

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Closed Session of the Feather River Community College District Board of Trustees to order at 10:12 a.m. on Thursday, October 18, 2018, at Chester Recreation Center, 451 Meadowbrook Loop, Chester, California.

Trustees present: Ware, Elliott, McNett, Meyers, Sheehan,
Trustees absent: Student Trustee Yates

2. Public Comment on Closed Session Items:

There was no public comment on Closed Session agenda items.

3. Adjourn to Closed Session:

The meeting was adjourned to Closed Session at 10:12 a.m.

4. Reconvene to Open Session:

President Ware reconvened the Closed Session of the Feather River Community College District Board of Trustees to Open Session at 1:25 p.m. on Thursday, October 18, 2018, at Chester Recreation Center, 451 Meadowbrook Loop, Chester, California.

7. Closed Session Announcement:

President Ware announced that the Board of Trustees had met in Closed Session and that no action had been taken.

8. Agenda:

Trustee Meyers requested that the Board of Trustees defer Regular Agenda Item #12A5, Approval of BP 2340, Board Meeting Agendas, and BP 2345, Public Participation at Board Meetings, until the November 15, 2018, Board Meeting. He stated that he felt that the policies deserved additional discussion time than what the Board of Trustees had available at the current meeting. President Ware indicated that she was unaware of any time limit restrictions on the current meeting. Trustee Sheehan moved to approve the Regular and Consent Agendas for the October 18, 2018, meeting at Chester Recreation Center, 451 Meadowbrook Loop, Chester, California, noting that he would be abstaining from Consent Agenda Item #11A8, Approval of Grant Agreement Contract #18-615-01, in an amount not to exceed \$25,000.00 between Feather River College and Plumas Corporation for co-project management, completion of California Environmental Quality Act (CEQA) compliant botanical surveys, mapping, and CEQA document completion for the Feather River College Watershed Improvement Project (FRC-WIP) – Sierra Nevada Conservancy Agreement #919 effective September 14, 2018, through June 1, 2021, due to a conflict of interest. Trustee Elliott seconded Trustee Sheehan's motion without the abstention to Consent Agenda Item #11A8, and the Regular and Consent Agendas were approved as presented, (Sheehan/Elliott/Ware /McNett/Meyers) (None Opposed) (Student Trustee Yates Absent).

Kevin Trutna, Superintendent/President, recommended that Consent Agenda Item #11A8 be excluded from the previous vote and voted on separately, and there was consensus.

There being no objection or further discussion to the recommendation, the request for Approval of Consent Agenda Item #11A8, Grant Agreement Contract #18-615-01, in an amount not to exceed \$25,000.00, between Feather River College and Plumas Corporation for co-project management, completion of California Environmental Quality Act (CEQA) compliant botanical surveys, mapping, and CEQA document completion for the Feather River College Watershed Improvement Project (FRC-WIP) – Sierra Nevada Conservancy Agreement #919 effective September 14, 2018, through June 1, 2021, was approved as presented, (Elliott/McNett/Ware/Meyers Aye (Sheehan Abstaining) (Student Trustee Yates Absent).

9. Minutes:

The minutes from the Regular Meeting held on Thursday, September 13, 2018, at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (McNett/Sheehan/Ware /Elliott/Meyers Aye) (None Opposed) (Student Trustee Yates Absent).

10. Items from the Public:

None

11. CONSENT AGENDA

*** A. Motion Items**

There being no objection or additional discussion, 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations/Reductions 6) Approval of Environmental Services Grant Agreement in an amount not to exceed \$7,495.00, between Feather River College (CLIENT) and DZC Archaeology and Cultural Resource Consulting (DZC) for a Phase I Archaeological Survey and Inventory Report as it relates to the Feather River College Forest Restoration Plan located in Quincy, California, 7) Approval of Feather River Watershed Improvement Project #919 Grant Agreement, in an amount not to exceed \$7,500.00 between Feather River College and Plumas Audubon Society for Plumas Audubon Society staff to complete California Environmental Quality Act (CEQA) compliant wildlife surveys and mapping, for the Feather River College Watershed Improvement Project (FRC-WIP) – Sierra Nevada Conservancy Agreement #919 effective September 24, 2018 through June 1, 2021, 9) Approval of the Child Development Training Consortium 2018-2019 Instructional and Campus Coordinator Grant Agreement #18-19-800686, in an amount not to exceed \$7,500.00, between Feather River College (CONTRACTOR) and Yosemite Community College District Child Development Training Consortium (YCCD/CDTC) for CONTRACTOR to designate a campus coordinator (Merle Rusky) to implement the CDTC program at the local level, 10) Approval of Standard Agreement in the maximum amount of \$48,000.00 between Feather River Community College District (Local Agency) and

Department of General Services Office of Administrative Hearings (OAH), for OAH to furnish the services of Administrative Law Judges (ALJs) to the Local Agency for the purpose of conducting hearings pursuant to Government Code §27727, and (11) Approval of Memorandum of Understanding (MOU) between Plumas Unified School District (DISTRICT) and Feather River College (FRC) to establish a mutual intent and need to each utilize the woodshop at Quincy High School in accordance with the Civic Center Act effective October 2, 2018, through June 30, 2019, were approved as presented, (Elliott/McNett/Ware /Meyers/Sheehan Aye (None Opposed) (Student Trustee Yates Absent).

12. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions, was approved as presented, (Elliott/Sheehan/Ware/Meyers /McNett Aye) (None Opposed) (Student Trustee Yates Absent).
- 2) Kevin Trutna requested Approval of Feather River College 2019 Board of Trustee Meeting Dates and Approval of June 18, 2019, as the Board of Trustees Retreat Date. Trustee Elliott stated that he had a conflict with the retreat date. After further discussion and there being no objection, the Board of Trustees Retreat Date was rescheduled for Monday, June 17, 2019, and the request for Approval of Feather River College 2019 Board of Trustees Meeting Dates and Retreat Date was approved as amended, (Sheehan/McNett/Ware/Elliott/Meyers Aye) (None Opposed) (Student Trustee Yates Absent).
- 3) Kevin Trutna requested Approval of the 2018/2019 Feather River College Transfer Plan. Carlie McCarthy, Chief Student Services Officer, provided an overview of the Transfer Plan by explaining the transfer services offered to students, what transfer activities the College has provided during the fall 2018 semester, and the activities planned for spring 2019. Ms. McCarthy also reported on transfer services for underrepresented students like Extended Opportunities Programs and Services (EOPS), and Disability Support Programs for Students (DSPS), and she described facilities and staffing along with information on transfer trends. After brief discussion and there being no objection, the request for Approval of the 2018/2019 Feather River College Transfer Plan, was approved as presented, (Sheehan/McNett/Ware/Elliott/Meyers Aye) (None Opposed) (Student Trustee Yates Absent).
- 4) Kevin Trutna requested Approval of Donation of Business Books from Technical Analysis Educational Foundation. After brief discussion and there being no objection, the request for Approval of Donation of Business Books from Technical Analysis Educational Foundation was approved as presented, (McNett/Elliott/Ware/Sheehan/Meyers Aye) (None Opposed) (Student Trustee Yates Absent).

- 5) Kevin Trutna requested Approval of BP 2340, Board Meeting Agendas, and BP 2345, Public Participation at Board Meetings. He provided the Board of Trustees with an overview of the participatory governance process involved with President's Cabinet, a recommending committee composed of representatives from administration, faculty and adjunct faculty unions, and classified and academic senates and that this group oversees development, distribution, review, and recommendations to the Superintendent/President on policy and procedure for the District. Dr. Trutna stated that the two policies presented for approval were updated to align the language with Education Code, and to also support the intent to make Board meetings open to the public and allow the public to participate in matters relating to District business. He added that the Board of Trustees retains final authority to set the agenda for Board meetings. Trustee Elliott made a motion to approve BP 2340, Board Meeting Agendas, and BP 2345, Public Participation in Board Meetings, and the motion was seconded by Trustee McNett. Trustee McNett requested that as a matter of clarification, the Board of Trustees consider adding and adopting additional language on BP 2340, Board Meeting Agendas, that makes it clear to the Board of Trustees and to the community, that the Board of Trustees has final authority to accept or reject the rationale provided in writing should a member of the public receive a denial about an agenda item request. Trustee Sheehan asked how Trustee McNett's suggested language differed from the language already in the policy, and Trustee McNett responded that the current language doesn't make it clear that the Board has the final authority to accept or reject the written rationale for the denial. Ware called for the vote as presented, (Ware/Elliott/Meyers Opposed). Dr. Trutna reminded the Board that the discussion is about a member of the public placing an item for action on a Board agenda. After further discussion, Dr. Trutna distributed policy and procedure documents reflecting amended language on BP 2340, Board Meeting Agendas, and BP 2345, Public Participation at Board Meetings that he felt clarified the issue. After additional comments from Carlie McCarthy, Trustee Sheehan, and Trustee Meyers, and additional review and discussion from the other Board members, BP 2340, Board Meeting Agendas, and BP 2345, Public Participation at Board Meetings were approved as amended, (Elliott/McNett/Ware/Sheehan/Meyers Aye (None Opposed) (Student Trustee Yates Absent).
- 6) Kevin Trutna requested Approval of BP 2735, Board Member Travel. After further discussion and there being no objection, BP 2735, Board Member Travel, was approved as presented (McNett/Meyers/Ware/Elliott/Sheehan Aye) (None Opposed) (Student Trustee Yates Absent).
- 7) Kevin Trutna requested Approval of BP 2015, Student Member. He indicated that the policy is normally passed in May of each year to establish privileges as the student trustee takes office June 1st, but it did not make it onto the agenda. There being no objection or further discussion, BP 2015, Student Member, was passed as presented, (Sheehan/Meyers/Ware/Elliott/McNett Aye (None Opposed) (Student Trustee Yates Absent).

