

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, July 18, 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 1:57 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, July 18, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent:

5. Closed Session Announcement:

President Ware announced that the Board of Trustees negotiated in Closed Session with the Superintendent/President on an addendum to his current employment agreement. She stated that no action had been taken in Closed Session.

6. Agenda

Prior to approval of the Regular and Consent Agendas Kevin Trutna, Superintendent/President, requested that Regular Agenda item #10A2, Approval of Feather River College Salary Schedules for the 2019-2020 Academic Year, be addressed prior to agenda item #10A1, Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President. He explained that the amendment to the agenda had been recommended by legal counsel. Trustee Saxton requested that Consent Agenda item #9A3, Approval of Payroll and Commercial Warrants, be pulled from the Consent Agenda for further discussion. There being no objection or further discussion, the Regular and Consent Agendas were approved as amended, (McNett/Elliott/Ware/Saxton/Sheehan Aye) (None Opposed)

7. Minutes:

The minutes from the Regular Meeting held on Thursday, June 20, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (McNett/Saxton/Ware/Elliott/Sheehan Aye) (None Opposed).

8. Items from the Public:

None

9. CONSENT AGENDA

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 4) Budget Transfers, 5) Budget Augmentations/Reductions, 6) Approval of Personal Property Loan Agreement between Butte-Glenn Community College District (District) and Feather River College (Borrower) for loan of listed nursing department property for the mutual benefit of the Borrower and the District to be used for the purpose of instruction, demonstration, experimentation, research or administrative support, 7) Approval to Accept \$285,000 from the California Community Colleges Chancellor's Office (CCCCO) Workforce and Economic Division, for the K14 Pathways Technical Assistance Provider Project to carry out objectives as described in Statement of Work (Annual Work Plan) effective July 1, 2019, through December 31, 2020, 8) Approval of Agreement between Feather River College and Liebert Cassidy Whitmore, A Professional Corporation, to provide special services as a member of the Northern California Community College District Employment Relations Consortium, and 9) Approval of Adult Education Fiscal Management Guide provided by the California Community College Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE) for California Adult Education Program (AEP) allocation in the amount of \$236,343 for fiscal year 2019-2020, were approved as presented, (Sheehan/Saxton/Ware/Elliott/McNett Aye) (None Opposed).

9A3 Payroll and Commercial Warrants

Trustee Saxton directed those present to page 48 of Consent Agenda Item #9A3, Payroll and Commercial Warrants. He asked Jim Scoubes, Chief Financial Officer, for information regarding the final employee entry on the page. He asked if the employee is paid by the hour, how many hours are in her contract, and if her contract ends with the fiscal year where does that put her in terms of additional payroll warrants. Mr. Scoubes responded that the Board had not approved any additional funding for the 2019-2020 fiscal year for this employee. He noted that he believes the employee has worked in the month of July, and the District would be obligated to pay her for that work. He also stated that the Human Resources Office would need to place a requisition in the Board packet information, and he explained that the net amount of \$4,035.17 was for work she performed in June 2019. David Burris, Director of Human Resources/EEO, stated that a new requisition would need to be created, and that any work done post July 1, 2019 would not be approved without the approval of that requisition, and there was further discussion. President Ware noted that the discussion had already taken 12 minutes, and the agenda needed to be moved. Trustee Saxton responded that Board members also have a responsibility to the taxpayers. He noted that he is concerned because of the monthly amount of funding being spent

