

## 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 2:00 p.m. on Thursday, February 20, 2020, 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:**

There was no public comment on Closed Session Items.

#### **3. Adjourn to Closed Session:**

The meeting was adjourned to Closed Session at 2:01 p.m.

#### **4. Reconvene to Open Session:**

The meeting was reconvened to Open Session at 3:02 p.m.

*Trustees present:* Ware, Elliott, McNett, Saxton, Sheehan, Student Trustee Guinto

*Trustees absent:*

#### **5. Closed Session Announcement:**

President Ware announced that the Board of Trustees had met in Closed Session and it had taken action to release a fourth year contract employee at the close of the 2019-2020 school year. President Ware also announced that the vote was unanimous.

#### **6. Agenda**

Trustee Saxton requested that Consent Agenda Items #9A4, Budget Transfers, and #9A17, Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Butte County Office of Education (AGENCY) for AGENCY to provide instructional and other services for education as outlined in the Agreement effective July 1, 2020, through June 30, 2025, be pulled from the Consent Agenda for further discussion. President Ware asked Trustee Saxton if he would mind if she moved the agenda to hear Items from the Public first because there was public comment, and then she would come back to hear further discussion on the Consent Agenda items. Trustee Saxton agreed. The Regular and Consent Agendas for the February 20, 2020, meeting at Feather River College, 570 Golden Eagle Avenue, LRC Room #871, Quincy, California, were approved as presented, (Saxton/McNett/Ware/Elliott/Sheehan/Guinto Aye) (None Opposed).

#### **7. Minutes**

The minutes from the Regular and Organizational Meeting held on December 12, 2019, at Feather River College, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Sheehan/Saxton/Ware/Elliott/McNett/Guinto Aye) (None Opposed).

#### **8. Items From the Public:**

Kest Porter, Member of the Public, stated that he wanted to thank Feather River College and the Board of Trustees for providing community members with access to the Outdoor Recreation Leadership (ORL) climbing wall. He explained that being able to use the climbing wall once or twice a week has been enjoyable every time. He praised the young people helping others during these sessions because they are so willing and happy to introduce others of all ages to the benefits and fun of climbing. He suggested that a climbing time just for seniors be introduced, because for individuals his age the rock wall can be intimidating at first.

Cheri Prior, Member of the Public, also addressed the Board of Trustees about the public access to the ORL climbing wall. She stated that there is a whole lot more going on during these sessions besides climbing. She explained that she sees parent children relationships being enhanced, siblings, and friends hanging out together and helping one another, and it is truly wonderful to see. The Board of Trustees thanked Mr. Porter and Ms. Prior for their comments and for attending the meeting to express their appreciation for what Feather River College is doing in its communities.