- 8) Kevin Trutna requested Approval of BP 4020, Program, Curriculum, and Course Development. After further discussion and there being no objection, the request for Approval of BP 4020, Program, Curriculum, and Course Development was approved as presented, (Sheehan/McNett/Ware/Elliott/Meyers Aye) (None Opposed) (Student Trustee Yates Absent).
- 9) Kevin Trutna requested Approval of BP 5020, Nonresident Tuition. After further discussion and there being no objection, BP 5020, Nonresident Tuition, was approved as presented, (Elliott/Meyers/Ware/McNett/Sheehan Aye) (None Opposed) (Student Trustee Yates Absent).
- 10) Kevin Trutna requested Approval of BP 3560, Alcoholic Beverages. After further discussion and there being no objection, the request for Approval of BP 3560, Alcoholic Beverages, was approved as presented, (Elliott/McNett/Ware/Meyers/Sheehan Aye) (None Opposed) (Student Trustee Yates Absent).
- 11) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, (CCFS-311Q) for the Quarter Ended September 30, 2018, (Q1). After further explanation from Jim Scoubes, Chief Financial Officer, and additional discussion from the Board of Trustees, the request for Ratification of the Quarterly Financial Status Report, (CCFS-311Q) for the Quarter Ended September 30, 2018, (Q1) was approved as presented, (Meyers/McNett/Ware/Elliott/Sheehan Aye) (None Opposed) (Student Trustee Yates Absent).
- 12) Kevin Trutna requested Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2018. Jim Scoubes explained that the Annual 311 reports the District's financial results as of the end of the fiscal year, and reported these results to the Chancellor's Office's due date of October 10, 2018. After further discussion and there being no objection, the request for Ratification of the Annual Financial and Budget Report (CCFS-311Q) for the Year Ending June 30, 2018, was approved as presented, (Meyers/McNett/Ware/Elliott/Sheehan Aye) (None Opposed) (Student Trustee Yates Absent).

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Status Report as of September 30, 2018. He reviewed the Unrestricted General Fund Summary, noting that this is the fund used to operate the District. Mr. Scoubes reported that revenues total \$3,322,979 as of the date of the report, and expenditures amounted to \$3,897,212 or 23% of the approved budget. He explained the difference in the prior year's percentage of approved budget at 20% being related to expenditure transfers for the Child Development Center and retirement funds being made earlier this year than in 2017/2018. Mr. Scoubes stated that the quarterly report also contains information on the Restricted General Fund

Child Development Fund, Capital Outlay, Retiree Benefits Fund, and the Student Financial Aid Fund.

- 2) Kevin Trutna introduced Joe Wyse, Superintendent/President, Shasta-Tehama-Trinity Joint Community College District, to those present. Dr. Trutna explained the relationship that has developed over time with Dr. Wyse and the Superintendent/President's in the North State, and he described the relationship as a tight knit group of leaders that attend the same conferences, compete against one another in the same athletic conference, advocate for one another as small colleges, and provide training when schedules allow. Dr. Trutna stated that finances are something that you work on and learn as you go along, but with Dr. Wyse's experience being a former Chief Business Officer, he thought it would be a good opportunity for the Board to receive training on the subject of community college finance. He noted that he had asked Dr. Wyse to think about the questions he would ask or what he would look for if he was applying for employment at FRC. Dr. Wyse began his presentation with the basic reminder that it is one of the Board's main responsibilities to keep an eye on the fiscal health of its District, because as the Community College League's Trustee Handbook states, "Boards are responsible for ensuring that the public's money is spent wisely and well". He included in his list of things to watch for in small community college finance as enrollment trends, any history of findings in audits, whether or not the college meets the Faculty Obligation Number (FON), fund balance trends, and long term liabilities like Other Postemployment Benefits (OPEB). Dr. Wyse emphasized the importance of keeping enrollment up, but also explained how the new funding formula will add complexity to the tracking and improvement of various metrics. With regards to District audits, potential employees would be looking for unmodified audits with few findings, and if there were findings, he would be looking to make sure they were taken care in a timely manner. Dr. Wyse also explained and commented on the 50% calculation and FON stating that FRC has a good history of staying comfortably above the FON, which requires districts to increase the number of full-time faculty over the prior year in proportion to the amount of growth funded credit FTES. Dr. Wyse continued his presentation by explaining the importance of quarterly 311 reports because these are good snapshots into seeing where actual spending versus budget is trending. He noted that the 311 reports also lend information to fiscal principals like examining on-going cost increases and obligations, as well as requests for increases, multi-year trend analyses of the budget, and why it's important to look at years with losses and determine if was due a one-time expense or is it going to be an on-going expense. Dr. Wyse closed his presentation with final thoughts on what makes a college healthy beyond fiscal indicators, and he included making sure that student success is in the forefront of everything, that staff are involved outside the college appropriately, that new initiatives and programs if started, are well-planned, whether or not accreditation is going well, and see that the planning process is linked to budgeting. Dr. Wyse took questions from the Board of Trustees and he was thanked for the time he took out of his schedule to travel to the meeting.

