

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 2:05 p.m. on Thursday, December 11, 2008 at Plumas Bank Notes Department Training Room, 32 Central Avenue, Quincy, CA.

Trustees present: Elliott, Schramel, Sheehan, West, Student Trustee Scoma
Trustees absent: Burkey

President Elliott welcomed all those in attendance to the annual joint meeting of the Feather River Community College District Board of Trustees and Feather River College Foundation Board of Directors. President Elliott also introduced and welcomed the new ASFRC President, Chris Condos to the meeting and he stated that he was looking forward to working with him as he becomes more acquainted with the responsibilities of the position.

The regular agenda for the December 11, 2008 meeting at Plumas Bank Notes Department Training Room, 32 Central Avenue, Quincy, California was approved as presented, (Schramel/Sheehan) unanimous.

The minutes of the Regular Meeting held on November 20, 2008 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

A. ITEMS FROM THE PUBLIC

Michael Bagley, Chief Instructional Officer, stated that he would like the opportunity to honor and introduce English Instructor, Margaret Garcia, who has been an Associate Faculty member at Feather River College for the last four years. Dr. Bagley announced that Ms. Garcia was recently awarded a Chicano/Latino Literary Prize from the University of California Irvine in a short story competition for her collection of stories titled "605 Freeway Stories." Dr. Bagley stated that Ms. Garcia is currently teaching ESL courses, Creative Writing, and English Composition and that the College is proud of her achievement and feels privileged to have a teacher of her caliber working with students at Feather River College.

B. CONSENT AGENDA

President Elliott requested that Consent Agenda Item B1a, Personnel Actions, be removed from the Consent Agenda and tabled for further action. Dr. Taylor requested that Item B1a, Personnel Actions, be moved from the

Consent Agenda area of the agenda to the Motion Item area of the agenda. There being no objection or further discussion, the Consent Agenda for the December 11, 2008 meeting at Plumas Bank Notes Department Training Room, 32 Central Avenue, Quincy, California was approved as amended, (Sheehan/Schramel) unanimous. *

C. REGULAR AGENDA

*** 1. Motion Items**

a) Michael Bagley stated that he has previously given reports on the Incarcerated Student Program (ISP) that the college has been actively involved in for the last two years. He elaborated that the program is primarily a correspondence program due to the limitations that this particular student population is allowed to have. Dr. Bagley stated that he is seeking Board approval to donate computers that have been deemed to be equipment that no longer has any value or useful life to the College, to the ISP. He also stated that they would be utilized by students in the program and at the various associated fire camps. Dr. Bagley, at the request of President Elliott, provided those present with a brief overview of the Incarcerated Student Program and how Feather River College became involved with providing educational support and a degree program to the California Correctional Center in Susanville, California. Dr. Taylor recommended that with the current interest associated with learning about the different aspects of the program that a report from the faculty who are involved with the endeavor be provided at a future meeting of the Board of Trustees. Trustee Sheehan requested additional information on the donation including what type of computer equipment would be donated and where it would be housed once donated. Dr. Bagley stated that the equipment donated would be a computer and a monitor and that the equipment would be housed at the actual fire camp locations that the California Correctional Center oversees. After further discussion and there being no objection, the request for Approval to Donate Used Equipment to ISP Program was approved as presented, (West/Sheehan) unanimous.

*Dr. Taylor requested that the Board return to Motion Item B1a, Personnel Actions, and take action to approve this item with a modification. He stated that the modification he was requesting was that the new one year contract renewal for Rand Groh, Information Services Manager, under Administrative Regular of Page One of the B1a attachment be stricken, as action on the contract would be taken at a future meeting. There being no objection or further discussion, the request to Approve Agenda Item B1a, Personnel Actions, was approved as amended, (Sheehan/Schramel) unanimous.

