

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Closed Session of the Feather River Community College District Board of Trustees to order at 1:58 p.m. on Thursday, February 14, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, Elliott, McNett, Saxton

Trustees absent: Sheehan

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 1:59 p.m.

4. Reconvene to Open Session:

President Ware reconvened the Closed Session of the Feather River Community College District Board of Trustees to Open Session at 3:00 p.m. on Thursday, February 14, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, Elliott, McNett, Saxton

Trustees absent: Sheehan, Student Trustee Yates

5. Closed Session Announcement:

President Ware read from a prepared statement and announced that through the labor negotiations process and hearing concerns from the community, the Board met and discussed an addendum to the contract with the Superintendent/President. President Ware also announced that at this time both the Board of Trustees and the Superintendent/President agreed that there is no addendum to the employee contract for Dr. Kevin Trutna. She announced that it was further agreed that the December 13, 2018, addendum is null and void. President Ware added that the Superintendent /President has requested to the Board that agenda item 10A8, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President, be rejected from the Regular Agenda and that no action be taken on the item. President Ware additionally announced that no further action was taken.

6. Agenda

Kevin Trutna requested that Regular Agenda Item #10C6, Item Submitted by Member of the Public, Discussion of Superintendent/President's Employment Agreement be moved up in the agenda to take place immediately after approval of the Consent Agenda. There being no objection or further discussion, the Regular and Consent Agendas for the February 14, 2019, meeting were approved as amended, (McNett/Elliott/Ware /Saxton) (None Opposed) (Sheehan/Student Trustee Yates Absent).

7. Minutes:

Prior to approval of the minutes from the Regular Meeting held on January 17, 2019, Trustee Saxton commented that because it was necessary for him to depart the January meeting early, he had a question on the report section that he wasn't present for. He asked Jim Scoubes, Chief Financial Officer, about the Unrestricted General Fund and mentioned that he would address it in more detail with Mr. Scoubes at a later time. Mr. Scoubes did comment and explain that the Unrestricted General Fund is what is used to operate the District. There being no objection or further discussion, the minutes from the Regular Meeting held on Thursday, January 17, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Elliott/Saxton/Ware Aye) (McNett Abstaining) (Sheehan /Student Trustee Yates Absent).

8. Items from the Public:

None

9. CONSENT AGENDA

*** A. Motion Items**

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 Memorandum of Understanding (MOU) between Feather River Community College District (DISTRICT) and Follow Your Heart Farm (PARTNER) for PARTNER to contribute the use of their farm, greenhouse, high tunnel, orchard, and associated infrastructure for the purpose of providing a teaching and learning environment for Ecological Farming Certificate courses effective January 1, 2019, to June 30, 2020, and 7) Approval of Equipment Lease and Maintenance Agreement between Feather River Community College District and Ray Morgan Company (RMC) for equipment lease of Canon copiers described in lease agreement were approved as presented, (Elliott/McNett/Ware /Saxton Aye) (None Opposed) (Sheehan/Student Trustee Yates Absent).

Student Trustee Yates arrived at the meeting at 3:07 p.m.

10.

C. Special Items/Reports

- 6) Michelle Ryback, Member of the Public, referred to a handout distributed by Kevin Trutna prior to the meeting being called to order. She stated that at the December 13, 2018, meeting the Board of Trustees voted on Dr. Trutna's contract addendum and she felt that it was very unclear what had been approved. She explained that she discovered through research that there should have disclosures made with regard to any kind of financial terms of the contract, and it was clear to her from the transcript of the discussion that the intent of the law had not been met. She explained for this reason, she requested that the item be placed on the agenda for the January 17, 2019, meeting as she felt it was important

that everyone understand what was being approved. Trustee McNett indicated to Ms. Ryback that he appreciated the issues that she raised.

