

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, September 10, 2020, via a Zoom virtual platform.

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

Trustees absent:

Trustee Saxton joined the meeting at 3:08 p.m.

2. Agenda:

Kevin Trutna requested that Regular Agenda Action Items #6A1, Approval of Curriculum Actions, and 6A2, Approval of Faculty Equivalencies, be removed from the agenda. He explained that the Academic Senate was unable to meet as scheduled due to the power shut down by Pacific Gas & Electric (PG&E), so they could not approve the items prior to final board approval. There being no objection, the Regular and Consent Agendas for the September 10, 2020, meeting of the Feather River College Board of Trustees via Zoom, were approved as amended, (Sheehan/McNett).

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

3. Minutes:

The minutes from the August 13, 2020, meeting of the Feather River College Board of Trustees via Zoom were approved as presented, (Elliott/Sheehan).

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

4. Items from the Public:

Barbara Windward, member of the public, introduced herself to those in attendance. She explained that due to a medical condition she has, her husband Steve Windward would be reading her public comment to the Board of Trustees. Mr. Windward read the following public comments from Barbara Windward's prepared statement. "To the esteemed members of the Board of Trustees, Feather River College, Quincy, CA. My name is Barbara Windward and I am writing to you as a Phi Theta Kappa graduate of FRC and a voting resident of Plumas County. I am deeply dismayed at the matter before the Board regarding censure of Mr. Saxton. I do not know the man personally but in my reading of the matter at hand, I see something happening that is very troubling

and that ought not to be happening at any institute of higher learning. Any college, including FRC is the place to find free expression of thought, learn the ability to fully utilize our faculties to reason, discern and decide our credos, opinions and courses of action throughout life. Forming opinions requires learning to listen to, consider and understand both those beliefs held by ourselves and those of others in juxtaposition to the current and historical societal norms. How else can we as a society use reason and understanding in our forward progress? In any free society it is essential that within the educational system there is not a single point of view, or even a socially accepted system of thinking set above another. Instead college time is the time to explore our own views individually uncensored and not forced into silence or obedience to new or old dogma. Anything less smacks too strongly of creating a one voice society in which freedom of thought or expression is stifled to the detriment of humanity. I.E. author Kurt Vonnegut's *Harrison Bergeron* which depicts a society sliding down a dark hole of dysfunction and ignorance. The warnings inherent within that story should be held high and hopefully continue to be taught and discussed in the classroom as it was during my tenure as a student. That type of society is in direct opposition to the purpose of this institution. As I understand it the statements in question were made not as a formal statement of the Board's decision, but rather on the personal Face Book page of Trustee Saxton. As such the remarks represent personal religious beliefs and his expression of such in disagreement of social movements being adopted and lauded by the school. His personal distention with decisions to support and adopt policy are necessarily his free right. His vote was cast and became his representation of his constituency. Furthermore, the understanding I have of the Board is that those elected to office by the voting members of the district represent the voters best interested at the same time they are to provide for the fiscal and educational needs FRC is to provide. The interests of the students are an important responsibility of the board but do not supersede those of the voters but rather are those of consumers receiving the services of the educational institution welcomed and invited temporary or permanent residents of our area. As such they may or may not have voting rights separate from their position as student/consumers. In the end any elected official is subject to the supervision of the ballot box and actual applicable law. To hold any elected official subject to anything else, especially opinions and beliefs of other board members, students or voters outside those venues is to circumnavigate the structure of the board based on the cast ballot. Why would we bother to elect a Board at all if the duly elected members are not allowed to vote as their conscience dictates or to state their opinions and be subject to the ballots cast? In conclusion I believe this is a matter for the ballot box, and personally I am voting for Mr. Saxton."

President Ware thanked Barbara Windward for her comments and the agenda was moved.

