

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 3:03 p.m. on Thursday, August 20, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee
Williamson

Trustees absent:

3. Agenda

Trustee McNett requested that the agenda be modified to separate the Preliminary Review of 2015-2016 Final Budget from the District's Monthly Financial Status Report and he asked that the items be shown as two separate agenda items. There being no objection or further discussion, the regular and consent agendas for the August 20, 2015 meeting were approved as amended, (McNett/Elliott/Sheehan/Meyers/Ware /Williamson Aye) (None Opposed)

4. Minutes

The minutes from the Regular Meeting held on Thursday, July 16, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, CA were approved as presented, (Elliott/Ware/Sheehan/McNett /Meyers/Williamson Aye) (None Opposed).

5. Items from the Public:

None

6. Presentation of Resolution of Commendation – Jesse Segura, Head Rodeo Coach

Kevin Trutna, Superintendent/President presented Jesse Segura, Head Rodeo Coach with resolution of commendation #15/16-04 in recognition of his personal and professional achievement award as National Intercollegiate Rodeo Association (NIRA) Coach of the Year. Dr. Trutna read the resolution that also commended Coach Segura for his commitment and dedication to his program, his students, his family, and his kindness and respect for others. Coach Segura thanked the Board of Trustees for honoring him and he stated that it was just luck that things happened the way that it did. He also stated that he couldn't accomplish the things that he does without the support of the Board of Trustees and the administration and staff of Feather River College. He also stated that his passion comes from helping the students in his classes and in his program grow into productive human beings.

6. Consent Agenda

*** A. Motion Items**

Prior to the vote on the Consent Agenda, Trustee Meyers asked if there was anyone that had knowledge of the grants that cost the District money, and Kevin Trutna responded that typically the types of community college grants that are received do not have a hard money match, but they include an “in kind” match. He also stated that the standard set aside cost for administrative overhead is four percent and there was further discussion. Dr. Trutna also explained that he had instituted a Confirmation of Review Form for grants and agreements that has to be signed off by the human resources technician, the chief accountant, the facilities director and a member of president’s staff before it comes to him for signature. Trustee Meyers requested that the Board of Trustees receive additional training on the grants and agreements process. President Sheehan noted that it might be helpful for the Board of Trustees to review a couple of grants that are structured differently as part of the training. Trustee Meyers also stated that he was unfamiliar with the Lake Almanor Fitness Center and he asked how it involved the college. Dr. Trutna responded that FRC teaches fitness classes at the facility as one of its Instructional Service Agreements.

There being no objection of further discussion, Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Approval of Agreement between Plumas Rural Services – Plumas Transit Systems (PRS) and Feather River College (FRC) for PRS to provide transportation services through the Plumas Transit Systems within Plumas County for students of FRC effective July 1, 2015 through June 30, 2017, Approval of Extension Agreement between Touchnet Information Systems, Inc. and Feather River College to extend the original Application Subscription Program Agreement and addendums for an additional five years commencing November 30, 2015, Approval of Amendment #2 to Grant Agreement #14-157-013 authorizing the augmentation with FY 2014-2015 Workforce and Economic Development SB 858 funds in the amount of \$100,000 to support FRC’s regional role as the Deputy Sector navigator for Global Trade and Logistics. The new award amount for FY 2014-15 shall not exceed \$305,000, Approval of Services Agreement between Feather River Community Collee District (DISTRICT) and the Foundation for California Community Colleges (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, Approval of Memorandum of Understanding between Plumas Unified School District (PUSD) and Feather River College (FRC) to establish a mutual intent to utilize the woodshop at Quincy High School were approved as presented, (Meyers/McNett/Sheehan /Elliott/Ware/Williamson Aye) (None Opposed).

7. Regular Agenda

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Faculty Equivalencies by the Governing Board. Trustee Elliott indicated that he thought that previous equivalency approval requests included some evidence of educational background and whether or not the individual had a master’s degree in the discipline or what his educational qualifications were and there was further

discussion. Derek Lerch also explained the equivalency process in more detail for the benefit of the Trustees. After further discussion and there being no objection the request for Approval of Faculty Equivalencies was approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers/Williamson Aye) (None Opposed).

