

## 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 12:30 p.m. on Thursday, February 16, 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. Public Comment on Closed Session Items:**

There was no public comment on Closed Session items.

**3. Adjourn to Closed Session:**

The meeting adjourned to Closed Session at 12:30 p.m.

**4. Reconvene to Open Session:**

The meeting reconvened to Open Session at 1:00 p.m.:

**5. Closed Session Announcement:**

President McNett announced that the Board of Trustees met in Closed Session and it took no action.

**6. Roll Call for Open Session:**

*Trustees present:* McNett, Johnston, Marshall, Sheehan, Student Trustee de Bois

*Trustees absent:* Ware

**7. Agenda:**

The Regular and Consent agendas for the February 16, 2023, 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, (Johnston/Marshall) unanimous.

**8. Minutes:**

The minutes from the January 12, 2023 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, (Marshall/Johnston) unanimous.

**9. Items from the Public:**

There were no items from the public.

**10. CONSENT AGENDA:**

- **Motion items**

After additional explanation from Derek Lerch, Vice-President Instruction/CIO on Consent Agenda Item #7, Approval of Subaward Agreement for \$487,000, paid quarterly through 2026 from the Economic Development Administration's (EDA) Good Jobs Grant, the Consent Agenda including 1) Ratification of Personnel Requisitions, 2) Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations, 6) Approval to accept \$5,000 in CSPP Block Grant Funding from the Plumas Stars Consortium for the Feather River College Child Development Center (CDC) for maintaining a Tier 4 Rating on the Quality Counts California rating matrix, 7) Approval of Subaward Agreement for \$487,000 paid quarterly through 2026 from the Economic Development Administration's (EDA's) Good Jobs Grant entered into by Feather River Community College District and the Foundation for Community Colleges, a California 501(c)(3) nonprofit organization for the purpose of engaging the expertise of Feather River Community College District to provide services and deliverables described in Exhibit A of the agreement, 8) Approval of Proposal for Consulting Services between Feather River Community College District (District) and Facilities Planning and Consulting Services Inc., (Consultant Services) for Consulting Services to provide services listed in the proposal with fees computed according to fee schedule listed in the proposal, 9) Approval of Memorandum of Understanding (MOU) between Feather River College (College) and Immigrant Legal Defense to use appropriated funds from the California Department of Social Services for the sole purpose of providing immigration legal services, and education and outreach services to California Community College affiliated individuals, and in accordance with Assembly Bill 1809, at no cost to the District effective November 1, 2022, through October 31, 2023, 10) Approval of Standard agreement between Feather River Community College District (DISTRICT) and the California Community Colleges Chancellor's Office (CHANCELLOR) for CHANCELLOR to act on behalf of the District for collecting through the State Franchise Tax Board's Interagency Offset Program (COTOP), outstanding student financial aid and proper non-financial aid obligations owed to the DISTRICT, 11) Approval of Clinical Internship Agreement between Feather River College (College) and Enloe Medical Center, a California non-profit hospital which operates a healthcare facility (Facility) to allow selected students of Feather River College (Students) to be provided clinical education experiences at Facility for purposes of training, educating and mentoring students, and 12) Approval of Contract for Professional Services between Feather River College (District) and Parker Construction & Consulting, Inc. (Consultant) for \$27,000 for Consultant to provide Capital Project Support for various FRC improvements effective January 10, 2023, were approved as presented, (Johnston/Marshall) unanimous.

## **11. REGULAR AGENDA**

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

- 1) Derek Lerch requested Approval of Curriculum Actions. After brief explanation and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Johnston/de Bois) unanimous.
- 2) Derek Lerch requested Approval of Tenure. Kevin Trutna, Superintendent /President verified that the Academic Senate takes the tenure review process seriously, while meeting with peers at the end of each semester. He added that upon review by the Academic Senate, and the Tenure Review Committee, he is pleased to recommend Darlene Oertle, Director of Allied Health and Nursing, and

Joshua Oliveria, Art Professor, for tenure status effective July 1, 2023, due to the successful completion of their fourth year as full-time faculty. After further comment from Derek Lerch, the request for Approval of Tenure was approved as presented, (Marshall/de Bois) unanimous.