5. CONSENT AGENDA

*** A. Motion Items**

There being no objection or 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 Memorandum of Understanding #20/21-01 between Feather River Community College District and the Federation of Teachers at Feather River College who agree to use modified

faculty evaluation documents for faculty evaluations in the Fall 2020 semester, and possibly the Spring 2021 semester due to the alternate instructional environment caused by the COVID-19 disruption, 7) Approval of Memorandum of Understanding #20/21-02 between Feather River Community College District and the Federation of Teachers at Feather River College for District to provide compensation in the amount of a \$300.00 stipend to each Associate Faculty member who was scheduled to teach a face-to-face class for the Fall 2020 semester, and the class has since moved online to Canvas, 8) Approval of Employee Housing Agreement between Feather River Community College District and Bailey Bidwell, Women's Rodeo Coach, for Bailey Bidwell to perform and uphold tasks and expectations described in the agreement in exchange for the privilege to live in FRC-owned housing on the agricultural land on the south side of Spanish Creek, 9) Approval of Employee Housing Agreement between Feather River Community College District and Sterling Humphry, Head Rodeo Coach, for Sterling Humphry to perform and uphold tasks and expectations described in the agreement in exchange for the privilege to live in FRC-owned housing on the agricultural land on the south side of Spanish Creek, 10) Approval of Allocation Grant Agreement in the amount of \$322,669.00 for Strong Workforce Program, North Far North Regional Consortium, between the Butte Glenn Community College District on behalf of its Career and Technical Education department perform the work set forth in the Agreement and in the Exhibits attached to the Agreement effective May 4, 2020, through December 31, 2021, 11) Approval of Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Provider Grant Sub-agreement in an amount not to exceed \$180,000 between Rancho Santiago Community College District (RSCCD) and Feather River Community College District (SUBCONTRACTOR) for SUBCONTRACTOR to host the K-14 Technical Assistance provide for the North Far North Region and to participate in the purpose of the Grant according to the terms and conditions described in the Statement of Work (SOW) effective July 1, 2020, through December 31, 2021, 12) Approval of Instructional Service Agreement (ISA) between feather River Community College District (DISTRICT) and Chester Community Chorus (AGENCY) for AGENCY to provide instructional and other services for music education programs as described in the agreement effective July 1, 2020, to June 30, 2021, 13) Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Sierra Rescue (AGENCY) for AGENCY to provide instructional and other services for outdoor safety and recreation programs as described in the agreement effective July 1, 2020, to June 30, 2121, and 14) Approval of Emergency Facilities and Land Use Agreement #129AC720K5302 between Northern California Acquisition Service Area (NCASA) and Feather River College, for NCASA to use land and facilities at 570 Golden Eagle Avenue, Quincy, California, for use as a day sleeping area at a rate of \$200.00 per classroom per day not to exceed \$25,000 total for government personnel fighting the North Complex forest fire were approved as presented, (McNett/Saxton)

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

6. REGULAR AGENDA

***A. Motion Items**

None

B. Roll Call Items

None

C. Special Items/Reports

- 1) Jim Scoubes, Vice-President Business Services/CFO, presented the District's Monthly Financial Report as of August 31, 2020. He first reviewed the Unrestricted General Fund Summary Budget Report for the 2019-2020 fiscal year ending June 30, 2020, which reflected changes in data as of September 1, 2020. He reported that revenues from various sources totaled \$17,526,821. He noted that this revenue as the District closes its books is revenue that he anticipates the state is going to owe us as a District, but it will be February 2021, before he knows how accurate that number is. He also reported expenditures totaled \$15,821,174, an amount \$1,705,648 less than totaled revenues, but once again he would not know the final outcome of these estimates until February 2021.

Jim Scoubes also presented the District's Monthly Financial Report for July 2020, and August 2020, as of August 31, 2020. He reported that revenues for the period totaled \$1,103,343, and expenditures totaled \$2,212,211. He stated that these numbers point out that the District will need its strong Beginning Fund Balance to weather the fluctuations that it will be seeing in revenue in the coming months. He reminded the Board of Trustees that the budget currently in place for 2020-2021 is based on the actual first four months from the prior year, so he will be working on preparing a final budget for approval at the October meeting.

- 2) **Update on Full-Time Equivalent Students (FTES) and the Budget**

Kevin Trutna stated that he, Jim Scoubes, and Derek Lerch would participate in updating the Board of Trustees on FTES and the budget. He shared his screen showing PowerPoint slides on the topic, and he explained that FRC recorded its highest resident FTES number in school history for 2019-2020, and that the District was not funded for all of the growth that was recorded. He noted that the state has promised to hold Districts harmless for any drop in FTES for 2020-2021, and this impacts only FTES apportionment, not county taxes or other portions of income. He also noted that funding levels for FTES may be reduced, which also reduces the District's operating budget. Dr. Trutna went over the state funding challenges including \$1.45 billion in deferrals starting in February 2021, a small deficit factor or cut to the current budget, and FRC's \$6.8 million Beginning Fund Balance with deferrals and reductions that will fall to a low point of about \$3.3 million pending deferral repayment. When asked, Jim Scoubes reported that FTES income with county taxes and other income removed amounts to approximately 25% of total income.

