

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **4. Call to Order:**

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:10 p.m. on Thursday, May 17, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware

*Trustees absent:* Student Trustee Holm

#### **5. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

#### **6. Agenda:**

President Sheehan requested that Agenda Item #9, Recognition of Retiring Classified and Faculty Employees Leslie Mikesell, Beth Reid, Terry Gallagher, and Mike Miller be moved up in the agenda and addressed first because employees and friends were waiting for the item. There being no objection or further discussion, the agenda for the May 17, 2018, meeting at Feather River College, LRC #105, 570 Golden Eagle Avenue, Quincy, California, was approved as amended, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

#### **9. Recognition of Retiring Classified and Faculty Employees Leslie Mikesell, Beth Reid, Terry Gallagher, and Mike Miller.**

Kevin Trutna, Superintendent/President, read aloud personal Board of Trustee resolutions in recognition of retiring classified employees Leslie Mikesell, Beth Reid, Mike Miller, and faculty member in theatre Terry Gallagher. Dr. Trutna presented each employee present with a plaque commemorating their contributions, years of service, and positions held.

President Sheehan called for the formal roll call vote and all resolutions were approved as presented.

Ayes:	Elliott, McNett, Meyers, Sheehan, Ware
Noes:	None
Absent:	Student Trustee Holm
Abstain:	None

#### **7. Minutes:**

The minutes from the Regular Meeting held on Thursday, April 19, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (McNett/Elliott/Sheehan/Meyers/Ware Aye) (None Opposed) (Holm Absent)

## **8. Items from the Public:**

None

## **10. CONSENT AGENDA**

### **\* A. Motion Items**

After brief discussion and there being no objection, 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations and Reductions, 6) Approval of Royalty Agreement between Ohio Pyle Prints Inc., (OP) and Feather River College for Feather River College to grant OP the non-exclusive right and license to see products bearing the school's name, nickname, and related designs, log graphics, and symbols in return for 7% of the net sales invoiced to OP customers each quarter, 7) Approval of Allocation Amendment for Strong Workforce Regional Grant in the amended amount of \$171,681.00 between Butte-Glenn Community College District on behalf of its Career and Technical Education Department, and Feather River Community College District to extend the funding for Feather River College's role as the regional technical assistance provider (TAP) for developing K-14 pathways between school districts and community colleges, 8) Approval of Retainer Continuation Agreement for Legal Services between School & College Legal Services of California and Feather River Community College District effective July 1, 2018, for the purchase of 40 hours of legal service totaling \$9,600.00, 9) Approval of Facility Use Agreement for Feather River College Athletic Complex between Central Plumas Recreation and Park District (CPRPD) for mutual use of premises described in agreement as "Premises A" and "Premises B" effective April 12, 2018, through June 30, 2022, and 10) Approval of Memorandum of Understanding between Plumas-Sierra County Office of Education and Feather River College to provide one another with academic data concerning their respective students who meet requirements for Foster Youth Services (FYS) – Homeless Status per federal law. This information will be used to help students enroll, obtain financial aid, monitor academic success, and other direct services for students in need were approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed) (Holm Absent)

## **11. 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, (McNett/Ware/Sheehan/Elliott /Meyers Aye) (None Opposed) (Holm Absent)
- 2) Kevin Trutna requested Approval of the 2018-2019 Tentative Budget. He reported that the previous evening the senate sub-committee on education did not approve the new community college funding formula by a vote of two to one, so he isn't sure what will take place next. Dr. Trutna also