- 2) Kevin Trutna requested Approval of Feather River Community College District Master Facilities Plan. The Board of Trustees viewed a Power Point presentation of the Master Facilities Plan and Dr. Trutna provided background information and other comments on how the Plan has progressed and the changes that have taken place. He explained the layout of buildings, pedestrian pathways, headwaters museum, potential locations for the child development center, the location of the welding shop, and the new location for the facilities building and there was further explanation and discussion. Trustee Elliott stated that he thought that at one time there was discussion of an amphitheater and Dr. Trutna indicated that it was discussed as a proposed structure and he pointed out its proposed location. Dr. Trutna also stated that the Plan is still a concept and as funding becomes available, the District will move forward. Trustee Meyers asked what the vote of the Board would actually mean, and Dr. Trutna stated that the vote would mean that the Board agrees to move in the general direction of the Master Facilities Plan, but that they are not committed to any individual project. President Sheehan suggested that the item be renamed Request for Approval of Feather River Community College District Revised Master Facilities Plan and there was consensus. There being no objection or further discussion the Request for Approval of the Revised Master Facilities Plan was approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2015 (Q4). Trustee Elliott stated that when he looked at the fund balance it was showing quite a decrease from the prior year and Mr. Scoubes responded that the figures were for a point in time that doesn't correspond yet to the close of the books. There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2015 was approved as presented, (McNett/Meyers/Sheehan/Elliott /Ware Aye) (None Opposed).
- 4) Kevin Trutna requested Approval to Request Bids for Funding, Design, Engineering and Construction of Campus Capital Project: New Steel Maintenance & Operations (M&O) Building. He stated that originally he and Nick Boyd had slated approximately \$150,000 of maintenance block grant money for a new steel building and that in turn much of the construction would be self-performed. He also stated that after further consideration, they decided that a lease-leaseback model would best suit the needs of the District and he described the concept as a complete turn-key process similar to the concept of individuals building a home where the builder is also the lender and there was further discussion. Dr. Trutna provided background information on the concept and informed the Board that the

District would be working with an architect on the concept and that the building would not need to be a Department of State Architect (DSA) approved building. There was further discussion and trustees asked questions on a variety of issues. Trustee Meyers requested an additional discussion in the future on the “Big Move” and President Sheehan concurred that it would be helpful. There being no objection, the request for Approval to Request Bids for Funding, Design, Engineering, and Construction of Campus Capital Project: A New Steel Maintenance & Operations, (M&O) Building was approved as presented, (Elliott/Meyers /Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #15/16-04 – Resolution of Commendation for Jesse Segura, Head Rodeo Coach. There being no objection or further discussion, the request for Approval of Resolution #15/16-04 was approved as presented.

Ayes: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee Williamson

Noes: None

Absent: None

Abstain: None

C. Special Items/Reports

- 1) Kevin Trutna provided an overview of the Preliminary Review 2015-16 Final Budget. He stated that the books have not yet been closed on the General Fund and revenues are still coming in. He also indicated that the document contained a list of eight adjustments to the current year budget that were used in calculating the preliminary review and he reviewed those items on page one with members of the Board. Dr. Trutna also reviewed revenue and expenditure totals on page two of the document and then directed the Board’s attention to page seven of the document that reflected the Capital Outlay Fund, the fund he explained that contains the balance of Secure Rural Schools funding. He indicated that this was the account that funded the loan to purchase the Meadows Apartments and there was further discussion that included new revenue streams and the sun-setting of Proposition 30. Trustee Meyers asked if there was a plan for the loss of Proposition 30 funding and there was further discussion. Dr. Trutna shared the good news that he recently received from the Chancellor’s Office regarding the increase in base funding for small community colleges which means an extra \$565,000 to the District. He mentioned as part of new funding streams the equity funding amounts amounting to a minimum of \$200,000 and Student Success and Support Program (SSSP) funding is expected to be that much as well. President Sheehan asked whether or not the 8630 account for Proposition 30 Education Protection Account (EPA) would be backfilled, and Dr. Trutna responded that there’s been no discussion about it yet. Trustee Meyers

stated that assuming that the Proposition 30 funds are going to terminate someday, he wondered if there were any long-term plans for discussions on what the District would do if it were to lose \$1,700,000 in revenue, and President Sheehan responded that these things happen on such a stochastic basis that the District just needs to be ready to deal with them as they happen. He added that he agrees that contingency plans should be discussed with a sharp eye kept to what's going on with this fund that is scheduled to sunset in 2016. Jim Scoubes, Chief Financial Officer provided comments on what he learned at the recent budget workshop. He also noted that in the final budget he is currently working on he is not including any funding that he heard that the District will be receiving.

Jim Scoubes presented the District's Monthly Financial Status Report as of July 31, 2015. He reported that the District is at seven percent of Board approved budget and expenditures totaled \$1,030,740 in comparison to \$880,389 for the prior year due in large part to having the funds to pay vendors with no delay in payment.