Derek Lerch, Vice-President Instruction/CIO, reported that the census date for full-term classes was September 8, 2020, and with the campus closing for two days due to the recent power shut down by PG&E, it prevented him from being able to provide more detail at this point. Dr. Lerch stated that the campus is still grappling with a number of changes to its class schedule that will need to be accounted for as he develops the updated FTES estimate for October. He noted that because FRC has been in a strong enrollment position for the last couple of years, it has been able to push forward leading summer FTES in distance education and Incarcerated Student Program (ISP), which starts the District off with some FTES in the bank. Dr. Lerch closed his portion of the update by reporting that fall FTES is estimated to be down by approximately 60 FTES.

Kevin Trutna moved to the next PowerPoint slide which showed how the State of California plans to make up its \$54.3 billion budget problem. He explained that should the federal government kick in with a stimulus package, that funding is at the top of its list, along with shifting costs, reducing spending, adjusting K-14 education spending, increasing revenue, using reserves, and baseline adjustments. He stated that he would let Jim Scoubes explain how all of this impacts the college.

Jim Scoubes explained the next slide is one that shows the apportionment deferrals for the community college system for the prior budget year months of June and July 2020. He also explained that FRC has received all of its deferrals and is whole for the prior year, so if the calculations are correct, there is no impact to FRC there. Dr. Trutna then moved to the next slide showing Community College Deferrals for the 2020-2021 year, and he explained that the state budget agreement calls for \$1.45 billion in apportionment deferrals to the system starting in February 2021, and he asked Jim Scoubes for further detail on the impact to FRC. Mr. Scoubes explained that following the lines on the slide, it depicts February apportionment payments from the state will be deferred until November 2021, and March will be deferred until October 2021 and so on. He noted that when he talks to the campus about the budget, he is really talking about balancing three budget years, last years, this years, and next years, and it is going to be a challenge for all districts. Dr. Trutna and Mr. Scoubes went over estimated cash flows and answered questions from board members. Trustee Elliott commented that he appreciated the presentation, and recommended that it be provided again over the next couple of months.

3) Fire Prevention/Healthy Forest/Sierra Nevada Conservancy (SNC) Grant Update – Kevin Trutna/Derek Lerch/Darrel Jury

Kevin Trutna addressed the SNC grant that FRC received and he stated that implementation activities on the grant are just getting started. He stated that he would turn the discussion over to Derek Lerch and Darrel Jury for further information, and Dr. Lerch deferred to Darrel Jury who went over the number of large fires burning in the West right now explaining that about half of these fires are burning in California. He pointed out that most of the forests in the West are unhealthy because for over a century fire has

been eliminated from ecosystems that evolved with fire, so now the fires burn bigger and hotter with the build-up of fuel. He stated that the forest health needs to be improved, and change is needed in how the forests are managed. Mr. Jury reported that the Environmental Studies Department at FRC has been working with local partners to improve the health of the forest by developing and implementing a plan to restore fire to the campus creating curriculum to train students in fuel reduction and prescribed fire, and a forest health and fuels coordinator will be hired. He also explained that the SNC grant to implement the FRC Watershed Protection Project will entail hand-thinning trees on approximately 94 acres, and building 5,000 feet of trails to serve as fire lines. He explained that students have already begun this as part of the fire class and will be burning at least 20 acres.

Darrel Jury also reported that Environmental Studies Department faculty have also been working with CalFire, the Feather River Resources Conservation District (FRRCD) the Pumas Fire Safe Council, the Plumas National Forest, and the Plumas Underburn Cooperative to create a fuels reduction and prescribed fire certificate. He explained that it consists of 14 units of existing FRC courses and forest service training classes, and it is the first of its kind in the California community college system.

