

## 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 2:30 p.m. on Thursday, August 13, 2020, via a Zoom virtual platform.

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

*Trustees absent:* Student Trustee Wilson

#### **2. Public Comment on Closed Session Items:**

None

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

President Ware adjourned the meeting to Closed Session at 2:31 p.m.

#### **4. Reconvene to Open Session/Closed Session Announcement:**

President Ware reconvened the meeting to Open Session at 3:02 p.m. She announced that the Board of Trustees had met in Closed Session and that no action had been taken.

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

*Trustees absent:*

#### **5. Agenda:**

The Regular and Consent Agendas for the August 13, 2020, meeting of the Feather River College Board of Trustees via Zoom were approved as presented, (Sheehan/McNett).

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

#### **6. Minutes:**

The minutes from the July 7, 2020, Special Meeting, and the minutes from the July 16, 2020, Regular Meeting, were approved as presented, (Sheehan/McNett) (Elliott/McNett)

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

#### **7. Items from the Public:**

None

## 8. CONSENT AGENDA

### \* A. Motion Items

Trustee McNett stated that he wanted to abstain from the vote on Consent Agenda Item #8A6, Approval of COVID-19 Laboratory Services Agreement between Feather River College (Client) and Plumas District Hospital (PDH) (District) for District's laboratory to perform COVID-19 testing services for employees and students of the Client under the terms and conditions of the agreement effective August 1, 2020, through June 30, 2021, due to his membership on the hospital board. He also asked for additional information on Consent Agenda Item #8A7, Approval of Business Associates Agreement for \$5,166.00 between Healthy Roster, Inc., and Feather River College (Business Associate) for Healthy Roster, Inc., to launch a COVID-19 Return to Play Study Program for Business Associate. Carlie McCarthy, Vice-President Student Services/CSSO, explained athletics is adopting a new electronic medical record system, and the safer play component is an add-on that sends students a daily screening of questions, and should they respond with any COVID-19 related symptoms, they will be directed to contact PDH. She added that the service is Health Insurance Portability and Accountability Act (HIPAA) compliant. When asked about the turnaround time of testing results by Trustee Sheehan, Ms. McCarthy stated that in all of her communications, she had been informed that testing results would be received between 3 p.m. and 4 p.m. the day of testing if received by a certain time in the morning. Kevin Trutna, Superintendent/President commented that Trustee McNett might want to abstain from Consent Agenda item #8A7 too, because PDH is a partner in the testing process, and Trustee McNett agreed that he would. 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 COVID-19 Laboratory Services Agreement between Feather River College (Client) and Plumas District Hospital (District) for District's laboratory to perform COVID-19 testing services for employees and students of the Client under the terms and conditions of the agreement effective August , 2020, through June 30, 2021, and 7) Approval of Business Associates Agreement for \$5,166.00 between Healthy Roster, Inc. and Feather River College (Business Associate) for Healthy Roster, Inc. to launch a COVID-19 Return to Play Study Program for Business Associate were approved as presented, (Sheehan/Saxton)

Ayes:	Ware, Elliott, McNett, (8A1 through 8A5) Saxton, Sheehan, Student Trustee Wilson
Noes:	None
Absent:	None
Abstain:	McNett (8A6, 8A7)

## 6. REGULAR AGENDA

### \*A. Motion Items

- 1) President Ware requested Approval for the Board of Trustees to Move Forward with Process Outlined in AP 2715, Code of Ethics/Standards of

Practices regarding Trent Saxton, Trustee Area I. Trustee Sheehan motioned for approval and Trustee McNett seconded the motion. Trustee Saxton asked Trustee Sheehan what portion of AP 2715 he had violated, and Trustee Sheehan responded that it is up to the board chair to determine how to proceed. After further discussion and explanation that the item before the board was a request to move forward with a process, and that the alleged violation and any evidence would be part of that process, the request for Approval for the Board of Trustees to Move Forward with Process Outlined in AP 2715, Code of Ethics/Standards of Practices regarding Trent Saxton, Trustee Area I was approved as presented, (Sheehan/McNett).

