

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:00 p.m. on Thursday, April 19, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee Holm
Trustees absent:

2. Agenda:

Kevin Trutna, Superintendent/President, requested that Agenda Item #7C2, Update on Spanish Creek Crossing, be moved up in the agenda to take place before the approval of the Consent Agenda. There being no objection or further discussion, the Regular and Consent Agendas for the April 19, 2018, meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (McNett/Ware/Sheehan/Elliott/Meyers/Holm Aye) (None Opposed).

3. Minutes:

The minutes from the Regular Meeting held on Thursday, March 15, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Holm Aye) (None Opposed).

4. Items from the Public:

None

5. Presentation of Certificate of Tenure – Rafael Lopez del San Ramon Blanco

Kevin Trutna presented Rafael Lopez del San Ramon Blanco, Art Professor, with his certificate of tenure. He stated that the certificate is meant to recognize Professor Blanco for fulfilling the District's promotion and tenure criteria at Feather River College. Dr. Trutna also stated that he is proud to have Professor Blanco aboard and he is excited about the future of the program. Dr. Trutna asked Professor Blanco to say a few words about his goals and aspirations for the Art Program. Mr. Blanco informed the Board of Trustees that he had just received his green card reflecting his lawful permanent resident status in the United States. He expressed his thanks both to the Board of Trustees and Feather River College for its assistance with his immigration status. He also recognized the assistance of Congressman Doug LaMalfa's office in receiving the green card. Professor Blanco went on to say that he feels fortunate to be a part of Feather River College, because it's a place where all employees help one another out in different ways. He additionally conveyed that his goals and plans for the Art Program are to continue to grow enrollment and encourage more students to enjoy the classes and realize their full potential in the field. Derek Lerch, Dean of Instruction/CIO, provided additional input on Professor Blanco's accomplishments by stating that there has been the normal sequence of evaluations and Tenure Review Committee meetings over the previous

four years resulting in many kind words written about Professor Blanco throughout the process by peers, students, and others. He stated that Professor Blanco is energetic, actively contributes to all areas of FRC, and is widely involved with the community outside of the College.

7C. Communications, Presentations, and Reports

2) Update on Spanish Creek Crossing

Kevin Trutna reported that the College has received a consultant's report on the Spanish Creek Crossing, and he explained that the project has been broken into two phases. He further explained that the first phase involved the design of a bridge to get across Spanish Creek, and of the two options presented to the District, it was decided to go with the less expensive option that involved placing the bridge at a location on the creek that required a smaller span.

Nick Boyd, Director of Facilities/CTO, stated that a phase one design was necessary in order to submit it to regulators so a cost could be determined. Russell Reid, Ag. Chair and Equine Studies Professor, added that the permitting folks have quite a bit of say on the design of the bridge, and the College is going to have to negotiate with them and convince them that the design that the College has chosen can be done.

President Sheehan asked why the contingency was placed in phase one, and Dr. Trutna responded that this is where the consultants placed it in case other permits or studies needed to be done.

Dr. Trutna asked for comments from Ambria Holm, Student Trustee and bachelor's degree candidate, and she explained that having a bridge on the new property would help students get to their classes and provide access to the property for the tractors and other farm equipment.

Derek Lerch, Dean of Instruction/CIO, added that there are compelling reasons to explore the bridge crossing because the regulations are only going to get stricter over time. He also stated that improving access to the new land opens up new ideas for the use of the land. J. P. Tanner, Ag. Instructor, echoed Dr. Lerch's reasons for exploring the bridge construction, and he pointed out that having a bridge also opens up access to individuals that may not have permission to be there.

Trustee Elliott stated that it is a desirable project although at \$420,000, he didn't see it as a necessary expense. He stated that the College hasn't had a crossing on the creek for the 50 years it has been in existence, and the expense is significant. Trustee McNett indicated that he didn't want to belittle the safety factor that Dr. Trutna was talked about earlier, in the event of an emergency or catastrophic fire, there is only one road into and out of the College. Trustee Elliott responded that this could be easily mitigated with another road.