Darrel Jury additionally reported that Environmental Studies Department faculty and FRC administration will be using SNC grant funds and other sources of funding to hire the forest health and fuels coordinator who will manage the health of the forest and instruct students. He stated that this person would manage the health of the forest using the best available science and traditional ecological knowledge correctly, while administering grants, and building and maintaining partnerships. He also stated that he hopes the college will continue to do this important work as it may be one of the most significant contributions that our small college makes to the local, foothill, and mountain communities in the West. Mr. Jury answered questions from board members, and the agenda was moved.

4) Student Learning Outcomes Assessment Cycle (SLOAC) Report – Kevin Trutna/Derek Lerch

Derek Lerch stated that he hoped that board members have had the opportunity to read the SLOAC report that was included with board packets. He explained that the annual report was something that was started several years ago by the SLOAC Committee because there are so many efforts surrounding SLO assessment, it felt that an annual report to the campus would be informative and beneficial. Kevin Trutna added that college-wide SLOs provide a trend analysis, and graduates are asked the questions at the end of each year.

**5) College Update – Instruction, Student Services, and Administration – Kevin Trutna/Derek Lerch/Carlie McCarthy
Instruction**

Derek Lerch reported that the start of the fall semester has been as challenging as one could imagine three weeks into the semester, and there has been just three or four days of actual face-to-face instruction

due to the various disruptions. He stated that everyone on campus is hoping that the disruptions cease or drop in number so a good routine can be established. Dr. Lerch reported that a decision has been made to stop all face-to-face instruction after Thanksgiving, so there will be a long break from this holiday to the start of the spring semester. He explained that the contact on campus after Thanksgiving will be reduced as this is where the modeling of the COVID-19 virus cases indicate there could be a spike. He noted that administration worked with the associate faculty union to reach an agreement on a training stipend, and a portion of COVID-19 funding will be used to compensate them for the work they have done in getting their classes online. Dr. Lerch also noted that discussions are taking place on what the spring semester will look like, but it is anticipated that the spring semester will be disrupted much like the fall semester has been. He stated that improvements will be made to planning processes for spring based on what did or did not work during the fall semester.

Student Services

Carlie McCarthy, Vice-President Student Services/CSSO, reported that the expectation for COVID-19 testing was that every student enrolled in an on-campus or face-to-face instruction class would participate in COVID-19 testing, and several mass testing days were held on campus with 364 students tested. She stated that the partnership and collaboration with PDH and public health has been great and organization proved to be key as the testing went smoothly. Ms. McCarthy explained that after testing, students participated in a variety of outside, socially distanced orientations while waiting for testing results, and received information on maintaining a healthy campus and a healthy community while they are here. She added a resource fair was set up outside and students were able to pay housing deposits and receive student identification cards. She explained that students moved into the residence halls once cleared with a negative COVID-19 test, and positive tests were handled swiftly and confidentially by public health personnel with the affected student returning home with instructions for a ten-day isolation. After answering questions from Trustee Saxton, Ms. McCarthy stated that a similar mass testing protocol is planned for the spring semester.

Carlie McCarthy also reported on the implementation and success of the Healthy Roster – Safer Play app that was rolled out and is working well. She reported that 500 students have been added to the application and they receive a COVID-19 symptom and contact questionnaire daily. She explained that the app provides immediate resource contact information for those in need, and keeps coaches, instructors, and dorm managers informed. She noted that additional challenges to getting students and staff outside have been the forest fires and poor air quality, but everyone has been resilient under the hardships.

Administration

Kevin Trutna reported that administration continues to meet and collaborate with Andrew Woodruff, Director, Plumas County Public Health Department (PCPHD), Dr. Mark Satterfield, Medical Director, PDH, and

Tina Venable, Director of Nursing, PCPHD, to reinforce the importance of daily monitoring, and healthy habits, and there has been discussion about how FRC communicates with its students. Dr. Trutna reviewed the seven positive COVID-19 tests that were identified through FRC's testing process, five of which were traced to a common residence in Plumas County. He explained that two additional positive tests unrelated to one another or the common residence were identified and these students agreed to isolate and return home. Dr. Trutna explained that FRC is under the lead of the PCPHD, and he reviewed the steps to be taken when a person is identified as positive for the COVID-19 virus. He explained that once notified of a positive test, PCPHD is notified who take over the case from communicating with the public to reporting requirements. He also highlighted the website location of all the FRC COVID-19 planning documents that can be accessed easily from one location.

