

## 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 (FRCCD) Board of Trustees to order at 3:00 p.m. on Thursday, January 21, 2021, via a Zoom virtual platform.

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

*Trustees absent:* McNett

#### **2. Agenda:**

Kevin Trutna, Superintendent/President, requested that Special Items/Reports Agenda Item #6C2, Presentation of the Independent Audit Report for the Year Ended June 30, 2020, be moved up in the agenda to take place after Items from the Public. He also requested that Regular Agenda Item #6A3, Approval of Employment Contract for John Ives, Vice-President Business Services/CFO, be moved ahead of Regular Agenda Item #6A2, Approval of Plumas Bank Authorized Account Signatories as of January 21, 2021. There being no objection, the Regular and Consent Agendas for the January 21, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as amended, (Elliott/Sheehan).

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

#### **3. Minutes:**

The minutes from the December 10, 2020, meeting of the Feather River Community College District Board of Trustees via Zoom were approved as presented, (Saxton/Sheehan).

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

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

None

#### **6. Special Items/Reports**

C.

2) Kevin Trutna provided introductory remarks on FRCCD's Independent Audit Report for the Year Ended June 30, 2020, performed by Crowe LLP. Dr. Trutna asked Katie Schmid, Chief Accountant, to provide further information on the process. Ms. Schmid introduced Jennifer Richards, Managing Director, and Damien Clark, Auditor, Crowe LLP to those in attendance at the meeting. She also reported that the audit was straight forward and done remotely through telephone and email, and any requested backup documents were scanned and sent to the auditors as they requested them. Ms. Schmid stated that the District had no findings during the audit and she would turn the presentation over to Jennifer Richards for further details. Jennifer Richards presented the District's Independent Audit Report for the year ended June 30, 2020. She stated that it was a different audit not being able to be on site, but the complexities and challenges that this presented were overcome with the efforts of everyone involved. She stated that Crowe LLP had issued an unmodified opinion on the audit (that the financial statements, presented fairly, in all material respects, the respective financial position of Feather River Community College District as of June 30, 2020). Ms. Richards reported that state and federal compliance was audited, along with internal controls and no findings were noted. She explained that this year the single-audit, or audit over federal expenditures, was conducted on the District's federal financial aid and there were no findings noted. Ms. Richards answered questions from Trustee Elliott and Trustee Sheehan, and she summarized what might be new or different in the industry's approach to auditing financials.

## **5. CONSENT AGENDA**

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

There being no objection or any 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 Amendment to Contract #CCTR-0170 between California Department of Education and Feather River Community College District that will amend the Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of the agreement by deleting reference to \$57,595.00 and inserting \$57,889.99 in place thereof, 7) Approval of Amendment to Contract #CSPP-0372 between California Department of Education and Feather River Community College District that will amend the Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of the agreement by deleting reference to \$109,318.00 and inserting \$110,178.00 in place thereof, and 8) Approval of Affiliation Agreement between Feather River Community College District (COLLEGE) and Plumas District Hospital (AGENCY) for AGENCY to allow students and certain faculty in the Emergency Medical Technician (PROGRAM) to visit and utilize (AGENCY's) facilities to afford the students the opportunity to have practical learning and clinical experiences at AGENCY's facilities effective January 1, 2021, through December 31, 2023, were passed as presented, (Elliott/Sheehan)

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

## 6. REGULAR AGENDA

### \*A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions and he asked Derek Lerch, Vice-President Instruction/CIO, if he wanted to highlight anything that the Curriculum Committee had put forward for board approval. Dr. Lerch reported that included in the backup documentation was a collection of classes developed and revised to meet a new California State University (CSU) requirement around ethnic studies. He noted that the timeline for these classes was exceptionally short, and was primarily in response to the events of last summer and an executive order that added an ethnic studies requirement to the CSU breadth pattern. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Elliott/Sheehan).