reported that there is no Cost of Living Adjustment (COLA) in the 2018-2019 Tentative Budget, although one was announced with the State budget. He stated that the Tentative Budget is basically a rollover budget with the additions for steps and columns. He added that the Tentative Budget also does not include increases in State Teachers Retirement System (STRS) and Public Employee Retirement System (PERS). Trustee Meyers stated that the 2018-2019 Tentative Budget continues to budget for expenses that exceed forecasted revenue, and with the murky fiscal situation, he's not happy about it. He added that he would prefer that the Board of Trustees decide at some point to take a stand in protecting the District's reserves, and ask for budgets built around the revenue that's received and one that doesn't draw on reserves. Dr. Trutna responded that when the budget information was released, which was after the agenda was developed, Feather River College was set to receive an additional \$1.6 million dollars and there would be nothing on paper indicating that the District's Beginning Fund Balance (BFB) would be used to balance the Tentative Budget. He also pointed out that 13 out of the last 14 years there's been no borrowing from the BFB and there was additional discussion. Trustee Meyers responded that he continues to see a declining enrollment and increasing expenses, and from the information provided the cost per student for Feather River College moved up \$1,000 per student, and in doing so moved the College from 12<sup>th</sup> on the list of higher priced colleges, to number nine on the list. He indicated that all of this is material for a deeper discussion at another time. Jim Scoubes, Chief Financial Officer, agreed that Trustee Meyers' statements about the College are accurate depending on how you define BFB and deficit spending. He also stated that he won't know until August how the budget for the current year is going to turn out, but if the simulation released earlier in the week were to become the model, then the \$1.6 million that FRC would receive would erase any potential use of the BFB. President Sheehan indicated that it troubles him that he's not being able to resolve the divide between Trustee Meyers maintaining that the District blatantly raids its reserves, and Dr. Trutna's explanations that this is not what's happening. Dr. Trutna stated that he cannot advocate for a budget where he would be forced to make \$1.6 million in cuts to balance the budget which would do major harm to students and programs knowing full well that the District would then have a \$1.6 million unexpected increase the following year. After further discussion, the request for Approval of the 2018-2019 Tentative Budget was approved as presented, (McNett/Ware/Sheehan /Elliott Aye) (Meyers Opposed) (Holm Absent).

- 3) Kevin Trutna requested Approval to Award Degrees and Certificates. Trustee Meyers requested a list of candidates for graduation be emailed to Trustees. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented, (Ware/Meyers/Sheehan/Elliott/McNett Aye) (None Opposed) (Holm Absent).
- 4) Kevin Trutna requested Approval to Purchase Hay for Feather River College in Excess of Delegated Limits. Trustee Elliott requested

information on what the amount budgeted for hay would be in the 2018/2019 year, and Russell Reid, Ag. Chair and Equine Studies Professor, responded that the department buys hay using four different budgets, and that it will likely run around \$200,000. When asked, Professor Reid indicated that the market for hay is volatile right now and the first cut is running about 30% to 40% higher than the previous year due to rising fuel costs. There being no objection, the Request for Approval to Purchase Hay for Feather River College in Excess of Delegated Limits was approved as presented, (Meyers/Elliott/Sheehan /McNett/Ware Aye) (None Opposed) (Holm Absent).

- 5) Kevin Trutna requested Approval to Vacate Board Policy #7245, Confidential Employees Terms and Conditions of Employment. After further discussion and there being no objection, the request for Approval to Vacate Board Policy #7245 Confidential Employees Terms and Conditions of Employment was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).
- 6) Kevin Trutna requested Approval of BP 7240, Confidential Employees. There being no objection or further discussion, the request for Approval of BP 7240 Confidential Employees was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).
- 7) Kevin Trutna requested Approval of Confidential Employee Handbook. After further explanation and there being no objection, the request for Approval of Confidential Employee Handbook was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).
- 8) Kevin Trutna requested Approval to Vacate Board Policy #7255 Administrator Terms and Conditions of Employment. After further discussion and there being no objection, the request for Approval to Vacate Board Policy #7255, Administrator Terms and Conditions of Employment was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).
- 9) Kevin Trutna requested Approval of BP #7250, Educational and Classified Administrators. There being no objection or further discussion, the request for Approval of BP #7250, Educational and Classified Administrators, was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).
- 10) Kevin Trutna requested Approval to Vacate BP #7265, Manager Terms and Conditions of Employment. There being no objection or further discussion, the request for Approval to Vacate BP 7265, Manager Terms and Conditions of Employment, was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).

