

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 3:00 p.m. on Thursday, April 16, 2020, via a Zoom virtual platform.

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

2. Agenda

Trustee Saxton indicated that he had questions on Consent Agenda Items, 5A1, Ratification of Personnel Requisitions, 5A2, Ratification of Personnel Actions, 5A4, Budget Transfers, and 5A7, Approval of Engagement Letter between Feather River College (Client) and Kroll Company (Kroll) to provide data breach services to Client as part of Statement of Work (SOW) dated February 27, 2020. With regard to Item 5A1, Ratification of Personnel Requisitions, Trustee Saxton stated he thought there was a hiring freeze, and Dr. Trutna responded that there has been no hiring freeze implemented, but the college has some open position requisitions that will be discussed later. Trustee Saxton indicated that he was not in favor of going forward with the requisitions now until there is data on how much funding will be available. With regard to 5A2, Approval of Personnel Actions, Trustee Saxton asked for an explanation of the Academic, Additional Assignment area, where faculty are receiving overload stipends. Derek Lerch, Dean of Instruction, explained that each full-time faculty has a certain unit target that they are supposed to teach within each academic year. He also explained that this target is measured in lecture hour equivalents, and any lecture hour equivalents, any extra units, or instructional hours provided above that target are paid on a pro-rated basis based on an overload schedule in the Collective Bargaining Agreement (CBA). Trustee Saxton requested information on Item 5A4, page 6, and he asked if Russell Reid, Ag. Chair/Equine Studies Professor is in charge of recruiting for the rodeo program, and Dr. Trutna responded no he was not. Trustee Saxton asked if the advisor for the rodeo program involved someone the administration already has in mind, and Dr. Lerch explained that the budget transfer involves FRC's transition from one rodeo coach to another rodeo coach, and the position will provide organizational and recruitment support to make sure there is a team in the fall. Trustee Saxton's next question involved Item 5A4, page 15, and he asked if someone was currently living in the ranch property cabin, and Dr. Trutna responded that someone is living at the ranch property until the end of the semester. Dr. Trutna added that the budget transfer involved the Pacific Gas and Electric (PG&E) hookup across the river, and Trustee Saxton asked about the invoice for the installation, to which Dr. Trutna stated that he believed it was for the remaining amount. Trustee Saxton stated that if there is a bill, he would like to see it, and he would like to see a copy of the purchase order for the heater. Additionally, Trustee Saxton asked if the District has spent any of the \$100,000 being held back for the Pines, and Dr. Trutna indicated the question had nothing to do with the transfer. Trustee Saxton referred to page 17 of Item #5A4 having to do with travel funding allocated to the Incarcerated Student Program (ISP). He stated that he did not think the District had anyone traveling to the prisons right now. Dr. Lerch responded that

the transfer appears to be an internal correction done by the Business Office, and there was additional discussion. Concerning Item #5A7, Approval of engagement letter between Feather River College and Kroll Company, Trustee Saxton asked if insurance was going to cover the expenses associated with the data breach. Jim Scoubes, Chief Financial Officer, responded that the first \$25,000 will be covered by the District's Joint Powers of Authority (JPA), and anything above that is sent to the underwriter for coverage. Mr. Scoubes added that the only expense that the District will have is a \$1,000 deductible.

Trustee Sheehan asked a question on Agenda Item 5A3, Ratification of Commercial, and Payroll Warrants, page 5, Warrant #30105548. He stated that the invoice was for summer 2020, and he thought that might be incorrect based on the timeframe. Dr. Lerch stated that he was almost positive that the information should read summer 2019, but he would follow up on the question to be sure, and he explained how the reimbursement for Lake Almanor Fitness is organized.

President Ware called for the vote, and the Regular and Consent Agendas for the April 16, 2020, meeting were approved as presented.

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

3. Minutes

The minutes from the Regular Meeting held on February 20, 2020, at Feather River College, 570 Golden Eagle Avenue, Quincy, California, were approved as presented.