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. Dr. Lerch explained that there is no specific time requirement on the revision of degree or certificate programs, but that courses need to be reviewed or revised at least once every four years. Trustee Saxton asked how long it would take to get curriculum together to start a course, and Dr. Lerch responded that it depends on the timing within any given year, but his usual estimate when asked this question is a few to several months depending on the Curriculum Committee's load. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Saxton/Elliott/Ware/McNett/Yates Aye) (None Opposed) (Sheehan Absent).
- 2) Kevin Trutna requested Approval of Tenure for JP Tanner, Ag. Professor. Dr. Trutna stated that Mr. Tanner is an asset to the institution having come to Feather River College from employment at Montana State University. Mr. Tanner stated that he teaches both associate degree and bachelor degree courses at Feather River College and he continues to work on developing the cattle aspects of the agriculture program as the College already had a solid equine program when he arrived. Mr. Tanner added that the new property has given him the opportunity to have a teaching laboratory for a registered angus herd, and the students recently sold the first bulls at a sale in Klamath Falls, Oregon. He noted that the students did well, learned a lot about that side of the business, and were encouraged by buyers to return in the future. After further discussion and there being no objection, the request for Approval of Tenure for JP Tanner, Ag. Professor, was approved as presented, (Saxton/Elliott/Ware /McNett /Yates Aye) (None Opposed) (Sheehan Absent).
- 3) Kevin Trutna requested Approval of Addendum to Existing Facilities Lease Agreement between Feather River College Foundation and Feather River Community College District for Pines Housing Facility. After explaining the nature of the addendum, the request for Approval of Addendum to Existing Facilities Lease Agreement between Feather River College Foundation and Feather River Community College District for Pines Housing Facility was approved as presented, (Elliott/McNett/Ware /Saxton/Gates Aye) (None Opposed) (Sheehan Absent).
- 4) Kevin Trutna requested Approval of 2019-2020 Academic Employment Contracts. He noted that the request includes contracts for all full-time faculty members at Feather River College. After further discussion and there being no objection, the request for Approval of 2019-2020 Academic Employment Contracts was approved as presented, (/Elliott /Saxton/Ware/McNett/Gates Aye) (None Opposed) (Sheehan Absent).

- 5) Kevin Trutna requested Approval of Employment Contracts for Feather River College Administrators. He read from a prepared statement indicating that the District has offered employment agreements to six Educational Administrators, and that each employment agreement contains the following financial terms: 1) The duration of the agreement is for two (2) years with a beginning date of July 1, 2019, and an expiration date of June 30, 2021. There is a possibility of annual extensions beyond the expiration date. 2) The Educational Administrators will continue to receive existing District health and welfare benefits with a current annual cost of \$15,871. 3) Educational Administrators will be paid according to the District Administrative Salary Schedule that was adopted in regular session at the July board meeting. Dr. Derek Lerch, Chief Instructional Officer will be paid a base salary of \$138,456; Jim Scoubes, Chief Financial Officer, will be paid a base salary of \$138,456; Carlie McCarthy will be paid a base salary of \$128,213; Nick Boyd, Director of Facilities/Chief Technology Officer, will be paid a base salary of \$106,205; Dr. Kim Beaton, Assistant Dean of Instruction, will be paid a base salary of \$95,201; and David Burris, Chief Human Resource Officer, will be paid a base salary of \$101,517; and 4) that a doctoral stipend of \$900 and longevity stipend of up to \$3,000 will be added to the base salary for those that qualify. There being no objection or further discussion, the request for Approval of Employment Contracts for Feather River College Administrators was approved as presented, (McNett/Elliott/Ware/Saxton/Gates Aye) (None Opposed) (Sheehan Absent).
- 6) Kevin Trutna requested Approval of Faculty Equivalency for Islam Sbeih. He explained that Mr. Sbeih came to Feather River College to coach football having graduated from Midwestern State College. Dr. Trutna stated that Mr. Sbeih has multiple years of coaching experience and he would ask the Board of Trustees to approve equivalency for Mr. Sbeih to teach in the discipline of coaching, athletic training, and college study. There being no objection, the request for Approval of Faculty Equivalency for Islam Sbeih was approved as presented, (McNett/Elliott/Ware/Saxton/Gates Aye) (None Opposed) (Sheehan Absent).
- 7) Kevin Trutna request Approval of Agreement between Feather River College and Continental Service Group, Inc. dba ConServe, to Provide Debt Recovery Services and Administrative Services. He distributed handouts that contained responses to board questions regarding bad debt collection, and he pointed out an error at the top of the document under Truckee Meadows Community College cost of attendance for a full-time California resident that should read \$4,812/semester and not \$5,712/semester. Dr. Trutna stated that California colleges are the least expensive educational institutions to attend in the nation. He also reported that according to the contract, ConServe would charge 17.5% of the amount collected on first placement, and if they litigate on the College's behalf, the percentage increases to 22.5%. Dr. Trutna added that the success rates for ConServe is between 25% to 30% for community colleges but will vary based on the age of the account. He

also went over the current bad debt levels for the College for both California residents and out-of-state students going back to the summer of 2013, and he and Jim Scoubes discussed the legal response regarding placing liens on student accounts and how this would affect the student's credit rating. Trustee McNett mentioned that this is a new direction for the College, and he would like a report on how it's going in about six months. Carlie McCarthy noted that a six-month update would not be a problem, but any progress will be linked to the turnover of accounts and when that can be accomplished. There being no objection, the request for Approval of Agreement between Continental Service Group, Inc., dba ConServe (AGENCY) and Feather River Community College District (CLIENT) for AGENCY to provide debt recovery services and administrative services on behalf of CLIENT was approved as presented, (McNett/Elliott/Ware/Saxton/Gates Aye) (None Opposed) (Sheehan Absent).