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

2) Kevin Trutna requested Approval of Amendment to Memorandum of Understanding between Feather River College and Butte County Office of Education (BCOE) for Repayment of Enrollment Fees. He explained that beginning in 2018-2019 there was a significant amount owed from BCOE to Feather River College and the majority of it had to do with out-of-state students. He also explained that once the fiscal year had been crossed, FRC could not go back and redo it. Dr. Trutna added that a mutually beneficial thirty year partnership has existed between the two entities, and instead of causing BCOE to come up with the amount owed, which would have hurt their operations to services and students, FRC came up with another way to pay off the debt. He explained that the original BCOE contract is for 400 FTES and under this amendment to that contract any FTES over 400, roughly \$1,875 per student, would be credited to the amount owed. Derek Lerch, Vice-President Instruction/CIO, added that reaching this agreement has been a long process that began over a year ago. He explained that the process was slowed down due to several factors one of which was the renegotiation of BCOE's ten year contract this spring. Dr. Lerch answered questions from Trustee Saxton on what had happened with his previous report of a three-year payoff of the debt, and how the board would become aware of BCOE's progress on paying off the debt. Trustee Elliott stated that he felt it is important to remember the mutually beneficial financial relationship that has existed for years between the two entities. After further discussion and there being no objection, the request for Approval of Amendment to Memorandum of Understanding between Feather River College and Butte County Office of Education (BCOE) was approved as presented, (Elliott/McNett)

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

## **B. Roll Call Items**

None

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

- 1) Jim Scoubes, Vice-President Business Services/CFO, first presented the District's Monthly Financial Report as of June 30, 2020, a one-month report. He reviewed the Unrestricted General Fund for that month and reported that as of August 4, 2020, revenues totaled \$16,685,996 and expenditures totaled \$15,650,647. He stated that if he found nothing else leading up to the close of the 2019-2020 books, he would say that the District has picked up a million dollars to help with the current year's budget issues. Mr. Scoubes reported that the books for the previous year are not completely closed as there is still outstanding items including calculating how much the state owes the District, and how much the District owes the state and these receivables and liabilities need to be recorded on the books, so things would change and this is why he typically gives this summary report for the first couple of months so the board can see what is trending. Kevin Trutna added that he has received information that the budget deficit is going to be .34%, or less than a half of a percent, but the apportionment deferrals are significant. He explained that no deferrals will take place during the fall semester, but would start in February 2021.

Jim Scoubes also presented the District's 2020-2021 Monthly Financial Report as of July 31, 2020. He reviewed the Unrestricted General Fund Summary reporting that revenues totaled \$1,113,684 and expenses total \$1,155,870 for the period. He noted that the comparison to the prior year is not a fair comparison because he used the prior year's first four months of spending to create the 2020-2021 Tentative Budget.

### **Introduction**

Kevin Trutna introduced newly hired Dr. Emily Caudill, Assistant Professor, Chemistry/Statistics, and he asked her to provide the board with some background information. Dr. Caudill said hello to those participating and shared that she is originally from Texas, ended up getting her Ph.D. from University of Wisconsin-Madison in the area of bio-analytical chemistry, and was teaching last year as a visiting assistant professor at Lake Superior State University, a small school in the Upper Peninsula of Lake Michigan. She added she is excited to get this semester going under unique circumstances and make it work.

## **2) College Update - FRC Response to COVID-19 Disruption**

### **Instruction**

Derek Lerch reported that he has been meeting with Council on Instruction weekly over the summer to finalize guidance on the fall semester. He stated that it has been a dynamic week with things shifting quickly and rapid changes have had to be made challenging all staff that have helped

respond to the pandemic. He stated that there are still a number of questions to resolve before the start of instruction on August 24, 2020. Dr. Lerch provided a high-level picture of the fall semester by stating that the majority of lecture courses have been moved to distance education, and this refers to all lecture courses that are not in essential infrastructure areas, which is the majority of FRC's lecture courses. Trustee Sheehan asked for a list of these courses under separate cover, so trustees have an idea of what it means when a course is considered part of the essential infrastructure. Dr. Lerch reported that there are a lot of different support services that will be available to students, and the Instructional Resource Center (IRC) will have both face-to-face and online tutoring available. He added that offices in Student Services will also be providing student support that Carlie McCarthy, Vice-President of Student Services/CSSO will be speaking about in more detail. Dr. Lerch noted that all of the classrooms have been fitted with live-streaming cameras and microphones so that instructors who want to be able to live-stream are able to. He also noted that where possible outside instruction is being encouraged, and face coverings are required across campus. Dr. Lerch continued his presentation by stating that minor adjustments have been made to faculty evaluation processes as a response to the disrupted environment, and there has been an effort to make sure faculty at all levels have the support they need to convert their classes to distance education.

