

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 Board of Trustees to order at 2:00 p.m. on Thursday, October 15, 2020, via a Zoom virtual platform.

Trustees present: Ware, Elliott, McNett, Saxton, Sheehan

Trustees absent: Student Trustee Wilson

2. Public Comment on Closed Session Items:

None

3. Adjourn to Closed Session:

President Ware stated that the board is going into Closed Session under Item #3 on the agenda to discuss potential litigation against the College under Government Code section 54956.9 (d) (2). The College has received a written communication asserting potential litigation by Board Member Saxton against the College regarding a community complaint made against Mr. Saxton. The written letter is available for public inspection upon request." President Ware adjourned the meeting to Closed Session at 2:01 p.m. Trustee Saxton left Closed Session at 2:10 p.m.

4. Reconvene to Open Session

President Ware reconvened the meeting to Open Session at 3:00 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 that no action had been taken.

Public Hearing on 2020-21 Final Budget

President Ware called the Public Hearing for consideration of the Feather River Community College District's 2020/2021 Final Budget to order at 3:01 p.m. via Zoom. She asked if there was any public comment on the District's 2020/2021 Final Budget, and hearing none, Dr. Ware declared the public hearing closed.

6. Agenda:

Kevin Trutna requested that Regular Agenda Roll Call Items #10B1, Approval of Resolution #20/21-03, GANN Appropriations Limit, and #10B2, Approval of Resolution #20/21-04, Approval to Appoint Kevin Trutna as Representative to the Northern California Community College Self Insured Authority Joint Powers Authority (JPA), and David Burris as Alternate Representative, be moved to the beginning of the agenda for action due to the technicality of needing to approve the GANN Appropriations Limit resolution prior to taking action to approve the 2020/2021 Final Budget. There being no

objection or further discussion, the agenda for the October 15, 2020, meeting of the Feather River Community College District Board of Trustees via Zoom was approved as amended, (Elliott/McNett)

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

7. Minutes:

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

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

8. Items from the Public:

None

9. CONSENT AGENDA

*** A. Motion Items**

After Kevin Trutna answered questions from trustees on Consent Agenda Items #9A4, Budget Transfers, and 9A12, Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Lake Almanor Fitness (AGENCY) for AGENCY to provide instructional and other services for health education programs as described in agreement, the FRCCD Board of Trustees took action to approve 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 5) Budget Augmentations/Reductions, 6) Approval of Addendum to existing Facility Lease Agreement dated May 20, 2010, between Feather River College Foundation, Inc., and Feather River Community College District for Feather River Fitness, 336 Crescent Street, Quincy, California, 7) Approval of Organization Membership Application to Plumas Underburn Cooperative indicating that Feather River College owns land and is interested in doing prescribed burns on the property at 570 Golden Eagle Avenue, Quincy, California, 8) Approval of Masters Services Agreement between OCLC Inc., and Feather River College that establishes the general terms and conditions of products and services included as part of the cataloging and metadata services subscription for the Feather River College library, 9) Approval of Child Development Training Consortium 2020-21 Instructional Agreement 320-21-800686 in an amount not to exceed \$9,200.00, between Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC) and Feather River College (CONTRACTOR) for CONTRACTOR to designate a CDTC

Campus Administrator (Merle Rusky) to implement the Child Development Training Consortium (CDTC) program at the local level effective September 1, 2020, through June 20, 2021, 10) Approval of Institution Participation Agreement (IPA) between Instructure, Inc. (Subcontractor) and Feather River College (Participating Institution) with respect to the Participating Institution's use of the fully hosted learning management systems (LMS) provided as a subscription cloud service over the internet commonly known as Canvas Studio and whose costs are paid for under grant agreement #18-073-001 issued through the California Community Colleges Chancellor's Office, 11) Approval to designate Derek Lerch as a temporary signature authority for Vice-President of Business Services/CFO until a permanent replacement begins employment in that position 12) Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Lake Almanor Fitness Center (AGENCY) for AGENCY to provide instructional and other services for health education programs as described in agreement, 13) Approval of Second Extension Agreement between Touchnet Information Systems, Inc., and Feather River Community College District (Client) to extend the annual subscription for the Touchnet Payment Gateway Credit Card Engine and Payment Client software for an additional term of five (5) years commencing November 30, 2020, at a cost of \$39,888.00, and 15) Approval of two-year College Partner Agreement for \$6,000.00 between Feather River College and Strive for College for Feather River College to work with Strive for College to support low-income and first generation college students to include professional development for FRC staff as well as additional marketing opportunities effective October 16, 2020, were passed as presented, (Sheehan/McNett).

