

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, August 8, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, McNett, Saxton,

Trustees absent: Elliott, 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 1:57 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, August 8, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, McNett, Saxton, Student Trustee Guinto

Trustees absent: Elliott, Sheehan

Student Trustee Guinto arrived at the meeting at 3:17 p.m.

5. Closed Session Announcement:

President Ware announced that the Board of Trustees had met in Closed Session and decided to table Closed Session Item #b) Government Code §54956.9 Conference with Legal Counsel – Anticipated Litigation: One Potential Case, until the next Board meeting. She also announced 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 and Special Items/Reports Item #11C6, Fire Prevention/Healthy Forest Update, be tabled until the September meeting. There being no objection or further discussion, the Regular and Consent Agendas were approved as amended, (McNett/Saxton/Ware Aye) (None Opposed) (Elliott/Sheehan/Guinto Absent). Trustee Saxton noted that his vote was cast with the understanding that the two Consent Agenda items he requested be pulled for further discussion would be acknowledged.

7. Minutes:

The minutes from the Regular Meeting held on Thursday, July 18, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were

approved as presented, (Saxton/McNett/Ware Aye) (None Opposed) (Elliott/Sheehan /Guinto Absent)

8. Items from the Public:

None

9. Administration of the Oath of Allegiance – Ms. Sydney Guinto, Student Trustee 2019-2020

After discussion and approval of the Consent Agenda was completed, Kevin Trutna administered the Oath of Allegiance to Ms. Sydney Guinto, Student Trustee for the 2019-2020 Academic Year. Ms. Guinto introduced herself to those present, and stated that she is currently a member of the women's soccer team. She stated that she is a returning student and hopes this year the team will take home a championship. Ms. Guinto also mentioned that she is from Palm Springs, California, and this is her third year in Quincy. She added that she is currently studying kinesiology and will graduate with a degree in Health and Exercise Studies (HES). When asked about future goals, Ms. Guinto responded that she plans to transfer to a university, major in biochemistry, and eventually become a family physician. She mentioned that initial comments from students already on campus included receiving information on Electronic Benefits Transfer (EBT), and having a bus schedule posted around campus. Dr. Trutna mentioned that he knows Ms. Guinto from watching her play soccer and seeing her on campus, and he is pleased to have her representing the Feather River College students. The Board of Trustees welcomed Ms. Guinto to the Board, and Trustee McNett indicated that the school exists because of her and the students she represents, and he encouraged her to share her thoughts and concerns with the rest of the Board members.

10. CONSENT AGENDA

*** A. Motion Items**

Trustee Saxton requested that Consent Agenda Items #10A4, Budget Transfers, and #10A5, Budget Augmentations/Reductions be pulled for further discussion. Trustee Saxton referred to page two of the backup documentation for Budget Transfers that had to do with the transfer of \$179,849 in funds for extra Full-Time Equivalent Students (FTES). He asked Derek Lerch, Dean of Instruction/CIO if the District could expect to be fully funded for the extra FTES. Dr. Lerch responded that the District is being fully funded for the extra FTES that it is paying for through Butte County Office of Education (BCOE) in the Budget Transfer. He added that BCOE also produced FTES that goes beyond what the District is funding this year, so there will be some FTES that BCOE generated that will be listed on the District's final apportionment report that it is unlikely to receive apportionment funding for. Trustee Saxton asked if the District would find out what the amount of the unfunded FTES would be, and Dr. Lerch indicated that eventually it would, but the State is unclear at this point regarding how much growth will be funded.

Trustee Saxton referred to Consent Agenda Item #10A5, Budget Augmentations/Reductions, pages 9, 11, and 23. He stated that the District continues to spend funding on agriculture from the Regional Strong Workforce grant, and he wondered if the District could expect to see an increase in enrollment from agriculture with the increased funding. Trustee Saxton mentioned that he asked Jim Scoubes, Chief Financial Officer, for the numbers, and he expected to receive the information at some point. Derek Lerch responded that the purpose of Strong Workforce funding is both to increase opportunities in Career Technical Education (CTE) or to improve or enhance the quality of CTE. He stated that he shares in the hope and expectation that the development of additional agriculture facilities will increase enrollment, and there is no doubt that the facility improvements do increase the quality of the offerings the College has in agriculture. Trustee Saxton mentioned that he understands that it is supposed to be a collaborative effort and he asked if anyone else is doing what FRC is doing. Dr. Lerch responded that the two funding streams include both a local and regional allocation. He added that other colleges in the regional collaborative that are investing in their agriculture programs are Shasta College, College of the Siskiyous, Butte College and Woodland who are all making investments in their agriculture programs, although it may not be the same type of investments that Feather River College (FRC) is making. When asked if resources are being shared, Dr. Lerch responded no not in agriculture right now. Kevin Trutna added that in Woodland the program is completely different and focuses on environmental horticulture, greenhouse, and flowers. Carlie McCarthy, Chief Student Services Officer, shared with the Board that this fall's equine science class has 53 students enrolled for the fall semester, which is a high number.