- 11) Kevin Trutna requested Approval of BP #7260, Classified Supervisors and Managers. There being no objection or further discussion, the request for Approval of BP 7260, Classified Supervisors and Managers, was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).
- 12) Kevin Trutna requested Approval of Management Employee Handbook. There being no objection or further discussion, the request for Approval of Management Employee Handbook, was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye) (None Opposed) (Holm Absent).
- 13) Kevin Trutna requested Ratification of Agreement between Feather River Federation of Teachers Associate Faculty Chapter #4615, AFT/CFT AFL/CIO, and Feather River Community College District effective July 1, 2018, through June 30, 2022. After further discussion, that included comments from David Burris, Director of Human Resources/EEO, the request for Ratification of Agreement between Feather River Federation of Teachers Associate Faculty Chapter #4615, CFT/CFT AFL/CIO and Feather River Community College District effective July 1, 2018, through June 30, 2022, was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).
- 14) Kevin Trutna requested Approval of Feather River College Equal Employment Opportunity (EEO) Multiple Methods Submission for 2017-2018. After further discussion and there being no objection, the request for Approval of Feather River College Equal Employment Opportunity (EEO) Multiple Methods Submission for 2017-2018, was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).
- 15) Kevin Trutna requested Approval of June 13, 2018, Board of Trustee Retreat Date. After brief discussion and there being no objection, the request for Approval of June 13, 2018, Board of Trustee Retreat Date, was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

**\* B. Roll Call Items**

- 1) Resolution #17/18-04 – Recognition of Retiring Classified Employee Leslie Mikesell, was approved as presented.
- 2) Resolution #17/18-05 – Recognition of Retiring Classified Employee Beth Reid, was approved as presented.
- 3) Resolution #17/18-06 – Recognition of Retiring Classified Employee Mike Miller, was approved as presented.
- 4) Resolution #17/18-07 – Recognition of Retiring Faculty Member in Theatre – Terry Gallagher, was approved as presented.

### **C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of April 30, 2018. He explained that when he is talking about the Beginning Fund Balance (BFB) he is talking about Unrestricted General Fund because it's this fund that pays for all of the operating expenses for the District. In his review of the Unrestricted General Fund Summary, he noted that revenues total \$12,140,007 and expenditures for the period total \$12,230,403 or 74% of the \$16,442,884 Board approved budget. Trustee Meyers questioned the zero amount noted in the far right hand column of the Beginning Fund Balance, and Mr. Scoubes explained that what the report is doing is taking the difference between the budget and the actual. He further explained that from the report you can see that that BFB as of April 30, 2018, stands at \$1,625,713 which is slightly up from the augmented 2017-2018 approved budget. Trustee Elliott commented that from the report it appears that the District will receive approximately \$4,302,877 in property taxes, and Mr. Scoubes confirmed that he does expect to receive this amount.
  
- 2) Kevin Trutna provided opening remarks on the report on the Incarcerated Student Program (ISP), and he introduced Joan Parkin, Director of the ISP Program, and Kim Beaton, Assistant Dean of Instruction, who both worked on the information. Dr. Parkin began her presentation by stating the program has been serving students for 11 years now, registers 600 students by the end of each semester, and has graduated 60 students this year. She added that at the recommendation of Dr. Beaton, the District is now working with 13 prisons instead of 18 which has proven to be a more manageable number. Dr. Parkin emphasized that face-to-face instruction has become the desired form of instruction for the incarcerated, and FRC is now competing with several other colleges for this funding. She stated that FRC is not in the running if it's not teaching face-to-face. Dr. Parkin also explained the associate of arts degrees offered in the program, the expansion of a biology lab, and the hybrid program of three instructors now teaching face-to-face courses at Mule Creek State Prison. She noted several improvements in supplemental instruction including the increase in student service offerings by approximately 75% attributed in large part to Carlie McCarthy, Chief Student Services Officer (CSSO) and the Student Success and Support Program (SSSP) grant. Dr. Parkin also provided an overview of program challenges including access to research, advisement, maintaining a Student Learning Outcomes Assessment Cycle (SLOAC) for all ISP course selections, online access for students, increasing instructor visits, reinvigorating the cohort model, and receiving better turnout of faculty and administration to ISP graduations. She additionally listed program achievements as three UC Berkeley transfers, one bachelor of arts (BA) graduate while incarcerated, one master of arts (MA) degree, and double the number of students who transferred to four-year programs since 2011, She added that degree completion has more than doubled from 23 to 54, and she emphasized the associate of arts (AA) to bachelor of arts (BA) pipeline that the program provides to California State University's transferable degrees at Lancaster's pilot Pell project. Trustee