President Sheehan added that Russell Reid currently sits on the Feather River Integrated Regional Water Management group which is the consortium that

keeps the list of projects. He recommended that Professor Reid put a note into that group about the project and its costs so it gets in the queue. He added that this consortium is a local earmarking that has some credibility with the State when it comes to using funding through the Department of Water Resources. Dr. Trutna explained that from the consultant's report, and the survey and architect's design, along with the engineering analysis, the cost comes in at well below \$50,000 out of the \$150,000. He noted that if the Board of Trustees was looking to him for a recommendation, it might say let's go ahead with that project, and then stop, and, and see where things are. Sheehan asked Dr. Trutna if he was asking for action to expend \$50,000 on the design of the bridge, and Dr. Trutna responded that the item was on the agenda (as a report), but he wanted to check with the Board and see if it wanted to move in that direction. Dr. Trutna asked if there were any major objections to the Board recommending moving forward with the \$50,000 in design costs and then returning to the Board for further direction. Dr. Lerch added that based on the feasibility study, the next logical step would be to at least explore the design with an engineering group and then come back to the Board when the College has a clear idea on how much it will cost to take the next step.

Trustee Meyers stated that he felt the idea of the bridge was a good one and he had no doubt it would benefit the campus and the program. He questioned what other capital needs are facing the College right now. He also stated that there is significant funding and support being put into the Ag. Program right now, and he would like to see a plan for the expansion of the program and its numbers over the next five years. He also asked if The Pines is completed, and Nick Boyd responded that no it wasn't, but that restricted funding to pay for the finishing would roll over to the next funding year. Trustee Meyers also asked if the new facilities building was completed, and Nick Boyd responded that no it wasn't, but additional costs are going to be minimal. When asked about moving forward with the bridge, Russell Reid stated that it's a difficult decision, but what it really gets down to is that the institution would be spending money on infrastructure that it has to have in order go on and do other things. He added that he sees it as pretty much the future of the piece of property. Trustee Elliott stated that he would be comfortable expending up to \$50,000 on the first step of the project. President Sheehan asked if any of the other Trustees objected to what Trustee Elliott had just summarized, and hearing none, the agenda was moved. Cynthia Hall, Clerk of the Board, asked for clarification on whether or not the Board had just taken action on the agenda item, and Dr. Trutna stated that no it hadn't.

6. CONSENT AGENDA

*** A. Motion Items**

Prior to the approval of the Consent Agenda, Trustee Meyers asked for clarification on Consent Agenda Item #6A7, Approval of Valley Irrigation Services (VIS) Sales Proposal in the amount of \$69,719.48 for center pivot irrigation, structure, pivot pad, dealer supplied items listed, installation and freight delivered to Feather River College, and whether it was an all-inclusive system purchase. Russell Reid responded that it was. There being no objection

or further discussion, 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentation and Reductions, 6) Approval of grant agreement in the amount of \$4,000.00 between Chabot Los Positas Community College District on behalf of its California Early Childhood Mentor Program (Mentor Program) and Feather River College (Contractor) for District to provide local coordinator (Shelley Morrison), with updated materials and assistance, travel expenses, and related instructional costs to facilitate implementation of the California Early Childhood Mentor Program effective August 2, 2017, through July 31, 2018, 8) Approval of amended Services Order form in the amount of \$26,460.00 between Ellucian Company L.P., and Feather River Community College for Banner 9 Essentials Plus Services as described in the Hourly Services Table on page one of the order form, 9) Approval of Memorandum of Understanding (MOU) between Ramona Munsell & Associates Consulting, Inc. (RMA) and Feather River College (COLLEGE) for RMA to develop a successful TRIO grant application under the Title IV Student Support Services Program. It is agreed that should the proposal be successful as a result of the joint efforts of RMA and the College, the College will pay RMA a fee equal to six percent (6%) of the funds awarded by each annual grant award document during the term of the grant, 10) Approval of Memorandum of Understanding (MOU) between Feather River Community College District (Educational Talent Search Program) (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational activities for (AGENCY). DISTRICT shall provide a coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for ETS student travel services for college campus visits as described on page one of the MOU, item III Payment for Services, 11) Approval of grant agreement in an amount not to exceed \$90,000 between Riverside Community College District on behalf of Riverside City College, acting as the fiscal agent for the California Community Colleges Chancellor's Office (CCCCO), and Feather River Community College District (Contractor), and with the goal to increase the technological capacity of individual California community colleges to support statewide student success outcomes, Contractor will utilize funding to install, upgrade, integrate and/or program Student Services related technology with new or existing commercially available or homegrown Student Information Systems (SIS) in a manner consistent with the mission of the CCCCCO with work to be completed by December 30, 2018, 12) Approval of agreement between Crowe Horwath, LLP and Feather River Community College District, that provides arrangements for professional audit services and reports on the financial statements and business-type activities of the District for the year ending June 30, 2018, 13) Approval of Instructional Agreement between Feather River Community College District (DISTRICT) and the Department of Correctional and Rehabilitation Central California Women's Facility (CCWF) for District to provide educational packets and services to the CCWF inmates that are currently not being met by other vendors effective April 1, 2018, through June 30, 2019, 14) Approval of grant agreement in an amount up to \$2,000.00 between Feather River Community College District (DISTRICT) and Dunsuir Joint Union High School District (AGENCY) for District to provide a coordinator (Tanya Meyer) to work with AGENCY to provide DISTRICT with travel reimbursements and data required for grant reporting in relation to continuing

