

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President McNett called the Regular Meeting of the Feather River Community College District (FRCCD) Board of Trustees to order at 1:02 p.m. on Thursday, January 12, 2023, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, and via a Zoom virtual platform.

Trustees present: McNett, Johnston, Marshall, Sheehan

Trustees absent: Ware, Student Trustee de Bois

2. Agenda:

The agenda for the January 12, 2023, meeting of the FRCCD Board of Trustees held at Feather River College (FRC), 570 Golden Eagle Avenue, LRC Room #871, Quincy, California and via Zoom was approved as presented, (Sheehan/Johnston) unanimous.

3. Minutes:

The minutes from the December 8, 2022, Special Meeting and the December 8, 2022, Regular Meeting of the FRCCD Board of Trustees held at Feather River College, LRC #871, 570 Golden Eagle Avenue, Quincy, California, and via Zoom were approved as presented, (Sheehan/Marshall) unanimous.

Kevin Trutna, Superintendent/President, introduced Walter Parham to the Board of Trustees as the new Director of Athletics. Mr. Parham stated that is a pleasure to be here at FRC as the Director of Athletics, and he looks forward to continuing the responsibilities of the position as he gets to know his colleagues. He explained that he was previously at Copper Mountain College as its Director of Athletics, and prior to that, he worked as a liaison officer for the United States Marine Corps.

Emily Ellison, Chief Human Resources Officer, introduced herself to members of the Board of Trustees, and she explained that her focus right now is getting to know and support staff that understand what the needs and challenges of FRC are. She added that she and Kevin Trutna have spoken about team building and leadership development initiatives, and she is excited about the opportunities and challenges the position presents. She also provided information on her previous position as the Chief Human Resources Officer for Washoe County School District over the previous eight years.

4. Items from the Public:

There was no items from the public.

5. CONSENT AGENDA:

• Motion items

Cynthia Hall, Administrative Assistant, informed the board of trustees that she had inadvertently placed the cover sheets on Consent Agenda Items 5A1, Personnel Requisitions, and 5A2, Personnel Actions, opposite of what they should have been. She explained that there was no change to the actual information contained in the

backup, and that she had provided board members and others with corrected copies. There being no objection or further discussion 1) Personnel Requisitions 2) Personnel Actions 3) Payroll and Commercial Warrants 4) Budget Transfers 5) Budget Augmentations 6) Approval of Grant Agreement Strong Workforce Program (SWP) for \$225,000 between Butte-Glenn Community College District (DISTRICT) and Feather River Community College District (Grantee) to carry out regional K-12 Technical Assistance Provider position allocated through consortium funding and, 7) Approval of Agreement in an amount not to exceed \$12,625 between Feather River Community College District (Contractor) and Chabot-Las Positas Community College District (CLPCCD) on behalf of its California Early Childhood Mentor Program (Mentor Program) for Contractor to designate Local Coordinator (Shelley Morrison) to promote the program on campus and in the community, enroll teachers, and mentors, and maintain eligibility requirements for Mentor Teachers in accordance with program policy were approved as presented, (Sheehan/Marshall) unanimous.

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Items. Chris Connell, Academic Senate President, explained that the Curriculum Committee reviews and approves all courses, majors, certificates, and general education needs as the first step in the approval process. He added that from the Curriculum Committee these items would go to the Academic Senate and from the Academic Senate to the Board of Trustees for its approval. Dr. Connell noted that new courses, usually developed by a faculty member in conjunction with the Office of Instruction and division chair, also travel through the Curriculum Committee for approval before coming to the Academic Senate and on to the Board of Trustees. After additional explanation and there being no objection, the request for Approval of Curriculum Items was approved as presented, (Sheehan/Johnston) unanimous.
- 2) Kevin Trutna requested Approval of Faculty Equivalencies. He explained that granting faculty equivalencies is another area that the Academic Senate has primacy over with a couple of exceptions, which he described. Chris Connell provided the composition of the Equivalency Committee, and explained that the committee decides whether the equivalency candidate has a combination of college or academic courses, academic experience, or work experience that qualifies them to teach a course at FRC. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (Johnston/Marshall) unanimous
- 3) Kevin Trutna requested Approval of BP 2410 Board Policy and Administrative Procedures. Dr. Trutna explained that FRC subscribes to the Community College League's (CCL's) Policy and Procedure Service, and updates are provided twice annually to community colleges using the service. He added that documents containing updates are first reviewed in President's Cabinet and then sent forward to the Academic and Classified Senates for their review and approval, and then on to the Board of Trustees if it is a board policy. After additional discussion and there being no objection, the request for Approval of BP 2410, Board Policy and Administrative Procedures was approved as presented, (Sheehan/Marshall) unanimous.