Meyers stated that although he just castigated the District's budget, he wanted to know what needs to be done to get the ISP program ready for this intranet Dr. Parkin is describing, and she responded that bringing on Dr. Beaton was the initial link, but getting all of the courses uploaded is the next step which she is confident will get done. She also stated that she feels that the FRC library should be doing what other community college ISPs are doing by hiring a full-time person or a couple of work-study students to address the requests for research material that come into the library from ISP students. President Sheehan asked Dr. Parkin if she had made a budget proposal for the request, and Dr. Parkin responded that she had not. She explained that she was unaware that the Darryl Swarm, Library Director, would be unable to get student workers for these research requests. Kevin Trutna added that he was unaware of the request, but it could be worked into the process with some priority. Trustee Elliott commented that he has grown to appreciate the program since its inception and what it contributes to society beyond the FTES it provides to the District.

- 3) Kevin Trutna introduced Kinderlin Hoznour, Director of the Child Development Center (CDC). He explained that according to Department of Education regulations, the director of the center is required to present information to the Board of Trustees on the Self-Evaluation Report for the Child Development Center for Fiscal Year 2017-18. Ms. Hoznour reported that overall the CDC received a 6.4 rating out of the seven (7) possible points which is considered a very good rating. She reviewed the self-evaluation process, parental surveys, procedures and practices, and action plans for improvement.
- 4) Kevin Trutna provided introductory comments on the report on the Phi Theta Kappa (PTK) Honor Society. He explained that Anna Thompson, Biology Professor, is just finishing her first year as faculty advisor for PTK membership, having taken over the role from Katie Desmond. Political Science Professor. Anna Thompson explained that PTK is an international community college academic honor society that is multi-based out of the United States. She also explained that students invited to accept membership are required to have a 3.5 grade point average (GPA), and once inducted have access to the benefits and scholarship information that recognize outstanding academic accomplishment. Ms. Thompson shared information on her attendance at the National PTK Catalyst Convention held in Kansas City, Missouri, April 19, 2018, and she explained that the support students receive from ongoing PTK membership results in a higher percentage of students completing upper division coursework. She added that being around more than 4,000 of the best and brightest students in the world was an uplifting experience, because as teachers sometimes the tendency is to focus on those students that are struggling. Ms. Thompson introduced Kristie Williams, President of FRC's Alpha Psi Zeta Chapter of PTK, and Davis Carlson, Vice-President, and each student shared brief comments on their involvement and appreciation for PTK.

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

### **1) Board of Trustees**

Trustee Elliott thanked Michael Bagley for his years of service to the District. He also reported that he enjoyed participating in the Athletic Scholar Awards ceremony held recently on campus.

Trustee Meyers also expressed his appreciation for the awards ceremony event. He requested that a draft of the retreat agenda be emailed to Board members ahead of time so that he can comment on it before it's formalized. Trustee McNett stated that he wanted to thank the Feather River College Foundation for another successful Star Follies event. He stated that the diversity of community involvement in this event always makes for an enjoyable evening.

President Sheehan asked that he be notified if the District receives an additional installment of Secure Rural Schools Funding over and above the \$16,000 it's already received.

### **2) Associated Students**

Carlie McCarthy, on behalf of Ambria Holm, reported that the entire student body is likely preparing for finals and working on papers. She also reported that she met with several club advisors the previous week and talked about different opportunities to get students more involved in the upcoming fall semester.