### **Student Services**

Carlie McCarthy reported that Student Services has kept up with communication and outreach efforts well over the summer, and she continues to send bi-weekly emails to students to prepare them for what the fall semester is going to look like. She added that this information, along with COVID-19 updates is on the FRC website and social media so students and employees are receiving the information. She also reported that the previous evening academic advisors held a virtual open house with current and prospective students participating. Ms. McCarthy additionally reported that staff have been working closely with Plumas County Office of Education (PCOE), as well as liaisons from Sierra County to promote opportunities at FRC that students might not have had normally because of the online class availability. Trustee Elliott asked about the housing capacity, and Ms. McCarthy responded that in collaboration with public health and higher education guidance, the living room space in one bedroom units at the residence halls are being utilized as a bedroom, so two students are housed in those units, and at the Pines it is one student per room. When asked about the total number of students housed, Ms. McCarthy stated approximately 175 right now.

Carlie McCarthy then reported on COVID-19 testing stating that in partnership with PDH, this testing begins Monday, August 17, 2020, outside and with social distancing measures in place, and it will continue all week. She emphasized that all students moving into the residence halls and housing facilities, as well as all student athletes will be tested and must have a negative test to move in, and the expectation is that all

students taking an on campus class at FRC will receive COVID-19 testing. She explained that student orientations will take place outside in staggered small groups, and the Campus Resource Fair will take place to allow students to get things taken care of that they would normally be waiting in line for such as student identification cards, Cal Fresh applications, and applying for mailboxes at the book store. Ms. McCarthy also explained the daily COVID-19 symptom screener that the college will be using called Safer Play, stating that students and employees will receive a daily email containing questions that will assist in the monitoring of exposure and symptoms. She closed her presentation by informing the board that ten students will be flying into Reno this weekend, and will isolate before joining the testing taking place on Monday, and that empty dorm rooms will be used for isolation/quarantining purposes.

### **Administration**

Kevin Trutna reported that the guidance just received on August 7, 2020, from higher education appears to be consistent with what FRC has been putting into its reopening plan. He also reported that one of things that still needs to happen is the consolidation of FRC's information and the publishing of specific plans, for instance what will happen when a positive test occurs. He reviewed the campus reopening for departments and indicated that he speaks with Andrew Woodruff, Director, Plumas County Health Department once or twice a week and FRC administration continues to coordinate with them. He explained that each department has an approved reopening plan that includes staffing reductions in the offices, staggered work times and remote work. He added that there is limited face-to-face services in the offices during core hours of 9 a.m. to 3 p.m. and extended hours in open computer labs to support student learning and technology needs. Dr. Trutna commented that one of the challenges in Plumas County is the technology, and FRC must provide access to the technology and computer labs. He asked both Derek Lerch and Carlie McCarthy if they remembered anything from the student survey on this topic.

Derek Lerch explained that with regards to student connectivity there are still saturation periods where many students are connecting to various devices in confined spaces. He also reported that he had met with IT staff about using the unused classrooms as spill-over areas for study and laptop use so students can keep pace with their online classes. He explained that the internet access points around many of these classrooms have been upgraded and can now serve approximately 100 devices and up to several megabytes if necessary which should be sufficient.

Carlie McCarthy addressed connectivity issues for students that are off campus, and she explained that this is all the more reason for FRC to have additional computer space and internet access for students. When asked about bandwidth for residents of Plumas County, Ms. McCarthy explained that Student Services informs students where they can go for

additional internet access, but unfortunately bandwidth is an issue for small rural counties.

Kevin Trutna returned to the PowerPoint slide and reviewed the new safety procedures that have been implemented including face coverings, Plexiglas protection, social distancing markers, traffic flow arrow markers, and sanitizing stations around campus. He also informed the board about where FRC stands with Coronavirus Aid, Relief, and Economic Security (CARES) funding with \$11,000 remaining in direct aid to students, and \$215,793 remaining in institutional CARES funding, after spending \$68,265 for Wellness Center personnel, \$3,000 on Healthy Roster/Safer Play app, \$12,518 on sanitizing equipment, and an undetermined amount at this time on COVID-19 testing.

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

##### **1) Board of Trustees**

President Ware reported that she had been approached by someone asking her to write a note about not having to wear a mask, and she filed the request along with similar requests about not having to be vaccinated, the answer was no. She also provided an update on the hiring of a new CEO for Seneca Hospital.

Kevin Trutna commented that Angelina Wilson is a Student Trustee, and that Jesse Williams, ASFRC, President, is the individual that reports out on the students and their activities.