on someone who lives in Hawaii. Nick Boyd, Director of Facilities/CTO, stated that she is the former Management Information Systems (MIS) Specialist that keeps the college in compliance with required reports. Trustee Saxton asked for some kind of discussion or report on how long the college is going to employ her. Kevin Trutna indicated that he would bring a plan forward at the next meeting. President Ware noted that the work is critical and required. There being no objection, Agenda Item #9A3, Payroll and Commercial Warrants, was then approved as presented, (Elliott/McNett/Ware/Saxton/Sheehan Aye) (None Opposed).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Feather River College Salary Schedules for the 2019-2020 Academic Year. He distributed copies of the salary schedules to the Board of Trustees and others present. He explained that the salary schedules are brought forward annually as a matter of housekeeping and to inform the public of the amounts in terms of transparency. Dr. Trutna indicated that the Classified School Employees Association's (CSEA) contract is not settled yet because the five-day timeframe for ratification had expired. Katie Schmid, Chief Accountant, and member of the CSEA negotiating team stated it (the ratification) would be taken care of on Monday, July 22, 2019. Dr. Trutna reported that in an effort to show good faith because the District values its classified employees, the District is agreeing to pay the classified salary schedules even though the agreement has not been ratified yet. Trustee Saxton asked Jim Scoubes if there was any statistical analysis done by him on the salary schedules being proposed, and Mr. Scoubes responded no. Trustee Saxton asked Mr. Scoubes what basis the increases in the salary schedules were centered on, and Mr. Scoubes responded that the raises were based on the proposal and recommendation of the Superintendent /President and the Director of Human Resources/EEO. Dr. Trutna indicated that he consulted with the Chief Financial Officer on the total dollar amount, and Trustee Saxton indicated that this is a problem. President Ware stated that the Board had previously discussed approving a 1.5% salary increase for all managers and the Cost of Living Adjustment (COLA) on top of that. She added that this is the metric that the District has, and if another metric is needed it would need to be a different discussion. Trustee Saxton responded that everyone is entitled to their opinion, and he would have appreciated some statistical data on the increases. He indicated he would end further comment on the discussion because it is a Closed Session agenda item. The request for approval of Feather River College Salary Schedules for the 2019-2020 Academic Year was approved as presented, (Sheehan/McNett/Ware/Elliott Aye) (Saxton Opposed).
- 2) President Ware requested Approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President. She read from a prepared statement that said, the District has offered Dr. Kevin Trutna

an amended employment agreement as Superintendent/President of the Feather River Community College District. The amended employment agreement contains the following financial terms: 1) the duration of the agreement is for four years with an expiration date of June 30, 2023. There is a possibility of annual extensions beyond the expiration date. 2) The Superintendent/President will be paid a base salary of \$214,139.00 per year beginning July 1, 2019, pursuant to the adopted salary schedule of the July 18, 2019, regular board meeting. No step increases are included in the salary schedule for the contract years 2020-2021, 2021-2022, and 2022-2023. Existing contract provisions provide for a 403b match of up to \$4,000.00 per year and a non-receipted in-District travel and expense allowance of \$600.00 per month. These provisions will continue unchanged. 3) The Superintendent/President will continue to receive existing District health and welfare benefits with a current annual cost of \$28,077.00. 4) All other terms of the existing employment agreement remain unchanged. Trustee Saxton noted that there was no statistical data attached to the item and although he agrees that the Superintendent/President is entitled to a Cost of Living Adjustment (COLA) annually, he was not in favor of any additional bump over and above that. Trustee Saxton acknowledged Dr. Trutna's seven years with the District. He also noted that when he compares Dr. Trutna's salary with the salaries of the six other colleges used in the salary comparison, and the fact that on-campus enrollment has not grown; he sees the second smallest college in the state offering its Superintendent/President a salary in the range of the superintendent/president at American River College. Trustee McNett stated that he felt that the employment addendum was fair and appropriate. President Ware stated that she also felt the employment addendum was fair and appropriate. The request for approval of Addendum to Employment Agreement for Dr. Kevin Trutna, Superintendent/President was approved as presented, (Sheehan/McNett /Ware/Elliott Aye) (Saxton Opposed).

- 3) Kevin Trutna requested Approval to Declare District Owned Items as Surplus Property. After a brief explanation from Derek Lerch, Dean of Instruction/CIO, the request for Approval to Declare District Owned Items as Surplus Property was approved as presented, (Sheehan/Elliott/Ware /McNett/Saxton Aye) (None Opposed)

B. Roll Call Items

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Quarterly Financial Status Report as of June 30, 2019. He reviewed the Unrestricted General Fund Summary pointing out that the District has not completed the recording of expenses or accounting for the accrual of all of the revenue that is anticipated. He stated that he would bring the report back so that members of the Board would know what the final accounting for the 2018-2019 fiscal year totals.