- 4) Kevin Trutna requested Approval of BP 2320 Regular Meetings of the Board. He explained that the board policy was due to the pandemic and the need for boards to meet virtually during proclaimed states of emergency. He explained that under the relaxed rules of the Brown Act, the board of trustees, during proclaimed states of emergency, could convene regular, special, or emergency meetings virtually as long as the board complies with all other relevant provisions of the Brown Act. After further discussion and there being no objection, BP 2320 Regular Meetings of the Board was approved as presented, (Johnston/Sheehan) unanimous.
- 5) Kevin Trutna requested Approval to Vacate BP 2513/BPM 01.05.07 Policy Revisions Required by Law. He explained that for some time now, the District has been working to review old and outdated policies and either vacate them if no longer relevant or assign them a number and bring the language into the District's Board Policy Manual. Dr. Trutna explained the reasons behind President's Cabinet recommendation to vacate, and the request for Approval to Vacate BP 2513/01.05.07 was approved as presented, (Sheehan /Johnston) unanimous.

***B. Roll Call Items**

- 1) Approval of Resolution #22/23-04 – Feather River College Application for Affordable Student Housing Grant. Kevin Trutna explained that the resolution is required as part of the application process for the Affordable Student Housing Grant, which is due January 23, 2023, and estimates put the total cost of the project at approximately \$75 million dollars. After further discussion and there being no objection, Resolution #22/23-04 Feather River College Application for Affordable Student Housing Grant was approved as presented.

Ayes:	McNett, Johnston, Marshall, Sheehan,
Noes:	None
Absent:	Ware, de Bois
Abstain:	None

- 2) Approval of Resolution #22/23-05 – Continued Funding Application – California State Preschool Program Fiscal Year 2023-2024. Kevin Trutna explained resolutions are required to confirm signing authority for the continued funding of the Child Development Center's California State Preschool Program effective July 1, 2023, through June 30, 2024. There being no objection or further discussion, Resolution #22/23-05 – Continued Funding Application – California State Preschool Program Fiscal Year 2023-2024 was approved as presented.

Ayes:	McNett, Johnston, Marshall, Sheehan
Noes:	None
Absent:	Ware, de Bois
Abstain:	None

- 3) Approval of Resolution #22/23-06 – Continued Funding Application – General Child Care and Development Program. Kevin Trutna explained that this application has to do with continued funding for the Child Development Center's General Child Care and Development Program effective July 1, 2023 through June 30, 2024. There being no objection or further discussion, Resolution #22/23-06 – Continued Funding Application for California State

Child Care and Development Program Fiscal Year 2023-2024 was approved as presented.

C. Special Items/Reports

1) Morgan Turner, Interim Vice-President Business Services/CFO presented the District's Quarterly Financial Status Report as of December 31, 2022. She informed trustees that the quarterly report contains information on revenues, expenses, projected cash flows, and the restricted fund, but also information on the additional funds that the District oversees. She explained that page six of the report provides a description of the Feather River College (FRC) fund structure, and page seven reflected the District's Unrestricted General Fund Summary. She reviewed revenues and explained local, general, and other forms of revenue that the District receives. Ms. Turner added that the District is half-way through the fiscal year so percentages close to 50% would be something that trustees would want to look for. She reported that FRC has received 35% of projected revenues and has spent 42% based on the approved budget, and that this revenue percentage does not include December's apportionment. She referenced the funding that Business Services has already placed into the Capital Reserve Account as a match for the new instructional buildings, and she explained that Business Services is planning to transfer another \$1 million dollars to this account this semester. Ms. Turner reviewed the Unrestricted General Fund Monthly Cash Flows as of December 31, 2022, and she explained the revision to the monthly cash flows Beginning Fund Balance (BFB).

2) Derek Lerch, Vice-President Instruction/CIO, and Carlie McCarthy, Vice-President Student Services/CSSO each detailed different portions of the Summary Report on Student Learning from the Instruction and Student Services perspective. Derek Lerch reported that the college utilizes the Annual Program Review (APR) to primarily build the following year's budget, and every four years these programs go through a Comprehensive Program Review (CPR) where submitters talk about the information in their CPR at a meeting of the Student Learning Outcomes Assessment Cycle (SLOAC) Committee. Dr. Lerch indicated that one of the tools FRC uses for assessing itself as an institution of higher learning is a survey sent out to graduates of Vocational and Career Technical Education (CTE) programs to see how they are doing in their careers. He added that assessment is integral to the work of the SLOAC committee and the process is always being fine-tuned for improvement.