- 2) Kevin Trutna provided opening remarks on the Industry Driven Regional Collaborative (IDRC) presentation and introduced Rajinder Gill, 21st Century Soft Skills Counselor and Adult Education AB86 Grant Director to those present. Ms. Gill provided the Board of Trustees with her background at Feather River College and how she became involved with the grants process. She stated that the focus of most all of the grants whether they are state or federal in nature is college and career readiness. She also stated that the application process was rigorous and actually began in 2012 with a project based learning course, BUS 171, and the decision to infuse this course with internship education so students could earn academic credit for their workplace learning. She explained the global economic reality that students and adult learners are faced with now and how the top ten list of soft-skills was developed. Ms. Gill referred the Board of Trustees to the handout included in board packet information and she provided additional information on how the grant was obtained and the motivation she received from the Chancellor's Office to put in a good application. Ms. Gill stated the college did receive the grant and \$833,000 in funding and described the inclusion of ten partner colleges who are going to incorporate the New World of Work 21st Century Skills curriculum at their campuses. Ms. Gill closed her presentation by also describing the partnership that the project has created with the Foundation for California Community Colleges to develop digital badging platforms in their LaunchPath web tool that will correlate to each of the "Top Ten" 21st Century Skills so students can earn micro-credentials in soft skills. She also provided those present with an explanation of the new concept of micro-credentials that is being created and will be ready to launch next summer. The Board of Trustees thanked Ms. Gill for her presentation and congratulated her on the success of the project thus far.

Communications, Presentations, and Reports

1. Board of Trustees

Kelly Williamson, Student Trustee reported that she had just returned from the Student Trustees Conference where she learned a lot about the community college systems and her role as a student trustee.

2. Associated Students

Karen Pierson, on behalf on Associated Students of Feather River College (ASFRC) reported that the student body will hold an election this fall for ASFRC officers and there is good interest in having an active ASFRC.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the Senate has already held two productive Senate meetings mostly centered on the curriculum for the bachelor's degree. She stated that members of faculty aired their suggestions and the process is moving forward. She also reported that the Senate received an update from Carlie McCarthy, Director of Student Success and Support Programs on upcoming projects and Dr. Trutna elaborated more on the future direction of the college.

4. Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate had their first meeting of the semester on Monday, August 17th where they passed two hiring policies at the Senate level and will take action to pass the Strategic Plan at the unit level in September.

5. Instruction

Derek Lerch reported that he and Karen Pierson met with Plumas Unified School District principals on Wednesday, August 19th to talk about common interests and projects including dual enrollment and a more focused effort in adult education and there was further discussion. Dr. Lerch also mentioned that there will be accreditation training in late October at Shasta College and FRC will be providing transportation for a number of employees. He extended an invitation to trustees to participate in the training if their schedules allow.

6. Student Services

Karen Pierson reported on new grants that were written and/or recently received by the college one of them being the Student Support Services grant that will provide \$1,200,000 over five years. She explained that this federal TRiO grant covers the salary of three of the FRC advisors and without it the institution wouldn't be able to provide the excellent advising services that it currently offers to its students. Dr. Pierson also stated that the other grant is one that FRC has been working on with James Wilson currently employed with the Plumas County Public Health Department. She added that Mr. Wilson approached the college about working with him on writing a grant to look at the possibility of making FRC a smoke-free

campus and there was further discussion. Dr. Pierson concluded her report with information on New Student Orientation taking place on Friday, August 21st and the orientation held for student athletes on Friday, August 14th that covered preventing sexual violence, use of drugs and alcohol, local counseling services, and nutrition. She also mentioned that a red safety folder was distributed to all employees at Institutional Day on what to do in case you are dealing with a disruptive student, what to do if a student reports a sexual assault, and what to do if you suspect a student may be a risk of suicide or harm.

7) Superintendent/President

Kevin Trutna encouraged members of the Board of Trustees to take a look at the newsletter developed to show what the Facilities Department has been doing over the summer. Dr. Trutna also reported that he recently attended an economic round table discussion with Ed Meyer who lived in the area years ago and he found the discussion to be interesting and worthwhile. He also reported that the volleyball team won the American Volleyball Association's award for the highest GPA for the second year in a row. He also commented on the picture of Katie Schmid and Carlie McCarthy featured in his written report as they graduated from the ADMN 101 training offered by the Association of California Community College Administrators (ACCCA). He explained that the five day seminar provides an overview of the unique California community college system and he would like to have both Ms. Schmid and Ms. McCarthy back at the September Board meeting to share with the Board what they learned by attending the seminar. Dr. Trutna closed his report by informing the Board that the September 10 meeting will include action on the final budget, the lease-leaseback for the facilities building, and a discussion on the tenure process. The Board also discussed scheduling the October meeting in Chester and President Sheehan noted that the Chester Community Center would be a good place to meet.

There being no further business, the meeting was adjourned at 5:10 p.m.

KT/ch