Mr. Scoubes reported that expenses for the period totaled \$14,813,514 and revenues total \$14,104,890. He noted that when the Beginning Fund Balance (BFB) of \$948,402 is added to revenues the total stands at \$15,054,292. He indicated that he is still uncertain about the anticipated revenue from the State of California and he will be attending a state budget workshop on Monday, July 22, 2019, where the Student Centered Funding Formula (SCFF) will be the main topic. He stated that the BFB is still a moving target and it is too early to estimate the amount at this point. Trustee Elliott commented that if the District hits the budgeted amount it would be in good shape financially and Mr. Scoubes concurred if the budget were to swing that way. He reviewed the remaining pages of the Quarterly Report that included the Restricted General Fund, Child Development Fund, Capital Outlay, Retiree Benefits, Student Financial Aid Fund, and the Plumas County Treasurer's Investment Report as well as the 2018/2019 Actual Revenues and Expenditures Report. Trustee Saxton referred to the Plumas County Treasurer's Investment Report and he asked what the percentage of interest is that the District receives as a return on its investments, and Mr. Scoubes responded that the District receives approximately 2.29% as part of the Local Agency Investment Fund (LAIF).

- 2) Kevin Trutna provided an overview of the backup information provided regarding employer fixed payroll costs for 2019-2020. He informed the Board of Trustees that the backup document was informational in nature. He also asked Jim Scoubes how the State Teachers Retirement System (STRS) and Public Employees' Retirement System (PERS) rates changed from the previous year. Mr. Scoubes responded that the governor set aside over three billion dollars to help reduce the State of California's STRS and PERS pension liabilities and that amount reduced the liability just 1% for this year, and only 0.7% for next year.
- 3) Nick Boyd, Director of Facilities/CTO provided a report to the Board of Trustees on campus impacts to planned safety-related power shutdowns by Pacific Gas & Electric (PG&E). He reported that he attended a meeting with PG&E and other governmental agencies in June where PG&E announced their developmental plan in response to the Camp Fire disaster. The shutdown plan could have significant impacts to the campus when high winds and dry fuel conditions exist and PG&E decides to implement a red flag power shutdown. He explained that the company has a think tank team in San Francisco, California, that monitors the weather and when the team feels weather conditions warrant it, a de-energization of both transmission and distribution lines will be implemented. Mr. Boyd stated that when this happens, FRC would receive 48 to 72 hour notice that a shutdown is going to take place, which will affect everyone on campus. He also noted that shutdowns could last anywhere from one to eight days depending on conditions and how much time it takes for crews to physically perform a visual inspection of every mile of power line that was de-energized. He explained that FRC currently has two back-up generators and one portable trailer generator/light tower to deploy to the residence halls. Mr. Boyd stated that FRC is planning to purchase a

portable generator for the Pines facility to provide lights and limited power, and discussions are taking place about purchasing a generator for the Student Center to provide heating, ventilation, and air conditioning (HVAC), refrigeration, and lighting. He also stated that discussion is taking place about purchasing a second portable trailer generator for well pumps to maintain water in campus storage tanks for domestic water supply and fire protection. In further discussion, Dr. Trutna pointed out that the funding source for the new generators would be insurance Safety Credits from Keenan Insurance

- 4) Carlie McCarthy, Chief Student Services Officer, led a discussion on the Feather River College Emergency Notification System while Nick Boyd operated the system from the podium. Ms. McCarthy spoke about how the information is currently being disseminated to students via the college website and FRC app that students, parents, employees, and anyone else can download from the App Store or Google Play. She explained that the availability of these options is discussed with students during orientations and other campus events. She pointed out that these system notifications would be a challenge of course if the power were shutdown. Ms. McCarthy reported that secondary notification methods include college social media sites such as Facebook, Twitter, and Instagram and through FRC e-mail. She added that steps are being explored to streamline the process utilizing the college website as a single sign-on place to post an alert to the website, deliver a text message, and post a message to Facebook and Twitter. Nick Boyd demonstrated and activated the campus emergency notification lockdown system within LRC #871, and showed the Board of Trustees the different options within the system. Trustee Saxton suggested researching a siren or horn system for 24-hour notification situations.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Elliott shared that July 18, 2019, is his 54th wedding anniversary.

Trustee Sheehan reported that he has a new grandson.

President Ware stated that she does not question everything that goes on at Feather River College and she trusts the people to do their jobs. She also stated she appreciates everyone's integrity, intelligence, and commitment to the job and the good work being done.

Trustee Saxton distributed material on a self-financed housing complex that was completed for the University of Montana in Missoula, Montana. Trustee Saxton indicated that the contractor is willing to come to campus to talk to the Board of Trustees on how he would privately fund and build the complex.

