

## 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 2:07 p.m. on Thursday, February 18, 2021, via a Zoom virtual platform.

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

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

There was no public comment on Closed Session items.

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

The meeting was adjourned to Closed Session at 2:07 p.m.

#### **4. Reconvene to Open Session:**

The meeting was reconvened to Open Session at 3 p.m.

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

#### **5. Closed Session Announcement:**

President Ware announced that the Board of Trustees had met in Closed Session and it took action by a unanimous vote of all members present to accept the resignation of a faculty member.

#### **6. Agenda:**

The Regular and Consent Agendas for the February 18, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (Saxton/Sheehan).

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

#### **7. Minutes:**

The minutes from the January 21, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (Sheehan/Saxton).

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

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

President Ware, speaking as a member of the public, stated that as long as she has been a member of the Board of Trustees individuals have always been referred to by their given name. She also stated that she would like this to be the standard for board meetings and she wanted any name calling to stop immediately.

## **9. CONSENT AGENDA**

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

After brief clarification of Consent Agenda Item #9A9, Approval of Services Agreement for \$22,330.59 between Kajeet® and Feather River College, the Consent Agenda including 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 Project Authorization for \$27,500 between Feather River College and JK Architecture Engineering to review Feather River College's existing space categorization/inventory and proposed projections to determine how to best position for future state funding 7) Approval of Agreement between Feather River College (Client) and Virus Geeks, Inc. (Virus Geeks) for the provision of Polymerase Chain Reaction (PCR) COVID-19 testing (Services) for Client as requested at \$37.00 for each PCR test effective January 21, 2021, for one year, 9) Approval of Affiliation Agreement between Plumas District Hospital (AGENCY) and Feather River Community College District (DISTRICT) for AGENCY to allow DISTRICT students in the Vocational Nursing Program, and when appropriate certain of its faculty members, permission to visit and utilize AGENCY's facilities effective January 1, 2021, through December 31, 2023, 9) Approval of Services Agreement for \$22,330.59 between Kajeet®, a mobile broadband provider, and Feather River College for Kajeet® to provide 52 SmartSpots for the Upward Bound Program on Kajeet's® Complete Unlimited Plan effective January 26, 2021, for twelve (12) months, and 10) Approval of General Services Agreement between Feather River College (Client) and PeekPeek Corporation (Contractor) for Contractor to provide Client with the design and yearly analytics report and an option to expand and upgrade the tour at an additional charge effective February 18, 2021, for 24 months with costs to include a \$3,500 set up fee and hosting fee of \$199.00 per month were approved as presented, (Sheehan/Saxton).

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

## **10. REGULAR AGENDA**

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

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Elliott).

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

- 2) Kevin Trutna requested Approval of Tenure for Nick Goulet, Head Football Coach, William Lombardi, English Professor, and Monica Potter, Extended Opportunities Programs and Services (EOPS)/Care Counselor, and he provided introductory remarks on the process while asking Derek Lerch, Vice-President Instruction/CIO to add further details. Dr. Lerch explained the four-year tenure review process for full-time faculty noting that each faculty member goes through a multi-pronged evaluation that includes input from students, peers, administrators, and a self-reflective evaluation from the tenure candidates themselves. He also explained that the Tenure Review Committee, comprised of the Academic Senate President, Faculty Union President, and Division Chairs meets yearly at each step of the process to review and discuss the material and come to a consensus on a recommendation about the contract status of the faculty member. Dr. Lerch added that the decision to recommend tenure for Nick Goulet, William Lombardi, and Monica Potter was an easy one for the Tenure Review Committee and administrators, but it is not always that way. Chris Connell, Academic Senate President, commented that the Academic Senate voted unanimously to recommend tenure for these three faculty members after a thorough review by the committee. After further discussion that included comments of appreciation from William Lombardi and Monica Potter, the request for Approval of Tenure for Nick Goulet, William Lombardi, and Monica Potter was approved as presented, (Sheehan/Elliott).