## **9. CONSENT AGENDA**

### **\* A. Motion Items**

- 1) Trustee Saxton directed the Board's attention to Consent Agenda Item #9A4, Ratification of Budget Transfers, page 14, which was described as a Budget Transfer Form for \$22,829, to cover transportation overages due to unexpected need to charter buses for athletic events. He asked those present to remember the number. Trustee Saxton then addressed Consent Agenda 9A17, Page 3, number 8, Request for Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Butte County Office of Education (AGENCY) for AGENCY to provide instructional and other services for education as outlined in the Agreement effective July 1, 2020, through June 30, 2025. Trustee Saxton stated he was addressing the two Consent Agenda Items because it had been discussed previously, that BCOE owes Feather River College (FRC) \$500,000 in non-resident tuition fees from the previous two years. He added that it is state law that these fees be paid, it is not a negotiated contract item. He then addressed page four of the contract, number a., asking why the college would agree to adjust annually and reimburse BCOE by the same percentage any cost-of-living-adjustment (COLA) provided by the State of California. Derek Lerch, Dean of Instruction/CIO, responded that this partnership involves a long-term relationship between FRC and BCOE and the conceptual reason behind the contract language is to acknowledge the cost increases that BCOE incurs through time, and to maintain the long-term health of the relationship for them and their profit margin through that relationship. Trustee Saxton stated that with BCOE already in arrears to FRC for \$500,000, he felt that the District should be able to say something about paying BCOE COLA in the future. President Ware explained that the BCOE contract is the standard contract that the District has had for some time. After lengthy discussion on expectations related to the negotiation of monies owed, 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 Allocation Agreement for Strong Workforce Program Grant for \$10,000 between Butte-Glenn Community College District on behalf of its Career and Technical Education Department (District) and Feather River Community College District (Consortium Member) for Consortium Member to perform work set forth in Exhibit A, Statement of Work, effective December 1, 2019, to December 31, 2020, 7) Approval of Allocation Agreement for Strong Workforce Program Grant for \$20,000 between Butte-Glenn Community College District on behalf of its Career and Technical Education Department (District) and Feather River Community College District (Consortium Member) for Consortium Member to perform work set forth in Exhibit a Statement of Work, effective December 1, 2019, to December 31, 2020, 8) Approval of California Environmental Quality Act (CEQA) Lead Agency Agreement (Funded by Sierra Nevada Conservancy and Proposition 84) for \$6,000 between Feather River Resource Conservation District and Feather River College (Client). Client is to prepare the necessary documentation for meeting the goal of full compliance under CEQA and all CEQA process documentation for the FRC-WIP effective November 20, 2019, to February 20, 2020, 9) Approval of Affiliation Agreement between Regional Emergency Medical Services Authority (REMSA) (AGENCY) and Feather River Community College District (COLLEGE), for AGENCY to make available to designated student's in college's Emergency Medical Technician (EMT) course, its physical facilities, emergency medical services, and clinical equipment effective January 1, 2020, through December 30, 2020, 10) Approval of Allocation Agreement for \$30,000 between Butte-Glenn Community College District, on behalf of its Career and Technical Education Department (District) and Feather River Community College District (Consortium Member) for Consortium Member to perform the work set forth in Exhibit A, State of Work, effective December 1, 2019, to December 31, 2021, 11) Approval to Accept \$5,000 in California State Pre-School Program (CSPP) Block Grant funding from Plumas Stars for the Feather River College Child Development Center for the 2019-2020 fiscal year. CSPP Block Grant funding is intended to support sites to maintain or improve quality programs during the two-year period between ratings. Funding is a result of the Child Development Center earning a Tier-4 Rating on the Quality County California rating matrix in the 2018-2019 year, 12) Approval of Memorandum of Understanding (MOU) between Feather River Community College District Educational Talent Search (ETS), (DISTRICT), and Plumas Unified School District (PUSD) (AGENCY) for District to provide a coordinator (J. Rennie) to work with AGENCY to bill District for ETS student travel services related to the 6<sup>th</sup> grade Watershed Course that does not exceed a total of \$6,000.00 for the academic year 2019-2020, 13) Approval of Memorandum of Understanding (MOU) between Feather River Community College District, Education Talent Search (ETS) Program (DISRICT) and Plumas Unified School District (PUSD) (AGENCY) for AGENCY to provide a coordinator (J. Rennie) for AGENCY to bill DISTRICT for tutorial services provided to actively

enrolled ETS students in an amount not to exceed \$6,000.00 for the academic year 2019-2020, 14) Approval of Memorandum of Understanding among selected colleges participating in the proctoring network for the California Virtual Campus-Online Education Initiative to establish a proctoring network of California Community Colleges (CCC) as a means by which CCC students enrolled in distance education courses are able to complete tests required by those courses at a CCC campus testing center within a reasonable distance of home, effective February 1, 2020, 15) Approval of Master Services Agreement (MSA) between the National Student Clearinghouse the (Clearinghouse) and Feather River College (Institution), for the Clearinghouse to provide institution with services set out in or more Statements of Work (SOW) to include enrollment and educational financial industry reporting, transcript services, student tracker colleges and universities, and education verification and authentication services effective February 4, 2020, 16) Approval of Fixed Price Solutions Pricing Schedule between Constellation NewEnergy Inc., (NewEnergy) and Feather River College (Customer) for NewEnergy to supply and Feather River College to purchase electricity on an exclusive basis. Pricing schedule is entered into pursuant to and in accordance with Master Electricity Supply Agreement executed on June 17, 2008, and 17) Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Butte County Office of Education (AGENCY) for AGENCY to provide instructional and other services for education as outlined in the Agreement effective July 1, 2020, through June 30, 2025, were approved as presented, (McNett/Sheehan/Ware/Elliott/Saxton /Guinto Aye) (None Opposed).

## **10. REGULAR AGENDA**

### **\*A. Motion Items**

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions. After brief explanation, and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Elliott/Ware/McNett/Saxton/Guinto Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Tenure for full-time faculty members Rebecca Easley, Richard Leonhardt, and Merle Rusky. Thomas Heaney, Academic Senate President, stated that he feels that Feather River College is lucky to have all three fine faculty members who have proven in the past four years to be experts in their fields, devoted teachers, and excellent colleagues. There being no objection or further discussion, the request for Approval of Tenure for Rebecca Easley, Richard Leonhardt, and Merle Rusky, was approved as presented, (McNett/Saxton/Ware /Elliott/Sheehan/Guinto Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of 2020-2021 Non-Resident Tuition Fee for Feather River College. After further explanation and there being no objection, the request for Approval of 2020-2021 Non-Resident Tuition

Fee for Feather River College was approved at \$280.00 per credit unit, (Sheehan/Saxton/Ware/Elliott/McNett/Guinto Aye) (None Opposed).

