

## 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 2:03 p.m. on Thursday, December 8, 2011 at Plumas Bank Notes Department, 32 Central Avenue, Quincy, California.

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

*Trustees absent:*

President Elliott welcomed those in attendance to the Joint Foundation and Board of Trustees annual meeting.

The regular and consent agendas for the December 8, 2011 meeting at Plumas Bank Notes Department, 32 Central Avenue, Quincy, California were approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held on November 17, 2011 at Feather River College Learning Resource Center Room #105, Quincy, California were approved as presented, (West/Schramel) unanimous.

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

None

#### **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) Ron Taylor, Superintendent/President requested Approval of New and Revised Board Policies and he noted that all the policies have been through the governance process. Dr. Taylor explained that BP 2511, Internal Communication of Participation in Local Decision Making is a new policy on internal communication and that it directs him to structure the process of communication with the institution's committee structure. He added that the policy also includes an administrative procedure that lays out in detail how committees are supposed to complete minutes, the fact that they take minutes, and that they post agendas, etc. Dr. Taylor also explained that BP 3510, Workplace Violence Prevention and Response Plan, is an existing

policy and that the only modification to the policy from 2004 is the modification to the title that will now mirror the administrative procedure that the Board approved at its November meeting. Dr. Taylor also reviewed BP 7400, Travel, stating that it was a new policy meant to fill a gap that currently exists based on the Community College League process and policy formation. He additionally explained BP 7700, Whistleblower Protection, stating that it is a new policy that puts into policy the provisions that are necessary for the District to meet the intent of the law. Dr. Taylor added that as with the other policies, there is an administrative procedure to BP 7700, Whistleblower Protection that is more detailed in terms of procedure. Trustee Sheehan commented that with regards to BP 2511, Internal Communication of Participation in Local Decision Making, he wondered that within the framework of the Education Code, how many of the committees listed were mandated versus optional committees and Dr. Taylor responded that virtually all (of those listed) are optional. He elaborated by explaining that the law requires that the College have an Academic Senate and that it also provide opportunities for shared-governance discussions. He added that some of what is listed is traditional in community colleges and colleges in general and that the accreditation standards have a similar provision with regards to participatory government. There was further discussion and explanation of the issue, and Trustee Sheehan requested that Dr. Taylor pursue looking at consolidation of committees because of the inordinate amount of work involved. President Elliott recommended that the first sentence of the first paragraph of BP 2511, Internal Communication of Participation in Local Decision Making be amended to read, "Pertaining to BP/AP 2510, the Feather River Community College District *Board of Trustees* is committed to shared internal governance", and there was consensus. He also recommended that with regards to BP 7400, Travel, perhaps Dr. Taylor could return the item for discussion and report back to the Board on the process of travel to conferences. President Elliott also commented that with regards to BP 7700, Whistleblower Protection, he felt it would be useful to review the procedures that accompany the Board Policy on this issue so that the Board understands the flow of events with regards to complaints that fall under whistleblower protection. There being no objection or further discussion, the request for Approval of New and Revised Policies was approved as amended, (Sheehan/West) unanimous.

b) Ron Taylor requested Approval to Accept Resignation of Feather River College District Area V Board of Trustee Member Doug Shamberger. Prior to comments on the request, Dr. Taylor presented Trustee Shamberger with a plaque of appreciation for his service to the District. After a brief discussion, Trustee West motioned that the Board of Trustees fill the vacancy created by Trustee Shamberger's resignation by provisional appointment and there was consensus. After further discussion and there being no objection, the request for Approval to Accept Resignation of Feather River College District Area V Board of Trustee Member Doug Shamberger and the additional motion to fill the vacancy created by the resignation of Trustee Shamberger by provisional appointment was approved as presented, (West/Sheehan) unanimous.

c) President Elliott requested discussion on election of officers for the term beginning July 1, 2012 through June 30, 2013. Trustee West nominated and made the motion that Bill Elliott be elected to serve in the role of President of the Board of Trustees and that John Sheehan be elected to serve in the role of Vice-President of the Board of Trustees for the term. Dr. Taylor noted that by already adopted policy he serves as the Secretary-Treasurer to the Board of Trustees. There being no objection or further discussion, the nomination and motion to elect Bill Elliott as President of the Board of Trustees and the nomination and motion to elect John Sheehan as Vice-President of the Board of Trustees effective July 1, 2012 was approved as presented,(West/Schramel) unanimous.

