

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

Trustee Sheehan called the Closed Session of the Feather River Community College District Board of Trustees to order at 2:02 p.m. on Thursday, January 17, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware (telephonically), Elliott, Saxton, Sheehan

Trustees absent: McNett

Trustee Sheehan announced that he would be chairing the Board meeting

2. Public Comment on Closed Session Items:

There was no public comment on Closed Session agenda items.

3. Adjourn to Closed Session:

The meeting was adjourned to Closed Session at 2:03 p.m.

4. Reconvene to Open Session:

Trustee Sheehan reconvened the Closed Session of the Feather River Community College District Board of Trustees to Open Session at 3:02 p.m. on Thursday, January 17, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, Saxton

Trustees absent: Ware, McNett, Student Trustee Yates

Trustee Sheehan announced that he would be chairing the Regular Meeting of the Board of Trustees due to the absence of both President Ware and Trustee McNett.

5. Closed Session Announcement:

Trustee Sheehan announced that the Board of Trustees had received an agenda item submitted by a community member and this request was consolidated with a similar Closed Session agenda item according to Board Policy #2340, Board Meeting Agendas, and Board Policy #2345, Public Participation at Board Meetings, whereby the Board has final authority to set the Board agenda. Trustee Sheehan continued by stating that the Board further reserves the right to consider and take action in Closed Session on items submitted by members of the public as permitted or required by law. He stated that two Board members requested that Closed Session agenda items a) Government Code §54957 Public Employee Performance Evaluation – Superintendent/President, and b) Government Code §54957.6 Conference with Labor Negotiator – Agency Representative: G. McNett, Board Vice-President, Agency Organization: Unrepresented Employee: Superintendent/President, be tabled due to absent Board members for the discussion. He noted that these two agenda items will be considered on the next regularly scheduled Board meeting agenda and would include the appropriate aforementioned agenda item submitted by a community member. Trustee Sheehan also announced that no action was taken by the Board in Closed Session, however,

discussion did take place on agenda items c) Government Code §54957 – Conference with Labor Negotiator – Agency Representative: D. Burris: Agency Organization: California School Employees Association (CSEA) Local #712, and agenda item d) Government Code §54957 Conference with Legal Counsel – Public Employee Discipline/Dismissal/Release. Trustee Sheehan announced that based on this statement Regular Agenda Item #10A8, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President, would be removed from the current agenda

6. Agenda

The Regular and Consent Agendas for the January 17, 2019, meeting at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as amended, (Elliott/Saxton/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, December 13, 2018, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Saxton/Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Sheehan Absent).

8. Items from the Public:

Although there were no Public Comment cards submitted, Michelle Ryback, Classified Senate President, and member of the public asked for confirmation that the agenda item previously referenced by Trustee Sheehan and submitted by a member of the public would be on the February 2019 Board meeting agenda, and Trustee Sheehan responded yes. Ms. Ryback also asked if the item would be consolidated with the similar agenda item without the backup submitted by the community member, and Kevin Trutna, Superintendent/President stated that there is a legal opinion on the issue and the backup may not be included. Ms. Ryback announced that she is the community member that requested the item be placed on the agenda, and if it is not on the agenda in the way she requested it will become the subject of a Grand Jury complaint. Trustee Sheehan asked Ms. Ryback if she recognized that it is within the Board's discretion to set the agenda and to determine what's included in the agenda packet, and she responded that it is her understanding that if the request comes from a member of the public the question is whether or not the request is directly related to the business of the District. Trustee Sheehan indicated that putting the request on the agenda and including any backup documentation are two different things.

9. CONSENT AGENDA

*** A. Motion Items**

Prior to the approval of the Consent Agenda, Trustee Saxton questioned whether or not Consent Agenda Item #9A6, Renewal of Software Service Agreement in the amount of \$32,432.81 between OOHLALA Mobile Inc. (OOL) and Feather River College is an agreement that is renewed annually, and Derek Lerch, Dean of Instruction/CIO, responded that this renewal is for three years.