2) **Associated Students**

No Report

3) **Academic Senate**

No Report

4) **Classified Senate**

Michelle Ryback, Classified Senate President stated that she had an observation, a request, and then some comments to report on the administrator evaluation process. She stated that what she noticed about the meeting that day was the good and healthy questions and dialog shared between Board members from Section B (roll call items) down. She also stated that during the Consent Agenda and Regular Agenda there seems to be an open hostility towards the questions and the discussion. She requested that going forward the Board retain a more civil and respectful tone with one another throughout the entire meeting.

Ms. Ryback reported that she just finished participating in the administrator evaluation process where she as Classified Senate President, and Thomas Heaney, Academic Senate President, summarized evaluation information from their respective constituents and provided the summary to Dr. Trutna. She added that she supports a meeting between Dr. Trutna and Senate presidents in terms of his evaluation and she sees the discussions with the Board of Trustees about the evaluation as a healthy and productive process. She reported that the pilot process of adding two additional employees into the administrator evaluation process feels inappropriate to her. She indicated that she feels it is a bad Human Resources procedure because she does not feel any one administrator has the right to hear what five constituents have to say about one of their peers. She requested that the process be given some further consideration. She noted that she does not know how other administrators felt about it, but she felt uncomfortable. Ms. Ryback also noted that she was not saying it was not useful for Dr. Trutna, but she felt like its usefulness came at a cost and there was additional discussion.

5) **Instruction**

Derek Lerch reported that five nursing employees from Butte College traveled to campus two weeks ago to disassemble and reassemble FRC's nursing facility. He explained that Butte College employees were involved because it is building a Registered Nursing Step-Up Program here in Plumas County with the first classes scheduled for the spring semester. Dr. Lerch reported that Butte College employees brought with them new equipment and replaced what was outdated at FRC's facility and shared relevant perspective on how to build a teaching space. He added that Darlene Oertle, FRC's new Director of Nursing was there for all of it and she is involved and already doing wonderful work.

Dr. Lerch reported that he continues to monitor enrollment as classes fill, and although it is still early, he can see that FRC is ahead of where it was

a year ago in terms of its on-campus enrollment. He reported that he met with advisors last week and he is addressing some areas that appear to be bottlenecks for students. Dr. Lerch additionally reported that there are three new full-time faculty coming on to campus this upcoming semester including Darlene Oertle, Director of Nursing, Josh Olivera, Art Instructor, and Mitch Walterson, Math and Physics Instructor, and he will formally introduce each of them at an upcoming board meeting.

Dr. Lerch made mention that he is working with Carlie McCarthy and a number of others on setting a meeting between FRC and multiple high schools to talk about what the college is doing well in terms of preparing students to transition from high school to college. He added that he plans to discuss what the college is doing to receive those students and talk about areas where improvement is needed.

Dr. Lerch also reported that he started the week with a meeting of the local adult education board and FRC should feel good about the programs that are growing in both Plumas and Sierra counties. He explained that both counties are offering high school equivalency instruction to adult learners and some specialized instruction depending on what the student needs. He added that the program is in the process of opening an adult education storefront downtown across from the Plumas County Courthouse, and he explained that the space has been renovated and is located under the 505 apartments. He also indicated that furniture will be delivered soon and there will be a grand opening as soon as everything is ready. Trustee Saxton asked if anything is planned for Portola, and Dr. Lerch responded yes, that adult education services consist of two teachers currently working in Portola, and individuals expressing interest get routed to the adult education coordinator who makes contact with the individual and the teacher in that community. Trustee Sheehan asked Dr. Lerch to talk about the change in the fiscal responsibility for the adult education grant and the prior difficulty he remembers about meeting the target for classes and students. Dr. Lerch indicated that he feels the program is still in a building phase right now and likely will be for the next year or two as those involved determine what services are appropriate for each community and what the right staffing levels are for each program. He explained that the structure is somewhere between a school and a grant because the funding comes to each of the districts through the state, but it is not received in a traditional grant format, it is received as direct apportionment payments. He further explained that there is still some management issues being worked out in terms of what the right person-power level is to manage all of the grant requirements. He added that the consortium communicates regularly with the state on offerings, and our area will always have smaller student numbers and lower program efficiencies in terms of cost per student due to its smaller size.