b) President Elliott requested discussion regarding the Election of Officers for the Board of Trustees for 2009-2010. Trustee Sheehan recommended and made a motion that Bill Elliott be elected to the role of President of the Board of Trustees, and that Trustee Burkey be elected to the role of Vice-President of the Board of Trustees for 2009-2010. There being no objection or further

discussion, Trustee Elliott was approved as President of the Board of Trustees, and Trustee Burkey was approved as Vice-President of the Board of Trustees for the term beginning July 1, 2009, (Sheehan/Schramel unanimous).

c) Michael Bagley requested Approval of 2009-2010 Academic Calendar. He stated that the calendar is for 175 days, the minimum number of days required by the State of California for an academic calendar. Dr. Bagley stated that the request for approval involves an eighteen week calendar and that the Academic Calendar Committee continues to study the concept of a sixteen week calendar. Trustee Sheehan requested information on how the calendar comported with the Plumas Unified School District calendar and Dr. Bagley replied that unions for PUSD and the College continue to schedule calendar negotiations at different times of the year which prevents coordination of both documents. Cameron Abbott, Director of Human Resources, stated that although this question continues to be brought up annually, he anticipates additional staff and faculty with children attending school in PUSD in the next five years will increase and that this could provide motivation to bring the two calendars in line. After additional discussion, and there being no objection, the request for Approval of 2009-2010 Academic Calendar was approved as presented, (Sheehan/West) unanimous.

d) Ron Taylor, Superintendent/President, requested Approval of Revised Board Policy, BP 2015, Student Member. He stated that the policy brings what has been in the Board Policy Manual up to date and clarifies how it applies to the student member. Dr. Taylor stated that the language in the policy is nearly verbatim from Education Code 72023.5 which is complex and somewhat contradictory, and that the current revisions make the policy understandable. He also stated that what the policy does is state that the Board of Trustees each year will determine the privileges of the Student Trustee and that there is a timeline established for this to happen prior to May 15th. Trustee Schramel stated that he would not recommend the second bullet privilege, "The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;" because he felt these sessions should be restricted to the Board. Dr. Taylor clarified that he would recommend that this wording remain in the policy as presented because given the way the Education Code works the Board has a responsibility to clarify the privileges for the Student Trustee annually, so in effect there needs to be a policy and then an additional Board action motion to establish and approve the privileges. After further discussion, the request for Approval of BP 2015, Student Member, was approved as presented, (West/Schramel) unanimous. Chris Condos, ASFRC President, stated that he had reviewed BP 2015, Student Member, and that in his discussions with students and community members, it is his understanding that there is a desire to have Feather River College become more involved in the community. Cameron Abbott added that, from his perspective and also from a legal standpoint, he would not feel comfortable exposing a student to the added liability of sitting through a closed session as there would be a personal liability involved with some of the issues that are discussed. After additional discussion, the

privileges in BP 2015, Student Member, were approved as presented with the exception of bullet number two, "The privileges to attend closed sessions, other than closed sessions on personnel or collective bargaining matters" which was excluded, (Schramel/Sheehan) unanimous. Dr. Taylor requested clarification whether or not the motion regarding Student Member privileges included the rest of the current year and next year and Trustee Elliott verified that it did.

e) Cameron Abbott requested Adoption of the TDS Group as Third Party Administrator of the Feather River College 403(b) Plan. He stated that Internal Revenue Service regulations initiated in July 2007 indicate that employers are responsible for compliance for all code and regulatory requirements for 403(b) plans and that they must provide meaningful notice to all employees regarding their rights, list approved vendors, adopt a written plan, and sign an information sharing agreement. Mr. Abbott provided further review of the request by stating that he had met with Yvonne Bales of the Plumas County Office of Education and that together they had decided to approach the project in a group format combining Feather River College, PCOE, PUSD, and the Charter School as one entity and then go out for an RFP to interested parties and then contract with that organization individually. He further stated that an extensive RFP was developed and submitted in September, respondents were reviewed in October and that it was determined that the TDS Group was best suited to provide the needed 403(b) administrator plan services. Trustee Elliott requested additional information on the history of the TDS Group and whether or not they were administering other colleges, and Mr. Abbott stated that they administer the majority of the colleges in the State of California currently serving 346 districts. Trustee Schramel also requested to know whether or not Mr. Abbott was satisfied with Item number five of the Common Remitter Employer Agreement regarding confidentiality of data and whether or not it was legally as thorough and comprehensive as possible. Mr. Abbott replied that the document was a standard form prepared by the TDS Group and that he had not requested that legal counsel for the college review it. After further discussion, the request for Adoption of The TDS Group as Third Party Administrator of the Feather River College 403(b) Plan was approved as presented with the understanding that Mr. Abbott would submit the documents to the College's legal counsel for review and approval, (Sheehan/Schramel) unanimous.