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 Augmentations/Reductions, 6) Approval of Renewal Software Service Agreement in the amount of \$32,432.81 between OOHLALA Mobile Inc., (OLL) and Feather River College to promote student engagement through the OOHLALA mobile platform application effective March 1, 2019, through February 28, 2022, and 7) Approval of Grant Agreement #CN180198 in an amount not to exceed \$13,480.00 between Chabot Los Positas Community College District, on behalf of its California Early Childhood Mentor Program (Mentor Program) and Feather River College (Contractor) for Contractor to provide local coordinator (S. Morrison) with updated materials and assistance, travel expenses, and related instructional costs to facilitate implementation of the California Early Childhood Mentor Program at the local level effective August 1, 2018, through June 30, 2019, were approved as presented, (Elliott/Saxton/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After brief explanation from Derek Lerch, Dean of Instruction/CIO, the request for Approval of Curriculum Actions was approved as presented, (Saxton /Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).
- 2) Kevin Trutna requested Approval of Faculty Equivalency. After further discussion and there being no objection, the request for Approval of Faculty Equivalency was approved as presented, (Saxton/Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).
- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended December 31, 2018 (Q2). There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended December 31, 2018 (Q2) was approved as presented, (Saxton /Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).
- 4) Kevin Trutna requested Approval to Declare 1999 Ford Ambulance as Surplus Property and Donate Same to Regional Emergency Medical Services Authority (REMSA). After further discussion and there being no objection, the request for Approval to Declare 1999 Ford Ambulance as Surplus Property and Donate Same to Regional Emergency Medical Services Authority (REMSA) was approved as presented, (Elliott/Saxton /Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).
- 5) Kevin Trutna requested Approval of 2019-2020 Non-Resident Tuition Fee for Feather River College. He explained that there is a formula used by the Chancellor's Office and the backup documentation on the calculation was included in Board packets. He also stated that Feather River College

sets the rate at the lowest dollar amount allowed to stay competitive with other California community colleges. Trustee Saxton asked what is the amount of the out-of-state tuition for California residents to attend college in the State of Nevada, and there was further discussion. There being no objection, the request for Approval of 2019-2020 Non-Resident Tuition Fee for Feather River College was approved as presented, (Saxton/Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).

- 6) Kevin Trutna requested Approval of 2019-2020 Feather River College Schedule of Fees. There being no objection or further discussion, the request for Approval of 2019-2020 Feather River College Schedule of Fees was approved as presented, (Saxton/Elliott/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).
- 7) Kevin Trutna requested Approval to Adopt Feather River College's Initial Proposal to California School Employees Association (CSEA) Local #712. There being no objection or further discussion, the request for Approval to Adopt Feather River College's Initial Proposal to California School Employees Association (CSEA) Local #712 was approved as presented, (Elliott/Saxton/Sheehan Aye) (None Opposed) (Ware/McNett/Yates Absent).

C. Special Items/Reports

Trustee Saxton announced that he would be departing the meeting due to weather concerns and there being no remaining action items. Kevin Trutna asked if he could review Agenda Item 10C4, Report on Proposed Bad Debt Collection, prior to Trustee Saxton leaving to see if he had any concerns on the proposal and Trustee Saxton agreed.

- 4) Kevin Trutna explained that Feather River College has an interest in developing a collection process for past due student debt beyond existing processes, and that Agenda Item 10C4, Proposed Bad Debt Collection Process, contains the background information on Conserve, a third party bad debt management system company the District is considering. Trustee Saxton asked what percentage the collection company would be charging the District to do this work, and Dr. Lerch responded that it would be in the neighborhood of at least 20 percent. There was lengthy discussion regarding the background information on the audit finding, current bad debt, current process on collection notices, and how the Chancellor's Office Tax Offset Program (COTOP) collects past due student debt if they file a tax return with the Franchise Tax Board. Trustee Saxton additionally asked for information on Conserve's success rate, what the District's outstanding bad debt receivables amount to now, and does the District have any way to levy a lien against a person that would impact their credit rating. After asking that the information be obtained for the February meeting Trustee Saxton departed at 3:27 p.m.
- 1) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Report as of December 31 2018. He reviewed the Unrestricted

