

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 1:30 p.m. on Thursday, November 21, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent:

2. Public Comment on Closed Session Items: None

3. Adjourn to Closed Session: President Ware read from a written statement and made the following announcement: "The Board of Trustees is going into Closed Session. The Closed Session agenda item is for Closed Session with legal counsel. The District has received communications regarding potential litigation over bidding and contracting procedures from a board member, and has received communications regarding Brown Act procedures from a board member. These items form the basis for the Closed Session today". The meeting was adjourned to Closed Session at 1:31 p.m.

4. Reconvene to Open Session: The meeting was reconvened to Open Session at 2:27 p.m.

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

Trustees absent: Student Trustee Guinto

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

The Regular and Consent Agendas for the November 21, 2019, meeting at Feather River College, 570 Golden Eagle Avenue, LRC Room #871, Quincy, California, were approved as presented, (Saxton/McNett/Ware/Elliott/Sheehan Aye) (None Opposed) (Guinto Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, October 17, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Saxton/Elliott/Ware/Sheehan Aye) (None Opposed) (McNett Abstained) (Guinto 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 Amendment 01 to Allocation Agreement for Strong Workforce Program dated January 1, 2018, between Butte-Glenn Community College District (DISTRICT) and Feather River Community College District (CONTRACTOR) that amends section #4 to read as follows: The total amount of funds made available for payment to Consortium Member for work performed under this agreement are allocated at \$171,681 + \$15,819, 7) Approval of Partnership Agreement between Feather River College (FRC) and Plumas Charter School (PCS) to actively partner in support of high school students completing Career Technical Education (CTE) Pathways and concurrently enrolling in college courses effective November 10, 2019, and 8) Approval of Adult Education Block Grant Agreement in an amount not to exceed \$9,200.00 between Feather River Community College District (DISTRICT) and Plumas County Office of Education (AGENCY) for DISTRICT to provide an Adult Education Project Coordinator (S. Miller) to work with AGENCY to implement and promote services related to coaching for Early Childhood Education students in lab courses and cooperative work experience education effective November 1, 2019, through June 30, 2020, were approved as presented, (Elliott/Sheehan/Ware/McNett/Saxton Aye) (None Opposed) (Guinto Absent).

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions. After brief discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Elliott/Ware/McNett/Saxton Aye) (None Opposed) (Guinto Absent).
- 2) Kevin Trutna requested Approval to Accept Donation of 2019 RAM 3500 Tradesman Crew Cab 4X4 Truck, Serial #3C63R3CL3KG658850, from Feather River College Foundation. After brief discussion and there being no objection, the request for Approval to Accept Donation of 2019 RAM 3500 Tradesman Crew Cab 4X4 Truck, Serial #3C63R3CL3KG658850, from the Feather River College Foundation, was approved as presented, (Sheehan/Saxton/Ware/Elliott/McNett Aye) (None Opposed) (Guinto Absent)
- 3) Kevin Trutna requested Approval of BP 2750, Board Member Absent from the State. There being no objection or further discussion, the request for Approval of BP 2750, Board Member Absent from the State, was approved as presented, (McNett/Saxton/Ware/Elliott/Sheehan Aye) (None Opposed) (Guinto Absent).

B. Roll Call Items

- 1) Kevin Trutna requested Approval of Resolution #19/20-05 – Approval of Amendment 01 to Contract #CSPP-9367 between California Department of Education and Feather River Community College District to amend the Maximum Reimbursable Amount (MRA) of this agreement from \$105,656.00 to read \$109,318.00. There being no objection or further discussion, the request for Approval of Resolution #19/20-05 – Approval of Amendment 01 to Contract #CSPP-9367 between California Department of Education and Feather River Community College District to amend the Maximum Reimbursable Amount (MRA) of this agreement from \$105,656.00 to read \$109,318.00, was approved as presented.

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

- 2) Kevin Trutna requested Approval of Resolution #19/20-06 – Approval of Amendment 01 to Contract #CCTR-9166 between California Department of Education and Feather River Community College District to amend the Maximum Reimbursable Amount (MRA) of this agreement from \$46,861.00 to read \$57,595.00. There being no objection or further discussion, the request for Approval of Resolution #19/20-06 – Approval of Amendment 01 to Contract #CCTR-9166 between California Department of Education and Feather River Community College District to amend the Maximum Reimbursable Amount (MRA) of this agreement from \$46,861.00 to read \$57,595.00 was approved as presented.