- 3) Derek Lerch requested Approval of Faculty Equivalency. There being no objection or further discussion, the request for Approval of Faculty Equivalency was approved as presented, (Marshall/de Bois) unanimous.
- 4) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended December 31, 2022, (Q2). Morgan Turner, Vice-President Business Services (I), reported that this is a standard Quarterly Report to the chancellor's office and contains much of the same information contained in the Quarterly Financial Report. There being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended December 31, 2022, (Q2) was approved as presented, (Johnston/Marshall) unanimous.

President McNett requested information on how long the Student Centered Funding Formula's (SCFF's) hold harmless provision would be in place, and Derek Lerch responded through the 2023-2024 fiscal year. Kevin Trutna added that in consultation with Morgan Turner, they are considering generating revenue projections assuming there is no hold harmless provision in place, so the board and the college community can see the differences.

- 5) Morgan Turner requested Ratification of the Feather River College 2023-2024 Non-Resident Tuition Fee. She explained that Northern California community colleges including Shasta, Butte, and Mendocino Community Colleges agreed to set their non-resident tuition rates at \$295 per credit unit. She explained after consultation with Kevin Trutna and Derek Lerch, they decided to set the Feather River College non-resident tuition rate at \$282 per credit unit, which reflects a 5% increase over last year's rate. After further discussion and there being no objection, the request for Ratification of the Feather River College 2023-2024 Non-Resident Tuition Fee at \$282 per credit unit was approved as presented, (de Bois/Marshall) unanimous.
- 6) Kevin Trutna requested Approval of Feather River College 2023-2024 Fee Schedule (AP 5030). He provided an overview of what fees the state legislature sets, and fees that FRC sets itself. Carlie McCarthy, Vice-President Student Services/CSSO, pointed out a typographical error on page two of the procedure where the non-resident tuition fees needs correcting to \$282. There being no objection or further discussion, the request for Approval of Feather River College 2023-2024 Fee Schedule AP (5030) was approved as amended, (de Bois/Johnston) unanimous.
- 7) Kevin Trutna requested Approval of BP 6250 Budget Management. After further explanation and there being no objection, the request for Approval of BP 6250, Budget Management, was approved as presented, (Marshall/de Bois) unanimous
- 8) Kevin Trutna requested Approval of BP 2010 Board Membership. He explained that after the board of trustees approved redistricting, it became necessary to amend both BP 2010, Board Membership and BP 2100 Board Elections to comply

with changes relating to the redistricting, and the renumbering of trustee areas. There being no objection, President McNett combined agenda items 11A8 and 11A9, and AP 2010 Board Membership and BP 2100 Board Elections were approved as presented, (Johnston/Marshall) unanimous.

## **\*B. Roll Call Items**

None

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

- 1) Morgan Turner presented the District's Monthly Financial Status Report as of January 31, 2023. She reported that the District has not yet received the majority of its tax revenue from the County, and she adjusted the projections and cash flow report based on this. She reviewed the Unrestricted General Summary and reported expenditures stand at 50% of board approved budget. Kevin Trutna pointed out that during January 2023, expenditures calculated out to 12.6% of the approved budget, so based on that a 5% reserve would not been enough to cover the need.
- 2) Kevin Trutna provided an overview of how and when FRC started the Mental Health and Wellness Center with funding from Plumas County, and how a mixture of funding from grants and internal sources has sustained the Center in recent years. Carlie McCarthy reported that Heather Caiazzo, Mental Health and Wellness Counselor, joined FRC in August 2022, as a licensed marriage and family therapist that lives in Quincy, and has established relationships in the community. She also introduced Gracie Yates, Senior Office Assistant, in the Wellness Center, and she helps support the Basic Needs Program located in the same office. Heather Caiazzo provided a fall 2022 overview of appointments, trends and events held in response to students needing to learn to live with others, the dangers of perfectionism, tips and tricks that help students succeed, current happenings TimelyMD, and survey results from the recent mental health workshop. Gracie Yates commented on day-to-day interactions with students and clients, stating that it is great to see students coming in and removing the stigma from asking for assistance, and then return to the Center to hang out and encourage one another. At Dr. Trutna's request, Heather Caiazzo made the board aware that she is unable to treat the severely mentally ill student or individual and must refer them to Plumas County Behavioral Health for treatment.
- 3) Kevin Trutna mentioned that when he spoke about emergency conditions earlier in the meeting, he did so with regard to the Student Centered Funding Formula (SCFF) hold harmless provision currently in place. He explained that the provision comes with several requirements that colleges must meet, one being the development of an Emergency Conditions Recovery Plan, because the sentiment in the legislature seems to be that significant students were lost during this period, and colleges are not doing enough to get them back. He indicated that he presented the recovery plan back in August 2022, and he asked Carlie McCarthy and Derek Lerch to lead a mid-year update today on FRC's Emergency Conditions Recovery Plan as a requirement to maintaining enrollment-funding protection.