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

10. REGULAR AGENDA

B. * Roll Call Items

- 1) Resolution #20/21-03 – GANN Appropriations Limit. After brief discussion and there being no objection, Resolution #20/21-03, GANN Appropriations Limit was approved as presented, (McNett/Elliott).

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

- 2) Resolution #20/21-04 – Approval to Appoint Kevin Trutna as Representative to the Northern California Community Self Insured Authority Joint Powers Authority (JPA), and David Burriss as Alternate Representative. After brief explanation and there being no objection, Resolution #20/21-04 – Approval to Appoint Kevin Trutna as Representative to the Northern California Community

Self Insured Authority Joint Powers Authority (JPA), and David Burris as Alternative Representative, was approved as presented, (Elliott/Saxton).

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

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After an explanation from Derek Lerch, Vice-President Instruction/CIO, on the Introduction to Multiculturalism class listed in the backup documentation, the request for Approval of Curriculum Actions was approved as presented, (McNett/Saxton).

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

- 2) Kevin Trutna requested Approval of Faculty Equivalencies. He stated that the candidates have been vetted and approved by the Equivalency Committee and the Academic Senate. There being no objection or further discussion, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Saxton).

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

- 3) Kevin Trutna requested Approval of Feather River College 2020-2021 Final Budget. He stated that what the board had before them is the 2020-2021 Final Budget that was developed by Jim Scoubes, Vice-President Business Services/CFO. Dr. Trutna also explained that Mr. Scoubes provided him with the proposed final budget before he left, and after he looked through it with other administrators, they noticed that there were several areas that were clearly underfunded and in some cases not going to have enough to function. Dr. Trutna added that he is recommending that the board consider the included addendum to the final budget, and he would walk the board through any questions it has on his final recommendations to the 2020-21 Final Budget. Dr. Trutna shared his screen showing a spreadsheet containing the Unrestricted General Fund for the 2020-21 Final Budget submitted by Jim Scoubes. Dr. Trutna announced that whatever budget the board chooses to adopt, the Proposition 30 Funds noted in red on the spreadsheet are required to be held in an Educational Protection Account (EPA) to be spent directly on faculty salaries.

Trustee Elliott asked about compliance with the 50% law, and Dr. Trutna explained that there were three faculty salaries replaced with part-time instructors this year, the rodeo coach, women's basketball coach, and an English instructor, and Katie Schmid, Chief Accountant, reports that FRC remains in compliance with the 50% law.

Trustee Saxton asked Dr. Trutna about the request for restoration of funding for the bachelor's degree, animal science, and rodeo budgets and requested information from Derek Lerch on how many students Feather River College has this year. Derek Lerch responded that the restoration requests for these three areas only restores the areas to 2019-2020 expenses, and this has been discussed in meetings of the Strategic Planning Committee and Budget Committee and may simply not be sufficient. Sean Harris provided information that approximately 45 students were enrolled in the Rodeo Team this year. Dr. Trutna continued by explaining that one of the strategies implemented several years ago was the President's Contingency Fund which functions as the backup safety fund for large catastrophic failures on campus.

Trustee Sheehan stated that he had some questions on the residence accounts and wanted to know specifically if the restoration to these women's athletics budgets keeps the College in line with Title IX requirements, and Dr. Trutna responded that three of the sports that were curtailed in March were female sports, so if they were eliminated, three of the four sports cut would be female sports. Trustee Sheehan asked then if the budget submitted by Jim Scoubes would have resulted in a Title IX violation, and Dr. Trutna responded that he was not sure because there would need to be interpretation of Title IX and FRC's circumstances. Trustee Saxton stated that he had contacted Jim Scoubes and learned that not everyone came to him with a budget, and that he did not receive the input he should have to put the final budget together. Trustee Saxton also commented that he felt the board could pick and choose a little bit of both plans for the final budget while adding that he trusts the advice of a CFO over a college president, and that this was no slight to Dr. Trutna. He noted that it would help if Dr. Lerch could provide a number on enrollment for right now, and Dr. Lerch responded that total enrollment is down approximately 15% or 60 FTES from where it was a year ago, and there was further discussion. Dr. Trutna explained that the options for the board are to approve the budget as originally presented by Mr. Scoubes or as presented with his addendum.