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

- 3) Kevin Trutna requested Approval of 2021-2022 Non-Resident Tuition Fee for Feather River College. John Ives, Vice-President Business Services/CFO, explained that there are different methods for determining the amount that community colleges will charge their non-resident students, and this year he is recommending that Feather River College use the contiguous district method with Shasta County to establish its non-resident tuition at \$269.00 per credit unit. After further discussion and there being no objection, the request for Approval of 2021-2022 Non-Resident Tuition Fee for Feather River College at \$269.00 per credit unit was approved as presented, (Sheehan/McNett).

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

- 4) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS 311Q for the Quarter ended December 31, 2020, (Q2). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS 311Q, for the Quarter ended December 31, 2020, (Q2) was approved as presented, (Sheehan/Elliott) unanimous.

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

- 5) Kevin Trutna requested Approval of Engineering/Design Company and Authorization for the Superintendent/President to enter into a Contract Agreement with Pace Engineering under Terms and Conditions attached. Dr. Trutna explained the background of the property purchase and the long-range Master Facilities Plan that the board had worked on, and he added that Feather River College has received Strong Workforce Program (SWP) funding expiring December 31, 2021, that has allowed to make some of the improvements. Dr. Trutna shared his screen showing the background and proposal from Pace Engineering for the design and engineering of two metal buildings, one for hay and one to be used as a calving building, and a map depicting where they would be located. He noted that approval is requested only for the engineering of the buildings at this point, and after that the bid process would be implemented. Derek Lerch, Vice-President of Instruction, stated that the approximate cost for the project is \$250,000, but the specifications of the buildings would determine actual final costs. Trustee Saxton asked if the metal building previously purchased couldn't be used and there was lengthy dialog on the topic that included the measurements and specifications of the buildings, the permitting costs and processes, and an explanation from Russell Reid, Ag. Chair and Equine Studies Professor, on how engineering specifications for the buildings would likely answer any questions. Dr. Trutna stated that he would look into the details of the discussion, and the request for Approval of Engineering/Design Company and Authorization for the Superintendent/President to enter into a Contract Agreement with Pace Engineering under Terms and Conditions attached was approved as presented (Sheehan/Elliott) with a footnote from Trustee Sheehan to his motion that Pace Engineering be asked to consider the metal building that the college already has.

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

- 6) Kevin Trutna requested Approval to Accept U.S. Department of Education Grant Award for \$1,195,540 under Title III Coronavirus Aid, Relief, and Economic Security (CARES) Act. After additional discussion and there being no objection, the request for Approval to Accept U.S. Department of Education Grant Award for \$1,195,540 under Title III Coronavirus Aid, Relief, and Economic Security (CARES) Act was approved as presented, (McNett/Elliott).

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

## **B. Roll Call Items**

- 1) Resolution #20/21-07 – Kevin Trutna requested Approval to Adopt February as Black History Month at Feather River College. He explained that the idea came about in President’s Cabinet and members of the group provided some parameters on what it thought should happen. He added that the resolution is in response to social activities taking place locally and in our nation over the past year. There being no objection or further discussion, Resolution #20/21-07 Approval to Adopt February as Black History Month was approved as presented by the following roll call vote:

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

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

- 1) John Ives presented the District’s Monthly Financial Report as of January 31, 2021. He reviewed the Executive Summary for the Unrestricted General Fund noting that the actual revenue for the current year is \$9.5 million or 60% of revenue has been received on a budget of \$16.3 million. He noted that the District had received \$8.3 million the previous year, so the apportionment estimate came in a bit higher based on FTES projections for this year. He also reported that current expenses amount to \$7.8 million or about 48% as of January 31, 2021, and reductions in spending could be attributed to the closing of facilities because of COVID-19 and not having students on campus. He also reported that the last \$90,000 annual payment for the facilities building was made this past year. Mr. Ives reviewed the Monthly Projected Cash Flows for the Unrestricted General Fund noting that the most significant point to note is the apportionment deferrals which are projected to start later in February and continue through the month of June 2021.
- 2) Kevin Trutna announced that Derek Lerch would be providing information on the timeline for upcoming Accrediting Commission for Community and Junior Colleges (ACCJC) reports. Derek Lerch stated that the document shared on Dr. Trutna’s screen captures where the college is now and the two important short-term and long-term reports it has coming due. He explained that the next comprehensive site visit is scheduled to happen in 2025, and a more focused mid-term report comes due in March 2022 which is used as a check-in of sorts by the commission to make sure the college is following up and paying attention to the recommendations from the previous visit. Dr. Lerch reviewed the three

recommendations for improvement that Feather River College received during its 2018 site visit, and he stated that a draft of the mid-term report will be presented to both the campus and the Board of Trustees later this fall for input and approval.