the Get Focused, Stay Focused program at regional high schools to implement new curriculum effective August 1, 2017, through June 30, 2018, 15) Approval to accept California Community Colleges Chancellor's Office Veterans Resources Center (VRC) 2017-2018 Grant Funding Certification in the amount of \$10,741.00. State funds have been appropriated in ongoing funding to support the expansion of community college VRC's. This certification is appropriated with zero District match and no indirect costs to the college, and 16) Approval of Colleges and Universities Rate Agreement between Feather River Community College District and the Federal Department of Health and Human Services for rate approvals for use on grants, contracts, and other agreements with the federal Government including salaries, wages, and all fringe benefits were approved as presented, (Elliott/Ware/Sheehan/McNett /Meyers/Holm Aye) (None Opposed).

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions, was approved as presented, (Elliott/Meyers/Sheehan/McNett /Ware/Holm Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Recommendation for California Community College Trustees (CCCT) Board Election. After further discussion and there being no objection, the request for Approval of Recommendation for California Community College Trustees (CCCT) Board Election was approved as presented, (Meyers/McNett/Sheehan /Elliott/Ware/Holm Aye) (None Opposed).
- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter Ended March 31, 2018 (Q3). Jim Scoubes, Chief Financial Officer, provided further explanation to the Board of Trustees regarding the darkened columns on page three of the backup documentation. There being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter Ended March 31, 2018 (Q3), was approved as presented, (Elliott/Meyers/Sheehan /McNett/Ware/Holm Aye) (None Opposed).
- 4) Kevin Trutna requested Approval of Faculty Equivalencies. After lengthy discussion and a request from Trustee Meyers that future requests contain information on what degree the equivalency represented, the Request for Approval of Faculty Equivalencies was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Holm Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Quarterly Financial status Report as of March 31, 2018. He reviewed the Unrestricted General Fund Summary and explained that he had recently run the numbers again for the Budget Committee meeting, and the revenue had increased from 64% to 73%. Mr. Scoubes noted that in May, the District will receive another significant amount of revenue with property taxes. He added that expenses are accruing at the same pace as the prior year at 68% of approved budget. Mr. Scoubes additionally reported that the quarterly report contains information on all of the funds that the District manages. Trustee Meyers asked for information on why on the Unrestricted General Fund Summary revenue line for Beginning Fund Balance was listed as zero, and Mr. Scoubes responded that the funds are not really moved around until it's time to actually use it.

- 3) Kevin Trutna provided opening remarks on the Report on Institutional Set Standards prior to turning the discussion over to Derek Lerch. Dr. Trutna stated that Institutional Set Standards are a requirement from accreditation and were implemented approximately three years ago. He noted that requirements over time have changed direction from level type standards that institutions wouldn't want to drop below to more aspirational type goals. Dr. Lerch continued the discussion explaining that Feather River College (FRC) reports annually on Institutional Set Standards to the Accrediting Commission for Community and Junior Colleges (ACCJC). He also explained that every year in March the College completes an Annual Report that captures many things about FRC including these Set Standards. He added that the ACCJC's change in direction on the requirement has caused confusion for colleges because of the mixed message it sends. Dr. Lerch acknowledged the change in direction, and he mentioned to the Board that the ACCJC has also requested that colleges disaggregate the way institutions set these goals. He explained that ways to do this with academic programs has been explored in Council on Instruction (COI), and it found that it was best to break them apart on different delivery modes, because the samples for FRC were simply too small for good statistical review year-to-year. Dr. Lerch discussed the backup documentation data and fielded questions and concerns from the Board of Trustees. Trustee Meyers asked if there was any reason that a three-year pattern couldn't be provided, and Dr. Lerch indicated that this has been done, but it was still resulted in a too small of a sample. Dr. Trutna added that one of the major missions of the ACCJC is to ensure quality, and it's an Institutional Set Standard because it wants to know how it can be assured that FRC, and other colleges, are providing a quality education.

