

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 1:57 p.m. on Thursday, May 16, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, McNett, Elliott, Saxton, Sheehan

Trustees absent:

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 1:58 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, May 16, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, McNett, Elliott, Saxton, Sheehan, Student Trustee Yates

Trustees absent:

5. Closed Session Announcement:

President Ware announced that the Board of Trustees had met in Closed Session and that no action had been taken.

6. Agenda

Kevin Trutna, Superintendent/President, requested that Roll Call Item #10B1, Resolution #18/19-08, Recognition of Retiring Faculty Member Judy Mahan, and Special Items/Reports Item #10C3, Update on Phi Theta Kappa, be moved ahead in the agenda to take place after Items from the Public. There being no objection or further discussion, the Regular and Consent Agendas for the May 16, 2019, meeting were approved as amended, (McNett/Saxton/Ware/Elliott/Sheehan/Yates Aye) (None Opposed).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, April 18, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (McNett/Saxton/Ware/Elliott/Sheehan/Yates Aye) (None Opposed).

8. Items from the Public:

None

10.

B. Roll Call Items

1. Kevin Trutna, Superintendent/President, presented, Judy Mahan, Director of Nursing, with Resolution #18/19-08 in recognition of her upcoming retirement from the District. Dr. Trutna read the resolution aloud which recognized Ms. Mahan's nine years with Feather River College, the time and energy she developed in sustaining the program, her tireless commitment and advocacy for her students, and the clinical relationships she maintained so her students could receive important hands-on training. Dr. Trutna also recognized Ms. Mahan's consistent leadership and the honesty and respect with which she treated others. Ms. Mahan thanked the Board of Trustees and she stated that it had been a fun nine years and that the experience for her has always been about making a difference in the lives of students.

C. Special Items/Reports

3. Kevin Trutna provided introductory remarks and background information on the establishment of the Feather River College Alpha Psi Zeta Chapter of the Phi Theta Kappa (PTK) Honor Society. Anna Thompson, Biology Professor and Phi-Theta Kappa Advisor, then introduced herself to those present. With Ms. Thompson was Roselynn Stanton, Vice-President Chapter Affairs, and PTK student worker. Ms. Thompson provided a hand-out to the Board of Trustees that outlined PTK induction numbers, activities and events throughout the academic year, and the incarcerated students now involved with PTK. She reported that adding the ISP component has been the big focus for the Chapter this year, and at this year's National Catalyst Conference there was an impromptu meeting held for Chapters that have involved ISP students. She also reported that a former felon was elected as PTK's next international president. Ms. Stanton shared with the Board her experience in working with PTK students in the ISP. She reported that every student is truly touched by the PTK program and honored to be a part of it, and all of the members wonder how they can become more actively involved in the program. Ms. Thompson and Ms. Stanton both shared some of the drawbacks for ISP students participating in the PTK Program such as technology restrictions and for some the lack of funds to pay the membership fee. Trustee Sheehan recommended that the Feather River College Foundation be contacted for assistance, and Trustee Saxton mentioned the Calpine Elks Lodge as a source of potential financial assistance. Anna Thompson then presented Trustee McNett with an honorary membership in PTK along with an honor stole, honor cords, and a PTK membership pin for his longtime support and attendance at PTK events.

9. CONSENT AGENDA

* A. Motion Items

After some confusion regarding a separate vote on Consent Agenda Item #9A2, Ratification of Personnel Actions, Trustee Sheehan stated that he had to recuse himself from Item #9A2 and then he moved to approve 1) Ratification of Personnel Requisitions, 3), Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations/Reductions, 6) Approval of Allocation Grant Agreement for Strong Workforce Program North Far North Regional Consortium in the amount of \$188,777 between Butte-Glenn Community College District (DISTRICT) and Feather River Community College District (CONSORTIUM MEMBER), to establish the goals and parameters for FRC's efforts related to the Career and Technical Education (CTE) funding provided through California Strong Workforce Program (SWP), and 7) Approval of Site Design Statement of Work in the amount of \$2,800.00 between ImageTrend Inc. and Feather River College for ImageTrend to enhance Feather River College's HireTouch public site design. ImageTrend will use its computers, software, licenses and other materials to create and develop system model, configure Content Management System (CMS) elements, create new system triggers if applicable for page redirects, and complete end-to-end testing to ensure functionality were approved as presented, (Sheehan/McNett/Ware/Elliott /Saxton/Yates Aye) (None Opposed).