Angelia Wilson reported that she recently attended a student trustee workshop and the experience assisted her in being more comfortable with her role, and helped her understand why she had been tasked with reporting out about FRC's students. She stated that having Jesse Williams attend board meetings would give him the appropriate voice to take over this part of the board report and be more active in his role. She added that she also plans to meet with Dr. Trutna soon to discuss in more detail her role at the college.

##### **2) Associated Students**

No Report

##### **3) Academic Senate**

Chris Connell, Academic Senate President, thanked administration for all the work they have done to prepare faculty for the fall semester. He reported that the Council on Instruction has been meeting weekly through the summer when normally this group takes a summer break. He stated that he really wanted to thank the administrative team for its honesty and hard work to reopen the campus, because faculty are not only concerned about health and safety, but the quality of the programs and classes. Dr. Connell also reported that a book titled *How to be an Anti-Racist*, by Abraham X. Kennedy has been chosen as this year's Book in Common. He stated that it is an interesting read that takes a different approach to

the social and structural issues in our society from the author's personal experience and perspective.

Trustee Sheehan asked Terry Baumgartner, Head Baseball Coach, for his take on what FRC has gone through over the summer. Terry Baumgartner responded that it has been a crazy summer trying to recruit kids and assure them and their parents that they would be healthy, and so far the parents have been supportive and they want their kids in school. He added that all the FRC athletes are excited about returning to some sort of normalcy and being able to provide that on a limited basis feels great.

4) **Classified Senate**

Sean Harris, Classified Senate President, also thanked the administrative team for their leadership in getting everything prepared for the fall semester. He noted that there is fear and apprehension about the days ahead, but there is also excitement about the start of the semester. He added that this year is obviously going to be different, but hopefully with the measures and processes put in place it will be a healthy and productive semester.

5) **Instruction**

Derek Lerch echoed what Terry Baumgartner, Chris Connell, and Sean Harris stated in thanking the many different people on campus. He stated that it is a bit interesting to be giving these kudos right now before the semester begins, and he will certainly know a lot more at the next board meeting about how the plans worked or did not work. He added that the collegial and collaborative structure here is not necessarily the norm across the state, and FRC staff will continue to work as hard as possible over the coming weeks to ensure a high level of safety for the campus.

6) **Student Services**

Carlie McCarthy shared her gratitude for how everyone at FRC has worked together to reopen the campus. She reported that she has been working with the task force to return students to campus, and she is grateful to have had student-centered individuals on this committee. She also acknowledged the work put in by coaches and facilities. Ms. McCarthy reported that she has been working with the FRC Foundation for several months in trying to support a local promise program for Plumas Unified School District (PUSD) or Plumas County students and the Foundation has agreed to fund that at \$5,000 per year, and more will be coming out about it in a press release. She noted that she was not aware of the Student Trustee/ASFRC reporting issue and she knows that Jesse Williams will be a great voice for the students. She also acknowledged the five-year renewal of the TRiO grant award stating that it supports first generation low-income students and students with disabilities with achieving their educational goals. Ms. McCarthy acknowledged Sarah Dimick, Director, Disability Support Programs for Students (DSPS), for completing text training to become a Title IX investigator.

7) **Superintendent/President**

Kevin Trutna highlighted items from his written report by stating that he received information that both the FRC beach volleyball team and the court volleyball team were recognized by the American Volleyball Coaches Association (AVCA) for having a GPA of 3.3 or higher. He explained that this is a national award and only two schools in the State of California, FRC and Fresno City College, were recognized. He also reported that FRC was approved for a Federal Financial Aid Consortium Agreement that allows students who are enrolled in more than one institution to have their courses recognized by the degree granting institution. He additionally reported that Anna Thompson, Biology Professor, and Phi Theta Kappa (PTK) Advisor was recently interviewed along with several PTK students, and Russell Reid, Ag. Chair and Equine Studies Professor, by National Public Radio (NPR), and that he would send the article around. In closing, Dr. Trutna reported that Standards and Poor's rated FRC's housing bond BBB again after looking at the District's finances, and he noted that this is positive in the financial climate currently being experienced. He noted that FRC's Summer Bridge Program is currently in session with a little lower participation than in previous years due to the program being moved entirely online. He also noted that Institutional Day and Flex Week activities commence the week of August 17, 2020, with virtual and socially-distanced outdoor faculty flex activities.

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

KT/ch