Trustee McNett commented that the budget is a plan and it is not set in stone. He continued his comments by stating that obviously there is a lot of uncertainty out there, and if the College has to adjust in the future it can come back and do that. Trustee McNett added that the College has a substantial reserve, and motioned for approval of the 2020-2021 Final Budget with Dr. Trutna's addendum. Trustee Sheehan seconded the motion. The request for approval of the Feather River College 2020-21 Final Budget was approved as presented with Dr. Trutna's proposed addendum (McNett/Sheehan).

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

Abstain: None

- 4) Kevin Trutna requested Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2020. After further discussion and there being no objection, the request for Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2020, was approved as presented, (Sheehan/Elliott).

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

- 5) Kevin Trutna requested Ratification of the Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ending September 30, 2020 (Q1). There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ending September 30, 2020, (Q1) was approved as presented, (Saxton/McNett).

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

- 6) Kevin Trutna requested Approval of Feather River College 2020-2021 Transfer Plan. After further discussion and there being no objection, the request for Approval of Feather River College 2020-21 Transfer Plan was approved as presented, (Elliott/Sheehan).

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

- 7) Kevin Trutna requested Approval of 2021 Board of Trustee Meeting Dates and 2021 Board of Trustees Retreat Date. There being no objection or further discussion, the request for Approval of 2021 Board of Trustee Meeting Dates and 2021 Board of Trustees Retreat Date was approved as presented, (McNett/Sheehan).

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

- 8) Kevin Trutna requested Approval of BP 5035, Withholding of Student Records. After further discussion and there being no objection, the request for Approval of

BP 5035, Withholding of Student Records, was approved as presented, (McNett/Elliott).

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

C. Special Items/Reports

1) Presentation of the District's Quarterly Financial Status Report – Kevin Trutna

Kevin Trutna presented the District's Quarterly Financial Status Report as of September 30, 2020. He stated that the board had seen some of the numbers included in the report on the quarterly 311Q, but he would be happy to answer any specific questions they might have on any section of the report. Trustee Saxton asked if the Beginning Fund Balance is \$8.125 million or \$8.5 million, and Dr. Trutna responded that it was \$8.5 million to start the year, and the amount in the report is September's actual.

2) Update on Process Outlined in AP 2715, Code of Ethics/Standards of Practice Regarding Trent Saxton, Trustee Area I – Dana Ware

President Ware reported that she reached out to Trustee Saxton by email and he declined to have a conversation with her or anyone else from the board. She also reported that his response was that she should have legal counsel contact his legal counsel regarding the matter. President Ware noted that Michelle Cannon, Partner, Lozano Smith Attorneys at Law, and legal counsel for the District has advised the District that the board should go on to step number two in AP 2715, which states that the president may appoint an ad-hoc committee comprised of two board members not subject to the complaint to initiate and implement a fact-finding process to determine the validity of the complaint. She stated that she has spoken to Trustee McNett who has agreed to chair the ad-hoc committee and fill the remainder of the committee as he sees fit. Trustee Saxton asked to be heard and he stated that he is sorry to see the College investing time and resources on this matter because it is not improving the College.

3) Sunshine of Initial Proposal Received by the Feather River Community College District from AFT/CFT Local #4615 Federation of Teachers Adjunct Faculty Chapter – David Burris

Kevin Trutna reported that the proposal is from FRC's part-time faculty unit whose collective bargaining agreement is up for negotiations this year. He explained that the items listed are those items that the adjunct faculty would like to discuss. David Burris, Director of Human Resources/EEO concurred with Dr. Trutna's statement, and he indicated that the report is for public consumption and the listed items are public notice of what the adjunct faculty unit wants to discuss during the negotiation cycle.

4) **Sunshine of Initial Proposal from the Feather River Community College District to AFT/CFT Local #4615 Federation of Teachers Adjunct Faculty Chapter – David Burris**

Kevin Trutna reported that the cover sheet includes the initial proposal from the Feather River Community College District to the adjunct faculty chapter of Local #4615 Federation of Teachers. David Burris concurred and stated that the proposal is public notice of the items that the District wishes to discuss at it negotiates the upcoming renewal of the collective bargaining agreement.