f) Cameron Abbott requested Adoption of Feather River College's 403(b) Plan Agreement. He explained that the first action, Item C1f, was to approve the TDS Group as Third Party Administrator of the 403(b) Plan and that this request was for adoption of the plan agreement itself. Mr. Abbott stated that the document is recommended language from the TDS Group and that it addresses all of the points and issues that they feel are critical in complying with Internal Revenue Service regulations. Trustee Elliott recommended that these documents also be submitted to the College's legal counsel for their review and opinion. Trustee Sheehan requested that Mr. Abbott obtain additional information on item number eleven of the document relating to employees being allowed to obtain loans under the 403(b) plan because of

the current economic situation. After further discussion, the request for Adoption of Feather River College's 403(b) Plan Agreement was approved as presented with the understanding that the plan agreement documents would be submitted to legal counsel for review and that additional information would be obtained on employee loans associated with approval of the plan, (West/Sheehan) unanimous.

g) Jim Scoubes, Chief Financial Officer, requested Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended September 30, 2008 (Q1). He stated that the report has already been electronically submitted to the State and that Board approval of the document is required. Trustee Elliott requested verification that the beginning fund balance is 1.9 million dollars and Mr. Scoubes stated that this was correct and that this amount includes the five percent reserve. After further discussion and there being no objection, the request for Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended September 30, 2008 (Q1) was approved as presented, (Schramel/West) unanimous.

*** 2. Roll Call Items**

Dennis Bailey-Fougner, Chief Student Services Officer, requested Approval of Resolution 08/09-05 – Agreement with the California Department of Education to Accept Instructional Material and Supplies Funding for the FRC Child Development Program for Fiscal Year 2008-09. Mr. Bailey-Fougner introduced Shelley Morrison, Director of the Child Development Center, who elaborated that the Department of Education had notified the College that some additional funding would be made available to qualified districts to purchase either durable goods or consumable developmentally appropriate and curriculum-related instructional materials. She also stated that a resolution is required to accept the funding and provide assurances for compliance with required guidelines for expenditure. Ms. Morrison additionally stated that the estimated allocation for Feather River College for these one-time funds is \$500.00. She further explained that at the preschool, instructors focus on social skills, life skills, and kindergarten readiness and she presented Board members and Dr. Taylor with a recent sample of the children's craft work. Ms. Morrison acknowledged Dennis Bailey-Fougner and thanked him for his continued support of the Early Childhood Education Program. After further discussion and there being no objection, the request for Approval of Resolution 08/09-05 was approved as presented.

Ayes: Elliott, Schramel, Sheehan, West, Student Trustee
Scoma
Noes: None
Absent: Burkey
Abstain: None