Carlie McCarthy reported that FRC is in a better situation than most California community colleges in terms of recovering enrollment that it has lost, because some schools are seeing losses of 30%, and FRC is seeing four to six percent decline.

She added that FRC housing continues to be full, and under Kevin Trutna's leadership, the state approved a planning grant for new housing, and the application for full grant funding is still pending. She reported that just some of the additional efforts to get students back and enrolled include an upgrade to Banner software, which will enhance retention and recruitment, and includes the CCCApply application that will now market FRC's online courses more effectively. She added that Nick Maffei, Directing of Marketing, Communications, and Outreach, has been an asset in terms of keeping FRC's digital presence going, and recruiters and advisors are planning to begin traveling to events and recruiting fairs. Derek Lerch added that although FRC is benefitting from the SCFF's hold harmless provision now, this is no guarantee that it will remain there, and he credited FRC's enrollment stability to successful recruitment efforts in all areas that continue to draw students to campus with a diversified enrollment balance.

- 4) Kevin Trutna provided background information on the Dr. John W. Rice Award for Diversity and Equity, and he explained that Michelle Petroelje, Director, Student Support Services, and Joan Jarrett, Program Coordinator, Instructional Resource Center (IRC), traveled to Sacramento, California, to accept the award and they would report on what it meant to be there. Michelle Petroelje explained that FRC received the Dr. John W. Rice Award for Diversity and Equity, based on data and its efforts with implementation and outcomes from AB 705, which relates to having students complete transfer level mathematics and English in their first year of college. Joan Jarrett shared that because FRC is small, and staff wear many hats, meaningful relationships develop with students, which improves communication and faculty and staff can implement changes more quickly when necessary. She added that she also credits FRC's success to professional development opportunities directed at equity and making education important for all students. She explained that Jesse Williams, FRC Alumni, who currently attends University of California at Davis, was able to join them at the event, and that it was an honor to be there to accept the award surrounded by so many professionals in higher education.
- 5) Derek Lerch provided introductory remarks on the history of Guided Pathways, a redesign model introduced in 2019 to help all students explore, choose, and complete programs aligned with career and education goals. He explained that Greg McCarthy, Academic/Athletic Advisor and Stacey Svilich, Student Success Specialist, who are both members of the Guided Pathways Steering Committee, would be sharing an update on their efforts as part of the Guided Pathways Framework.

Greg McCarthy provided information on the four pillars of Guided Pathways and noted that his information today would focus mainly on Pillar #3, which is to help students "Stay on the Path". He explained that progress reports are required for all student athletes, and they assist him in keeping track of the progress student athletes are making towards their educational goals and the comments help him define what kind of student experience might be having. He added that pre-COVID-19, students filed progress reports on a paper form, and now coaches and faculty send these electronically which is much more functional to use for all involved. He added that the progress reports gather information on grades and attendance, and comments from faculty and coaches assists him in assessing the student needs and where they might improve as he forms a game plan to meet with the student individually. He explained that he repeats this process for each student athlete and

today's information is but a snapshot of his efforts related to Pillar #4 of the Guided Pathways Framework.