- 3) Kevin Trutna provided a report to the Chester community during the leadership luncheon portion of the meeting.
- 4) Kevin Trutna provided a report to the Board of Trustees on Full-Time Equivalent Students (FTES). He indicated that the FTES is tracking well, and is slightly up from where the District was in fall 2017. Trustee Sheehan asked for information on the status of Future Educator enrollment also known as Mini-Corp, and Dr. Trutna shared that he recently attended a Butte County Office of Education (BCOE) board meeting and BCOE remains solidly behind the partnership that is in place.
- 5) Kevin Trutna updated the Board of Trustees on the Plumas Unified School District (PUSD) Memorandum of Understanding (MOU) on for the College football field situation. He reported that the College has a long-term MOU with PUSD regarding Quincy High School's use of the football field and athletic locker rooms. Dr. Trutna explained that a member of the community requested that the use of the locker room be extended to another high school, and after further consideration the request was denied by the PUSD Superintendent of Schools. Dr. Trutna also informed the Board of Trustees that the College is open to additional discussion on the matter.

D. Communications, Presentations, and Reports

1) Board of Trustees

John Sheehan informed those present that Beverly Donato, widow of former Superintendent/President Dr. Don Donato, passed away on Monday, October 8, 2018, and he felt that the College should acknowledge this in some way. Trustee Meyers added that former Superintendent President Susan Carroll's spouse, Scott Carter, passed away the following day, Tuesday, October 9, 2018.

President Ware stated that the Chester and Lake Almanor community continues to look for a family physician to be hired to work in its clinic.

2) Associated Students

Carlie McCarthy, on behalf of ASFRC, reported that Spirit Week is in full swing and that the previous day, the Annual FRC Chili Cook-Off was held with enthusiastic participation from students, staff, and athletics. Ms. McCarthy also reported that the volleyball team won in three straight sets the previous evening, and soccer, football, and rodeo competitions are all scheduled for the weekend. She also reported that ASFRC recently had its second meeting where members talked about civic engagement and promoting it during the month of October. She also reported that the Wellness Center on campus recently supported National Coming Out Day, an annual Lesbian Gay Bisexual Transgender Queer (LGBTQ) awareness day observed by some on October 11th. She also reported that there is an upcoming campus cleanup in the works, and a screening of the documentary *RBG (Ruth Bader Ginsburg)* is scheduled at the Town Hall

Theatre on Wednesday, October 31, 2018. She additionally reported that Gretchen Baumgartner replaced Leslie Mikesell as Director of Admissions and Records/Registrar in July, and Billy Ogle will be the new Director of Student Support Services/TRiO effective November 1, 2018.

3) **Academic Senate**

No Report

4) **Classified Senate**

No Report

5) **Instruction**

No Report

6) **Student Services**

The report for Student Services was included as part of the ASFRC report.

7) **Superintendent/President**

Kevin Trutna reminded the Board of Trustees that the meeting in November will include the integrated plan, a report on dual and concurrent enrollment, and a program report if the Board of Trustees has one in mind. Dr. Trutna stated that Derek Lerch, Dean of Instruction/CIO, will be reporting on faculty staffing and replacements, and the Joint Foundation Board of Trustees meeting will be held on Thursday, December 13, 2018 at Moon's Restaurant. Dr. Trutna also announced that the College has a new website platform that it's moved to, Professor J P Tanner, Ag Instructor/Division Chair, was recently published by the American Society of Agronomy and Crop Science Society of America for his co-authored article *Boron Fertilization of Irrigated Alfalfa in Montana*, and new employee Nina Martynn, Wellness Coordinator for Suicide Prevention, reported that the candlelight vigil held September 26, 2018, at Dame Shirley Plaza was a complete success with lots of resources for those in need of support. In closing comments, Dr. Trutna recognized Marco Aragon, Assistant Softball Coach, for his receipt of the Diversity Grant through the National Fastpitch Softball Association (NFCA), and Financial Aid Specialists, Alyia Pilgrim and Chery McElroy for representing Feather River College at the recent Plumas County Veterans Stand Down event.

There being no further business, the meeting was adjourned at 3:38 p.m.

KT/ch