6) **Student Services**

Carlie McCarthy reported Student Services is busy preparing for Summer Bridge, and Michelle Petroelje, Director of Student Success and Support Program (SSSP) reports 14 of the enrollees are from Plumas County and

total enrollment is at approximately 60. She also reported that following Summer Bridge comes New Student Orientation on Friday, August 16, 2019, and Week of Welcome beginning on Monday, August 19, 2019, through Friday, August 23, 2019, where live music is scheduled on the Green and community members are invited to attend.

Ms. McCarthy also reported that she is working with the Foundation to schedule a joint meet and greet with new faculty on September 27, 2019, and she would share additional information on the event as it becomes available.

Ms. McCarthy reported that in collaboration with Kim Beaton, Assistant Dean of Instruction, FRC has Cranium Café up and running. She explained that Cranium Café is a meeting and collaboration platform specifically designed for online student support and advising. She added that JP Tanner, Sean Harris, and Russell Reid recently attended the California Agricultural Teachers' Association (CATA) Conference where they were able to distribute material on FRC and its Bachelor's Degree Program. Ms. McCarthy reported that the California College Promise Grant (formerly known as the BOG Fee Waiver) has been approved for the second year of college for eligible California residents.

Ms. McCarthy shared the results of the 25th Hour Communications, Inc. Survey where students shared how they felt about college communications. She stated that students had positive remarks about the college website including ease of navigation and attractiveness. She also reported that 27 of the respondents indicated that they are staying at FRC to enroll in the Bachelor's Degree Program. She added that transfer destinations were not a surprise as CalPoly, California State Universities and University of Nevada Reno were listed by respondents. She also shared how students answered the question on why they chose FRC as the college they wanted to attend. Ms. McCarthy closed her report by sharing respondent answers to how they heard about FRC. She stated that 40% of respondents heard about the college through a friend, 23% heard about FRC through an Internet search, 20% through a family member, and 17% through a school guidance counselor or teacher.

Trustee Sheehan indicated that the Foundation has a big session on scholarships scheduled in the next couple of weeks, and they will likely talk about the second year of the California College Promise Grant. He asked Ms. McCarthy if she felt there would need to be a total restructuring of the Foundation's current approach to scholarships. Ms. McCarthy responded that she just started conversations on the subject with Director Karen Pierson, and it seems that the Foundation is interested in Plumas County students and assisting them with expenses and books.

Trustee McNett asked about how the FRC Mountain Kids Summer Camp went, and Ms. McCarthy responded that there was positive feedback for the first year camp.

7) **Superintendent/President**

Kevin Trutna highlighted the faculty meet and greet planned for September 23, 2019, at Moon's Restaurant. He also reported that a representative from KVIE channel six, the Public Broadcasting System (PBS) station out of Sacramento, California, contacted him about coming to campus on August 23, 2019, to develop and film a show on FRC's Bachelor's Degree Program. He indicated that eventually the show would be sent to all of the PBS stations nationally. He also referenced the article from West Coast Horsemen in his written report, as well as the article from the Policy Analysis for California Education (PACE). He stated from its report *Where California High School Students Attend College*, Plumas County has a generally higher college-going rate than adjacent counties. He stated that he feels that this number can be attributed to the efforts of the Financial Aid Department, Outreach, and TRiO Programs such as Upward Bound and Educational Talent Search (ETS) as they work to help Plumas County students attend the college of their choice. Dr. Trutna reported that the August agenda would include a report on the Science Technology Engineering Art & Mathematics (STEAM) summer camp that recently concluded, an update on the Strategic Plan, and a report from Jan Rennie, Director of the ETS Program. He also mentioned that upcoming reports would include a follow up on the healthy forest efforts discussed previously with Darryl Jury as well as a follow up report on the temporary employee previously discussed. In closing comments, Dr. Trutna stated that it is awkward for him to discuss money and contracts publicly, but he wanted to say that he came from a working-class family and it taught him to be resourceful out of necessity. He thanked the Board of Trustees for the contracts not only for himself but for other employees as well. He stated that FRC has a great leadership team, faculty, and support staff, and as he has stated before he wants to work here until he retires.

There being no further business, the meeting was adjourned at 4:42 p.m.

KT/ch