

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 1:05 p.m. on Thursday, January 19, 2017 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware (via telephone)

Trustees absent: Student Trustee Hammons

2. Agenda:

Kevin Trutna, Superintendent/President requested that "Presentation of Retirement Resolution for Karen Pierson" be added to the agenda. After further discussion and there being no objection, the Regular and Consent Agendas for the January 19, 2017 meeting held at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, CA were approved as amended (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed) (Hammons Absent).

3. Minutes:

The minutes from the Organizational and Regular Meeting held on Thursday, December 8, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed) (Hammons Absent)

4. Items from the Public:

There was no public comment.

Administration of the Oath of Allegiance

Kevin Trutna administered the Oath of Allegiance to Board of Trustee members John Sheehan, Area III, Dr. Dana Ware, Area V, and Dr. James Meyers, Area I.

Presentation to Karen Pierson, Retiring Chief Student Services Officer

Kevin Trutna presented Karen Pierson with a plaque that contained a Board of Trustee resolution recognizing her time and dedication to Feather River College. The formal document read aloud by Dr. Trutna, indicated that Dr. Pierson had served the District from July 25, 2011 through January 2, 2017 and that she had chaired and served effectively multiple committees, transformed the Admissions and Records and Financial Aid areas into open and inviting spaces, developed and modified Student Services programs, advocated for students in areas such as health, bus transportation, mental health awareness, equity, support, housing and TRiO grants, devoted countless hours to student government, created an effective student orientation, oversaw student issues, served as chief discipline officer always being cognizant of student rights, participated in many campus and community activities, and was a mentor and friend to many at the college. Dr. Pierson thanked the Board of Trustees for hiring her and supporting her as she learned the ways of the California community college system. She also stated that

she and her husband, were pleased to be staying here in the Quincy area as it contains many of the activities that they both enjoy participating in.

President Sheehan announced that he would be recusing himself from the discussion and vote to take action on Consent Agenda Item #5A8, Approval of Spanish Creek Crossing Contract #16-1-612 between Feather River College and Plumas Corporation for the procurement of project management services that will consist of assisting Feather River College in determining the feasibility of a non-traditional crossing over Spanish creek on FRC lands.

Trustee Meyers asked for further discussion and an explanation on agenda item #5A8. Kevin Trutna responded that the management services outlined in the contract will assist Feather River College in determining whether or not a bridge or low water crossing would be feasible in terms of cost, placement, and location over Spanish Creek on what is now college-owned property and there was further discussion. Trustee Elliott asked how it happened that the College decided to obtain the services of Plumas Corporation instead of considering another firm, and Dr. Trutna replied that Plumas Corporation has experience in interacting with other governmental agencies that may be involved in the study. Trustee McNett indicated he was having difficulty understanding what Plumas Corporation's function was going to be, and Derek Lerch, Dean of Instruction /CIO explained that the feasibility study would be designed to allow the College to make an informed decision as to what path its wants to take in constructing a crossing over the creek. He added that the study would likely include Plumas Corporation's observations on what the largest obstacles would be in the construction whether it be hydrology or biological implications. Russell Reid, Equine Studies Instruction and Ag Department Chair commented that it would be important to remember that the feasibility study would be exactly aligned with what the U.S. Department of Fish and Game needs to have, and what the U.S. Army Corp of Engineers requires in its permitting process, so by the time the study is completed, FRC will be ready to move forward with both the crossing and the other agencies involved.

5. CONSENT AGENDA

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions 2) Ratification of Personnel Actions 3) Payroll and Commercial Warrants 4) Budget Transfers 5) Budget Augmentations/Reductions, 6) Approval of Agreement #16-17-4061 between Yosemite Community College District Child Development Training Consortium (YCCD/CDTC) and Feather River College (CONTRACTOR for CONTRACTOR to designate a Campus Coordinator (Merle Rusky) to act as a liaison between the CDTC and Support Division to disseminate information to campus faculty regarding state initiatives and trends in ECE effective September 1, 2016 through June 30, 2017, (7) Approval of Rental Agreement between Feather River College and West End Theatre for the use of West End Theatre (WET) auditorium May 10, 2017 through May 15, 2017, (8) Approval of Spanish Creek Crossing Contract #16-1-612 between Feather River College and Plumas Corporation for the procurement of project management services that will consist of assisting Feather River College in determining the feasibility of a non-traditional crossing over

Spanish Creek on FRC lands, and (9) the Approval of Services Agreement between County of Plumas, through its Behavioral Health Department (COUNTY) and Feather River Community College District (CONTRACTOR) to expand, coordinate, and provide mental health services for Feather River College Students as described in Exhibit A – Scope of Work effective December 1, 2016 through June 30, 2017 were approved as presented, (McNett/Meyers/Elliott/Ware Aye (None Opposed) (Sheehan Abstaining) (Hammons Absent)

6. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions and asked Derek Lerch to provide further explanation of the request. Dr. Lerch stated that the request included standard course revisions and then course requirement changes as part of the bachelor's degree. He went on to explain that the changes to the bachelor's degree included two new classes in upper division electives AGAS402, Training of the Hackamore Horse and AGAS403 Training of the Bridle Horse. Russell Reid added that some of the lower division General Education requirements had also been changed to give students in the program more choices. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed) (Hammons Absent).
- 2) Kevin Trutna requested Approval to Declare 1992 Toro Lawn Mower as Surplus Property. There being no objection or further discussion, the request for Approval to Declare 1992 Toro Lawn Mower as Surplus Property was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed) (Hammons Absent).
- 3) Kevin Trutna requested Approval of District Board Policies BP 3900 Speech: Time, Place and Manner, BP 4220 Standards of Scholarship, BP 3410 Nondiscrimination, BP 2435 Evaluation of the Superintendent/President and BP 5220 Shower Facilities for Homeless Students. After further discussion and there being no objection, the request for Approval of District Board Policies BP 3900 Speech: Time, Place and Manner, BP 4220 Standards of Scholarship, BP 3410 Nondiscrimination, BP 2435 Evaluation of the Superintendent /President and BP 5220 Shower Facilities for Homeless Students were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Hammons Absent).
- 4) Kevin Trutna requested Approval of AP 7121 Faculty Recruitment, Screening and Hiring. He provided background information on the path that the procedure took through the shared governance process and there was further discussion. Trustee Meyers indicated that he found the 15 minimum days in the advertisement of a faculty position noted on page two to be woefully short of what would be adequate for this type of search. David Burris, Director of Human Resources/EEO commented that it's typical for the District to spend six

to eight weeks on these searches. After further discussion and there being no objection, the request for Approval of AP 7121 Faculty Recruitment, Screening and Hiring was approved as presented, (Ware/Meyers/Sheehan/Elliott/McNett Aye) (None Opposed) (Hammons Absent).

- 5) Kevin Trutna requested Approval of the 2017-2018 Non-Resident Tuition Fee for Feather River Community College. District at \$235.00 per semester unit. He explained that the Chancellor's Office utilizes a formula involving the statewide average expense of education per FTES in arriving at its calculation and determining its recommendation to the District. Trustee Meyers asked if the District recoups the full cost of education for its out-of-state students and there was further discussion and consensus that the District did recoup these costs, but there would be a number of students at some point where it would impact the District financially. After additional questions from Trustee Meyers and comments from Jim Scoubes, Chief Financial Officer and Derek Lerch, the request for Approval of the 2017-2018 Nonresident Tuition Fee of \$235.00 per semester unit was approved as presented, (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed) (Hammons Absent).
- 6) Kevin Trutna request Approval of the Feather River Community College District Schedule of Fees for the 2017-2018 Fiscal Year Effective Fall Semester 2017. He noted that the changes from the previous fee schedule were noted in red and he explained the increase in the charge for processing and mailing transcripts to international countries. There being no objection or further discussion, the request for Approval of the Feather River Community College District Schedule of Fees for the 2018-2018 Fiscal Year Effective Fall Semester 2017 was approved as presented, (Meyers/McNett/Sheehan /Elliott/Ware Aye) (None Opposed) (Hammons Absent).

* **B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes provided the District's Quarterly Financial Status Report as of December 31, 2016. He reviewed the Unrestricted General Fund Summary noting that expenditures totaled \$7,451,479 or 45% of approved budget, and that the District is currently 50% of the way through the fiscal year. Mr. Scoubes also noted that at last month's meeting, Trustee Meyers had asked about the difference in the amounts in the 7000 account code, and Mr. Scoubes explained that the difference was because the District has made the payment to the Public Employment Retirement Fund (PERS) system and also had transferred funds for its contribution to the operational account of the Child Development Center. Trustee Elliott asked if the Capital Outlay included the land that the District just purchased and Kevin Trutna indicated that it did. Mr. Scoubes closed his financial report by briefly reviewing the Restricted General Fund Summary, Child Development Center Fund, Capital Outlay Fund, Retiree

Benefits Summary, the Student Financial Aid Fund, and the investment report from the County Treasurer's Office. Mr. Scoubes also reported that he attended the governor's budget workshop in Sacramento the previous day and learned that Governor Brown's proposed budget includes 1.48% Cost of Living Increase (COLA), enrollment growth of 1.34% and he added there was also discussion on the funding from Proposition 98, what capital improvement bond projects would be funded, and deferred maintenance.

- 2) Nick Boyd, Director of Facilities/CTO provided the Board of Trustees with an update on emergency operations. Mr. Boyd reported that there are two committees where discussions on safety and emergency operations are the focus. He indicated that one of these committees is the Safety Committee, which meets once a month, and the other is the Student Incident Team which meets weekly during the school year. Mr. Boyd explained that he attends both meetings along with the Chief Student Services Officer and representatives from housing, Disabled Student Programs & Services (DSPS), athletics, Plumas County Sheriff's Office (PCSO) and the California Highway Patrol (CHP).