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

4. Items From the Public:

None

5. 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 Retainer Agreement for Legal Services between Feather River Community College District (DISTRICT) and School and Colleges Legal Services (Counsel) for Counsel to provide legal and labor relations services as requested by the District effective July 1, 2020, 7) Approval of Engagement Letter between Feather River College

(Client) and Kroll Company to provide data breach services to Client as part of Statement of Work (SOW) dated February 27, 2020, 8) Approval of Engagement of Counsel letter between Baker & Hostetler LLP to represent Feather River Community College District and to perform professional services related to a potential data breach incident including incident investigation, breach notification law analysis, and possibly preparation crisis communication management, and reporting to regulators, 9) Approval of Conference Housing Agreement between Feather River College Upward Bound (Purchaser) and the Trustees of the California State University by San Jose State University (University) for leasing housing space at San Jose State University July 29, 2020, through July 29, 2020, and 10) Approval of Grant Agreement #C8964332 for \$600.00 between State of California, Natural Resources Board, Department of Parks and Recreation, Division of Boating and Waterways, and Feather River College for Feather River College to provide qualified candidates with targeted boating safety education as described in grant agreement were approved as presented as part of the previous roll call vote.

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

6. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection, the request for Approval of Curriculum Actions was approved as presented.

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

- 2) Kevin Trutna requested Approval to Accept Donations from James Coddling Jr. and Cindy Noble. Derek Lerch explained the details of the donation, and the request for Approval to Accept Donations from James Coddling Jr. and Cindy Noble was approved as presented.

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

- 3) Kevin Trutna requested Approval of Recommendation for California Community College Trustees (CCCT) Board Election. After further discussion and there being no objection, the request for Approval of

Recommendation for California Community College Trustees (CCCT) Board Election was approved as presented.

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

- 4) Kevin Trutna requested Approval to Participate in the Community College League (CCL) (Morgan Stanley) Tax and Revenue Anticipation Note Program (TRAN). After further discussion and there being no objection, the request for Approval to Participate in the Community College League (CCL) (Morgan Stanley) Tax and Revenue Anticipation Note Program (TRAN) was approved as presented.

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

- 5) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter Ended March 31, 2020. There being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS 311Q, for the Quarter Ended March 31, 2020, was approved as presented.

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

B. Roll Call Items

- 1) Kevin Trutna requested Approval of Resolution #19/20-08 – Approval to Recognize Emergency Conditions Referenced in Feather River College Board Policy #BP 2518/BPM 1.08.02, Action in Emergency. After further discussion and there being no objection, Resolution #19/20-08, Approval to Recognize Emergency Conditions Referenced in Feather River College Board Policy #BP 2518/BPM 1.08.02, Action in Emergency, was approved as presented. Dr. Trutna requested that it be noted in the minutes that an additional resolution would need to be placed on a future agenda when the emergency is considered closed.

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

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Quarterly Financial Status Report as of March 31, 2020. He stated that because there was not a board meeting in the month of March, he included page seven of the report that contained the Unrestricted General Fund Summary as of February 29, 2020, and that page eight contained the Unrestricted General Fund Summary as of March 31, 2020. In his review of the March 31, 2020, Unrestricted General Fund Summary, Mr. Scoubes reported that revenue came in at \$12,442,050 and this amount does not include the apportionment revenue for March 2020. He explained that revenue would show an increase upon receipt of the additional apportionment. He pointed out that the District has received 70% of the budget compared to 72% for the prior year. With regard to expenditures, Mr. Scoubes reported that the District has spent \$11,550,742, or 65% of approved budget. He went over the additional fund summaries included in the Quarterly Financial Report, and reported from page 57 that the District's total expenditures from all funds totaled \$18,388,396. Trustee Saxton verified that the data compiled was all before the current emergency occurred, and Dr. Trutna indicated that the data picked up some of the information from late March.