Additionally, Consent Agenda Item 2) Ratification of Personnel Actions, was approved as presented, (Elliott/McNett/Ware/Saxton/Yates Aye) (None Opposed) (Sheehan Abstaining).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After further discussion and there being no objection, the request for Approval of Curriculum Actions, was approved as presented, (McNett/Sheehan /Ware/Elliott/Yates Aye) (None Opposed) (Saxton Abstaining).
- 2) Kevin Trutna requested Approval of the Feather River College 2019-2020 Tentative Budget. He stated that for the most part the budget is a roll-over budget with a 3.46% Cost of Living Increase (COLA). Dr. Trutna stated that the deadline for the Tentative Budget is June 15, 2019, and that the State of California should approve the Final Budget by July 1, 2019. Dr. Trutna then indicated that for specific questions regarding the budget he would turn further discussion over to Jim Scoubes, Chief Financial Officer. Mr. Scoubes explained the rationale used for the Tentative Budget in that he took the current year's budget, added the 3.46% COLA before it had been reduced to 3.26% in the May revise, to come up with a Tentative 2019-2020 Budget. He also explained that it's important to have the Tentative Budget in place on July 1, 2019, so the District can operate. Mr. Scoubes reported that the California Community College Chancellor's Office (CCCCO) is indicating that all of the districts should receive their 2017-2018 apportionment allocation plus COLA and that is all the CCCCCO is really promising right now. Trustee Saxton referenced page 20 of the budget book, and he asked for a discipline breakdown of the of the 57

degrees for transfer and the 170 associate degrees listed in Section III, Student Success Allocation, and Dr. Trutna responded that this could be provided for at the next meeting. Prior to the vote, Trustee Saxton asked to return to the Consent Agenda because he had a question and needed an explanation of what "MM" meant and did the initials mean mid-month payroll. Mr. Scoubes explained the difference between month ending (ME) and mid-month (MM) payroll payouts. Trustee Saxton asked for the indulgence of the Board of Trustees to digress and return to page 47 of Consent Agenda, Item #9A3, Payroll and Commercial Warrants, after the vote on the Tentative Budget was completed. There being no objection or further discussion, the request for Approval of the Feather River College 2019-2020 Tentative Budget was approved as presented, (Sheehan /McNett/Ware/Elliott /Saxton/Yates Aye (None Opposed).

Returning to the request by Trustee Saxton to return to the Consent Agenda Item #9A3, Payroll and Commercial Warrants, Page 47, President Ware responded that the Consent Agenda had already been passed. Trustee McNett indicated that he had no problem returning to the Consent Agenda for the question, and President Ware denied the request due to the long agenda the Board needed to get through. Trustee Saxton indicated that he would address the question in an email.

- 3) Kevin Trutna requested Approval to Award Degrees and Certificates. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented, (Sheehan /McNett/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 4) Kevin Trutna requested Approval to Purchase Hay for Feather River College in Excess of Delegated Limits. Trustee Saxton asked Russell Reid, Equine Studies Professor, how much he typically pays for a ton of hay for the horses, and Mr. Reid responded on average the price has been about \$185.00 per ton with last year's price between \$172.00 to \$175.00 per ton. Trustee Saxton also asked Mr. Reid if he uses the same vendor for the purchases, and Mr. Reid responded no that three or four vendors are utilized. Trustee Saxton then stated that he had recently talked with Paul Roen who indicated that he could not compete with the price Mr. Reid's was paying. After further discussion and there being no objection, the request for Approval to Purchase Hay in Excess of Delegated Limits was approved as presented, (McNett/Sheehan/Ware /Elliott/Saxton/Yates Aye) (None Opposed).
- 5) Kevin Trutna requested Approval of Streambed Alteration Agreement between California Department of Fish and Wildlife (CDFW) and Feather River College. He explained that negotiations on the permit have been ongoing and the CDFW has issued a permit for the seasonal diversion of water from Spanish creek for irrigation on the adjacent agricultural land owned and operated by Feather River College. After additional discussion and there being no objection, the request for Approval of Streambed Alteration Agreement between California Department of Fish and Wildlife

(CDFW) and Feather River College was approved as presented, (Sheehan/Elliott/Ware/McNett/Saxton/Yates Aye (None Opposed).

