors meeting on Tuesday, October 19, 2010 to let them know that the District would not be pursuing the request for an advance on property taxes this time but that he had let Board members know that he may return in spring 2011 if necessary. He also stated that he wanted Trustees to be aware that growth funding that has been referred to in various conversations is something that has been deferred into the following year and that if enough enrollment is generated this year to get that growth funding we would get it next year as long as this year's budget does not fall apart. He additionally reported that in the last two days, Governor Schwartznegger has been addressing the trailer bills that implement the budget and that he has vetoed two of the appropriations bills for community colleges that were going to be deferred into the coming year but now don't exist, one being \$20,000,000 statewide for economic development and the other being a \$35,000,000 backfill for the loss of the ARRA funding.

There being no further business, the meeting was adjourned at 4:43 p.m.

RT/ch