General Summary stating that the District has expended 44% of approved budget or \$7,521,037. He also reported that revenue for the period totals \$9,090,699. Mr. Scoubes indicated that the report also contains a comparison to the prior year, and that the rest of the report contains data on the Restricted General Fund Summary, Child Development Fund Summary, Capital Outlay, Retiree Benefits Fund Summary, Student Financial Aid Summary, and the investment report from the Plumas County Treasurer's Office.

- 2) Kevin Trutna reported that Nick Boyd, Director of Facilities/CTO, would be updating the Board of Trustees on safety and emergency operations. Mr. Boyd opened his report by stating that the biggest activity over the last year or so was the active shooter training scenario conducted on campus with the assistance from the Plumas County Sheriff's Office (PCSO) and California Highway Patrol (CHP). He stated that in his mind it was a successful drill and showed people that they need to think for themselves if an active shooter scenario situation presents itself on campus because what they do in those first moments can directly impact their own ability to stay safe. He also reported that the Student Incident Team meets weekly and includes representatives from PCSO, CHP, Residence Hall Manager, Disability Support Programs for Students (DSPS), and Athletics and good discussion takes place on student behavior and any other type of incident that might seem to represent a threat to the campus or community. Mr. Boyd also talked about the emergency notification systems on campus including the Feather River College app, and the on campus emergency notification system and the testing that takes place to make sure everything is functioning properly. He additionally reported on the fire extinguisher training conducted annually as part of flex day activities and explained that the District was able to purchase three man lifts that help with safety when maintenance staff are required to work at high levels. In closing comments on his report, Mr. Boyd reported that the Facilities Department has also been able to purchase three fire suppression units that have a pump and spray rig mounted on a trailer that can be pulled by a gator for use in the field should it be needed or until more sophisticated fire suppression units can arrive. Trustee Elliott asked if active shooter training has been done or is planned for the residence halls and other housing facilities, and Mr. Boyd responded that not yet, and that part of this challenge is the student turnover in these facilities is high. Trustee Sheehan asked if Mr. Boyd had involved Daryl Jury at all with the fire suppression trailer as it might be beneficial with what Mr. Jury is doing with the Sierra Nevada Conservancy Grant that he manages. He also recommended that the Quincy Fire Department and United States Forest Service (USFS) be informed as well because it's good to know one another's capabilities. Mr. Boyd also noted that an additional 25 fire extinguishers were purchased prior to the fall 2018 semester and located in areas that didn't have them. He also noted that Phillip Clark, Loss Control Consultant for Keenan Insurance, completes a full site inspection of the campus every other year and makes a report with recommendations for improvement in areas where he sees any deficiency.

- 3) Kevin Trutna asked the remaining Board members present if they wanted a report on Guided Pathways or if they wanted to wait until the February meeting when all Board members could be present. Trustee Sheehan asked for a quick review while emphasizing that it's a topic that really needs to be delved into by the entire Board. Derek Lerch stated that the main thing he was going to talk about is some of the new projects that are being undertaken as part of Guided Pathways. He added that he felt it was safe to say that a lot of things that Guided Pathways is intended to do to benefit California community college students Feather River College is already doing well. Dr. Lerch went on to say that the issue that Guided Pathways is trying to address is the large amount of California community college students that come to school and have limited fluency in college level planning and work, and then don't receive the kind of guidance that they need early on and throughout their education to make good decisions at every point and stick with their educational plan. He added that FRC is small and takes pride in its personal attention to students where at some of the smaller schools and larger schools this is lacking. Dr. Lerch went on to say that another item that's worth noting about FRC is that due to its informal and collegially nature it has a strong working relationship between the Office of Instruction and Student Services which results in a lot of overlap and shared ownership of issues, where at other schools it's not uncommon for these two halves of the school to not be working as well together as they could. Dr. Lerch stated that the Guided Pathway mission that's ahead of FRC gives it the opportunity to focus on Student Services and instructional activities because it gives the institution the flexibility to experiment with new things and make the student experience better.