- 6) Kevin Trutna requested Approval of Feather River College Work Based Learning Agreement. He explained that Carolyn Shipp is FRC's Internship Coordinator and that she will utilize the learning agreement for students in her internship program. There being no objection or further discussion, the request for Approval of Feather River College Work Based Learning Agreement was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 7) Kevin Trutna requested Approval of Feather River College's Equal Employment Opportunity (EEO) Multiple Methods Submission for 2018-2019. After brief discussion and there being no objection, the request for Approval of Feather River College's Equal Employment Opportunity (EEO) Multiple Methods Submission for 2018-2019, was approved as presented, (Elliott/McNett/Ware/Saxton/Sheehan/Yates Aye) (None Opposed).
- 8) Kevin Trutna requested Approval to Vacate Outdated Board Policies from Old Board Policy Manual (BPM). After further discussion and there being no objection, the request for Approval to Vacate BP 2512/BPM 1.05.03, Effective Dates of Policies, BP 2513/BPM 1.05.07, Policy Revisions Required by Law, BP 2516/BPM 1.05.04, Responsibilities of Certificated Employees and Members of the Classified Service, BP 2517/BPM 1.08.01, Delegation of Authority, Maintenance of Records, and BP 3110/BPM 2.00-2.01, Administrative Structure was approved as presented, (Elliott/McNett/Ware/Saxton/Sheehan/Yates Aye) (None Opposed).
- 9) Kevin Trutna requested Approval of Local Goal Setting Aligned with Chancellor's Office Vision for Success. Derek Lerch, Dean of Instruction/CIO distributed handouts that described the background, approach and context to the goals, the goals themselves, and future steps. After further discussion and there being no objection, the request for Approval of Local Goal Setting Aligned with Chancellor's Office Vision for Success was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 10) Kevin Trutna requested Approval of Faculty Equivalency. After brief discussion and there being no objection, the request for Approval of Faculty Equivalency for Merle Rusky in the Discipline of Education was approved as presented, (McNett/Sheehan/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 11) Kevin Trutna requested Approval of Fall 2020/Spring 2021 Academic Calendar. There being no objection or further discussion, the request for Approval of Fall 2020/Spring 2021 Academic Calendar was approved as presented, (McNett/Elliott/Ware/Saxton/Sheehan/Yates Aye) (None Opposed).

- 12) Kevin Trutna requested Approval of BP 6900, Bookstore. There being no objection or further discussion, the request for Approval of BP 6900, Bookstore, was approved as presented, (McNett/Elliott/Ware/Saxton /Sheehan/Yates Aye) (None Opposed).
- 13) Kevin Trutna requested Approval of BP 6540, Insurance. There being no objection or further discussion, the request for Approval of BP 6540, Insurance, was approved as presented, (Sheehan/McNett/Ware/Elliott/ Saxton/Yates Aye) (None Opposed).
- 14) Kevin Trutna requested Approval of BP 2330, Quorum and Voting. There being no objection or further discussion, the request for Approval of BP 2330, Quorum and Voting was approved as presented, (Elliott/Sheehan /Ware/McNett/Saxton/Yates Aye) (None Opposed).
- 15) Kevin Trutna requested Approval of BP 3520, Local Law Enforcement. There being no objection or further discussion, the request for Approval of BP 3520, Local Law Enforcement, was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 16) Kevin Trutna requested Approval of Cooperative Work Experience Education Handbook. After further discussion and there being no objection, the request for Approval of Cooperative Work Experience Education (CWEE) Handbook was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Yates Aye) (None Opposed).
- 17) Kevin Trutna requested Approval to Accept Amended Value of Donated Property from Feather River College Foundation. After further discussion and there being no objection, the request for Approval to Accept Amended Value of Donated Property from Feather River College Foundation was approved as presented, (McNett/Elliott/Ware/Saxton/Sheehan/Yates Aye) (None Opposed).

B. Roll Call Items

- 1) Kevin Trutna requested Approval of Resolution #18/19-08 Recognition of Retiring Faculty Member Judy Mahan. There being no objection or further discussion, the request for Approval of Resolution #18/19-08 Recognition of Retiring Faculty Member Judy Mahan was approved as presented by the following roll call vote.

