

## MINUTES

### BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

**1. Call to Order:**

Trustee Sheehan called the Regular Meeting of the Feather River Community College District (FRCCD) Board of Trustees to order at 2:30 p.m. on Thursday, April 20, 2023, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, and via a Zoom virtual platform.

*Trustees present:* Sheehan Johnston, Marshall, Ware

*Trustees absent:* McNett, 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 2:30 p.m.

**4. Reconvene to Open Session:**

The meeting reconvened to Open Session at 3:04 p.m.

**5. Closed Session Announcement:**

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

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

*Trustees present:* Sheehan Johnston, Marshall, Ware

*Trustees absent:* McNett, Student Trustee de Bois

**7. Agenda:**

The Regular and Consent agendas for the April 20, 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/Ware) unanimous.

**8. Minutes:**

The minutes from the March 9, 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, (Johnston/Marshall) unanimous.

**9. Items from the Public:**

None

**10. CONSENT AGENDA:**

\* **A. Motion Items**

After brief discussion and there being no objection 1) Ratification of Personnel Requisitions, 2) Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations, 6) Approval of Allocation Agreement for Strong Workforce Program, North Far North Regional Consortium for \$320,189 between Butte-Glenn Community College District on behalf of its Career and Technical Education Department (District) and Feather River Community College District (Consortium Member) for Consortium Member to perform the work set forth in Exhibit A, Statement of Work, in order to enhance the structure that supports growth in agriculture through improved and expanded curriculum, better equipment, and a more robust partnership with secondary schools and industry, 7) Approval of West End Theatre Rental Agreement for \$4,790 between Feather River College and West End Theatre for use of rehearsal hall for January, February, and dates in March as described in agreement for the theatre production of *Guys and Dolls*, 8) Approval of Memorandum of Understanding (MOU) for \$1,125 annually between Feather River Community College District (District) and Lost Sierra Food Project (Partner) for both parties to contribute services as described in agreement in support of the Feather River College Ecological Farming Certificate project effective June 1, 2023, to June 30, 2026, 9) Approval of Memorandum of Understanding for up to \$1,550 between Feather River Community College District, Educational Talent Search (ETS) (DISTRICT) and Plumas Unified School District (PUSD) to provide a coordinator and pay AGENCY up to \$1,550 to subsidize ETS related travel services for college campus visits effective April 1, 2023, through June 30, 2023, and 10) Approval of Town Hall Theatre Rental Agreement for \$250 between Feather River College and Plumas County Arts Commission dba Town Hall Theatre for rental of venue for April 20, 2023, Earth Day film were approved as presented, (Marshall/Johnston) unanimous.

## **11. REGULAR AGENDA**

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

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions, and he asked that Derek Lerch, Vice-President Instruction/CIO, provide information on the Substantive Change Review submitted earlier in the day. After further explanation from Derek Lerch and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Marshall/Johnston) unanimous.

Kevin Trutna introduced George Parker of Parker Construction and Consulting to the board of trustees. Dr. Trutna explained that Mr. Parker is working on some of the deferred maintenance projects that FRC has, and he has years of experience in the industry. Mr. Parker thanked the board for its time, and he explained that his philosophy is its all public funds, and public transparency, and he feels honored to be a part of the team at FRC teaching others while working on deferred maintenance projects.

- 2) Kevin Trutna requested Approval of Fall 2024/Spring 2025 Academic Calendar. Derek Lerch explained that the Academic Calendar Committee consisting of primarily faculty and student services representatives, meets to graph options for the calendar a year out and to think about different issues such as when to start the fall semester and how long the gap should be between spring and fall terms. He further explained that a couple of options are agreed upon in committee, which are then sent to the full-time faculty union for a vote, to President's Cabinet for

approval, and then on to the board of trustees for final approval. There being no objection, the request for Approval of Fall 2024/Spring 2025 Academic Calendar was approved as presented, (Johnston/Marshall) unanimous.

- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS, 311Q for the Quarter ended March 31, 2023. Morgan Turner, Director of Fiscal Services (I) explained that the report looks back at the last quarter and requires board approval. She added that the data contained in the report would match the information in the Quarterly Financial Report she would address later. There being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS, 311Q for the Quarter ended March 31, 2023, (Q3) was approved as presented, (Ware/Johnston) unanimous.
- 4) Kevin Trutna requested Approval of Agreement between Feather River Community College District and CWDL, Certified Public Accountants for CWDL to Audit the Financial Statements of the District and FRC Foundation for Fiscal Years 2022-23 and 2023-2024. Morgan Turner explained that she issued a Request for Proposals (RFP) for auditing services and she interviewed both respondents with the accounting firm CWDL coming in with a cost savings of \$180,000 over five years. She added that CWDL audits large and smaller community colleges and she is impressed with the company's customer service and attentiveness to questions and messages. After further discussion and there being no objection, the request for Approval of Agreement between Feather River Community College District and CWDL, Certified Public Accountants, for CWDL to Audit the Financial Statements of the District and the Foundation for Fiscal Years 2022-23 and 2023-2024 was approved as presented (Johnston/Marshall) unanimous.
- 5) Kevin Trutna requested Approval of Recommendations for California Community College Trustees (CCCT) Board Election. After brief discussion and there being no objection, the request for Approval of Recommendations for California Community College Trustees (CCCT) Board Election was approved as presented, (Johnston/Ware) unanimous.
- 6) Kevin Trutna requested Approval of Administrator Contracts According to Approved Salary Schedule. Dr. Trutna read the required verbal summary and stated that the District plans to offer employment agreements to educational administrators who are beyond the probationary timeframe. He also stated that the employment agreements contain the following financial terms for a two-year contract beginning July 1, 2023, and an expiration date of June 30, 2025, and with the possibility of annual extensions beyond the expiration date. Dr. Trutna stated that educational administrators will continue to receive existing District Health and Welfare benefits consistent with other full-time employees, and the District would be paying educational administrators according to the District administrative salary schedule adopted in regular session at the July 21, 2022, board meeting. Dr. Trutna added that the District would pay Derek Lerch, Vice-President of Instruction/CIO, a base salary of \$176,502, Carlie McCarthy, Vice-President Student Services/CSSO would receive a base salary of \$176,502, and Emily Ellison, Chief Human Resources Officer/CHRO, would receive a base salary of \$123,553 on a probationary contract ending December 18, 2023. Dr. Trutna stated that the District would add up to \$3,600 annually as a longevity stipend to the base salary for those administrators that qualify. After further discussion and there being no objection, the request for Approval of Administrator Contracts According to

Approved Salary Schedule was approved as presented, (Ware/Marshall) unanimous.

- 7) Kevin Trutna requested Approval of BP 6540, Insurance. After brief discussion and there being no objection, the request for Approval of BP 6540, Insurance, was approved as presented, (Ware/Johnston) unanimous
- 8) Kevin Trutna requested Approval of BP 4235, Credit for Prior Learning. There being no objection or further discussion, the request for Approval of BP 4235, Insurance, was approved as presented, (Johnston/Marshall) unanimous.
- 9) Kevin Trutna requested Approval of BP 6910, Housing. There being no objection, the request for Approval of BP 6910, Housing, was approved as presented, (Marshall/Johnston) unanimous.
- 10) Kevin Trutna requested Approval of BP 2015, Student Member. There being no objection or further discussion, the request for Approval of BP 2015, Student Member, was approved as presented, (Johnston/Marshall) unanimous.
- 11) Kevin Trutna requested Approval of BP 7230, Classified Employees. There being no objection, the request for Approval of BP 7230, Classified Employees was approved as presented, (

**\*B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Morgan Turner, Director of Fiscal Services (I), presented the District's Quarterly Financial Status Report as of March 31, 2022, and March 31, 2023. She reviewed the Unrestricted General Fund Summary stating that the District has received 80% of budgeted revenues, and expenditures total 68% of approved budget with the District 75% through the 2022-23 fiscal year. Ms. Turner briefly reviewed the Restricted General Fund, and Child Development, Capital Outlay, Retiree Benefit, and Financial Aid Funds, and she answered questions from board members that had them. She also reviewed Monthly Cash Flows as of March 31, 2023, and she explained that the actual recorded for the month of March includes February's apportionment, and back interest for 2021 and 2022. Ms. Turner added that the recap came out in February and the District will be receiving \$4,000,000 in unbudgeted apportionment, and she asked the board to think about augmenting its budget through transfers next month to place \$1,000,000 of this amount into the capital building account match and there was further discussion of the details.
- 2) Kevin Trutna provided an update to the board of trustees on the Brown Act and emergency conditions for board meetings. He explained that with the end of Governor Newsom's declared State of Emergency on February 28, 2023, Assembly Bill (AB) 2449 officially changes remote attendance rules under the Brown Act. He reviewed the provided checklist and the teleconferencing submittal form for board members that need to attend board meetings via teleconference under specific circumstances that meet "just cause" and "emergency circumstances" criteria explained on the form.