- 8) Kevin Trutna requested that the Board of Trustees Vote to Reject Regular Agenda Item #10A8, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President, and that no action be taken. There being no objection, the Request to Reject Regular Agenda Item 10A8, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President, was approved as requested, (Elliott/McNett/Ware/Saxton/Yates Aye) (None Opposed) (Sheehan Absent).

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Report as of January 31, 2019. He reviewed the Unrestricted General Summary that reflected revenue totaling \$10,163,994 and expenses totaling \$8,581,118 with the District having spent 51% of the approved budget. Trustee Saxton asked Mr. Scoubes if the Summary projects revenues to be higher than the prior year, and Mr. Scoubes responded yes, based on the new funding formula. Trustee Saxton also asked if student enrollment on campus was down, and Kevin Trutna responded that to the contrary student enrollment is up. There was further discussion on the new funding formula model and whether or not the District could expect things to firm up. Dr. Trutna reported that the data that the State is using for the new formula is still inconsistent as well as inaccurate for all districts, and the Governor and Chancellor's Office currently have two work groups going that are looking into, how Instructional Service Agreements (ISAs) and non-credits will fit into the formula. Trustee Saxton asked about reports on enrollment, and Derek Lerch indicated that he provides information on enrollment usually twice a year, and that a report is scheduled for the March 21, 2019, meeting.
- 2) Kevin Trutna providing opening remarks on the report on Guided Pathways, and he noted that Carlie McCarthy and Derek Lerch would be leading further discussion. Derek Lerch indicated that the previous month's Guided Pathways Report was cut short due to inclement weather and he referenced the Guided Pathways Leadership Group that he's a

part of along with Dr. Katie Desmond, Greg McCarthy, and Carlie McCarthy and he added that this group had prepared the overview and summary document attached. Dr. Lerch talked about the bulleted list of focused project applications from various departments that he feels are well-aligned with Guided Pathways and with the end goal of improving the student experience, learning, and success. Carlie McCarthy added that beyond the initiation of the focused project applications already received, the leadership group will solicit additional project proposals during the spring and fall 2019 semesters. She added that Jason Damron has been hired as the interim Digital Marketing Manager that the summary refers to on page two, and he has already met with several faculty members regarding how their webpages can be clarified and improved. With regards to campus communication to students, Trustee Saxton asked if there was a place on the website that students can go to find out what's happening that day, and Ms. McCarthy responded that a calendar of events is displayed on the main homepage of the College website.

- 3) Kevin Trutna referenced a glossy handout that he had distributed prior to the meeting being called to order, and one that he had been given at the Effective Trustee Workshop. He noted that the information contained on one of the pages depicts what the Community College League and the Chancellor's Office will be looking at as far as budget priorities. He stated that these priorities include educational opportunity and quality, strengthening college infrastructures and learning resources, building fiscal resiliency, honoring the voters will and funding the backlog of capital outlay projects, helping students meet their basic needs, financial aid and equitable funding of Cal Grants, the College Promise program, as well as the protection and expansion of dual enrollment pathways or support of Assembly Bill #30 (Holden) are the emphasis among the listed priorities.
- 4) Kevin Trutna opened discussion on the report on curricular awards offered at Feather River College, and he provided explanation on the list of degrees and certificates offered at the institution. He additionally explained the associate degree for transfer (AST) (AAT) degree notations on the backup information and there was brief further discussion.
- 5) Trustee Saxton addressed his proposal for the creation of an espresso-based coffee bistro on campus in the Eagle's Perch. Trustee Saxton requested that members of the Board of Trustees consider his proposal for the reasons stated in his written request, and they allow him to pursue an espresso-based coffee bistro on campus. Kevin Trutna responded that because the request has to do with the operations of the District, and the board needs to operate at the policy level, he would advise that administration bring back a recommendation to the Board of Trustees after there has been sufficient time for Jim Scoubes and him to study the operational impacts associated with the proposal. Student Trustee Yates commented that she works at a local coffee establishment in Quincy, and it serves a large demographic of college students. The Board agreed by consensus to allow administration to study the proposal and return with a recommendation at a future meeting.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee McNett stated that he was glad to be back at the campus and he appreciated the prayers and well wishes of employees and the communities. He indicated that there's still healing to go through, but he wanted everyone to know that he missed them.

Trustee Saxton reported that he's been doing a lot of reading lately and he referred to an article in the New York Times where students in rural America asked *What is a University Without a History Major*, and another article of interest in the Los Angeles Times titled *Colleges Discover the Rural Student*. He indicated that if anyone was interested he would be glad to send them the articles.