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

- 3) Kevin Trutna requested Approval of Employment Contract for John Ives, Vice-President Business Services/CFO. Dr. Trutna shared his screen of a corrected cover sheet for the agenda item and he explained the reasons for the revisions as an incorrect employment start date that should have read January 11, 2021, and an incorrect salary step that should have read step four \$138,571. Per Brown Act, Dr. Trutna stated that the District has offered an employment agreement to John Ives as an educational administrator. He also stated that the one year agreement is effective January 11, 2021, through December 31, 2021, and there is the possibility of annual extensions beyond the expiration date with a positive review. Dr. Trutna added that the agreement contains the following financial terms: All educational administrators receive District Health and Welfare Benefits at an annual cost of \$15,985, and educational administrators are paid according to the District's Administrative Salary Schedule adopted by the board at its July 2020 regular meeting. Dr. Trutna stated that John Ives will be paid an annual base salary at Step Four of \$138,571 on the District's salary schedule. He noted that consistent with other employees, a \$900 annual doctoral stipend and up to \$3,000 in annual longevity stipends are available for those that qualify. Dr. Trutna introduced John Ives to those in attendance, and Mr. Ives shared his background in higher education, and stated that he was happy to be at Feather River College and is looking forward to working together with all of the employees and groups on campus. After further discussion, the request for Approval of Employment Contract for John Ives, Vice-President Business Services/CFO, was approved as presented, (Sheehan/Elliott)

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

- 2) Kevin Trutna requested Approval of Plumas Bank Authorized Signatories as of January 11, 2021. After further discussion, the request for Approval of Plumas Bank authorized Signatories as of January 11, 2021, was approved as presented, (Sheehan/Elliott).

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

- 4) Kevin Trutna requested Approval of California Community College (CCC) Finish Line Scholars Program Sub-Grant Agreement for \$128,000 between the Foundation for California Community Colleges (FoundationCCC) and Feather River College to provide emergency financial aid to qualified students effective January 11, 2021, through June 30, 2021. Dr. Trutna explained that through a large donation to the Foundation for California Community Colleges it has been able to set up the Finish Line Scholars Program to assist qualified students. He asked Carlie McCarthy, Vice-President Student Services/CSSO, to provide further information on the program. Carlie McCarthy explained that the full pledge of this donation totals 100 million dollars over 20 years, and is the largest donation of its kind in the nation to date. She explained that Feather River College (FRC) submitted its application as one of the qualifying community colleges, and this year will receive \$128,000 to be awarded entirely as emergency grant aid to students. She also explained that part of the criteria is that the recipient be pursuing a degree or certificate or are preparing to transfer and be in their second year. Angelina Wilson, Student Trustee, added that feedback from a few students indicate that they are very grateful to have this money coming in to help them during this difficult time. After further discussion and there being no objection, the request for Approval of California Community College (CCC) Finish Line Scholars Program Sub-Grant Agreement for \$128,000 between the Foundation for California Community Colleges (FoundationCCC) and Feather River College to provide emergency financial aid to qualified students effective January 11, 2021, through June 30, 2021, was approved as presented, (Elliott/Saxton).

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

## **B. Roll Call Items**

- 1) Resolution #20/21-06 – Approval to Appoint John Ives as Representative to the Northern California Community College Self-Insured Authority Joint Powers Authority (JPA), and David Burris as Alternate Representative. After brief comment, the request for Approval to Appoint John Ives as Representative to the Northern California Community College Self-Assured Authority Joint Powers Authority (JPA), and David Burris as Alternate Representative was approved as presented by the following roll call vote.

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

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

- 1) Kevin Trutna presented the District's Quarterly Financial Status Report as of December 31, 2020. He reviewed the Unrestricted General Fund Summary noting that the District is halfway through the fiscal year and has expended 42% of approved budget. Dr. Trutna shared his screen showing the Monthly Projected Cash Flows for the Unrestricted General Fund, and mentioned that this was something started the previous year in response to projected deferrals. He added that if you look at the revenue in December the District increased by approximately \$100,000 over what was projected, and expenses were lower by approximately \$200,000, which if you were to look at the comparison the ending cash would have increased by approximately \$300,000. Katie Schmid added that there were no significant changes to the point in time financial information either before or after the cutoff date. Dr. Trutna described what is anticipated for the upcoming state budget preview indicating that there is a 1.5% conditional Cost of Living Adjustment (COLA) in the budget depending on other things the state wants to see including increased access to online services and mental health services. There was additional discussion on the actual cost to run the college, and Derek Lerch commented that the board approved budget of \$16.3 million was the best estimate that administration had at the time it was forced to adopt a final budget of what our operating expenses would be for the fiscal year, and that the District would likely come in under that amount when all things are considered.
  