Dr. Trutna additionally updated the Board of Trustees on federal Coronavirus Aid, Recovery, and Economic Security (CARES) Act funding stating that of the \$299,577 in direct aid to students, \$266,100 was distributed per the formula, \$22,200 was provided to students in move-out assistance, and \$11,277 is being held for future use. He added that of the \$299,576 in institutional funding received by FRC, \$68,265 was used to fund positions in the Mental Health and Wellness Center, \$3,000 went to purchase the Healthy Roster Safer Play app, \$20,000 was spent on cleaning and sanitizing supplies, and \$208,211 remains in an account. He noted that the costs for COVID-19 testing will be paid to PDH from this account.

6. Update on Process Outlined in AP 2715, Code of Ethics/Standards of Practice Regarding Trent Saxton, Trustee Area I

President Ware reported that due to a medical condition she has not been able to make progress on the process outlined in AP 2715, and that she would get to it prior to the next board meeting. Trustee Saxton asked if President Ware or Kevin Trutna had received a letter sent by his attorney, and both responded no they had not. Trustee Saxton stated that the letter is forthcoming, and President Ware responded that it is her intent to do what she is supposed to do and that the delay was unavoidable due to a hospitalization.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Elliott reported that he is impressed with all of the work and planning that administration and staff have done to execute FRC's plan to address the COVID-19 disruption. He added that it has been amazing to watch our small college address the challenges with such professionalism.

Trustee Saxton reported that he has received a number of reports from community businesses that are concerned about how FRC is reporting out to the community. He added that regarding COVID-19, he hopes that FRC is doing everything it can to protect them as well as the students and staff.

Student Trustee Wilson reported that she has reached out to students to see how they are feeling about the COVID-19 protocols, and most of them understand that it is about their own safety. She also reported that some of them are wondering when we will move out of Phase I, but it might be a bit early for that since classes have just started. She noted that it is difficult right now for student government to reach out to students, so she is thinking about developing a survey to gather student responses, as this is something other student trustees are doing.

2) **Associated Students**

No Report

3) **Academic Senate**

Chris Connell, Academic Senate President, reported that there is a lot going on right now and faculty are in kind of a trial and error mode figuring out what works while accommodating student schedules and difficulties. He also reported that classes are full and faculty are moving forward as best they can. Dr. Connell stated that the Academic Senate will be reviewing the Distance Education Plan and well as a Sustainability Action Team (SAT) climate resolution at its next meeting

4) **Classified Senate**

No Report

5) **Instruction**

No Report

6) **Student Services**

No Report

7) **Superintendent/President**

Kevin Trutna reported that Jesse Williams, ASFRC President, was in an automobile accident on Saturday, September 12, 2020, and Angelina Wilson reported that he is going to be alright, but will require surgery for an injury he received.

Dr. Trutna highlighted articles from his written report including the article on Kevin McCarthy, a former student in the Incarcerated Student Program (ISP) who was successful in being accepted to the University of California – Berkeley, as reported by the Berkeley News. Dr. Trutna also reported that Nick Maez, Counselor, Mental Health and Wellness Center welcomed a new baby recently as did Anthony Smith, from maintenance, and the Outdoor Recreation Leadership Program had its largest Beginning and Intermediate Kayaking class this past weekend with 27 students. He noted that Monica Potter, Counselor, Extended Opportunities Programs and Services (EOPS) is pictured outdoors providing an online EOPS student with personal and professional counseling as well as delivering her books to her. Dr. Trutna also highlighted the equine program that was featured in the September issue of California Riding Magazine, pictures of students

lined up for COVID-19 testing, firefighters sleeping in classrooms, and community members that were evacuated and stayed in the FRC parking lot near the baseball field. Dr. Trutna pointed out that Russell Reid, Ag. Chair and Equine Studies Professor, was recently interviewed by Action News, Chico/Redding, on the impact of the COVID-19 virus on ranchers, and the uncertainty it has placed on the beef market. Dr. Trutna reported that he met with the foundation finance committee recently and they are putting a draft together to renegotiate the terms of the lease at the fitness center in order to save cash. In closing, Dr. Trutna mentioned items for the October board meeting that included the 30th anniversary of the Americans with Disabilities Act (ADA), an update on the Strategic Plan, and a review of the Key Principles.

There being no further business, the meeting was adjourned at 5:01 p.m.

KT/ch