2) Associated Students

No Report

3) Academic Senate

Thomas Heaney, Academic Senate President, reported that Trustee Sheehan had asked last session about programs and perhaps a certificate in controlled burns and forestry, and he wanted to let those interested know that this is something that faculty has already started work on both in the area of curriculum and coursework.

4) Classified Senate

No Report

5) Instruction

Derek Lerch reported that to follow up on Dr. Heaney's comments, Feather River College offers a local forestry certificate that includes courses related to ecosystem inventory and the basics of forest management and forest health. Dr. Lerch also wanted the Board to be aware that the Chairperson of the Regional Career Technical Education Consortium that Feather River College belongs to let him know that the Consortium supports FRC's efforts to further advertise and advance the Forestry Technician Certificate. Dr. Lerch also reported that the College plans to continue to offer the Basic 32 Wildland Firefighter Certificate over spring break. Kevin Trutna added that at next month's Board meeting adjunct faculty member, Darryl Jury, will be presenting information on the fire and forestry plan for the Feather River College campus. He also discussed various conversations he's had recently specifically on the Camp Fire and its impacts as well as lower level fire training that could serve as FRC's niche. Dr. Lerch continued his report by stating that there was a meeting earlier in the day of the adult education leadership group consisting of representatives from Plumas Unified School District (PUSD), Plumas County Office of Education (PCOE), and Feather River College and there is a lot of progress being made on programs that Feather River College runs like Go Teach and the Culinary Program offered at the

Plumas County Jail. He also noted that the leadership is working on developing a General Education test center here in Quincy and approval for it is relatively close. Dr. Lerch additionally reported on two additional faculty hiring processes going at the present time including the Director of Nursing and the Mathematics/Physics Instructor position. Dr. Lerch also announced that unfortunately Rafael Lopez, Art Professor, has decided to move on to another school and has submitted his official resignation from Feather River College effective May 24, 2019. Dr. Lerch additionally mentioned that there was approval last month to donate the ambulance to Regional Emergency Medical Services Authority (REMSA), and they will be taking possession of it next week. Dr. Lerch closed his report with information that Jerry Thomas, local life-time community member and high-school teacher for many years, is currently working with the local members of the Maidu Indian Cultural Preservation Association to perhaps erect a memorial to the Mountain Maidu Indian Tribe here on campus, and that another project included the reconstruction of a Maidu Indian Tribe Scholarship that previously existed for students.

6) Student Services

Carlie McCarthy reported that Student Services Council is starting to review District goal-setting which is from Assembly Bill 1809 (Higher Education Trailer Bill) as well as the new Student Equity Plan template which the Board will be hearing more about in the months ahead. She also reported that two new student clubs were recently approved by Associated Students of Feather River College (ASFRC) including a Black Student Union Club and a Social Justice Prisoner and Student Journalism Club which is great for student life and student involvement. Ms. McCarthy also reported that marketing and outreach staff participated in the Groundhog Fever Festival on February 2, 2019, and although it was rainy everyone had fun. She also reported the Diversity Club sponsored an Ethiopian meal prepared by the culinary students in honor of Black History Month, and that same evening the Diversity Committee teamed up with a couple of FRC classes, Film Appreciation and Novel and Film, to show *The Hate You Give* at the Town Hall Theatre. She also noted that another Black History Month speaker as well as activist and educator, Sandy Holman, will be speaking to students and staff on February 27, 2019. Ms. McCarthy also provided an overview of other student engagement activities happening on campus and talked about outreach efforts with Plumas Unified School District (PUSD) to honor Counselor Appreciation Week. Ms. McCarthy closed her report by announcing that 55 students and staff will be participating in the Star Follies scheduled for March 15-16, 2019, at the Plumas County Fairgrounds.

7) Superintendent/President

Kevin Trutna reported that the Ecological Farming Certificate is the new certificate being offered at Feather River College and there are comments within his written report from students on why they enrolled in the program. Dr. Trutna also referenced the *Point-in-Time Homeless Survey* featured in his report which chronicles the demographics and other information of the homeless in Plumas County on a specific evening. He

also pointed out that a group of environmental students and staff attended the 2019 Western Section of the Wildlife Conference at the Tenaya Lodge in Yosemite National Park, and comments from the students on what was most valuable to them are included in his written report for the Board's information. Dr. Trutna added that through the Substance Abuse and Mental Health Services Administration (SAMHSA) grant 13 staff members were trained in suicide alertness under Nina Martynn's leadership of the program. Dr. Trutna informed the Board of Trustees that during the next few weeks he will be conducting a number of 50th Anniversary presentations including the Quincy Rotary on Monday, February 25, 2019, and the Elks Club in Chester on Tuesday, February 26, 2019, along with the Portola Rotary the following week.

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

KT/ch