There being no objection or further discussion, 1) Ratification of Personnel Requisitions, 2) Ratification Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations/Reductions, and 6) Approval to Accept \$5,000.00 in block grant award funding from the California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) for the Feather river College Child Development Center were approved as presented, (McNett/Saxton/Ware Aye) (None Opposed) (Elliott/Sheehan/Guinto Absent).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Agreement between Feather River Community College District and Classified Senate Employees Association (CSEA) Local #712 AFL-CIO effective July 1, 2019, through June 30, 2022. After brief discussion and there being no objection, the request for Approval of Agreement between Feather River Community College District and Classified Senate Employees Association (CSEA) Local #712 AFL-CIO effective July 1, 2019, through June 30, 2022, was approved as presented, (McNett/Saxton/Ware Aye) (None Opposed) (Elliott/Sheehan/Guinto Absent).

B. Roll Call Items

None

C. Special Items/Reports

- 1) Katie Schmid, Chief Accountant, presented the District's Monthly Financial Status Report as of July 30, 2019. She reviewed the Unrestricted General Fund Summary pointing out that the Summary covers the District's first month of activity. She reported that revenues are slightly down due to timing, the beginning of the fiscal year, and new software being implemented by the County that has delayed activity information on revenue and property taxes. Dr. Trutna noted that this translates into the District being unable to close last year's books because the County is still working on disbursing last year's property taxes. Ms. Schmid reported that the County is anticipating allocating the District's property taxes around August 23, 2019, which includes \$1.3 million in Educational Revenue Augmentation Fund (ERAF), and an additional apportionment payment. Ms. Schmid also reported that expenditures are on par with the prior year at four percent. Trustee Saxton asked how far along the District is in knowing what the final expenditures will be, and Ms. Schmid responded that she has only one outstanding expense that she is waiting on information for and then she will be able to calculate final expenditures. When asked how the uncollectable amounts are calculated, Ms. Schmid explained that she will take the amount of money collected for a particular term and what was outstanding, and she then completes an analysis on whether that amount altered and if so by how much, and how the alteration might affect the collectability for the coming year.
- 2) Kevin Trutna reported that the agenda item is a follow up report on the questions Board members had with regard to the reemployment of the former MIS Specialist as a professional expert. Dr. Trutna explained that last month's discussion included information that the Board of Trustees had not approved any hours for this position post July 1, 2019, and it was later determined that the Board had approved a requisition for the position not to exceed \$10,000 at its June 20, 2019, meeting. Derek Lerch reported that even though the position does not report to him directly, it is a position that he relies on heavily for the most important reports that the District submits to the State. He referenced the one page document included with board packets, and he stated that it was an attempt to respond to the Board's concerns and questions regarding what administration has been doing with the individual that has been serving as a professional MIS expert and the reasons behind why administration has been doing this. Trustee Saxton asked why the District did not keep the individual on as a regular employee and allow her to work remotely because he understands she requested it and the request was denied. Dr. Trutna responded that administration preferred that the individual not work remotely, that the position be part of the campus, and that the position be part of participatory governance. He added that there was a search

process initiated for the permanent MIS Specialist position, and it ended up being a failed search process. He also reported that a search committee has been initiated again for the permanent position. Trustee Saxton pointed out that the District is paying the professional expert \$100.00 per hour, and the temporary MIS Specialist is also receiving a monthly salary, and he does not understand why the District did not hold on to the trained individual that wanted to work remotely. Dr. Trutna responded that administration could not have known the search would fail, and hiring remote employees is not something that the District typically does. Trustee Saxton asked about any limitations to the employment of the professional expert, and Dr. Trutna responded that the limitation is in the dollar amount that can be spent which is currently \$10,000. Nick Boyd, Director of Facilities/CTO, reported that the professional expert is currently assisting with the transition to Banner 9, which is a responsibility outside of the normal MIS duties. In addition, he stated that the institutional knowledge that one gains through prolonged employment in the MIS position was something that the District needed to keep in place for important and required reports.