Carlie McCarthy reported that over the previous two years, Student Services Council (SSC) has spent time reviewing and revising its Student Learning Outcomes (SLO's) and discussing effective strategies to measure these over the range of departments and students served. She also reported that SSC mapped the Student Services Student Learning Outcomes (SSSLO) to the college-wide SLOs and revamped its CPR template. She added that program managers were proud of the work completed and it ended up being a learning opportunity for everyone. Trustee Sheehan, on behalf of new board members, mentioned that a sheet of acronyms would be helpful.

3) Kevin Trutna reported that FRC purchased a new Banner Software System and he introduced via Zoom Natalie Presta, Interim Director of Information Services, and he explained that she would provide an update to the board of trustees on how implementation is going. Dr. Presta reported that Banner Software as a Service

(SaaS) is on premise and is going to be hosted by Ellucian along with products that allow for active integration with FRC's systems including personnel, purchasing, and financial aid. She explained that she scheduled the college to go live in December 2022, but had to extend the timeline for the implementation of CCCApply because tests were needed to be sure the configuration was correct. Dr. Presta informed the board on other products she is working to implement including Experience, a portal that connects students and instructors over multiple devices, Insight, a data warehouse necessary to move things into the cloud, and a dashboard called Power Bi to develop reports and pull data.

D. Communications, Presentations, and Reports

1) Board of Trustees

President McNett reported that on Tuesday, January 24, 2023, the California Community Colleges Chancellor's Office (CCCCO) will honor Feather River College with the Dr. John W. Rice Diversity and Equity Award for demonstrating great strides in the area of diversity and equity in working with its student population. He complimented administration, faculty, and staff for the work completed to earn such a prestigious award.

2) Associated Students

Carlie McCarthy, on behalf of Associated Students of Feather River College (ASFRC) reported that the group had its first monthly meeting of the semester, and Kylee Cox, ASFRC President, reports that she participated in the video project for New Student Orientation scheduled for Friday, January 20, 2023. She added that ASFRC has submitted a proposal to Nick Maffei, Director of Marketing, to start its own Snapchat account.

3) Academic Senate

Chris Connell, Academic Senate President, made trustees aware of a new plagiarism tool students are using called Artificial Intelligence (AI), where users can plug in parameters and apparently have an assignment written for them. He explained that to some faculty it is worrisome and if it becomes an issue, faculty could require that students complete written assignments in class. Dr. Connell also reported that members of the Academic Senate would participate in faculty search committees this semester including men's basketball coach, the men and women's soccer coach, and likely a position in Ag.

4) Classified Senate

No Report

5) Instruction

Derek Lerch commented on the article from Kevin Trutna's written report on the development of the welding program through Jesse Lazzarino's leadership. He explained that the American Welding Society (AWS) provides a suite of certifications that FRC is starting, and Mr. Lazzarino is working to improve the structure of the courses in an effort to tune the classes towards these certifications. Dr. Lerch added that he would bring tenure recommendations and academic contract recommendations to the board next month, and perhaps have good news to share on the new bachelor's degree proposal.

6) Student Services

Carlie McCarthy reported that student athletes are returning to campus and the majority of other students will return Thursday, January 19, 2023. She stated that FRC continues to provide testing for COVID-19. She also reported that a Week of Welcome is planned starting January 23, 2023, including a Resource Fair on Wednesday, January 25, 2023, Tacos and Bowling on Friday, January 27, 2023, along with sharing achievements from the fall semester and the exciting things to come. Ms. McCarthy reported that she recently met with the Foundation about housing prices and the college is looking at a modest increase to the current cost of rent, and changing the month that housing will accept applications from January to February. She announced Tara Hamler as the new CalWorks Coordinator after Cathy Riley's retirement in December, and the open position to replace Diana Escobel-Mendez as the Financial Aid Director closed on Monday, January 23, 2023.

7) **Superintendent/President**

Kevin Trutna reported that the Effective Trustee Workshop takes place January 27, 2023, through January 29, 2023, and he would be attending along with President McNett, and new trustees Abby Marshall and Paula Johnston. He reviewed potential items for the February board meeting including tenure, and a report from the Mental Health and Wellness Center. He stated other projects include the remainder of the asphalt paving, the roof replacement for the Multi-Purpose Building (MPB), and a cement pathway to the softball field. Dr. Trutna talked about deferred maintenance and reported that FRC spent \$700,000 in 2022, and has \$5 million to spend over the next five years for Capital Outlay projects. He closed his report by indicating there will be a meeting on Friday, January 13, 2023 with the Classified Senate group to re-engage and restart the Classified Senate.

There being no further business, the meeting adjourned at 3:05 p.m.

KT/ch