

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President McNett called the Regular Meeting of the Feather River Community College District (FRCCD) Board of Trustees to order at 1:02 p.m. on Thursday, October 19, 2023, at Portola High School Library, 155 6th Avenue, Portola, California.

Trustees present: McNett, Johnston, Marshall, Sheehan, Ware, Student Trustee
Vernon

Trustees absent:

Trustee Ware arrived to the meeting at 1:30 p.m.

2. Administration of Oath of Allegiance: Ashley Vernon – Student Trustee

Kevin Trutna, Superintendent/President, administered the Oath of Allegiance to Ms. Ashley Vernon, Student Trustee. Ms. Vernon let the board know that she is currently majoring in biology at FRC, with plans to transfer to a four-year college in the fall of 2024, to pursue a molecular biology degree with the eventual goal of taking the Dental Admission Test (DAT) for dental school.

3. Agenda:

The Regular and Consent Agendas for the October 19, 2023, Regular Meeting of the FRCCD Board of Trustees held at Portola High School Library, 155 6th Avenue, Portola, California was approved as presented, (Marshall/Johnston) unanimous, (Ware Absent).

4. Minutes:

The minutes from the September 13, 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, (Sheehan/Marshall) unanimous, (Ware Absent)

5. Items From the Public:

None

6. CONSENT AGENDA:

*** A. Motion Items**

There being no objection or further 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 Agreement between Chabot-Las Positas College District (CLPCCD) and Feather River College (Contractor) for an amount not to exceed \$15,125, for Contractor to perform services incorporated by reference as Attachment A, effective July 1, 2023, through June 30, 2023, 7) Approval of Memorandum of Understanding between Plumas Unified School District (PUSD) (District) and Feather River College (FRC) to establish a mutual intent to utilize the woodshop at Portola Jr. Sr. High School at a 50% reduced Class II rental rate effective through June 30, 2024, 8) Approval of Course Provider Agreement between American

Institute for Avalanche Research and Education, Inc., (AIARE) and Feather River College (Course Provider) for Course Provider to administer and oversee AIARE's effort to provide quality avalanche education and outreach to the public according to the terms and conditions of the Course Provider Agreement, 9) Approval of Allocation Agreement for Strong Workforce Program, North Far North Regional Consortium, for \$37,820 between Butte-Glenn Community College District (District) and Feather River Community College District (Consortium Member) for Consortium Member to perform the work described in Statement of Work (SOW) effective July 1, 2023, through June 30, 2024, 10) Approval of Addendum to Instructional Service Agreement (ISA) between Feather River College (FRC) and Jeff Steinberg Educational Consultants (Sojourn) to adjust the Full-Time Equivalent Student (FTES) Reimbursement Rate for the 2023-2024 Academic Year, 11) Approval of Allocation Agreement for Strong Workforce Program, North Far North Regional Consortium for \$40,000 between the Butte-Glenn Community College District (District) and Feather River Community College District (Consortium Member) for Consortium Member to utilize funding to advertise/market to potential college students for their local career and technical education college programs, and 12) Approval of Instructional Agreement #23-24-800686 in an amount not to exceed \$9,200 between Yosemite Community College District Child Development Training Consortium (YCCD/CDTC and Feather River College (Contractor) for Contractor to designate a CDTC Campus Administrator (KellyAnn Bonnell) to implement program described in Statement of Work (SOW) at the local level were approved as presented, (Sheehan/Johnston) unanimous.(Ware Absent)

7. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. Derek Lerch, Vice-President Instruction/CIO, added that the request represents the upper division courses for the new bachelor's degree and there was further discussion. There being no objection, the request for Approval of Curriculum Actions was approved as presented, (Johnston/Sheehan) unanimous, (Ware Absent)
- 2) Kevin Trutna requested Approval of 2023-2024 Feather River College Transfer Plan. Carlie McCarthy, Vice-President Student Services/CSSO detailed the Transfer Plan including services provided to students, transfer activities for fall 2023, and spring 2024, special services for underrepresented students, facilities and staffing, evaluations, and transfer trends. McCarthy presented data that demonstrated that FRC's transfer rates exceeded those from peer institutions over the past few years, demonstrating that student achievement in this respect continues to be strong. After brief discussion and there being no objection, the request for Approval of 2023-2024 Feather River College Transfer Plan was approved as presented, (Sheehan/Marshall) unanimous, (Ware Absent)
- 3) Kevin Trutna requested Approval of Feather River College Board of Trustee meeting dates January 2024 through December 2024 and the 2024 Board of Trustees Retreat Date. He reviewed the listed board dates noting the necessary and required changes due to Institutional Day and other college deadlines. After brief discussion and there being no objection, the request for Approval of Feather River College Board of Trustee meeting dates and 2024 Board of Trustees Retreat Date was approved as presented, (Johnston/Sheehan) unanimous, (Ware Absent)