- 4) Kevin Trutna requested Approval of 2020-2021 Feather River College Schedule of Fees. Carlie McCarthy, Chief Student Services Officer, explained the new \$2.00 representation fee that students have the option of participating in. There being no objection or further discussion, the request for Approval of 2020-2021 Feather River College Schedule of Fees was approved as presented, (Elliott/Saxton/Ware/McNett/Sheehan /Guinto Aye) (None Opposed).
- 5) Kevin Trutna requested Approval of the Quarterly Financial Status Report, CCFS 311-Q for the Quarter ended December 31, 2019, (Q2). There being no objection or further discussion, the request for Approval of the Quarterly Financial Status Report, CCFS 311Q for the Quarter ended December 31, 2019, (Q2) was approved as presented, (Saxton/Sheehan /Ware/Elliott/McNett/Guinto Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of 2020-2021 Academic Employment Contracts. After brief discussion and there being no objection, the request for Approval of 2020-2021 Academic Employment Contracts was approved as presented, (Sheehan/Saxton/Ware/Elliott/McNett/Guinto Aye) (None Opposed).
- 7) Kevin Trutna requested Approval of Guided Pathways Scale of Adoption Assessment (SOAA). He explained that approval is required by the California Community Colleges Chancellor's Office (CCCCO). He also explained that the backup attached to the cover sheet is a sample of an approximately 21-page document that he would let Carlie McCarthy and Derek Lerch describe. Dr. Lerch indicated that the document has been shared with full and part-time faculty, Council on Instruction, and members of Student Services Council. He added that the document was prepared by both him and Carlie McCarthy, and the rest of Guided Pathways Work Crew whose members include himself, Carlie McCarthy, Greg McCarthy, Program Coordinator, Articulation, and Katie Desmond, Political Science Professor. Dr. Lerch stated that the purpose of Guided Pathways is to simplify the process for students and hopefully engage and retain students as they navigate college. He stated that Guided Pathways is organized under the four pillars previously mentioned described the program as organized under the four pillars, and that the real benefit of the backup documentation sample is that it provides a snapshot of the important areas that the state sees that community colleges need to focus on. He noted that the document is brief, but it does provide Board members with an introduction to what FRC is working on in a variety of areas. After further discussion and there being no objection, the request for Approval of Guided Pathways Scale of Adoption Self-Assessment was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Guinto Aye) (None Opposed).

## **B. Roll Call Items**

None

## **C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Status Report (all funds) as of December 31, 2019, and the District's Monthly Financial Status Report (unrestricted general fund only) as of January 31, 2020. Mr. Scoubes also reviewed the Unrestricted General Fund Summary as of January 31, 2020, reporting that revenues had increased to \$8,506,468 due to the receipt of property taxes, and expenditures for the period totaled \$9,063,180 or 51% of approved budget compared to 50% for the prior year. Trustee Sheehan mentioned that he had received a comment from a beneficiary of the Peralta 18 Retirement Fund that the fund was decreasing rather quickly and he wondered if an actuarial should be done. Jim Scoubes responded that an actuarial is completed as part of the annual audit, but the Peralta 18 fund is managed by Bill Martin, a former faculty member and member of the Peralta 18 and there was further discussion.
  
- 2) Kevin Trutna provided opening remarks on the update on emergency operations. He stated that campus safety and emergency operations could involve threats on campus, power outages, wildfires, and other disasters. Nick Boyd, Director of Facilities/CTO, followed up Dr. Trutna's comments by providing a report to the Board of Trustees on emergency operations at Feather River College. He reported that the primary points for emergency operations are training, planning, communication, and resources. He described the trainings held on campus and he emphasized the need for people to think for themselves to keep themselves safe. He added that numerous fire drills have been held, and staff and students are encouraged to call 911 if they feel something is not right. Mr. Boyd stated that his department is working on evacuation plans to avoid the bottleneck that would occur with evacuated vehicles exiting Golden Eagle Avenue at Rutherford Way. He added that should an emergency evacuation of the FRC campus be necessary, he would rely heavily on law enforcement's assistance to get the job done efficiently and safely. Mr. Boyd touched on Safety Committee meetings that take place where discussion happens weekly on safety issues as well as drills. He also talked about the safety representative from Keenan and Associates, the District's insurance carrier, who attends the meetings and looks for patterns where accidents happen as well as offers suggestions to improve upon safety. Nick Boyd also reported that the FRC App has been the most effective way to communicate with staff, students, and parents, and his department is looking into the options that different mass-notification systems offer. The remainder of Mr. Boyd's report focused on the Student Incident Team that meets weekly with law enforcement, snow removal, and generator purchases for power outages.