- 3) Dana Ware updated the board and others on the process outlined in AP 2715, Code of Ethics/Standards of Practice Regarding Trent Saxton, Trustee Area I. She stated that the committee is continuing cautiously and it will keep the board apprised. Trustee Saxton objected to the wording of Trustee McNett's report as he felt it did not accurately describe the referenced situation. Dr. Saxton requested that the trustees threatened to censure him be noted in future updates as the reason he has publicly threatened to sue the trustees. He asked President Ware to convey this to Trustee McNett, to which President Ware commented that this was a discussion for another time. Dr. Saxton included in his comments that he was tired of being shut down and treated unfairly, that he did nothing on the campus to deserve this, and he has the same rights as other trustees. Trustee Saxton then referred to President Ware as "Karen" twice and added, "But in the future, if you want to point a finger at me for wanting to sue you individually, which I will do, then you have to point out why." At this time, President Ware moved the agenda to the next item.
  
- 4) Kevin Trutna updated the board of trustees on the 2020-2026 Feather River College Strategic Plan. Dr. Trutna stated that the work on the Strategic Plan began in January, February, and March of 2020, and then COVID-19 disruption hit. He also reported that the Strategic Plan has received approval from both the Academic and Classified Senates, and it is here on the agenda as a first read. He

went over the structure of the plan and encouraged trustees to ask questions and provide comments on the draft. Trustee Elliott stated that he recalled a strategy for growing enrollment was going to be placed in the Strategic Plan, and that it might fit under Strategic Direction II.5, and there was further discussion about enhancing that area and bringing it back for board review. Carlie McCarthy suggested adding student housing to the plan as the District does not have anywhere for additional students to live. After further discussion, Dr. Trutna indicated that he would take the ideas and see where they fit best into the plan, and would bring it back for additional review.

- 5) Kevin Trutna provided opening remarks on emergency operations while describing some of the challenges the District faces when notifying students and staff of campus closures and other conditions on campus. He asked Carlie McCarthy to provide the board with information on what is new at FRC with regards to keeping everyone informed. Carlie McCarthy described the current notification process at FRC, what Regroup Mass Notification offers independent of the Internet, and she highlighted the important aspects of the product and how this is going to benefit students at FRC.
- 6) Kevin Trutna explained that the college update would be a little different this month, and it would initially highlight innovative activities that faculty and student services members Saylor Flett, Outdoor Recreation Leadership, Billy Ogle, Director of TRiO, Monica Potter, Extended Opportunities Programs and Services (EOPS) and Bridget Tracy, Environmental Studies, implemented during the fall semester to connect with students during a tough online semester. Dr. Trutna stated that Derek Lerch and Carlie McCarthy would talk about some of these activities, and he would spend a little more time with Bridget Tracy on her strategies during the report. Derek Lerch stated that the idea for this came out of Guided Pathways to acknowledge and celebrate the exemplary things people were doing on campus to connect with and serve FRC students. He described Saylor Flett's connection to FRC and the teaching and learning experience that has inspired his desire to foster a sense of community within the ORL program. Dr. Lerch reviewed the Synchronous Learning Tips submitted by Saylor Flett to bring students together and make them feel a part of that community, and he stated that it was clear from fall student evaluations that Saylor's strategies were effective.

Carlie McCarthy stated that Billy Ogle, a new director in the TRiO Student Support Services (SSS) program submitted the department's strategies, successes, and lessons learned from the fall semester and they are commendable. She reported that students were grateful for the personal phone calls, workshops, accessibility, and other online services that were provided. She added that traditionally not many TRiO students are online learners, so this was a positive outcome for students being able to successfully navigate the challenges of a much different online learning experience. Ms. McCarthy also talked about the EOPS Program, and she explained that similar to TRiO, students in the EOPS program are traditionally first generation and low income students, and must meet certain criteria to be accepted into the program. Monica Potter, EOPS Counselor, used Canvas, the college's learning management system, to connect with students and get to know them, and she also used it as a discussion board and followed up with personal phone calls.

Bridget Tracy reported that her classes were conducted asynchronously where students had more flexibility to work independently and online on their own schedule. She stated that she used discussion posts where students watch a video, read an article, or answer a question, and then students respond to the questions and this builds interaction even though students are not actually together in the same space. She added that she would go through the questions at the end of the week and before the midterm answer them and this was helpful for students. She also added that a clean and consistent weekly format for students worked well as they knew right where to find information and when assignments would be due.