- 3) Trustee McNett read from his written report on his attendance at the Community College League's (CCL's) Board Chair Workshop he attended in late January. He stated that the entire system is wrestling with change and uncertainty right now, and each school seems to be coping in its own way. He stated that sessions focused on conducting meetings in a respectful way that involves participation by all involved. He reported that there was extensive discussion on the role of a trustee and policy and the negative impacts that trustee micro-management has on accreditation. He closed his report by stating that he had asked the CCL to consider some kind of association of small colleges so they can focus on some of the unique issues that face these institutions.

Trustee Sheehan highlighted his written report on the Legislative Conference he attended as part of the CCL's Effective Trustee Workshop. He stated the event was informative and the CCL had the leaders of the legislative committees with oversight over community colleges were present. He stated that he learned that nothing concrete will be known before the May revise, and it appears that given the state's budget surplus significant funding could be provided to community colleges for the next couple of years. He noted that spending and college liability for pensions will eat into the surplus, but it's likely that the projected deferrals will be mostly absorbed by the new money.

- 4) Derek Lerch reported that the Guided Pathways Program has been in existence for approximately four years now, and many schools have experienced the same kinds of disruption to their projects as Feather River College (FRC) has. He also reported that the disruption has also resulted in an opportunity to rethink the way FRC serves students and now to have funding associated with this opportunity has been helpful. In simple terms, Dr. Lerch stated that the program is a conceptual start to finish support model for students. He added that there is a variety of experiences between large and small schools, but there is something inherent in the smallness of Feather River College that allows it to connect and care for its students and that is one of the core ideas behind Guided Pathways. Dr. Lerch stated that the document that the chancellor's office has created is referred to as a Scale of Adoption Self-Assessment (SOAA), and it is reported on annually. Kevin Trutna shared his screen showing an update to last years' SOAA organized into the four pillars that are meant to represent the student experience, He explained what the columns represent towards FRC's progress, while noting that he finds the idea behind Guided Pathways uniting as it shows the college where students are succeeding and where they are struggling.

Carlie McCarthy, Vice-President Student Services/CSSO, stated that the whole learning environment right now has shed light on the use of technology much more than in the past, and several *how to* videos for students have been posted under quick-links on the main website for students needing to access anything technology related. Ms. McCarthy added that FRC has made good progress on tutoring services and the faculty that have utilized embedded tutors in their classes like Student Trustee Angelina Wilson has been great. She touched base on the

progress made with co-enrolling high schools students explaining that meetings have taken place with counselors and principals at the high schools that has boosted interest and enrollment.

Angelina Wilson, at President Ware's request, explained that as an embedded tutor for Will Lombardi's English classes, she works directly with the faculty member and is aware of all the assignments he posts. She added that when students reach out for help, she not only knows the assignment but also what Dr. Lombardi is looking for, so she is uniquely positioned to engage and help that student.

- 5) Kevin Trutna provided introductory remarks on the college update explaining that the reports would inform board members on what has taken place with the COVID-19 disruption since the last board meeting.

Derek Lerch reported that FRC's plan for the spring semester has gone according to plan from the first week of instruction. He noted that there have been transitions made as the county has gone from the regional stay-at-home order, to the purple tier, and now to the red tier, and those transitions have gone well. He also noted that there was a phased reopening and return of students with lots of testing and work completed behind the scenes, and the college worked proactively with all students and programs to try and minimize the risk for the campus and provide FRC students with a learning environment that they can succeed with.