- 3) Kevin Trutna provided opening remarks on the information that would be provided by Kinderlin Hoznour, Director of Child Development Center, and Ashleigh Boyd, Associate Preschool Teacher, on the success of the Mountain Kids Summer Camp. Ms. Hoznour reported that she has worked in the Child Development Center for 14 years, and in that time, there was one previous attempt at having a summer camp, but it did not seem to work out for one reason or another. She also reported that Ashleigh Boyd spearheaded this summer's Mountain Kids Summer Camp, and she would report on what happened at the camp and the activities children enjoyed. Ms. Boyd reported that she felt like the summer camp was a success with a 96% turn out rate of the 50 children originally enrolled. She also reported that the goal was to have 20 children per week and the first week the camp had 27 children, and the last week they were over enrolled by two. Ms. Boyd additionally reported that the children participated in nature hikes with Michelle Petroelje, Director of Student Success Programs, and Kevin Trutna provided the children with a tour of the campus. She described other activities that the children enjoyed as cooking s'mores in a solar oven, watching tree coring with members of the United States Forest Services (USFS), and meeting new friends every day. Kinderlin Hoznour provided an overview on the budget for the summer camp explaining that start-up funding was in the form of a Foundation mini-grant that was applied for in October 2018, and the remainder of the funding was received through camp fees paid by parents. She reported that total revenue received was \$14,310 before salaries and total profit after all expenses were paid amounted to \$5,113.31. There was additional discussion about collaborating next year with Plumas Rural Services for tuition assistance for parents that are within low to medium income guidelines.
- 4) Kevin Trutna stated that he wanted to get the Strategic Plan Annual Report in front of the Board of Trustees to document the yearly updates

and activities surrounding the Plan. He also explained that the Strategic Plan, expiring at the end of this year, is built around the four Accreditation Standards established by the Accrediting Commission for Community and Junior Colleges (ACCJC). He added that when developing the Strategic Plan he wanted to maximize what the committees on campus do to support the Strategic Plan. He further explained that each committee has a Purpose Statement that keeps them focused on their charge and has them identify how they will support the objectives listed in the Strategic Plan and what their annual goals are. He added that the focus continues to be on providing a quality education and the assurance of the quality to the public. Derek Lerch, Dean of Instruction/CIO, reported that Dr. Trutna included for the Board's information three years of input from some of the committees. He also stated that this helped with the organization of the accreditation self-evaluation, but he felt it helped even more when the accreditation site team was on campus and it asked about committee processes and how they fit into FRC's larger picture.

Trustee McNett indicated that he had a specific request for a glossary of acronyms and there was brief discussion and an acknowledgement from Dr. Trutna that he would work on one.

- 5) Kevin Trutna introduced Jan Rennie, Director of Educational Talent Search (ETS) to those present. He explained that Ms. Rennie would be providing an overview of the program as well as information on the 2018 ETS Program Review and site visit. Jan Rennie provided the Board of Trustees with information on her background including 29 years as a teacher, her employment with Alliance for Workforce Development where she did considerable grant work, and now Director of the ETS Program at FRC. She stated that the TRiO programs are all federal grants and as a director, she must comply with the rules of FRC and the federal rules. She provided information on some of the federal guidelines that must be followed as part of the ETS Program and she noted that she strives to serve as many students as she possibly can. Ms. Rennie reported that FRC's ETS program serves students in grades six through 12 and she provided information on the participating schools in Plumas, Sierra, and Lassen counties. She also explained that two-thirds of ETS participants must be both first generation to college and come from limited income families. She added that the remaining third of ETS participants can be from either or neither of these categories, must be a citizen of the United States or permanent resident, and have first joined ETS while enrolled at a participating school. Ms. Rennie went over the variety of the services offered to participants including academic planning, tutoring referrals, campus visits, financial aid literacy workshops, and Free Application for Federal Student Aid (FAFSA) workshops and how to apply. Ms. Rennie answered questions presented by Trustee Saxton on how funding is appropriated, and how students in the program in post-secondary education are tracked. There was general discussion and positive comments regarding the findings of David Ferguson, who conducted the onsite review of the ETS program August 20-21, 2019.