3. Special Items/Reports

- a) Jim Scoubes presented the District's Monthly Financial Report as of November 30, 2008. He reviewed the Unrestricted General Fund Summary pointing out that the report makes a comparison of the current year at a point in time to the prior year and that it currently reflects \$2,907,000 in revenues as of November 30, 2008 and expenditures of \$4,822,000. Mr. Scoubes also stated that information on the State budget continues to be negative with regards to its effects on community colleges, and that Dr. Taylor would be elaborating on information recently provided to executive officers regarding the State budget. He also discussed State funding connected to the bond election of 2006 and the construction of the Library Resource Center. Mr. Scoubes indicated that with the present state of the economy, it has become increasingly more difficult to sell the general obligation bonds necessary to fund the 192 construction projects under consideration at 102 community college campuses in the State, and that this could lead to a depletion of funding that would halt construction. He also reported that he would obtain additional information regarding the situation by hopefully attending a meeting of Chief Financial Officers scheduled in Sacramento on December 19, 2008.
- b) Cameron Abbott reported that he and Marie Enriquez, Associate Faculty President, were present collectively to identify articles for public notification for negotiations of the 2009-2012 Associate Faculty (AFT-CIO #4615) contract. He also stated that articles will again be presented at the next Board of Trustees meeting to give the public the opportunity to comment and respond in regards to the contract or any of the articles listed for negotiation. Mr. Abbott reviewed the cover sheet containing the list of articles, and he added that discussion regarding the articles will begin after the public has had appropriate time to comment and respond to any concerns. Ron Taylor commented that he is pleased to see the level of cooperation being shown, even at the sunshine level, for negotiations in regards to the Associate Faculty contract as this is not that common among districts. Ms. Enriquez added that the District has been helpful in assisting her with her relatively new role as Associate Faculty President.
- c) Nick Boyd, Director of Facilities, provided those present with an update on the Learning Resource Center construction project. He stated that he has been in contact with Walt Reno, Facilities Planning Specialist at the Chancellor's Office, regarding the information being received on general obligation bonds and the State budget, and that Mr. Reno is optimistic that the bonds will be sold and that there will a cash flow to reimburse the college for the LRC construction project. Mr. Boyd also reported that there had been a pre-bid non-mandatory job walk earlier in the morning and that forty-six contracting firms had attended. He also stated that the multi-prime strategy of breaking the project down into eighteen separate bid divisions will allow small local contractors, twenty-two of which attended the morning job walk, the opportunity of

participating in the project. Mr. Boyd additionally reported that the College is still on schedule to conduct the bid opening on Friday, December 19, 2008 at 2 p.m. and that depending upon reimbursement funding he planned to request approval of bid awards at the January 2009 Board meeting. Dr. Taylor stated that he was considering calling a special meeting of the Board on January 8, 2009 specifically to award bids on the project in order to allow as many weeks of construction to take place on the project as possible. Mr. Boyd also commented that the critical construction work identified on the project is the site work, concrete work, driving of the piles, and the structural steel purchase. There was further discussion regarding how long bids would remain valid, construction timelines and management, and the possibility and necessity of rebidding the project if bids expire because general obligation bonds were unable to be sold.

d) Trina Tries, Audit Services Partner with Perry-Smith LLP Accountants, provided those present with a presentation of the Independent Audit Report for Feather River College for the year ended June 30, 2008. Ms. Tries noted that she had made copies available of the Perry-Smith LLP Accountancy letter related to the conduct of the audit of the financial statements of the District and that additionally a bound copy of the audit with supplemental information was also available to those present for review. She began her presentation with a review of the letter that included the auditor's responsibility under generally accepted auditing standards, accounting estimates and management judgments, significant audit adjustments, and any difficulties encountered in performing the audit. Ms. Tries reported that there were two significant audit adjustments made to the original trial balance, one being recorded to reverse back-dated checks and the other to correct a bookstore inventory account balance. She also reported that there were no major issues or difficulties encountered with management that would impair the independence of the audit process. Ms. Tries additionally reviewed the audit report noting that FTES increased an overall 15.45% for credit and non-credit programs combined and that the Incarcerated Student Program and the physical education programs provided the majority of that growth. There was further discussion of the significant adjustment with the bookstore inventory noted on page 50 of the report, and Ms. Tries explained that this was the result of an accounting error that essentially created a negative inventory versus the actual inventory amount on the books and this in turn caused the cost of goods sold to be understated. There was further review of the audit report that included a summary of findings and recommendations, and Ms. Tries explained that there was one significant deficiency noted where the ending general ledger account balance did not reflect the proper account balances due to back-dated checks, bookstore inventory not being properly reconciled, and a capital lease for the purchase of network security not being properly capitalized. Ms. Tries also stated there were two additional findings, one where the Child Development Center had not

implemented a system of safeguarding checks and cash prior to deposit, and also that there is currently no review or approval of revenue-producing activities for student clubs and that sub-receipt books given to clubs are not tracked. She stated that corrective action involves implementing additional internal controls related to the noted recommendations, and that implementation of the Banner Financial System software will prevent future backdating of checks.