Trustee Elliott asked if there was a webpage he could go to that shows all of the certificates and degrees that the college offers, and Dr. Trutna indicated that there is such a location on the website. Trustee Elliott also asked the status of the full-time faculty replacement searches, and Dr. Lerch responded that both positions close February 3, 2019.

Trustee Sheehan asked Jim Scoubes whether or not he's received any guidance from the Chancellor's Office on the new funding formula and its complexity, and Mr. Scoubes responded that he and Katie Schmid, Chief Accountant, had just returned from a regional workshop at Shasta College on the new funding formula and the training emphasized that the institutions have the responsibility of supplying the Chancellor's Office with the accurate data to award funding. Dr. Trutna added that the pieces of the formula have been identified and FRC is currently in the process of verifying last year's data to make sure everything is correct.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Sheehan reported that since the Camp Fire in Paradise, California, there's been general and political movement regarding implementing additional pre-fire efforts and particularly in Plumas County there's been a history of doing prescribed burns as part of projects. He

added that he's aware of curricula and courses that Feather River College conducts with forestry and the like and he wanted to share with Thomas Heaney, Academic Senate President, Derek Lerch, and Kevin Trutna the possibility that this could include some sort of certificate program along the lines of prescribed burning and providing people with the technical skills to go out and find employment in this particular arena. He added that seemingly there's good community support outside of the air quality issues. He also explained that there are two significant changes in the law included in bills signed by Governor Brown with one having Cal-Fire write a job description for fire bosses to go out and plan and then execute prescribed burns. Trustee Sheehan indicated that he thought it would be good to look into the possibilities as there currently is no work force except for private companies, the United States Forest Service (USFS), and the California Department of Forestry (CDF). He noted that on Tuesday, January 15, 2019, a variety of people met regarding the topic and it was well attended. He indicated that as time goes on, it seems to be something worth investigating.

2) **Associated Students**

No Report

3) **Academic Senate**

Thomas Heaney reported that faculty are back in class and happy to be there. He also reported that the previous week the Tenure Committee was busy interviewing members of faculty that are in different stages of tenure

4) **Classified Senate**

Michelle Ryback reported that the Classified Senate held a meeting earlier in the day and a few minutes was spent looking at the fourth webinar on the Chancellor's Office Vision for Success. She also reported that a lengthy discussion took place on the Equal Employment Opportunity Plan that was on the agenda, and Trustee Saxton, who attended the meeting, introduced himself to those present and added a few things to the discussion

5) **Instruction**

Derek Lerch reported that enrollment seems steady to where the campus was a year ago. He also reported that the previous week the college held all of its pre-semester activities with the full-time and part-time faculty and he felt it was a good week. Dr. Lerch noted that the English Department is busy with all sorts of broad projects including the symposium that took place last fall and they are trying to encourage more writing projects in classes referred to as Writing Across the Curriculum. He added that auditions for the theatrical production of Chicago are taking place and Jeff Bryan, who took over for Terry Gallagher, is exciting about taking on his first play.

6) **Student Services**

No Report

7) **Superintendent/President**

Kevin Trutna reported that next month he would like to bring Darryl Jury in to talk about the fire plan. He also reported that a tenure decision will be on the Board agenda for February as well as more information on Guided Pathways. Dr. Trutna reported that some good discussions took place over the Institutional Day activities with the focus on students and faculty. He also highlighted the Fall 2018 Accomplishments section of his written report stating that JP Tanner's impressive article on boron levels in soils was published. He also pointed out that information on the proposed past due debt collection process was included in the report along with Audrey Peters' report on the current attendance of Upward Bound alumni, since they moved on from the program that she directs.

There being no further business, the meeting was adjourned at 4:23 p.m.

KT/ch