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

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of October 31, 2019. He reviewed the Unrestricted General Fund Summary and reported that total expenditures for the period amounted to \$4,820,262. He also reported that expenditures for the prior year at the same point in time totaled \$5,183,600. Mr. Scoubes explained that the difference could be attributed to a 7000 account transfer of funds done for employee benefits. Katie Schmid, Chief Accountant, provided an additional explanation of the transfer of funds that will be taking place. Trustee Saxton reported that he had made a telephone call to the Butte County Office of Education (BCOE) and spoke with the organization's chief financial officer Lisa Anderson to ask about how the partnership works and who pays who and what is owed. He

reported that Ms. Anderson was surprised to be made aware that Feather River College believes that BCOE owes them \$500,000, and that the financial records of BCOE reflect that Feather River College owes them \$1,000,000. Trustee Saxton asked Mr. Scoubes if he was aware of the discrepancy, and Mr. Scoubes responded that he was not. Kevin Trutna stated that after looking at the information that had been provided, it appears that BCOE's receivables do not reflect FRC payments of \$678,000 made in 2017, \$703,000 made in 2018, and an additional payment of \$742,000. Dr. Trutna also reported that Karla Lopez at BCOE is looking into the reconciliation of the account and that he could not make any assumptions on the accounting there. Trustee McNett asked if FRC is currently in negotiations with BCOE, and Dr. Trutna responded that FRC is in active negotiations with BCOE and he has a meeting scheduled with the Butte County Superintendent of Schools on November 22, 2019. Trustee McNett confirmed that Kevin Trutna and Derek Lerch are the authorized negotiators. President Ware announced that if anyone else has questions about how Mini-Corp works there are people in the room that can provide the information. Trustee Sheehan asked Trustee Saxton if he felt like he was conducting an investigation by calling BCOE and Trustee Saxton responded no, he was asking because he wanted to understand how the partnership worked and he was told that there was an addendum to the original contract. Trustee McNett stated that he took exception to discussing the matter further in public as FRC is currently in negotiations with BCOE, and that a closed session might be more appropriate. President Ware requested that further discussion be deferred until accurate numbers can be obtained. Dr. Trutna addressed the addendum that Trustee Saxton was referring to and he stated that the addendum was not signed by anyone nor dated. Trustee Saxton stated that the Board was not informed of this when the addendum was discussed the previous month.

- 2) Kevin Trutna reported that he chaired an accreditation site visit to Carrington College recently and Carlie McCarthy, Chief Student Services Officer, was his assistant, and Katie Schmid participated as an observer. He stated that both individuals would be sharing what they learned as part of the site visit. Carlie McCarthy thanked Dr. Trutna for the opportunity to serve and stated that Carrington College is different from FRC in almost every way mainly because it is a for-profit private institution. She described the training the team members received prior to the site visit and where expectations and responsibilities are discussed. She also explained that the Institutional Self-Evaluation Report (ISER) for Carrington College was reviewed along with the evidence and while she was there participating, she was able to visit the Rancho Cordova site. She stated that her role as the assistant was to be a liaison between their staff and the team and to request additional evidence if it was needed. Katie Schmid thanked both Dr. Trutna and Jim Scoubes for the opportunity to be an observer on the site visit. She reported that she was able to work with Stephen Kibui, Director of Accounting, Rio Hondo College, while she was there and it was helpful to have him available for clarification on any financial matters and questions that she had. Ms.

Schmid also stated that she was impressed with Carrington College's ability to budget and its methods.

- 3) Kevin Trutna introduced Alyia Pilgrim, Financial Aid Specialist, to those present. He stated that Ms. Pilgrim would be providing a report to the Board of Trustees on Veterans Services at FRC. She provided background information on the state of California community college's students that are veterans as there are approximately 89,000 active duty service members or their dependents currently enrolled in California community colleges, and more than 90 of the 115 campuses have a Veterans Services Center as a resource. She referred to the 2018 Statewide Study conducted by Irvine Valley College that revealed six themes to serve as a foundation for a set of recommendations for maintaining a comprehensive veteran student-centered program. She noted that the highlighted areas of the report included with board packets is considered information that might be helpful to the FRC campus. She reported that in December of 2017 the Chancellor's Office sent out a memorandum appropriating \$5,000,000 to support community college Veterans Resource Centers across the state. She also reported that with the approval of Dr. Trutna and Carlie McCarthy she submitted a request and FRC was allocated an average of \$13,000 in ongoing funds for establishing or expanding resources to its student veterans. Ms. Pilgrim stated that the funds have been used for school supplies, honor society membership fees, and graduation supplies. She also reviewed with the Board of Trustees the tri-fold Veterans Services pamphlet included with Board packets that provides veterans with a checklist of steps to enroll in classes and then start attending. She additionally reported that as a member of the Professional Development Committee, she has invited the facilitator of the Plumas County Veterans Collaborative to come to campus and offer a training to staff on veterans and cultural competency and she described how this would help staff. Ms. Pilgrim also described her involvement in the 2019 Plumas County Veterans Stand Down event held September 7, 2019, and she went over the self-identified veteran numbers that FRC has served over the previous five years.
- 4) Kevin Trutna introduced Thomas Gauthier, Attorney, Lozano Smith, to those present. Mr. Gauthier stated that the agenda item came up because the Board of Trustees and the District had observed conduct by one of the Board members that could expose the District to potential litigation. He also stated that Board members should be reminded that they enjoy legal protection from liability only when acting within the course and scope of their board duties, and that a statement made outside a board meeting or other authorized proceeding of the Board of Trustees subject the board member and the District to potential liability. Mr. Gauthier added that the Board recognizes and wants to respect the proper role of the Board and staff as we continue our mission to provide a quality education for our students. President Ware then read the following statement regarding liability and indemnification into the record: President Ware read from a prepared statement the following information: This board maintains high standards of ethical conduct for its members. We expect each board