D. Communications, Presentations, and Reports

1) Board of Trustees

Student Trustee Guinto reported that she has been talking to those students who have already arrived on campus. She explained that the football team arrived the week of July 26, 2019, and the soccer teams followed on Wednesday, July 31, 2019. She stated that some of the football boys have mentioned the adjustment to such a small town has been difficult, and others appreciate it because it forces them to focus on what they need to get accomplished.

2) Associated Students

No Report

3) Academic Senate

Thomas Heaney, Academic Senate President, reported that classes begin Monday, August 19, 2019.

4) Classified Senate

No Report

5) Instruction

Derek Lerch reported that orientation was held for the new cohort of Licensed Vocational Nursing (LVN) students with Darlene Oertle, the new director of the program. He stated that Ms. Oertle would be present at the September 12, 2019, meeting for a formal introduction. He also stated that the orientation went well and Ms. Oertle did a nice job organizing the event in a clear way in terms of the expectations for the students. Dr. Trutna added that two new adjunct faculty members Ashley Blesse and Heather Walls have been hired to teach in the program. Dr. Lerch stated that he had met with some of the area hospitals the previous day at what might become an annual event organized by the Alliance for Workforce Development regarding the need for mid-level employees at area hospitals. He also reported that he plans to meet with representatives from Plumas Unified School District (PUSD) and the Sierra County Office of Education on Monday, August 12, 2019, to discuss from all perspectives the kinds of services needed to move students on to the next level. He noted that Carlie McCarthy, Chief Student Services Officer, has been involved in the discussions as much as he has. He also mentioned the Mentor Program Ms. McCarthy has been spearheading recently as a semi-formal support structure for new employees.

6) Student Services

Carlie McCarthy reported that the Electronic Benefit Transfer (EBT) for recipients of the CalFresh Program (formerly known as Food Stamps) is a priority for Student Services and workshops for students that want to apply for the benefit are being held and supported through grant funding. She also reported that this week three athletic orientations have been held and invitees included Nick Maez, FRC's new Mental Health and Wellness Counselor, Todd Johns, Patrol Commander, Plumas County Sheriff's

Department, and Eric Egide, Commander, California Highway Patrol (CHP). She added that an emphasis was placed on integrating into a small community where people will see you and get to know who you are. Ms. McCarthy also mentioned that representatives from Plumas Rural Services spoke to the students about healthy relationships and sexual assaults, and representatives from Plumas County Drug and Alcohol, and the Plumas County Health Department conducted sessions on the services they offer. Ms. McCarthy distributed copies of the Week of Welcome flyers to the Board of Trustees and extended an invitation to Board members and others to attend the events if their schedules allowed. She reported that she is getting ready to launch a new employee mentorship program that she learned about at the Basic Skills Initiative Leadership Institute (BSILI) conference that she, Michelle Petroelje, Director of Student Support Services, and Joan Jarrett, Instructional Assistant Basic Skills, attended during the summer.

7) **Superintendent/President**

Kevin Trutna reported that the College is having 25th Hour Communications, Inc. a community college marketing and public relations company, provide a presentation on their services after lunch on Institutional Day. Wednesday, August 14, 2019. He also reported that employees from Plumas District Hospital have been using FRC spaces to conduct trainings on a new information system and they have been pleased with the facilities. He highlighted from his written report the Ecological Farming Certificate involvement and participation in the fourth Annual Plumas County Farm Crawl, his interview with Zaron Burnett from MEL Magazine on the Incarcerated Student Program (ISP), and his recent travel to Los Angeles, California, for ACCJC Team Chair training. He also mentioned that Bridget Tracy, Environmental Studies/Earth Sciences Professor, has a goal to develop the campus into a Firewise site. Trustee Saxton asked if Dr. Trutna could arrange for someone on campus to receive National Incident Management System (NIMS) training, and Dr. Trutna stated that he would follow up on the request. Dr. Trutna concluded his report by talking about the donation of *Rowdy Yankee* a million dollar stallion to the Equine Studies Program.

There being no further business, the meeting was adjourned at 4:36 p.m.

KT/ch