- 2) Kevin Trutna reported that he would be rolling the next three report items into one report focusing on FRC's transition responses to the COVID-19 emergency, and that Derek Lerch would be providing a screen share of the PowerPoint slides included for the reports. Dr. Trutna reported that he had answers to Trustee Sheehan's question on the commercial warrant for Lake Almanor Fitness, and the warrant was for summer 2019 FTES. He also reported that the question posed by Trustee Saxton on whether or not it was legal to donate elephant tusks had been researched and the answer from the United States Fish and Wildlife Service is yes it can be donated.

Dr. Lerch went over the instructional response to the COVID-19 disruption stating that the administration was working frantically during the mid-March period to try to respond to the threat that was growing quickly. He stated that face-to-face instruction was suspended on March 16, 2020, and two weeks later, the decision was made to transition all classes to distance education or some sort of remote teaching version of instruction. Dr. Lerch stated that thinking then focused on the summer and fall terms and registration for both of these semesters is ongoing, and he is watching the enrollment closely to guide the decision-making processes. Dr. Lerch noted that historically summer sessions have been distance education courses, so to continue in this mode would not be disruptive, but an entire fall session of distance education is another matter. He also reported that for FRC faculty the switch has been an impressive and consuming transition, because even though many students are familiar with Canvas, transitioning to a learning environment where you are not seeing your instructor for classes can be hard on students and faculty. Dr. Lerch stated

that without exception faculty were understanding during the transition, and understood the gravity of the moment, and they have done everything that he could have hoped for to make the transition as smooth as possible. He added that he has tried to support faculty with a well-rounded suite of faculty resources, and he is thankful for that support. Dr. Trutna reminded board members that Kim Beaton, Assistant Dean of Instruction, was hired two years ago and the responsibilities of the position included Distance Education. He explained that Dr. Beaton has developed many of the Canvas training sessions, so when this necessary transition presented itself, FRC was somewhat prepared because of the foundation that was already there. Dr. Lerch continued his presentation by stating that the instructional area at FRC includes the Instructional Resource Center (IRC) where Joan Jarrett, Instructional Assistant, IRC/English Professor, has developed a variety of remote learning resources for students, and she has been working directly with students struggling in their classes, and faculty who are concerned about their students. Dr. Lerch also stated that the FRC Library, where Darryl Swarm, Library Director, and Venice Lombardo, Senior Library Assistant, have built a large collection of online resource materials which are being used heavily at this time. He noted that one of the things the Office of Instruction has been trying to do during the process is to understand how instructors are managing the transition, but also how things are working for the students. He reported that the majority of students appear to have the technical skills to navigate the transition, but that does not mean it has been easy for everyone. Dr. Lerch explained that staff are working with the students that are struggling on a case-by-case basis so they can succeed this semester, or leave the semester with as little damage as possible.

Carlie McCarthy, Chief Student Services Officer, provided a report on the Student Services response to the COVID-19 disruption. She stated that FRC was fortunate in that the timing of the disruption took place around spring break, which gave staff and administration time to prepare to work remotely and then begin to communicate with students through a variety of devices and remote meetings. She reported that about 60% of students are now registering through Zoom appointments and the feedback has been positive. Ms. McCarthy also pointed out that the main FRC web page had been updated with information on COVID-19 information for the public and students, and a designated area for students needing online support. She stated that the goal is to simplify things for students so that they do not have to look everywhere on the website for what they need. She also reported that the Admissions and Records Office has informed her that it is receiving six to ten new applications per day and this information then goes to the Outreach Department where the new student receives a personal call regarding any questions they might have, and this is followed up with an opportunity to register for classes. Ms. McCarthy stated that Student Services is functioning well and staff are eager to serve students.