member to conduct himself or herself with dignity and to respect all other board members, staff, and members of the community. We expect each board member to respect and abide by the College's policies. This board will not tolerate conduct, which falls below the standards we have set for our board. To the extent that any board members engages in conduct or makes statements which creates potential liability for the Feather River Community College District, we shall seek indemnification and damages against such board member, to the extent permitted by law.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Saxton wished everyone a Happy Thanksgiving. He also stated that he had checked with another housing group and he had forwarded that information to the other Board members. Trustee Saxton then departed the meeting.

President Ware stated that she enjoyed the Public Broadcasting System (PBS) video on the Bachelor's Degree Program at FRC and she thought it was well done. She also stated that she enjoyed Dr. Winn's presentation on the Board's Role in Accreditation.

Trustee Sheehan asked how FRC faired in the distribution of Secure Rural Schools Funding and there was further discussion.

Trustee Elliott also stated that the PBS video was enjoyable to watch.

2) Associated Students

No Report

3) Academic Senate

Thomas Heaney, Academic Senate President, reported that faculty are busy doing what faculty do at the end of a semester. He also reminded the Board of Trustees to attend the Student Research Symposium taking place on Monday, November 25, 2019, at 12:15 p.m. in the gymnasium if their schedules allow.

4) Classified Senate

No Report

5) Instruction

Derek Lerch reported that one of the many things that takes place at the end of the fall semester is the evaluation of faculty process. He stated that there are a large number of faculty being evaluated this semester and the time it takes is both taxing and important. Trustee Sheehan then remembered he wanted to ask Dr. Heaney about the full-time faculty openings and where FRC stands in that process. Dr. Heaney responded that the Academic Senate has approved several job descriptions lately including English, Outdoor Recreation Leadership, Chemistry STEM, and Head Soccer Coach. Dr. Lerch reported that the search process for these

positions would open in late December and continue for approximately six weeks before candidates are selected and interviewed.

6) **Student Services**

Carlie McCarthy reported that Associated Students at Feather River College (ASFRC) held a meeting the previous week and wanted to get the word out to students about finals. She also reported that many of the committees she chairs are working on the development of goals for the new Strategic Plan. She also reported that she continues to work with 25th Hour Communications to do a digital marketing campaign on the Bachelor's Degree Program so that students are driven right to the area of the website for information. Ms. McCarthy also reported that the Great American Smoke Out sponsored by the American Cancer Society was held on campus earlier that day and the campus collaborated with the Plumas County Health Department to put up a display and talk about the health risks of smoking and vaping. She additionally reported that the Diversity Committee puts on the Annual Thanksgiving Luncheon for students and staff and this year the theme is Know What Matters to coincide with the Student Research Symposium theme. She concluded her report by stating that staff are registering students for the spring semester and learning Banner 9 while they do so.

7) **Superintendent/President**

Kevin Trutna reported that the December meeting would include the joint meeting with the Feather River College Foundation. He also reported that the meeting would include an update on the Book in Common and a report from Carolyn Shipp on the Internship Program. Dr. Trutna additionally reported that there is a movie coming out titled *Just Mercy*, which was FRC's Book in Common several years prior. He indicated that he watched the trailer for the movie, and it might be interesting for those that read the book. Dr. Trutna also highlighted articles from his written report including Jill Mariluch and Manuel Uribe who lost everything in the Camp Fire one year ago and despite this hardship, Ms. Mariluch went on complete everything for her Licensed Vocational Nursing (LVN) Certification and receive her pin in the June ceremony.

There being no further business, the meeting was adjourned at 3:50 p.m.

KT/ch