- 3) Kevin Trutna provided opening remarks on the report on Accrediting Commission for Community and Junior Colleges (ACCJC) recommendations. He reported that the ACCJC found no compliance issues during its comprehensive site visit, and the team had four commendations, and three recommendations for improvement. Dr. Trutna reviewed the recommendations, and he reported that recommendation number two regarding documents provided to students in the Incarcerated Student Program (ISP) be aligned with the College catalog has already been taken care of. Both Dr. Trutna and Derek Lerch discussed recommendation number three, which was included because the visiting team felt it would increase effectiveness to have the College adopt a procedure to document the CEO selection process. Trustee Sheehan suggested making it an objective for Dr. Trutna in next year's plan and it can be discussed further between now and next year. After further discussion, Dr. Trutna indicated that he would bring a document back as a draft administrative procedure for the Board to review.
- 4) Kevin Trutna requested that Trustees Trent Saxton and Guy McNett share their perspectives on the Community College League Effective Trustee Workshop and Board Chair Workshop that they attended at the end of January. Trustee Saxton stated that he felt like the training was excellent and well worth the investment that the District made. He also stated that he spoke with individual trustees from other areas and colleges, and learned a lot from the experience. He stated that he encourages continued attendance by trustees because there is enough information that changes that would be valuable to each one of FRC's Board members. He praised the session on ethics as his favorite, and stated that the instructor did a wonderful job of getting the points across to the participants.

Trustee McNett commented that he has attended 8 to 10 conferences for trustees in the time since he was elected to the Board, and he stated that the institution is extremely fortunate to have a Superintendent/President that has such an extensive network within the community college system to reach out to for information.

- 5) Kevin Trutna provided opening remarks on the District's consideration to solicit bids for one or two new buses. He provided background information on the discussion, and three options of chartering all trips that require it, purchasing used buses, or purchasing new buses. Trustee Saxton stated that he had called Plumas Unified School District (PUSD) and they had recently purchased buses through a grant program and he suggested that someone contact the vendor through a phone number is was able to get. After further discussion, Dr. Trutna stated that the item would be brought back for additional review and a decision at a future board meeting.

#### **D. Communications, Presentations, and Reports**

- 1) **Board of Trustees**

Trustee Elliott thanked Guy McNett for his efforts in getting the hospital boards together.

Trustee Sheehan stated that he wanted to thank those who helped bring the art show for incarcerated students to Quincy. He added that everyone in attendance was happy with the effort.

Trustee McNett reported that he and Linda Batson traveled to Missoula, Montana, recently for the Big Sky Documentary Film Festival. He explained that there was a documentary in the film festival about Plumas County and it was well received by those in attendance.

2) **Associated Students**

Sydney Guinto, Student Trustee, reported that students she has been talking to would like to have the residence halls renovated or at least be able to get things fixed when a service request slip has been submitted.

3) **Academic Senate**

Thomas Heaney, Academic Senate President, reported that there are a number of faculty searches taking place currently including Outdoor Recreation Leadership (ORL), Chemistry/Stem, English, and the Head Soccer Coach position.

4) **Classified Senate**

Michelle Ryback, Classified Senate President, reported that the process for the evaluation of administrators is taking place within the Classified Senate

5) **Instruction**

Derek Lerch reported that FRC's nursing program is now into the hospitals under the new leadership of Darlene Oertle, and the preliminary reports he has received from both sides is positive. He also reported that as some of the board members are aware, FRC has a cadaver for use in its biology courses, and the college will be receiving a new cadaver as the one on campus has served out its useful purpose.

6) **Student Services**

Carlie McCarthy reported that a search committee has been formed to select a replacement for Connie Litz, Administrative Assistant Student Services. She also reported that Ms. Litz has served the District for 40 years. She also reported on other events happening on campus including the Black History Month meal prepared by Sean Conry, Food Services Manager, at the Eagle's Perch. Ms. McCarthy also provided information on the 3CSN Spring Regional Summit taking place on Tuesday, March 6, 2020, which is a professional development opportunity for all staff.

7) **Superintendent/President**

Kevin Trutna reported that two FRC students, Bryn Shirley and Roselynn Stanton, were selected for the Phi Theta Kappa All California Team award and they will be honored in Sacramento, California, on Tuesday, March 17, 2020. Dr. Trutna also reviewed articles from his written report including FRC's attendance at the Black College Exposition organized by Taneesha Porter, President, Black Student Union. He reported that 15 students



attended along with Katie Desmond, Faculty Advisor, Black Student Union, and chaperones Michelle Petroelje, Director of Student Success Programs, William "Bama" McKenzie, Student Life and Engagement Specialist, and Jermaine Hill, Men's Assistant Basketball Coach. He also reported that students were able to meet with admissions staff and other representatives from over 70 Historically Black Colleges and Universities (HBCU), private colleges, and CSU and UC campuses. Dr. Trutna covered report topics for next month's Board meeting in Portola that would include an FTES report, and more on the discussion to purchase new or used buses.

There being no further business, the meeting was adjourned at 5:12 p.m.

KT/ch