Communications, Presentations, and Reports

- 1) **Board of Trustees**
Trustee McNett expressed his gratitude to those responsible for bringing motivational speaker Alexis Jones to campus. He stated that he was

impressed with her message about respect for one's self and for one another and he felt it was well-received by the students.

Trustee Elliott stated he appreciated the discussion on the bridge. He also congratulated Michael Bagley, Academic Senate President, on his new employment opportunity at Yuba College.

President Sheehan reported that he recently attended a meeting of a suicide prevention group forming in Plumas County consisting of members of Plumas Rural Services, Plumas County Behavioral Health, Feather River College and others as they try to do a better job of defining the issue. He explained that there's currently no mechanism in place for suicide attempts, and if there aren't documented, they can't be addressed. He indicated that he had recommended to the group that they begin to approach boards about a possible memorandum of understanding that will enable the group to share information to the extent allowed under law.

2) Associated Students

Ambria Holm reported that the annual Feather River College horse sale is scheduled for May 19, 2018, and the students have been fundraising in order to prepare the event. She reviewed the fundraising events as a tie dye barn dance and a car wash at Les Schwab, and she added that on Saturday, April 21, 2018, Sue Bartow, FRC alumni, will be putting on a ranch riding and reining clinic to help students with their horses. Ms. Holm also shared the results of the rodeo team's recent competition at Cal Poly and upcoming participation in Day in the Mountains and the Star Follies.

3) Academic Senate

Michael Bagley reported that the Academic Senate has been alive and well, and one of the best meetings he's chaired in terms of getting things accomplished took place just the previous month. He also reported that the agenda was disrupted a bit, when a discussion was needed on a new faculty position being considered for fall 2018. He noted that it was a healthy discussion on his replacement and one perhaps being a combination of math and physics. Dr. Bagley shared with the Board and others that the Academic Senate looks at policies and procedures, but it also puts in significant work into equivalency. He explained that many applications for equivalency have been rejected, and he also shared his thoughts on the significant governance work being completed behind the scenes. He stated that he wanted to commend Derek Lerch and Carlie McCarthy, Chief Student Services Officer, for the work they both do on Guided Pathways, and that the Board of Trustees should know and hear about how members of the Academic Senate work with staff and administration to get things done.

4) Classified Senate

Cynthia Hall, Classified Senate President, reported that she is in the process of conducting Classified Senate elections for officers and representatives completing their second year of a two year term. She also reported that the timeframe to submit administrator evaluations has

passed, and that she and other officers are summarizing these submissions in preparation for a Closed Session report to the Board of Trustees in May. In addition, Ms. Hall reported that she had the privilege of participating as a judge in one of Rafael Blanco's art classes where the student's conducted persuasion presentations on public sculptures using only two forms. She explained that the experience was fun as well as educational. Ms. Hall also provided the Board of Trustees with information on a newly formed Classified Senate ad-hoc committee on fiscal concerns. She reported that six members of the Classified Senate were interested in discussing fiscal matters on a more detailed level, and that the committee plans to meet and bring back to the unit, and to the Budget Committee, more formalized information to be shared. President Sheehan asked if the ad-hoc committee referred to would be a permanent structure in shared-governance, and Ms. Hall responded no that it would not be. She also stated that she is currently unaware of any policy, procedure, or other document that indicates that Classified Senate ad-hoc committees are not allowed. President Sheehan asked that Ms. Hall keep the Board informed on the committee, and she indicated that she would.

5. Instruction

Derek Lerch followed up on Trustee McNett's comments regarding having Alexis Jones on campus, by stating that part of what the Professional Development Committee has been doing is scheduling and organizing the College's Professional Development Days. He reported this coming Tuesday, April 24th, is what's known as a Flex Day, where a Title IX Coordinator from California State University, Chico will be on campus to speak to staff regarding sexual assault, sexual harassment, and these types of issues. Dr. Lerch also reported that the campus has not yet received the report from the accreditation site visit team and he is expecting it any day now. He also mentioned that he spent time with Terry Gallagher, Theatre Instructor, and they spent time talking about the future of the FRC drama program and the transition that will take place with her official retirement. He stated that *South Pacific* will be performed during both the first and second weekends in May, and that this will be the final opportunity to see one of Terry Gallagher's productions.