Ms. McCarthy provided information along with the PowerPoint slide on how Student Services is connecting with students via social media, the FRC App, and virtual events such as Earth Day and the annual Student

Awards celebration. She additionally provided the board members with data received from the Student Technology Access Survey, which was developed by Agnes Koos, Director of Institutional Research and Planning, with support from the RP Group. She highlighted the fact that 103 students completed the survey, and that 50% of these responses were from Plumas County, with 21% of the respondents requesting additional follow up. Ms. McCarthy reported that 96% of students reported being familiar with Canvas and this was positive along with 95% of respondents reporting they had access to a computer. She also noted that those that were in need of a computer were provided a tablet to use. In addition, she reported that from the survey 99% of students reported that they had heard from instructors. Dr. Trutna noted that the survey was launched just before the transition, and that a number of faculty are reporting now that students remain engaged. Ms. McCarthy went on to report on marketing and recruitment responses to COVID-19, and she indicated that she had a Digital Marketing Campaign ready to launch for Day in the Mountains (DITM) and a presence at the Future Farmers of America (FFA) convention, and there required a quick transition due to COVID-19 related event cancellations. She explained that FRC has a campaign live now and she reported that Snapchat seems to be working best for the institution. She shared some numbers from the campaign that indicate that FRC's ad was delivered to someone's phone 261,000 times, and almost 4,000 of these individuals clicked on the ad, which takes them to the website. Ms. McCarthy spoke about Home Field Advantage and that advisors had reached out and contacted those prospective students that had registered for the event. Ms. McCarthy closed her report by stating that early registration and appointments with advisors and counselors show strong engagement and optimism about being at FRC.

Kevin Trutna reported on the administrative response to COVID-19. He echoed what Dr. Lerch had previously stated that everyone jumped into the situation and he was impressed and thankful that all staff including administrators, classified staff, and even student workers pitched in and remained dedicated to helping students. He explained that payroll was an important issue to tackle, and both end of month and mid-month payrolls were tested and processed successfully. He reported a second level of scrutiny has been applied to purchase orders in that they come to his desk and he approves or disapproves each one based on how the purchase supports students. Dr. Trutna addressed the 2020-2021 budget noting that it will be a workload or rollover budget, and he is being told that Cost of Living Increase (COLA) will be significantly less, and to expect significant changes from the January budget revise. He stated that because the filing of tax returns has been pushed out to July 15, 2020, the May revise will not have much information behind it, so there will likely be an August revise. He also stated that the Federal Emergency Management Agency (FEMA) application, the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Proposition 98, and the Chancellor's Office hold harmless provisions will influence the District's fiscal situation. Dr. Trutna explained that the CARES Act provides \$599,000 to Feather River College with the first 50% to go directly to support students. He also stated that right now

the emphasis is on marketing, filling the residence halls, and recruiting knowing that more changes to the fall semester could happen.

Dr. Trutna reviewed the hiring update slide for permanent positions and stated that he has a recommendation for each area. He began with the Classified Staff vacancies and explained that the instructional assistant position in the Instructional Resource Center (IRC) and the administrative assistant position in Student Services have been postponed, although he is recommending that the search for Connie Litz's replacement be moved forward. Dr. Trutna went over the six faculty vacancies that currently exist, and he reported that the search for the head soccer coach has been completed, and Artie Cairel has accepted the position. Dr. Trutna stated that a candidate for the chemistry/stem position has been forwarded to him, and he is recommending that the search move forward because the class is a requirement for the bachelor's degree and other degrees as well. With regard to the vacancy in English due to Joan Parkin's retirement, a candidate has been forwarded, but because there is some flexibility with the other English instructors with overload, he is recommending that enrollments be monitored and if classes fill up the position be readdressed. Dr. Trutna reported that the search for Outdoor Recreation Leadership (ORL) position is completed, second interviews have taken place, and a candidate has been forwarded. Dr. Trutna stated that due to timing, the District advertised for an interim rodeo coach as a part-time position and the search has closed with a small pool of candidates. He recommended that the District explore alternatives such as an adjunct or part-time temporary position depending on enrollment. He added that the interim head women's basketball coaching position is similar, and he is recommending the District explore alternatives on this vacancy. Trustee Saxton noted that the District receives approximately \$5,000 per FTES, and if the District is paying \$100,000 for an ORL professor, you would be looking at needing 20 students in the program. Dr. Lerch responded that direct FTES from ORL is approximately 30 per year, and indirect FTES through an Instructional Service Agreement (ISA) adds an additional 30 plus FTES. Trustee Elliott and Trustee McNett endorsed Dr. Trutna's recommendation. Trustee Saxton asked if there were plans for cutbacks if the current disruption moves into the spring of 2021, and Dr. Trutna responded that legal counsel has advised him that the District will be held harmless by the governor and the community colleges, and any attempts to implement layoffs would be an uphill battle. Trustee Elliott stated that the District has some time right now, and he did not feel it was helpful to put undue concern on faculty and staff at this point, and that the District should continue to operate as is and move forward while responding to changing conditions. Dr. Trutna continued with an overview of next steps that included continuing to monitor enrollments, working with the appropriate constituent groups regarding hiring decisions, finalizing the summer and fall schedules, and developing the budget for June including contingency plans. He also stated that administration would continue to support employees during the stay-at-home order while monitoring access to campus, keep an eye on student learning needs and classroom successes, further develop online support