Ayes:	Ware, Elliott, McNett, Saxton, Sheehan, Student Trustee Yates
Noes:	None
Absent:	None
Abstain:	None

- 2) Kevin Trutna requested Approval of Resolution #18/19-09 Resolution in Support of the Expansion of Butte College's Registered Nursing Program into Plumas County. After further discussion and there being no objection, the request for Approval of Resolution #18/19-09 Resolution in Support of

the Expansion of Butte College's Registered Nursing Program into Plumas County was approved as presented by the following roll call vote.

Ayes:	Ware, Elliott, McNett, Saxton, Sheehan, Student Trustee Yates
Noes:	None
Absent:	None
Abstain:	None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of April 30, 2019. He reported that revenues totaled \$14,433,100 for the period and this amount includes property taxes for the timeframe. He also reported that expenditures totaled \$12,604,694 or 74% of the total expenditure budget for the 2018/19 fiscal year.
- 2) Kevin Trutna reported that on Monday, May 13, 2019, evaluators from the California Community College Athletic Association's (CCCCAA) Golden Valley Conference (GVC) were on campus for the GVC's annual meeting and to review the Feather River College Athletic Program as part of a five-year cycle. Dr. Trutna explained that review assignments included compliance, eligibility, philosophy, professionalism, academic support, citizenship, gender equity, fundraising, and program demographics. Dr. Trutna also reported that he had an exit interview with members of the visiting team and they were complimentary of both Merle Trueblood, Director of Athletic Operations and Events, and Valerie Campa, Administrative Assistant, for the work they put into preparing for the visit. He added that some of the comments included, "Feather River College does a lot of things that we wish our departments could do". Dr. Trutna also reported that the evaluators interviewed 21 students that spoke highly of the positive impact Feather River College and the communities of Plumas County have made in their lives. Merle Trueblood echoed Dr. Trutna's remarks stating that the comprehensive review takes place every five years, the program has raised the bar, and he considers the review more of a celebration of just how good the athletic program is. Trustee McNett asked Mr. Trueblood if it was true that FRC's student athletes have the highest grade point average (GPA) in the State of California, and whether or not the rate of transfer to four year schools for FRC's student athletes is also number one in the State of California, and Mr. Trueblood responded that it was true. Trustee McNett requested that Mr. Trueblood thank the athletic coaches and everyone else involved for this achievement and the outstanding review. Trustee Sheehan stated that he had nothing but praise for the evolvement of the program and support mechanisms in place for the athletes particularly in academics. He added that the facilities are inadequate and it doesn't appear that the State bond funding will be happening anytime soon. He recommended that options be explored for the upgrading of the Multi-Purpose Building or the current success of the Athletics Program won't be sustainable.

D. Communications, Presentations, and Reports

1) **Board of Trustees**

Trustee Saxton reported that he participated in a meeting with Katie Schmid, Chief Accountant, Valerie Campa, Sean Harris Academic Advisor/Recruiter, and Michelle Ryback, Administrative Assistant and Classified Senate President, where he was able to review the Classified Senate's Report from September 2018. He stated that the meeting was valuable, and he recommended that the Board of Trustees look at the report once more as the information is easily disseminated and understood in graph form. Trustee Saxton also stated that he is hoping at some point to have a Board discussion in the near future on the booklet, and he requested that it be placed on the agenda for the Board of Trustees retreat in June. Dr. Trutna responded that it could be placed on the agenda if the Board wanted to, but that he would advise the Board that FRC has an agreed-upon participatory governance and the ten plus one agreement with the Academic Senate and program review process is under the purview of the Academic Senate, and the Board needs to rely on the expertise of the Academic Senate for programs. Dr. Trutna added that the report was developed outside of any participatory governance process. There was additional discussion regarding the request, and Trustee Saxton reiterated that the Classified Senate Report is something that the Board of Trustees should discuss when it comes to looking at the District's budget.

Trustee McNett reported that he and Linda Batson attended the Research Symposium on Friday, May 10, 2019, and they were impressed with the discussion groups they were able to sit in on. He also reported that the Research Symposium provided him with a glimpse of the ethnic diversities and academic abilities of students at Feather River College, and he thoroughly enjoyed it and appreciated the time and effort that everyone put in to make it successful. Trustee McNett also thanked Gracie Yates for participating on the Board of Trustee over the last year.

Trustee Sheehan reported that although he was out of town for this year's Research Symposium, he had attended sessions the previous year and he was also impressed with the students and their presentations.

Trustee Elliott reported that he enjoyed participating in the Scholar Athlete Award Ceremony. He noted that unfortunately he will not be able to participate at commencement services on May 24, 2019, due to a scheduling conflict.