6. Student Services

Carlie McCarthy reported that the Diversity Committee and the International Cultural Club put together the Cultural Fair this year on Tuesday, April 17, 2018, and 15 countries and cultures were represented. She also reported that elections were held for Associated Students of Feather River College (ASFRC), and that Cora Cherry will be the President of ASFRC and Gracie Yates was elected as the new student trustee. Ms. McCarthy noted that both ladies already have great leadership qualities, and she is looking forward to working with both of them in the future. She also followed up on Ambria Holm's comments about preparing to meet new FRC students from Plumas County during Home Field Advantage and about 50% of these are interested in the Ag. Program. She additionally pointed out that Wednesday, April 25, 2018, will be Denim Day on campus and this event helps to promote awareness of

sexual assaults and survivors of sexual assault. Ms. McCarthy let the Board of Trustees know that student ambassadors for next year have been hired and this leadership group, along with ASFRS and residence hall attendants, will be going through Safe Talk training as well as suicide prevention and awareness training. She added that this week she met with Sarah Ritchie, Residence Hall Manager, Kelsie Foster, Mental Health and Wellness Counselor, athletics, and personnel from Disability Support Program for Students (DSPS) to talk about a response plan for both the intentional and unintentional deaths of students. She commented that all of the TRIO Grants has submitted their annual reports and have exceed the goals of the grant requirements. Ms. McCarthy reported that commencement may be held outside on The Green this year weather permitting. She also updated the Board of Trustees on the search committee status for director of admissions and records.

7. Superintendent/President

Kevin Trutna reported that he wanted to highlight some events from his written report, and then provide his thoughts about the Classified Senate ad-hoc committee as well. He reported that Joan Park, English Professor, and Director of the Incarcerated Student Program, published a book entitled *The Prisoners and the Podium*, and he noted that the book is available on Amazon and it has received three five-star reviews. Dr. Trutna reviewed the numbers of people utilizing the Outdoor Recreation Leadership climbing wall, and he reported that there will be a climbing wall competition on May 16, 2018. He also highlighted the Guided Pathways portion of his report, stating that these four pathways will be the basis for the funding for next year. Dr. Trutna indicated that there is still no word on the new funding formula for next year, and metrics for the new formula are being discussed in an attempt to agree on what it will be based on. Dr. Trutna also reported that recently in a Budget Committee meeting, Jim Scoubes was asked by Dr. Bagley to provide a snapshot of where the District is right now. He reported that Mr. Scoubes provided information to the committee that in developing the budget, he will automatically underestimate income for the District by 2.9 percent, so that at the end of there will be funding left over. Dr. Trutna also reviewed reports for the May meeting, and he noted that there will be a Closed Session for evaluation of the Superintendent/President.

Kevin Trutna provided the Board of Trustees with his thoughts on the Classified Senate ad-hoc committee. He stated that he has concerns about the ad-hoc committee, and he explained that it's true there is no process for how and why ad-hoc committee are formed, but that every ad-hoc committee formed should not duplicate an existing shared-governance committee. He stated that if the ACCJC were to come visit right now, and it asked if Feather River College was following Administrative Procedure #2510, Participation in Local Decision Making, he would say yes it was except for one Classified Senate committee that is duplicating what the Budget Committee should be doing. He referenced a comment, documented in the minutes of a Classified Senate meeting, that fiscal concerns were brought forward by representatives to both the

Budget Committee and the Strategic Enrollment Management (SEM) Committee, and the concerns weren't incorporated, so therefore an ad-hoc committee was needed. He pointed out that you don't always get your way in shared-governance, and that just because you bring something forward and it's not enacted, you don't start another committee and duplicate what the first one didn't receive. Dr. Trutna added further comments regarding AP 2510, Participation in Local Decision Making, and how it works at Feather River College, noting that it's compartmentalized, and if it's an SEM issue, that's who deals with it, and if it's the Communications Committee, that's who deals with it. Dr. Trutna also mentioned that a statement was made at another meeting of the Classified Senate that when the budget goes bad, the Classified take the brunt of the layoffs. He stated this is a union issue, not a Classified Senate issue. He summarized his concerns by stating that this ad-hoc committee does not represent the Budget Committee or the Chief Financial Officer, and should not be moving forward.

Trustee Meyers stated that with the committee being is a sub-committee of the Classified Senate that reports to the Classified Senate, it couldn't possibly duplicate other shared-governance committees. He added that in his experience Senates at times had a bewildering amount of sub-committees under them. Dr. Trutna noted there was not likely an AP 2510 involved with those situations.

There being no further business, the meeting was adjourned at 4:50 p.m.

KT/ch