

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 3:04 p.m. on Thursday, February 16, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Ware, West
Trustees absent: Sheehan, Student Trustee Burfeind

President Elliott announced that the Board had met in Closed Session and that no action had been taken. President Elliott also requested that Ron Taylor, Superintendent/President schedule a Special Meeting of the Board of Trustees for March 12, 2012 with the Regular Meeting to follow on March 15, 2012.

The regular and consent agendas for the February 16, 2012 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

The minutes of the Special Meeting held January 10, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California and the Regular Meeting held January 19, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/West) unanimous.

A. ITEMS FROM THE PUBLIC

None

ADMINISTRATION OF THE OATH OF OFFICE

Ron Taylor administered the Oath of Allegiance to Dr. Dana Ware for the provisional appointment to the Board of Trustees District V. President Elliott stated that the Board is pleased to have Dr. Ware as a member of the Board and added that Dr. Ware has been part of the Plumas County community since 1988.

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, and the Ratification of Memorandum of Understanding (MOU) between Plumas County Literacy's Second Chance and Feather River College's Incarcerated Student Program (ISP) to provide eligible pre-reentry incarcerated students

with appropriate ISP materials were approved as presented, (West/Schramel) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Derek Lerch, Dean of Instruction/CIO Interim requested Approval of Curriculum Actions. After brief explanation of the request, he also asked that the backup documentation included for Board review be corrected under the titles for curriculum items #16 and #17 to read, "Intro to Wildlife and Fisheries, etc." instead of, "Intro to Wildlife and Fishers, etc.". After brief discussion and there being no objection, the request for Approval of Curriculum Actions was approved as amended, (West/Schramel) unanimous.

b) Ron Taylor requested Approval of Feather River College Trustee Area Realignment. He stated that the agenda item had been before the Board at previous meetings and that the recommended options available for realignment of trustee areas were essentially the same. Dr. Taylor reminded the Board that the population data from the 2010 census had been analyzed and under the law the District is obligated to examine the data and take some sort of action in response to the data. He explained option one as taking the new supervisor boundaries into consideration with some adjustments, option two as being similar to option one with different adjustments, and option three as an option that would retain the current Feather River College (FRC) and Plumas Unified School District (PUSD) governing board boundaries as they are. After further discussion and explanation of the questions put forth by Board members and comments from Trustee Schramel, Trustee Ware motioned for approval of trustee area realignment option one and the motion was seconded by Trustee Schramel but failed to pass (Ware/Aye, West/Schramel/Elliott/No response). Questions proposed by Trustee West were addressed by Steve Allen, present in the audience and additional comments from President Elliott were heard. After further dialog and a clarification from Dr. Taylor on what action to approve option three would mean, Trustee West motioned for approval of trustee area realignment option three, and the motion passed (West/Ware) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Approval of 2012-2013 Schedule of Fees. After further discussion and there being no objection the request for Approval of 2012-2013 Schedule of Fees was approved as presented, (West/Ware) unanimous.

d) Ron Taylor requested Approval of New and Revised Board Policies. After further discussion and an explanation from Dr. Taylor on why a copy of Administrative Procedure 7255, Administrator Terms and Conditions of Employment was being provided, the request for Approval of New and Revised Board Policies was approved as presented, (Schramel/West) unanimous.

e) Ron Taylor requested Approval to Hire David Burris as Interim Director of Human Resources/EEO. He introduced Mr. Burris, who was present, and reported that he had served in the same job description capacity at Lassen College and he recommended approval. There being no objection or further discussion, the request for Approval to Hire David Burris as Interim Director of Human Resources/EEO was approved as presented, (Schramel/Ware) unanimous.

f) Jim Scoubes requested Approval of Plumas Bank and Bank of America Authorized Signatories as of February 16, 2012. After further discussion and there being no objection, the Request for Approval of Plumas Bank and Bank of America Authorized Signatories as of February 16, 2012 was approved as presented, (West/Schramel) unanimous.

g) Derek Lerch requested Approval of Tenure. After further discussion and explanation, Dr. Lerch recommended that Dr. Michael Bagley be offered a one-year contract for the 2012-2013 academic year due to his successful completion of his first year as a full-time faculty, that James Johnson, Judith Mahan, and Donald Williams be offered two-year contracts for the 2012-2013 and 2013-2014 academic year due to their successful completion of their second year as full-time faculty, and that Dr. Katie Desmond, Jerry Hoover, and Jesse Segura, be granted tenure effective July 1, 2012 due to their successful completion of their fourth year as full-time faculty. Prior to the question, Trustee West noted that she in general she does not support the tenure process, but she appreciated the review that has been involved with the request. After further discussion, the request for Approval of Tenure was approved as presented, (Schramel/Ware) (Elliott/Aye) (West opposed).