services, and continue to coordinate with Plumas County, health care and law enforcement.

D. Communications, Presentations, and Reports

1) Board of Trustees

President Ware reported that she is astonished at how flexible the faculty, staff, and students have been during this disruption, and it was a pleasure to hear about it through the reports.

Trustee McNett stated that it is best to remain calm and carry on and that uncertainty should in no way cause the college to stop what it is doing.

Trustee Saxton stated that he wanted the administration and staff to know how exemplary they have performed during this transition, and he appreciates the great job that is being done at the college and in the communities.

Trustee Elliott encouraged participants to use the mute button when they are not talking in future meetings via Zoom. He also stated that the District has experience getting through tough times, and that it is important that planning continue.

2) Associated Students

Sydney Guinto, Student Trustee, reported that she and other students that she has spoken with feel that the biology class that they are currently enrolled in has not been adequately modified for online learning. She explained that the class was previously highly rooted in lectures and physical labs, and now the labs consist of textbook work. She added that there have been no audio recordings uploaded or Zoom meetings included for students, and there is difficulty in understanding the professor's notes and diagrams. Ms. Guinto additionally reported that students have shared their concern about when they will be able to retrieve their belongings from the residence halls.

3) Academic Senate

Thomas Heaney, Academic Senate President, stated that he was pleased that Ms. Guinto was able to air her concerns regarding the transition to the online teaching format. Dr. Heaney reported that he has been uploading Zoom recordings and lectures in his history classes, and students have been pleased with those. He also reported that the transition has been a tremendous amount of work, and there have been obstacles, but overall the coordination between administration and faculty has been good. Dr. Heaney commended Kevin Trutna, Derek Lerch, and Carlie McCarthy for all the work behind the scenes during the transition and through the hiring processes that have gone on.

4) Classified Senate

No Report

5) **Instruction**

No Report

6) **Student Services**

Carlie McCarthy reported that Student Services has been working on a Live Chat feature for the website, and she is hoping that it will go live next week. She also reported that there is an ASFRC meeting scheduled for Friday, April 17, 2020, and elections are open and ballot statements are being collected for next year's officers.

7) **Superintendent/President**

Kevin Trutna highlighted areas of his written report including the men's rodeo team capturing the West Coast Regional Championship. He also reported that the FRC Foundation has awarded mini-grants and some of the Foundation events that it had planned have been postponed. Dr. Trutna reported that before the transition happened, he went to Mule Creek State Prison and he was a presenter in a Round Table discussion at the prison. He emphasized that traveling to the prison and meeting some of the incarcerated students and educators was one of the best professional experiences of his life. Dr. Trutna closed his report by referencing the article on the Wellness Center on the final page of his written report, stating that grant funding for this position may be lost next year, and he is trying to develop a plan that will retain the mental health and wellness counselor.

There being no further business, the meeting was adjourned at 5:04 p.m.

KT/ch