4. Communications, Presentations, and Reports

a) Trustee Reports

Student Trustee Scoma reported that the Small Business Boot Camp class has ended, and that ASFRC placed third in the Christmas Sparkle float that they entered in early December.

Trustee Schramel reported that those present may have recently seen an article in the paper stating that the State Water Resources Control Board was having public meetings regarding implementing potential regulations on inspection of wells and septic systems. He also stated that these inspections may be passed down to the local level and lead to employment opportunities that the College may want to consider developing a vocational program for. Joshua Sebold, Staff Writer for Feather River Bulletin, reported that it is his understanding that this is an unstructured, unenforced forestry mandate and that at some time in the future it may become an issue that involves inspections and possible penalties.

Trustee Sheehan reported that he recently attended a North State Energy meeting at Chico State University where discussions included the significant cooperation between College of the Siskiyous, Lassen College, Butte College, and Feather River College on energy issues. He added that he wanted to reinforce the importance of this type of cooperation particularly with regards to geo-thermal and biomass discussions where there are real opportunities for training that have not yet been taken advantage of.

b) Associated Students

Chris Condos stated that although it was only his second day as ASFRC President he was looking forward to working with the Board and establishing positive connections and relationships between the college and the community. Trustee Schramel commented that he hoped that the feelings expressed by ASFRC with regards to community included the outlying areas of Chester, Greenville, and Portola, and Mr. Condos replied that it did.

c) Academic Senate

Chris Connell, Academic Senate President, reported that the Academic Senate is developing a good and open relationship with Dr. Taylor and that he feels that the groundwork is being set for several positive changes to take place in the coming years. He also recognized Jeanette Kokosinski, Chemistry Instructor and Director of the Learning Center, and he stated that she also chairs the Academic Policy Committee and that under her leadership

the committee was able to recently finish a policy on Academic Integrity that has been in committee for approximately two years. He elaborated that Ms. Kokosinski has managed to develop a policy which allows broad faculty discretion as well as putting in place for the first time a paper trail and process to track academic integrity. Dr. Connell also reported that Ms. Kokosinski additionally advises the Phi Theta Kappa Honor Society on campus and that they recently put forward the names of two students, Deanna Beals and Miguel Altuna, to be considered for the annual USA Today national scholarship award. He additionally recognized Joan Parkin, English Instructor, for her work on the presidential debate held at the Town Hall Theatre earlier in the year, and for her efforts to recently organize a multi-cultural event held on campus that was well attended and enjoyed by students and staff. Dr. Connell also recognized Dr. Derek Lerch, Environmental Studies and Earth Sciences Instructor, who is finishing his third year of instruction at the College and who continues to take a larger and more involved role in academic affairs, and Anna Thompson, Biology Instructor, who strives to be an important voice both in governance and in the community. Lastly, Dr. Connell reported that Katie Desmond, Political Science and History Instructor, who welcomed a new baby boy to the family two weeks ago, has proven to be a dynamic instructor in the classroom and will return to instruction in January 2009.

d) Classified Senate

No Report

e) Instruction

Michael Bagley reported that the spring schedule would be released in the local newspaper in approximately two weeks. He also reported that the Student Learning Outcome Assessment Cycle Committee has developed a statement of assessment produced and reviewed by the Academic Senate and that work continues in preparation for the Mid-Term Accreditation Report and site visit in March. Dr. Bagley also stated that the Culinary Arts Program had prepared a final exam dinner the evening of December 10, 2008 that was enjoyed by everyone that attended, and that Bill Peters, Associate Faculty Art and Animal Behavior Instructor, gave a talk and slideshow hosted by the Plumas Audubon Society that same evening about Plumas County birds. He additionally reported that students involved in SIFE co-served the local holiday dinner for the Elks group. Trustee Sheehan stated that there have been significant recent changes made by the Department of Fish and Game regarding the planting of fish in the State and that there has been some recent negative press regarding the issue. He requested that Dr. Bagley provide a report at the January Board meeting on the expectation of the Hatchery with regards to the changes being made and how recent information in the media pertains to fish plantings that the Hatchery might make.