h) Ron Taylor requested Approval of Feather River Community College District Equal Employment Opportunity (EEO) Plan. After further discussion and explanation and there being no objection, the request for Approval of Feather River Community College District Employment Opportunity (EEO) Plan was approved as presented, (Schramel/Ware) unanimous.

i) Ron Taylor requested Approval of Nomination of Leslie Mikesell as Outstanding Classified Employee of the Year. After further discussion and there being no objection, the request for Approval of Nomination of Leslie Mikesell as Outstanding Classified Employee of the Year was approved as presented, (Ware/West) unanimous.

j) Ron Taylor requested Approval of Job Description – Director of Advising/Counselor. After further discussion and there being no objection, the request for Approval of Job Description – Director of Advising/Counselor was approved as presented, (West/Schramel) unanimous.

* 2. Roll Call Items

a) Ron Taylor requested Approval of Resolution #11/12-05 – Approval to Maintain At-Large Voting Method for Trustee Elections. After further

discussion and explanation, the request for Approval of Resolution #11/12-05 – Approval to Maintain At-Large Voting Method was approved as presented.

Ayes: Elliott, Schramel, Ware, West
Noes: None
Absent: Sheehan, Student Trustee Burfeind
Abstain: None

b) Ron Taylor requested Approval of Resolution #11/12-06 – Approval of 2012-2015 Workability III Contract. After further discussion and explanation, the Request for Approval of Resolution #11/12-06 – Approval of 2012-2015 Workability III Contract was approved as presented.

Ayes: Elliott, Schramel, Ware, West
Noes: None
Absent: Sheehan, Student Trustee Burfeind
Abstain: None

3. Special Items/Reports

a) Jim Scoubes presented the District's Monthly Financial Status Report as of January 31, 2012. As information to new Trustee Ware, Mr. Scoubes explained the difference between the Unrestricted General Fund and the Restricted General Fund and at what periods of time he would normally report to the Board on the different funds. Mr. Scoubes also reported that as of January 31, 2012 revenues totaled \$7,060,997 or 56% percent of approved budget and expenditures totaled \$6,927,794 or 55% of approved budget. Mr. Scoubes additionally reported on and addressed mid-year cuts, the State budget situation, apportionment reductions, property tax shortfalls, the Governor's proposed tax initiative, and potential base cuts if the initiative fails. He also reported that he is optimistic that the economy might continue to recover because it is an election year and that impacts might not be as severe as anticipated.

b) Brian Murphy, Coordinator of Institutional Research and Planning, provided the Board of Trustees and others present with a Power Point presentation and report on Accountability Reporting for Community Colleges (ARCC). Mr. Murphy's report included information and data on the student body, student performance, and student achievement and he explained Power Point slides on headcount and FTES, student demographics, persistence rate, successful course completion rate for basic skills, basic skills improvement rates, successful course completion rates in the area of vocational and technical (VOTEC) classes, improvement rates for English as a second language (ESL), student progress and achievement, data on students who earned 30 units, and he answered questions and provided information on how Feather River College compared overall on the ARCC report indicators relative to its peer colleges.

- c) Karen Pierson, Chief Student Services Officer, introduced classified employees from the area of Disabled Students Programs and Services (DSP&S) Terrie Rose-Boehme, Director DSP&S/Workability III, and Lori Stockton, Instructional Assistant, DSP&S who were unable to be in attendance and Danielle Westmoreland, Assistive Technology Specialist, and Marci Lang, Workability III Program Coordinator, who were present and provided the Board of Trustees and others with a brief report on their specific roles and departmental responsibilities.
- d) Karen Pierson introduced classified employees from the area of counseling and advising Linda Vaughn, Program Manager EOPS, and Jodi Beynon, Program Manager, Transition Services, and each employee provided the Board of Trustees and others with an overview of their departmental responsibilities and services to students.
- e) Karen Pierson provided a report to the Board of Trustees on the Feather River College Recruitment Plan. She reported that the Plan had been developed in the Strategic Enrollment Management (SEM) Committee, a shared-governance committee, and had been additionally vetted in meetings of the Strategic Planning Committee as well. In the interest of time, she distributed a handout of the Power Point slides that she had intended to present to the Board and her report covered topics on fiscal stability and how it depends on enrollment, why focus needs to be placed on recruitment, recruitment goals for 2012-2013, recruitment problems and solutions, strategies and ideas for recruitment, getting more students and parents to visit the campus, developing new materials with new messages, and developing automatic academic scholarships based on ACT/SAT scores or completion of rigorous curriculum, housing scholarships to students who show sound character and leadership, and partnering with high schools and their administrators so that they learn more about programs and services offered at the College.
- f) Katie Desmond, Political Science Instructor and Student Learning Outcomes Assessment Cycle (SLOAC) Committee member provided those present with a Power Point presentation on Student Learning Outcomes (SLOs) at the course level. She stated that SLOs for the courses that she teaches are developed to align with her history and political science programs and that what she does in the classroom is also designed to speak to the mission of the College and therefore align with college-wide SLOs. She added that it's also important to her that she keep abreast of what is required in her discipline. Dr. Desmond explained that the SLO goes into the course outline of record, is reviewed and then approved by the Curriculum Committee, Academic Senate, and the Board of Trustees and that she is always open to the revision of SLOs for her classes if she finds or feels they aren't working in any way. Dr. Desmond noted that she had been asked to point out one SLO of the three or four she has for each of her classes and she provided an overview and explanation of the critical thinking SLO because it is also a college-wide SLO, an outcome in her discipline, and it is shared across many disciplines at the College. She included in her overview how assessment