5) **Report on Full-Time Equivalent Student (FTES) – Derek Lerch**

Kevin Trutna initiated discussion on the report on full-time equivalent students (FTES). He stated that the table reflected in the backup documentation is a snapshot in time, and one where the only number known for sure is the summer carry forward number. Dr. Trutna stated that all other numbers are anticipated, and that Derek Lerch would further describe what is happening with FRC's FTES. Derek Lerch stated that the picture of FRC's yearly enrollment slowly comes into focus over the course of an academic year, and right now the target column of the FTES table shows that the anticipated drop in enrollment occurred based on COVID-19, and FRC is down more than what was hoped, but certainly in the same vicinity of what was expected. He also reported that housing capacity changes and classroom capacity changes have led to the enrollment shortfall. Dr. Lerch added that the state has informed community colleges that their resident apportionments will be held harmless for the 2020-21 year, but the state uses a three-year running average for apportionment calculations so FRC does not want to close out the year any lower than is needed in case the state does use 2020-21 in its running average.

6) **Review of Key Principles – Kevin Trutna**

Kevin Trutna reviewed the Key Principles document stating that it was adopted November 15, 2018, and he had it in his planning notes that the board wanted to work the review into the planning calendar for the month of October. He noted that the content of the Key Principles was derived from laws, rules, and regulations that govern FRC, and if the board members wants to discuss or change parts of the document to please let him know.

7) **Presentation on Services Offered through the Disability Support Programs for Students (DSPS) – Kevin Trutna/Sarah Dimick**

Kevin Trutna introduced Sarah Dimick, Director, Disability Support Programs for Students to those present. He announced that this being the 30 year anniversary of the Americans with Disabilities Act (ADA), he thought that it would interesting and informative to have Ms. Dimick talk about the activities and services DSPS provides to FRC's students.

Ms. Dimick stated that the ADA was passed in 1990 with the desire to promote equal access and opportunities to individuals with disabilities. She reported that there are five areas that are covered by ADA including employment, transportation, telecommunications or closed captioning,

public accommodations like ramps and railings, accessible bathroom stalls and curb cuts, and government services. She added that in higher education, the goal is to provide accommodations for equal access, and services are confidential so she is the only person that sees a student's intake paperwork and knows what their disability is. Ms. Dimick shared examples of some of the accommodations provided to students in DSPS as the mobility cart for students with injuries or who need assistance getting up the hill to classes, audio books that help students with reading difficulties, and various testing accommodations for students with test anxiety or who need a quiet place to test. She stated that it is important to know that accommodations at the college level are not modifications to the curriculum or the standards, and DSPS students are held to the same standards as everyone else. She added that students must provide documentation on their disability as there is no one on campus that would diagnose any condition for them. Ms. Dimick explained that the challenge with DSPS students right now is difficulty with organization and basic computer skills, as well as students feeling a lack of connection to the campus and their instructors due to COVID-19, and many have mental health concerns as well, so DSPS assists them with weekly appointments just to check in, and Danielle Westmoreland, Assistive Technology Specialist, conducts Zoom appointments with students to see how they are, and help them with their computer skills. She stated that the DSPS students are referred for services from all areas of campus and she likes to collaborate and network with her colleagues at FRC to help students and reduce the stigma of disabilities here on campus and elsewhere.

8) College Update – Instruction, Student Services, and Administration – Kevin Trutna, Derek Lerch, Carlie McCarthy

Kevin Trutna stated that this month he would like to focus more on the slides that pertain to the spring planning FRC is doing, because up to this point the presentations have been on what the College is doing this fall to deal with the COVID-19 disruption. Derek Lerch reported that one of the issues encountered this fall was that some course decisions were made late in terms of the proximity to the start of the fall semester, so a proactive approach to the spring semester was taken to smooth out some of the rough spots that were encountered this fall. He explained that the default delivery mode for distance education for the spring semester will be asynchronous, which simply means that there are not fixed day and time requirements for students to be interacting with instructors. Dr. Lerch also reported that for the first time a structural standardization across courses has been implemented to make the user experience clearer and more engaging for students so they do not get lost as they try to navigate online classes.