- 3) Kevin Trutna completed the introduction of George Parker, Parker Construction & Consulting earlier in the sequence of the board meeting.
- 4) Katie Desmond, Assistant Dean of Instruction (I), provided a PowerPoint presentation to the board of trustees to highlight the student and faculty experience teaching courses online using Canvas. She explained the new *Services and Resources for Students* page she created in Canvas for students, and that it contains links to learning support, and tutoring, and a list of other resources that online students can turn to for assistance. Dr. Desmond profiled the student dashboard in Canvas that reflects a student's courses and course material, and a comment and feedback area for engagement between instructors and students. She entered courses on Professor Bridget Tracy's Introduction to Soil Science course and pointed out how Ms. Tracy efficiently guides the students through the course using modules. She also profiled Professor William Lombardi's Humanities course as a different way to engage students where Dr. Lombardi creates assignments using videos and students in the class watch and analyze each other's work. Dr. Desmond also showed the board feedback areas in Canvas from Merle Rusky's and Tom Heaney's courses where instructor student engagement occurs through audio and/or written comments, and she firmly believes that this instructor student interaction is the highlight of Canvas courses for everyone.
- 5) Kevin Trutna stated that he wanted to provide some informational training on how the Student Centered Funding Formula (SCFF) works. He explained that the state previously funded districts on how many full-time equivalent students (FTES) a community college reports multiplied by \$5,400. Morgan Turner provided additional information on the SCFF by detailing the three calculations that make up the formula, which includes 1) a base funding determined by the number of colleges in the district, 2) a supplemental allocation based on the number of students receiving grants, or AB 540 and 3) a student success allocation based on five student outcome criteria. Ms. Turner explained Total Computational Revenue (TCR) information for FRCCD for the 2021-2022 year, and there was further discussion and explanation.

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

- 1) **Board of Trustees**

No Report

- 2) **Associated Students**

No Report

- 3) **Academic Senate**

Chris Connell, Academic Senate President, reported that the college has scheduled this spring's Student Research Symposium for May 15, 2023, and faculty are preparing to publish a second edition of *Cambium: A Journal of Humanities and Arts*, and everyone on campus and in the community is encouraged to submit a poem, photo, or art piece for consideration. Dr. Connell also reported that Academic Senate elections are in the nomination phase for Senate President, Vice-President, and Division Chair, and at present, the faculty have been mute, so he does not know whom the Senate would elect to serve in the 2023-2024 academic year. Dr. Connell stated that Josh Oliveria, Art

Professor, reports that he received a generous FRC Foundation grant to travel with his students to the San Francisco Bay area, and tour several art museums while there. He reported that Professor Anna Thompson and FRC PTK leaders are currently in Columbus, Ohio, attending the Phi Theta Kappa (PTK) Catalyst Event, which brings together members, advisors, and supporters together to celebrate chapter accomplishments.

4) **Classified Senate**

Sean Whaley, Classified Senate President, reported that the group would hold its second meeting on April 27, 2023, where he plans to discuss the Rose Cortez Memorial Scholarship, along with policy and procedure procedures, while furthering his understanding of his role as Classified Senate President.

5) **Instruction**

Derek Lerch reported FRC's accreditation liaison would be visiting campus on Friday, May 5, 2023, and he extended an invitation to the board to attend the training in the LRC #871 for the morning session. He explained that the college would provide lunch, and then Ms. Webb would meet with a smaller group in the afternoon for questions and further discussion. Dr. Lerch also reported that every year the college submits its P-2 attendance report due April 20, 2023, and this is the report that sets the funding for the subsequent academic year. Dr. Lerch thanked Sean Whaley, Director of Institutional Research, who led the creation of the report and submitted it yesterday. He explained that the numbers are consistent with what he has previously shared with the board, and he would come back to the board with more detail at a future meeting. Dr. Lerch reported that FRC recently selected and hired Derek Jensen as the new head men's basketball coach, Conrad Gooley as Head Soccer Coach, and KellyAnn Bonnell as Early Childhood Education (ECE) instructor.

6) **Student Services**

Chris Connell on behalf of Carlie McCarthy, Vice-President Student Services, reported on several Student Services events including priority registration and two Day in the Mountain events on April 21, 2023, and again on April 28, 2023. He also reported that FRC would be hosting members of the California Community College Foundation Finish Line Scholar Program on Monday, May 1, 2023, and they would feature FRC's student success story during the program. Dr. Connell added that voting for Associated Students of Feather River College (ASFRC), officers and Student Trustee are underway, and results would be available soon, and that Student Services would be hosting the Cultural Fair on Thursday May 4, 2023, on the lower green, and the Student Awards Ceremony on Friday, May 5, 2023.

7) **Superintendent/President**

Kevin Trutna reviewed agenda items for the May board meeting including retiree resolutions, and perhaps a report on Diversity, Equity, and Inclusion (DEI) from Will Lombardi, English Professor, and Eagle Pride advisor. Dr. Trutna reported that the college continues work on its Emergency Operations Plan (EOP), and that Sarah Dimick, Disability Support Program for Students (DSPS) and Anna Thompson, Biology Professor would be traveling to Portland, Oregon, this summer to do a Science, Technology, Engineering, and Mathematics (STEM) presentation for deaf and or hard of hearing students. Dr. Trutna added that Carlie McCarthy attended the annual Chief Student Services Officers (CSSO)

conference and Tara Hamler, Basic Needs Coordinator and Gracie Yates. Senior Office Assistant II, attended with her for professional development. He informed the board that the budget would be coming in June for approval as colleges wait to obtain more current and accurate information from the state.

There being no further business, the meeting adjourned at 5:12 p.m.

KT/ch