of the SLO is determined through essays, exams, and papers utilizing a grading rubric, approaches to the SLOAC process, an example of quantitative and qualitative analysis through rubric results, and the benefits of the SLOAC process as being an opportunity for her to reflect on her teaching as well as student learning and a way to develop improvement on course delivery techniques.

4. Communications, Presentations, and Reports

a) **Board of Trustees**

Trustee Schramel extended his thanks to Nick Boyd, Director of Facilities/Chief Technology Officer and David Burriss for assisting him with the unloading of several boxes of books donated to the campus library. President Elliott and Trustee West welcomed Trustee Ware to the Board.

b) **Associated Students**

Karen Pierson in the absence of Ryon Martin, ASFRC President, and Pearl Burfeind, Student Trustee, reported that ASFRC is planning an event, "We Love the 90's" on February 25, 2012.

c) **Academic Senate**

Rick Stock, Academic Senate President, reported that the Academic Senate had met twice during the month of February and discussed and then took action to approve position descriptions for a digital technology position and the library director.

d) **Classified Senate**

Connie Litz, Classified Senate President, stated that she would let the earlier classified employee reports on their departmental responsibilities serve as her monthly Classified Senate report. She also thanked the Board of Trustees for approving the nomination of Leslie Mikesell as a candidate for the Outstanding Classified Employee of the Year Award.

e) **Instruction**

Derek Lerch reported that enrollment is currently lagging behind the District's target of 1,623 FTES by approximately 60 to 70 FTES and that he is working with several individuals to fill this gap as quickly as possible. He also reminded members of the Board that the accreditation site visit is scheduled for March 5 through March 8, 2012 and that the ten member team has already been reviewing the self-study in preparation for the evaluation and that they have expressed an interest in scheduling a meeting with Board members. Dr. Lerch answered Trustee West's question about what happens after the visit is over by stating that a report on the College is prepared by the team and submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) and Feather River College and the response from the ACCJC will likely contain recommendations for improvements and possibly sanction information that the College will need to be prepared to respond to.

f) **Student Services**

Karen Pierson reported that the Diversity Committee has an opportunity to partner with the United States Forest Service (USFS) in sponsoring The Tuskegee Airmen on February 29, 2012 from 10 a.m. to 12 p.m. in the Multi-Purpose Building in commemoration of Black History Month. She also reported that employees in Student Services will participate in customer service training as part of professional development opportunities being offered on campus.

g) **Superintendent/President**

Ron Taylor congratulated the faculty members that had advanced in their contracts or received tenure. He also reported that a banquet was recently held to honor the soccer teams on their successful seasons and that the women's volleyball team was selected as the California Community College Athletic Association (CCCCA) Scholar Team Recipient, a special award that emphasizes academic achievement of all the members of one specific team. Dr. Taylor additionally reported that Shelley Miller and the Early Childhood Education Program received a similar award on its services and that he would provide more detail to trustees on the awards in the next few weeks. He additionally reported that the Sustainability Action Team recently secured a partnership with Citrus College and the Chancellor's Office to be a pilot campus for a new sustainability template on community colleges and how they can have more sustainable campuses. In closing comments on his report, Dr. Taylor reported that he will be attending the Association of Community College Administrators (ACCCA) conference the following week in Long Beach, California and then on to Yosemite in March for the northern California meeting of community college presidents.

There being no further business, the meeting was adjourned at 5:24 p.m.

RT/ch