### **3) Academic Senate**

Michael Bagley reported that at the May 9, 2018, meeting of the Academic Senate, Dr. Tom Heaney, History Professor, was voted in as the new Academic Senate President for the 2018-2019 academic year. Dr. Bagley stated that he knows Dr. Heaney will do a good job, and he has already had conversations with him about ideas for next year. Dr. Bagley also reported that he's learned there's slow but steady movement within the Statewide Academic Senate for a vote of no confidence with regards to Chancellor Eloy Oakley. He explained that the lack of confidence seems related to the passage of AB 705, (Irwin), that requires community colleges to maximize the probability that students would move into and complete transfer level mathematics and English within a one year timeframe. Dr. Bagley stated that he hoped that the Board of Trustees had either heard or received information regarding former FRC student, Dr. Julio Benavides, now Embry-Riddle faculty member, being on campus May 7, 2018, to speak to students about his pathway to aeronautical engineering. He reported that Dr. Benavides had a lunch hour presentation with students that day and there was also an open community presentation that evening. Dr. Bagley closed his report by stating that it has been great presiding over the Academic Senate this year.

### **4) Classified Senate**



Cynthia Hall, Classified Senate President, reported that the Classified Senate will meet again on Monday, May 21, 2018. She announced that Michelle Ryback, Administrative Assistant, Business Services was elected to be the new Classified Senate President, Shawna Lindsey, Payroll Clerk and Internal Auditor, will be the new Classified Senate Vice-President, and Julie Murphy, Program Staff Specialist II, Disability Support Program for Students was elected to the position Secretary for the upcoming two year term.

**5. Instruction**

Derek Lerch reported that the adult education efforts through Plumas Unified School District has created a small but growing secondary education program that has certified instructors working with community members to complete their high school diplomas. Dr. Lerch announced that the program had its first graduate of the program last week and that the graduate, who wished to remain anonymous, was excited and appreciative of the opportunity. He also reported that the draft report arrived from the Accrediting Commission for Community and Junior Colleges (ACCJC) and it was responded to by Dr. Trutna. He explained that the report will be forwarded to the Commission shortly, and he expects feedback on the report to be received in early July 2018. Dr. Lerch recognized Cindy Hall for her work in Classified Senate, and also recognized Michael Bagley for his 16 years of service to the District.

**6. Student Services**

Carlie McCarthy extended an invitation to the Board of Trustees to attend the retirement celebration for Beth Reid and Leslie Mikesell on Friday, May 18, 2018, in front of the Eagle's Perch. She also reported that all of Student Services is gearing up for graduation on Friday, May 25, 2018, and she made Board members aware of the bachelor's degree luncheon taking place that same day from 12 p.m. to 2 p.m. in the equine center. Ms. McCarthy additionally reported that the first digital marketing campaign *UpSnap* has been launched for Feather River College, and the company use analytics to engage students with mobile marketing solutions.

**7. Superintendent/President**

Kevin Trutna reported that the ACCJC report did arrive and he responded to the report with what he felt were errors of omission of fact. He explained that the College has the opportunity to appear before the Commission or draft a letter, and he has chosen to draft a letter that will go out May 18, 2018. He also provided timelines for graduation and the bachelor's degree luncheon along with an athletic scholarship signing all taking place on May 25, 2018. Dr. Trutna reported to the Board that he has a Twitter account now, and he recently posted a picture of the signing of the first bachelor's degree. He also pointed out the Terry Baumgartner, Head Baseball Coach secured his 700<sup>th</sup> win this season, and was voted Golden Valley Coach of the Year, along with Meredith Aragon, Head Softball Coach who was voted Golden Valley Coach of the year in her sport. Dr. Trutna talked about the shared governance survey results noted in his written report that

reflected how employees prepare for shared-governance meetings, and where most employees responded positively that they consult with others about items on the agenda both within and outside of their own departments.

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

KT/ch