2) **Associated Students**

Student Trustee Yates reported that students are about to enter the final week of classes and are preparing for finals week. She also reviewed the events taking place during the week to reduce stress for students and assist them in finishing the semester strong. Ms. Yates reported that the Annual Foundation Horse Sale is scheduled for Friday, May 18, 2019, and Saturday, May 19, 2019, at the Equine Center. She added that Associated Students of Feather River College (ASFRC) had their final meeting of the

semester and they were able to finish a mural with the assistance of Rafael Blanco, Art Professor, and art student, America Little.

Kevin Trutna presented Gracie Yates with a Certificate of Appreciation for her service as Student Trustee and thanked her for a job well done.

3) **Academic Senate**

Thomas Heaney, Academic Senate President, shared his thoughts on the Research Symposium, stating that he thought it was remarkable and that kudos for the event really goes to Dr. Will Lombardi, Assistant Professor, English. Dr. Heaney also reported that the previous month he attended the Environmental Studies screening of *Living with Wolves* at the Town Hall Theatre and where community sustainability awards were also presented.

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch reported that the theatre production of Chicago just ended its two week run and it was highly successful because of a lot of people, but especially because of Jeff Bryan, Director, who devoted a tremendous amount of time and effort into the event. Dr. Lerch concurred with others on the success of the Research Symposium and he indicated that he is meeting with Dr. Lombardi on Friday, May 17, 2019, to begin planning the event for the fall semester. Dr. Lerch also announced that a surprise going away celebration was going on upstairs in the library for Rafael Blanco for those that wanted to stop in after the meeting.

6) **Student Services**

Carlie McCarthy reported that there have been stress less activities going on during the week to help students prepare for finals. She also reported that Day in the Mountains is the College's priority registration event as well as Home Field Advantage and both events were successful. She also reported that staff are preparing for students to vacate the housing facilities which are already full for next semester. Ms. McCarthy additionally reported that Michele Petroelje, Director of Student Success, and Joan Jarrett, Instructional Assistant Basic Skills and Adjunct Faculty in English, and her will be participating in a conference called Basic Skills Initiative and Leadership Institute (BSILI). She explained that the conference is a week-long conference that focuses on developing professional learning that is linked to and focused on multiple areas of student success. In closing comments on her report, Ms. McCarthy announced that the Child Development Center is doing a summer camp for children June 17, 2019 through July 11, 2019, and it has almost filled every spot available. She also reminded the Board of Trustees that commencement is scheduled for 5 p.m. on May 24, 2019, in the MPB and that a memorandum will be sent out to each Board member regarding the program and schedule for the event.

7) **Superintendent/President**

Kevin Trutna showed the Board of Trustees the impressive resolution presented to Feather River College on May 9, 2019, by Assemblyman Brian Dahle in honor of its 50th anniversary. Dr. Trutna also highlighted the horse sale going on Saturday, May 18, 2019, and he reported that he attended the final on the Eco-Farming Certificate where he was able to observe what the students are doing. Dr. Trutna additionally highlighted the article in the Reno Gazette Journal about student Dorsey Thom and his mother Laurie Thom and their journey through a diagnosis of autism to Feather River College where he a student athlete in the football program. Dr. Trutna provided an overview of the agenda items scheduled for the June 20, 2019, Board meeting where the Equity Plan will be up for approval, there will be a report on Student Learning Outcomes and Assessment Cycle (SLOAC), and an update on Accrediting Commission for Community and Junior Colleges (ACCJC) recommendations from the site visit. He also noted the Board retreat is scheduled for Monday, June 17, 2019, and he asked for recommendations on a location and the Chalet View Lodge on Highway 70 was suggested. Trustee Saxton asked if the agenda for the meeting has been set, and Dr. Trutna responded that it hasn't been set, but that the Board self-evaluation, draft objectives for the Superintendent/President, and an annual planning calendar need to be done. He added that in the past other agenda items have included finance, long-term debt, and housing, and that he would work with President Ware to finalize the document. Trustee Saxton asked to put something on the agenda about the information the ad-hoc committee had generated, and President Ware stated that there is usually too much to do. Trustee Saxton responded that if the item couldn't be addressed at the retreat, then at a future meeting would be acceptable.

There being no further business, the meeting was adjourned at 5:00 p.m.

KT/ch