Carlie McCarthy reviewed the testing protocols going on with Plumas District Hospital, and the Licensed Vocational Nursing (LVN) students that have been assisting. She reported that 173 students have checked into the three housing facilities and there are approximately 20 new students in housing this semester. She noted that in most cases there is only one student assigned to a room, but in some of the larger rooms at the Pines, there are two students to a room. She explained that student athletes are housed according to strict cohorts within their specific sport and they move to classes within these pods to classes that they share. Ms. McCarthy explained that while waiting for test results, students took training sessions provided by Keenan Insurance on COVID-19 prevention, and counselors led discussions on bystander intervention and drug and alcohol awareness. She reported that only two students tested positive for the virus with one returning home and one who is quarantining. She also reported that the SaferPlay app is again being used for daily monitoring purposes of the athletic teams.

Kevin Trutna reported that administration is working on refining the COVID-19 notification template through campus feedback, and the Occupational Safety and Health Administration (OSHA) COVID-19 prevention plan that went into effect January 1, 2021. He noted that it is difficult to balance individual rights versus the knowledge of the contact, so if there is a positive case it is important to know where the individual has been and who they have come in contact with. Dr. Trutna reported that he has taken the approach to notify local communities of all positive cases through the local newspaper and this is picked up by a local radio station. He also notified the board that administration is using the entire campus as one work site, because the OSHA regulations require that a work site be identified. Dr.

Trutna reported that athletics is also conducting what is referred to as surveillance testing where information is gained on group populations instead of individuals, and this information will be used as teams prepare for competition.

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

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

Trustee McNett reported that he is glad to see that John Ives has extensive experience in college finances. He added that he feels that college finances are complex and specific to their situations and very different from other organizations. He welcomed Mr. Ives to Feather River College.

Trustee Elliott asked if the college has beefed up its IT protection in lieu of the news that other community college systems had been hacked, and Kevin Trutna responded that additional authentication factors have been implemented and so far FRC has not experienced any intrusions.

Trustee Sheehan stated that there is some notice of other community colleges upgrading their forestry and wildland firefighting activities, and he asked Derek Lerch for an update if he had one, Dr. Lerch responded that there has been a forestry health and fuels coordinator brought on this year, and Strong Workforce Program funding has been set aside for equipment and supplies to help build the training program to complement FRC's current Environmental Studies Program.

Student Trustee Wilson reported that an official secretary has been found for the Associated Students of Feather River College (ASFRC) to replace its previous secretary who was unable to fill the role due to COVID-19.

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

No Report

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

Chris Connell, reported that faculty are well into the third week of the semester and it is good to have students returning to campus and contacting their faculty members.

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

No Report

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

No additional report.

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

Carlie McCarthy reported that Kinderlin Hoznour, Director, Child Development Center, let her know that the center is back at full capacity right now according to its contract after having to reduce hours for a brief time per the Department of Education. She also mentioned that the Diversity Committee has launched a diversity, equity, and inclusivity page to the FRC website, and Kevin Trutna showed the board how to access the site via his shared screen. Ms. McCarthy



stated that she hopes student clubs and areas of the campus will contribute to keep the site relevant and engaging.

7) **Superintendent/President**

Kevin Trutna reported that next month he would be bringing the academic contracts for approval along with an update on Full-Time Equivalent Student (FTES), and a report from the Mental Health and Wellness Center. He also reported that the LVN Program received its accreditation for four more years and he congratulated Darlene Oertle, Allied Health Director, on the achievement. Carlie McCarthy talked about the Finish Line Scholarship Program at Dr. Trutna's request, noting that the college has been able to award all but \$50,000 of the funding to students so far with plans to continue these awards until the funding is depleted. Dr. Trutna highlighted articles from his written report including students in the bachelor's degree program attending the Red Bluff and Klamath Falls, Oregon bull sales where they did very well. He also talked about Black History Month, the Mother's Room Monica Potter put together for nursing mothers, numbers from the Free Application for Federal Student Aid (FAFSA) applications received for 2020-2021, and a Facebook post from a grateful FRC student.

There being no further business, the meeting was adjourned at 5:03 p.m.

KT/ch