Stacey Svlich reported that within the Guided Pathways Framework, she has been able to use her time as associate faculty on campus, her time in Student Services specifically in student equity, and then incorporate the way she teaches in a naturally equitable way to support her efforts to "Ensure Student Learning", Pillar #4 of the Guided Pathways Framework. She reported that initially she started out meeting with faculty to discuss ways they could bring Diversity, Equity, and Inclusion (DEI) into their classrooms, and she went to division meetings to introduce herself and describe the Guided Pathways Framework. She added that she also worked with Nick Maffei to create a teaching and learning resource website that she keeps up to date and which provides resources to help engage students more and assist teachers in bringing diversity into their classrooms. Ms. Svlich mentioned that she attended Fresno City Community College and put on a series of what they called the Friday SLO Talks, a variety of topics focusing on student assessment and learning, and she co-presented with Anna Thompson, Biology Professor, in a discussion on active learning and equity. Ms. Svlich detailed other efforts related to pillar four, including leading a faculty discussion on flex day called Creating a Supportive and Equity Focused Learning Environment, returning to speak to faculty in March 2023 to build on that discussion, and assembling a library of books for faculty on topics that could potentially offset the expense of attending a conference.

- 6) President McNett and Trustees Marshall and Johnston provided brief reports on their attendance at the Community College League's Effective Trustee Workshop held in January. President McNett reported his two takeaways from the conference included enrollment and a declining work force that is affecting most all California community colleges. Trustee Marshall reported that being a new trustee, the conference included a lot of information and she found most of it helpful. She explained that there was a lot of big picture, and horror stories on a variety of issues. She noted that were great examples of DEI and access and how schools are working with strategies to buffer enrollment issues that come up. She stated that FRC is doing so much and she is proud to be a part of it. Trustee Johnston reported that the session on the roles and responsibilities of trustees was important to her to attend because of the work she is currently doing. She added that on the final day of the conference, she attended a panel session comprised of two presidents and two trustees, and it was fascinating to hear the different points of view, and one of the panel members she found extremely inspirational.

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

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

Student Trustee de Bois reported that she continues to work on supporting new and ongoing student clubs, and she is happy to share that there is a new STEM Club on campus, and the advisor is Kurtis Smart, FRC's Chemistry Instructor. She added that FRC's online physics instructor (Jim Young) plans to come to campus and make use of decommissioned telescopes, and new club plans include a Non-Traditional Student Club, and an English Club.

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

No Report

3) **Academic Senate**

No Report

4) **Classified Senate**

Sean Whaley, Classified Senate President, reported that he sent out a survey to the membership to get a sense of the goals that the Classified Senate wants to set for itself. He also reported that he plans to encourage more participation and he has asked for the meeting dates and times that work best for the group. He added that Venice Lombardo, Classified Union President, plans to explain the differences between Senate and Union at an upcoming meeting, and he thanked Kevin Trutna and everyone responsible for moving quickly to establish vacant officer positions and increase stipends. He indicated that he looks forward to bridging trust issues that currently exist between administration and members of the Classified Senate.

5) **Instruction**

Derek Lerch reported that faculty searches are taking place, and he has received a retirement letter from Chris Connell, English Professor, after more than 27 years teaching. He added that Jeff Bryan, Theatre Instructor, is busy with the spring production of *Guys and Dolls* that will begin at the Town Hall Theatre around Mother's Day weekend.

6) **Student Services**

Carlie McCarthy reported that Student Services are busy and the student housing application period has opened with more than 100 applications received in just a few days. She touched on Stacey Svlich's presentation on improving information within Canvas and how positive comments on other resource pages spilled over to help provide examples for others. At Dr. Trutna's request, Ms. McCarthy explained that students residing in the housing units must now maintain a 2.0 GPA at the end of the spring semester to return in the fall to residential housing. She added that minimum units required for residential housing is now nine units, where it used to be six, and the plan is provide an appeal process for students due to several factors.

7) **Superintendent/President**

Kevin Trutna highlighted articles from his written report and thanked Sean Whaley, Jon Dvorak, and Carolyn Shipp for stepping up and reinvigorating the Classified Senate. He explained that his monthly written report going forward would include a brief highlight on an employee, and this month he chose Julie Murphy, Instructional Assistant, IRC. He noted that when asked to describe her job in a few sentences, Julie responded, "I'm here to support students in their academic and life journey" and she added, "When students trust me with their life stories and issues, she feels honored". Dr. Trutna reviewed next month's board meeting items including bringing tenured faculty back to meet trustees, approval of the academic employment contracts, and an FTES report from Derek Lerch. He also explained that he would be rescheduling the off-campus meeting slated for March due to the lack of time needed for planning.

There being no further business, the meeting adjourned at 3:00 p.m.

KT/ch