Student Services

Carlie McCarthy, Vice-President Student Services/CSSO, reported that FRC normally hosts the college and career fair on campus every year in September, and this year it will be hosted virtually on October 20, 2020, with FRC's faculty who will talk about the different academic programs offered here. She indicated that 17 faculty members have signed on to

participate, and she has been working closely with Plumas Unified School District (PUSD) and Plumas Charter School and they have assigned their juniors and seniors to participate in the fair. Ms. McCarthy moved to the next slide and talked about how the Returning Student to Campus Task Force has reconvened to plan for the spring semester and the COVID-19 testing protocols will be much like what worked well in the fall semester as far as staggered return dates for students, working closely with Plumas District Hospital (PDH) and Plumas County Public Health Department regarding testing and positive cases, and that students must present a negative test to move in the housing facilities. She added that she anticipates fewer orientations in the spring due to outside temperatures, so workshops, lunch, and movies will be departures for those waiting for results. She reported that athletics will require students to continue to complete the Safe Play App screening during the break between fall and spring semesters. Ms. McCarthy added that the residence halls can house 124 where normally it is 180, the Pines can fit 24 where normally it would have 50, and the Meadows is at 20 where normally it would house 27. She reported that the guidelines still encourage one person per room, but she is hoping to be able to accommodate a few more students, but unfortunately she feels it is not going to be enough.

Administration

Kevin Trutna reported that overall planning for the spring semester will be similar to fall in that lecture classes will continue to be online, and hard to convert classes and activity classes will continue to be allowed to meet face-to-face. Dr. Trutna also reported that on November 3, 2020, the California Community College Athletic Association (CCCAA) will vote about athletic competitions, so it will be a big day for the College in terms of planning for the spring semester.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Saxton indicated that he would like to know what is happening with the steel building that was purchased, is it still on campus and how is the College going to be repaid the \$27,000.

Trustee McNett encouraged everyone to get a seasonal flu shot.

President Ware reported that Seneca Hospital will have a new hospital administrator starting work later on this month.

2) Associated Students

Jesse Williams, ASFRC President, reported that many students have mentioned that the COVID-19 disruption has been taking a toll on their mental health. He noted that he does what he can to get students out of their rooms and involved in outdoor activities.

3) Academic Senate

Chris Connell, Academic Senate President, reported that faculty are in the process of reassessing how they will deliver their classes for the spring semester as Dr. Lerch mentioned, because not having a standardized Canvas interface created problems that could not be foreseen at the time. He also reported that faculty are beginning to talk about a number of policy issues in Academic Senate including everything from the Strategic Plan, equity pledges, new sexual harassment regulations, and staffing for academic positions in fall 2021.

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch reported that in the ongoing effort to provide for more formal mentorship of new employees, he and Dr. Connell will be participating in a second monthly lunch with new faculty on Friday, October 16, 2020, which he is looking forward to.

6) **Student Services**

Carlie McCarthy reported that priority registration for the spring semester is coming up so there is a big push to get students that are known to be returning to FRC for spring semester registered before the Thanksgiving Day holiday break. She also reported that a student employee brunch was held outside earlier in the day, and she enjoyed the experience of being around students and engaging them with questions.

7) **Superintendent/President**

Kevin Trutna reported that next month he has invited Dr. Stephanie Droker, President, Accrediting Commission for Community and Junior Colleges (ACCJC) to present to the board some of the aspects of the ACCJC and the board's role in accreditation. He also reported that next month is Veterans Day and veterans services at FRC will be the topic of a report. Dr. Trutna also explained that he has a draft of the Strategic Plan slated to come to the board, but it might be deferred until December if the Academic and Classified Senates need more time to review it. He added that he also has a student leadership presentation scheduled for the November board meeting. Dr. Trutna highlighted items from his written report including the fact that Gary Kloppenburg, Head Coach of the Women's National Basketball Association (WNBA) Seattle Storm, was previously a head coach at FRC from 1988-1993. He also highlighted FRC student athletes and Goldy the mascot (Greg McCarthy) who visited Quincy Elementary School on Friday, October 9, 2020 for their "Drive by Say Hi" event. He explained that the elementary students drive by each Friday to pick up their weekly materials and they are greeted by FRC student athletes. Dr. Trutna reported that the list of eligible students for the Phi Theta Kappa honor society came out and there are 45 eligible students on campus and an impressive 46 eligible students in the Incarcerated Student Program (ISP) were listed. He also pointed out that Jesse Mazar, FRC's Eco-Farming instructor, was interviewed for an article in the New York Times about wildfires and gold country. He additionally

highlighted Monica Potter, EOPS Counselor, her husband Dean Potter, and Darlene Oertle, Nursing Director that were pictured welcoming first responders as they came through Quincy on the very last shift. In closing comments, Dr. Trutna reported that Derek Lerch just finished a virtual ACCJC visit, and Carlie McCarthy will participate on her first virtual accreditation site visit to Pasadena City College in the spring.

There being no further business, the meeting was adjourned at 5:06 p.m.

KT/ch