Kevin Trutna joined the discussion by explaining that the Student Incident Team is a weekly touch base meeting to talk about students and any incident or hot spot that has occurred on campus. He further explained that the Safety Committee meets to discuss the process for safety at the College and there was further discussion.

President Sheehan asked how students are notified of potential situations that involve their safety, and Mr. Boyd responded that decisions are made on a case-by-case basis. Dr. Trutna added that the FRC Student App and website are also used to communicate with students and staff in the event of an emergency.

Mr. Boyd addressed the annual fire drills that are held on campus noting that the next one is scheduled for March 21, 2017. Trustee Elliott asked if the upcoming drill would include the residence halls, and Mr. Boyd responded that it would not. There was concern voiced by members of the Board that these drills should include students in the housing units. Mr. Boyd continued his report by stating that the PCSO would partner with the College to drill and train for an active shooter incident. He added that he would like to start by having a drill at Institutional Day in the fall when only staff will be present and there was further discussion. Kevin Trutna reported that the campus has been proactive in the sense that it has had PCSO deputies walk the campus room by room asking what evacuation plans were in place, and how occupants would react if something happened. Trustee Meyers asked if the College has an Active Shooter Plan and Mr. Boyd responded that it did not have a specific plan but there has been training through videos, Emergency Folders, and campus discussions multiple times over the past four years. When asked about his definition of a plan, Trustee Meyers indicated that his idea of an Active Shooter Plan would be something that would fit into the Injury & Illness Prevention Plan (IIPP) and there was further discussion. Kevin Trutna

clarified that the College does have an Emergency Plan, which includes active shooter scenarios, but that the College does not have a separate, stand-alone plan or one that is part of the IIPP.

- 3) The report on the Distance Education Program was tabled due to the illness of the Director Mick Presnell.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee McNett reported that it's his understanding that there will be a women's march on Saturday at Dame Shirley Plaza in Quincy for those citizens that have a concern.

2) Associated Students

No Report

3) Academic Senate

No Report

4) Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate will have its first meeting of the semester on Monday, January 23rd where it will take action on a slate of policies and procedures and review three others sent forward from Cabinet.

5. Instruction

Derek Lerch stated that the institution is already in the third week of classes and students are actively on campus. When asked about enrollment numbers, Dr. Lerch stated that the spring enrollment numbers right now are better than he anticipated, and he hopes to bring a full enrollment report to the Board of Trustees at next month's meeting. Dr. Lerch also reported that the State legislated a significant investment in Career Technical Education this year referred to as the Strong Workforce Initiative and FRC just finished its application for funding in the areas of agriculture and nursing. Dr. Lerch talked about the opening of the climbing wall in the Vocational Technical Building that will serve the campus as both a student center and an instructional center that provides space for both classroom and student activities. In closing comments, Dr. Lerch updated the Board of Trustees on accreditation stating that the College spent time during the fall semester updating the responses to the accreditation standards and now a narrow and focused review will occur to compile the information into a single document that addresses all of the accreditation standards. He added that during the second half of the semester, the draft document will be sent out to the campus as a whole for further review and feedback.

6. Student Services

Carlie McCarthy, Chief Student Services Officer reported that she is in her third week as CSSO and she is enjoying the position and the responsibilities that come with it. She reported that Student Services had

39 students attend the spring semester of New Student Orientation and she noted that this is the highest level of participation she has seen since joining FRC. Ms. McCarthy also reported that a Student Resource Fair had been organized the previous week where 140 students attended and received information from clubs and organizations and received give away items that included an Easy Writer, a booklet she explained that assists students in writing, drafting, grammar, punctuation and sentence structure. She also provided each Board member a calendar that was produced by Student Services, and she described the other activities to welcome students to campus as the opening of the rock wall and a bowling and taco night at La Sierra Lanes. She additionally mentioned that Dr. Kelsie Foster, FRC's new mental health counselor has already attended meetings of the Student Intervention Committee and the Student Incident Team and she is meeting many of her colleagues as she begins her work at FRC. She added that Dr. Foster hopes to introduce a speaker to students in February in connection with Black History Month and get to know them better as part of the presentation. McCarthy closed her report by stating that when the Student Intervention Committee met data was presented from the previous semester and it was noticed that the numbers of students on academic probation is significantly down.

7) Superintendent/President

Kevin Trutna highlighted items from his written report including the news that student Christopher Clements is a quarter finalist for the Jack Kent Cooke Scholarship award, a prestigious scholarship that covers the cost of all undergraduate expenses. He also pointed out the article in his report submitted by Angela Cordell, Deputy Sector Navigator, Global Trade and Logistics that explains the global trade partnership being created as part of FRC's Center for International Trade Development. Dr. Trutna added that he met with owner of the new Quincy Pharmacy, Karen Schad and she is interested in selling FRC's tee shirts and sweat shirts to draw in and meet members of her new community. Dr. Trutna closed his report by reviewing some of the agenda items for the February meeting and he stated if the Board wants to tour the welding and/or art shops to let him know.

There being no further business, the meeting was adjourned at 2:41 p.m.

KT/ch