Chris Connell, Academic Senate President, stated that in one form or another issues of social justice and equity have been discussed nationally and on the campuses of community colleges for the last several years. He noted that these issues are larger than FRC, and the college has several missions that interact with these issues that it has to serve. Dr. Connell stated that FRC students are a very diverse set of students geographically, ethnically, and economically, and one thing he tries to do is to engage students with important ideas that are afloat in the nation. He reported that in the past year or so, there were three areas where this was focused on and one is the Book in Common. He reported that this year's choice was *How to be an Antiracist* by Ibram Kendi, and it is an interesting complex book, highly contextualized as the author works through various areas of our society talking about race, ethnicity, and what he calls being an antiracist and he uses that term specifically as an opposition to racism. Dr. Connell stated that it is an interesting read, and a new look at an issue that's been under intense discussion for the last few years. He also reported that it has been widely used across campus not only in English composition courses, but in political science, sociology, and early childhood development.

Chris Connell also referenced the Equity Pledge as another area that focuses in on social justice and equity, because it means FRC has pledged to promote equity in instruction. He explained that it's a pledge that means people including students from different backgrounds can be on approximate equal footing. He added that the pledge will likely work its way into the catalog and the website in the future, and Dr. Connell added that Dr. Lerch had already mentioned the CSU ethnic studies general education area and these courses were worked on and developed and more will be developed in the future.

### **Fall Student Survey**

In the interest of time, Kevin Trutna asked Carlie McCarthy to highlight two items from the Fall Student Survey slide. She stated that 50% of students reported experiencing difficulty accessing Wi-Fi, and when the data was disaggregated, that was the same number among local high school students co-enrolled. She also noted that students are looking forward to returning to campus and a return to normalcy.

### **Spring COVID Planning – Purple Tier**

Kevin Trutna reviewed the slide on Spring COVID Planning and the Purple Tier with the board of trustees. He stated that on campus classes would consist of essential infrastructure classes and hard to convert classes and would begin on January 19, 2021. He added that there would be a tiered introduction of students to

the housing facilities after each student receives a negative COVID-19 test. Trustee Elliott asked about enrollment numbers, and Derek Lerch reported that he is monitoring enrollment, and FRC is down approximately 10 to 15% from where it was a year ago likely due to reduced capacity in the housing facilities and in the classrooms.

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

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

President Ware reported that she has received both doses of the COVID-19 vaccine with no ill effects.

Trustee Saxton reported that he has spoken with ranchers in the Sierra Valley that would like to donate cattle to the college. Kevin Trutna responded that they could donate cattle to the Foundation, and he explained that FRC is different than UC Davis, and procurement laws for getting rid of excess property are different. Trustee Saxton asked Dr. Trutna for the laws that pertain to the discussion.

Student Trustee Wilson reported that the spring semester is just getting ready to begin, and question and answer (Q&A) sessions for students are scheduled every Friday in January to check in with them and see how they are doing.

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

No Report

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

Chris Connell, reported that everyone is back and anticipating a busy semester.

##### **4) Classified Senate**

Sean Harris, Classified Senate President, reported that it is good to be back and starting a semester and assisting students with their classes and financial aid.

##### **5) Instruction**

No Additional Report

##### **6) Student Services**

No Additional Report

##### **7) Superintendent/President**

Kevin Trutna highlighted items from his written report including the 76 students that participated in the fall Student Research Symposium. He stated that he logged into and watched presentations on human resources and biology and they were great. He also reported that Sierra Pacific Industries is going to partner with FRC and donate \$5,000 towards a welding and fabrication program. Dr. Trutna highlighted a post from Facebook from a person wanting to identify and thank an FRC nursing student for stopping to help her grandparents that were in an automobile accident in the canyon. He also talked about Saylor Flett, ORL Instructor, and Josh Oliviera, Art Instructor working on



an outdoor classroom, the Educational Talent Search (ETS) Program exceeding all of its numbers, and the Career and Technical Education (CTE) Employment Outcomes Survey.

There being no further business, the meeting was adjourned at 5:00 p.m.

KT/ch