d) Derek Lerch, Dean of Instruction/CIO, requested Approval of Accreditation Institutional Self-Evaluation. After brief discussion and there being no objection, the request for Approval of Accreditation Institutional Self-Evaluation was approved as presented, (Schramel/Sheehan) unanimous.

e) Jim Scoubes, Chief Financial Officer, requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended September 30, 2011 (Q1). He explained that the report provides a snapshot in time (of unrestricted General Fund revenues, expenditures, and FTES) as of September 30, 2011. After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended September 30, 2011 (Q1) was approved as presented, (Schramel/Sheehan) unanimous.

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

None

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

a) Jim Scoubes presented the District's Monthly Financial Status Report as of November 30, 2011. He reviewed the Unrestricted General Fund Summary page two document of the report noting that revenues total \$3,047,451 or 24% of approved budget and that expenditures total \$4,674,360 or 37% of approved budget. Mr. Scoubes also reported that he has received no communication from the State of California regarding the potential for mid-year cuts since the last Board meeting and that there should be some information available by December 15, 2011 regarding tier one or tier two cuts and what the impacts would be to the District.

b) Katie Desmond, Political Science Instructor, and students enrolled in the Political Science 140 Multi-Ethnic America class presented findings and recommendations from the 2011 Feather River College Campus Climate Report. Andrew Reed, Project Manager introduced Julie Rees, Project Manager, Meagan Greenly, Team Leader, Drew Kenney, Team Leader, and Jacquie Davis, Project Manager who each presented brief information regarding diversity, its importance, diversity in curriculum, percentage of respondents, and results by question categories.

- c) Leslie Mikesell, Director of Admissions and Records provided an overview of processes and responsibilities involved with the Admissions and Records Office and she introduced staff members Erin Roth, Student Accounts Technician, Julie Orloff, Student Services Technician, and Mishawn Heater, Student Services Technician and they each provided those present with information on their job descriptions and current responsibilities.
- d) Shelley Morrison, Director, Child Development Center, provided those in attendance with information on the nature of services provided by staff in the Child Development Center and the reputation for excellence that currently exists with regards to the program throughout Plumas County and the State of California.

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

##### **a) Board of Trustees**

Trustee Shamberger stated that he has enjoyed serving as a Trustee for the District and that he will continue to follow the progress of the College. Trustee West wished everyone in attendance a Merry Christmas.

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

Karen Pierson, Chief Student Services Officer, in the absence of Timeisha Overton-Seymour, Interim ASFRC President, reported that ASFRC recently held an election for its new President and three solid student candidates participated in open forums and campaigned for the position with good interest.

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

Rick Stock, Academic Senate President, reported that faculty members are busy and that he appreciated Trustee Sheehan's comments on the need for evaluation of the number of shared-governance committees.

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

Connie Litz, Classified Senate President, reported that the Classified Senate was able to fundraise \$420.00 during its efforts to fundraise for student scholarships and that she would allow earlier classified reports to serve as the remainder of her report.

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

Derek Lerch reported that the Chancellor's Office recently officially approved the Early Childhood Education transfer degree and that the final touches are being placed on the Kinesiology transfer degree. He also reported that he has just finished the evaluation period for part-time and full-time faculty which has been time-consuming but also a good experience that has helped him understand instruction better than he did before. Dr. Lerch also reported that the Professional Technical Division and Liberal Arts and Science Division have both been starting a new process of trying to prioritize programs that may be pursued or added as more funding becomes available with the goal of

utilizing external federal or state funding to help launch some of the ideas. He also reported that he recently had the opportunity to spend time with the Basic Skills Committee and that this meeting proved to be a good example of the productive committee work being accomplished on campus. In closing comments on his report, Dr. Lerch reported that the Incarcerated Student Program recently took a large step forward in cementing its place in the College by having the Accrediting Commission for Community and Junior Colleges (ACCJC) approve its substantive change application. He reported that Joan Parkin, Director of the ISP, along with other staff members assisted in the effort. Dr. Parkin also provided those present with an overview of the ISP that included the number of students participating, facilities currently being served, and the potential for growth within the program.