f) Student Services

Dennis Bailey-Fougner reported that he would like to thank ASFRC, Josh Taylor, Head Softball Coach and ASFRC Advisor, and specifically Vontray Sellers, former ASFRC President for their leadership throughout the semester

on all of the student activities they organized. He also stated that the volleyball team went to the State finals as part of the top eight teams in the State of California, and that this was the first time this had been achieved. Mr. Bailey-Fougner also stated that the degree partnership MOU signed earlier in October with Chico State University has registered twenty-two students to date and that it is continuing to generate interest.

g) Superintendent/President

Ron Taylor reported that there had been an open house on December 2, 2008 for the Zygnier Allied Health Building and he acknowledged the many contributors who participated in making sure the building was functional and ready for students. He also stated that there was recently a regional training session for Phi Theta Kappa students hosted by the College and that he felt there was renewed interest in the program and its scholarships. Dr. Taylor also reported that there were three Trustees reelected to the Board during the November 4, 2008 General Election, and that the terms for these trustees began December 5, 2008. He noted that certificates of election are on file in his office if the trustees would like to review them. Dr. Taylor briefly discussed the State budget and he indicated that the implications of the budget would hopefully be known in the next three or four weeks, as different projections have been made by different entities regarding the budget shortfall in revenue statewide for 2009-2010, and that shortfalls in the range of 11 billion dollars are being predicted by the Legislative Analyst Office for the next five years. He also stated that he is eager to receive the State system's projection with regards to reductions for 2009-10 so the college can begin preparing their budget, and that the Budget Committee plans to meet December 12, 2008 to discuss modest one-time restorations to selected departmental budgets to assist them with expenditures through the rest of the year. Dr. Taylor also stated that it is his intention to move forward with program planning, solidify a vision for the college for years to come, and draw up plans for items that the College cannot yet afford because it is important to plan for what you think the future is going to be so that when you can afford them you are ready. He also indicated that he plans to complete the project of the Master Facilities Plan as part of his spring work. Dr. Taylor additionally stated that there had been a Campus Community Meeting to discuss the Good Neighbor Policy challenge and that the Enrollment Management Committee is collecting input from that meeting and that they will meet again the week of December 15, 2008. He indicated that he is expecting to receive a concrete proposal out of the committee that same week so that coaches, the recruiter, and program leaders can provide guidance on recruiting students and providing students with fee level expectations and enrollment options for next year. There was additional discussion regarding the proposed Special Meeting of the Board of Trustees on January 8, 2009 and Trustees Elliott and Sheehan both indicated that they had conflicts with that date that could not be rescheduled. Dr Taylor also indicated that Board members should prepare for closed sessions in both January and February to discuss possible personnel action. He also reported that the Community College League has scheduled a two-day Effective Trustee Workshop in January and that if there is a Trustee interested in attending to let his office know. He also stated that on January 25th and 26th

the League has scheduled the Legislative Conference and that given the current budget situation this conference might have more importance than in previous years. Dr. Taylor also discussed an upcoming California Community College Classified Employee Award that the Board of Governors and the Chancellor of the System has asked community colleges and Boards to take action on to honor exemplary classified employees. Trustee Sheehan recommended that Dr. Taylor develop an internal procedure for the award and then have classified staff complete the actual work including the development of a narrative on the employee's contributions and then the information on one or two employees could be forwarded to the Board for action, (Sheehan/Schramel) unanimous.

There being no further business, the meeting was adjourned to the Foundation Board meeting at 4:07 p.m.

RT/ch