**f) Student Services**

Karen Pierson commented on the earlier discussion regarding the number of shared-governance committees and she noted that she currently serves on eleven such committees while chairing four and that she views these committees as platforms for where the actual work of the College gets done. She also reported on the Good Neighbor Policy enrollment stating that she has been meeting with program managers as well as faculty to gain their perspective on recruitment. Dr. Pierson also reported that Student Services is preparing for new student orientation in January while deciding on a date for the campus-wide Day in the Mountains enrollment event that will take place during the spring semester. She additionally reported that Student Services recently provided a Thanksgiving Day luncheon for approximately 260 students and staff, the TRIO Program is providing healthy snacks for students during finals week, and that the Diversity Committee is sponsoring the film, "The Night before Christmas", for those students that want to attend.

**g) Superintendent/President**

Ron Taylor reported that sadly, Ray Evans, former instructor at the College recently passed away at the age of 87 and that he believes the faculty organization will help put together a memorial during the spring to honor his life and contributions to the College. Dr. Taylor also reported that Jamie Cannon, Director of Human Resources, has been hired away to be the Director of Human Resources at Butte College. He additionally reported that the Feather River College volleyball team won the Golden Valley Conference and he was in attendance at one of the intense five game matches that propelled the team further into the playoffs before being eliminated in a hard-fought five game match with American River College.

Dr. Taylor continued his report by stating that he was in Sacramento on December 7<sup>th</sup> where he learned more about the California economic crisis from Senator Ted Gaines and a panel that he convened at the Capitol and that he also participated in a commission on legislation and finance with the administrator organization of the State. He added that he would have more to report on this topic next month as the District moves into the thick of the budget discussion process. He also reported that just after last month's Board meeting he attended a Community College League Conference in San Jose where he managed to meet with other small rural college presidents at a

meeting convened by League President Scott Lay to talk about current and future predicaments.

Dr. Taylor also highlighted upcoming events that included a December 16<sup>th</sup> women's basketball game at the College, Institutional Day on January 12<sup>th</sup>, and the Community College League's annual legislative conference on January 29<sup>th</sup> and 30<sup>th</sup>. He encouraged trustees to consider attending and to let him know if they wanted his office to schedule them for the conference. He also advised the Board that if they are interested in being nominated to the state-wide community college board, the trustees organization is soliciting nominations and if anyone is interested in being nominated to please make his office aware by January 19<sup>th</sup>.

Dr. Taylor reported that he had received a letter from a student, Amanda Norris, asking him to remember to keep the student perspective in mind when considering or implementing budget cuts that might affect the College. He added that January will be a busy month with several items needing Board consideration during this time including potential cuts to the budget, independent audit report, redistricting in the trustee areas, Good Neighbor response plan, an out-of-state fee proposal, and the results of SERP.

Dr. Taylor also reported on breaking political and educational news nationally and at the State level and he noted that at the national level there is a group working under the auspices of the American Association of Community Colleges (AACC) to come up with a voluntary framework of accountability that he intends to further acquaint himself with. He also reported that in relationship to the state-wide task force, some of the controversial feedback being received with regards to the recommendations of the task force involve objections to the alignment of expectations to the K12 system, common assessments for all incoming community college students state-wide, satisfactory academic progress for students qualifying for fee waivers, organization of class offerings based on students' educational plans, and a state-wide accountability scorecard on degree completion. Trustee Sheehan requested that Dr. Taylor provide an email update as information comes in on the topics.

In closing comments on his report, Dr. Taylor stated that Orange County is in a tug-of-war with the State of California on some property taxes and they are indicating that they are going to withhold some tax revenues amounting to between nine and 15 million dollars based on certain considerations. He noted that if the Board of Trustees would like to take a stance on the issue to please let him know.

There being no further business, the meeting was adjourned to the Foundation Board meeting at 3:53 p.m.

President Elliott reconvened the Board of Trustees' meeting at 4:51 p.m. and there being no further business, the meeting was adjourned at 4:52 p.m.

RT/ch