- 4) Kevin Trutna requested Approval of Employment Contract for Morgan Turner, Vice-President Business Services/CFO. He stated per Brown Act requirements that the District has offered an employment contract to Morgan Turner, Vice-President Business Services/CFO effective November 1, 2023, through November 23, 2024, according to the District's salary schedule adopted at a Regular Meeting in July 2023. He added that the District would pay Morgan Turner a base salary of \$173,456 for services as Vice-President Business Services/CFO, and that there is the possibility of annual extensions beyond the expiration date. Dr. Trutna added that this contract includes District Health and Welfare benefits consistent with other full-time employees. After further discussion and there being no objection, the request for Approval of Employment Contract for Morgan Turner was approved as presented, (Sheehan/Johnston) unanimous, (Ware Absent).

B. Roll Call Items

None

C. Special Items/Reports

- 1) Kevin Trutna presented the District's Quarterly Financial Status Report as of September 30, 2023. He reviewed the Unrestricted General Fund Summary reporting that District revenues are at 12% of board-approved budget, and the District has not yet received State Apportionment for the month of September. He also reported that as of October 11, 2023, FRC had not received any interest income from Plumas County for the 2022-2023 fiscal year, and on the advice from District auditors and the chancellor's office, the District engaged legal counsel Lozano Smith LLP, to issue a demand letter to the Plumas County Treasurer. Dr. Trutna reviewed projected cash flows, and noted that Business Services is projecting that the District will have approximately \$10.1 million in its cash/fund balance as of June 30, 2024. He additionally reviewed the Capital Outlay Summary Report reflecting a fund balance of \$5.2 million in comparison to \$1.4 million the previous year, and he explained that the difference as relating to the opening of the capital reserve account, which the board approved earlier in the year. Dr. Trutna also discussed the Retiree Benefits Fund Summary and explained the \$2.9 million fund balance. He noted that the District has no long-term debt, but does have retiree obligations, and a recent analysis of the Retiree Benefits Fund Summary reflects a balance more than capable of funding retirees, especially if expenses continue to amount to \$11,937, as was the case in 2022.

Kevin Trutna then updated the board of trustees on interest income from the Plumas County Treasurer's Office after Lozano Smith issued a demand letter on October 6, 2023. He explained that as of October 16, 2023, the District has now received quarter one and quarter two interest, which Morgan Turner reports is 16% to 18% below internal calculations. Dr. Trutna added that Business Services has not received all the calculations used to ascertain what the interest income amount is, and did not receive all of the interest requested. He also reported that the year-end audit conducted in October 2023 received good feedback, but there will be a material finding on the interest, and the auditors will make note that this is no fault of the District. He also reported that during the outside visit, the auditors found zero percent of the Foundation audit complete, and with the board's permission, he would like to speak with the Foundation about getting it done.

- 2) Kevin Trutna introduced Vanessa Gibson, Director of Financial Aid, to the board of trustees and he explained that Ms. Gibson would be updating the board of trustees on the recent Cal Grant audit conducted by the California Student Aid Commission (CSAC). Vanessa Gibson reported that CSAC last audited FRC's Cal Grant Program in 2010, and during that audit the Commission focused on the 2019-2020 fiscal year, where COVID-19 and the loss of the former director for the department caused disruption in the department. She explained that when she came into the role in March 2023, the Commission had approximately seven or eight findings on an audit that took from November 2022 to March 2023, to complete, a significant period of time. The results of the audit findings question if FRC is capable of administering Cal Grant funds to students by the standards, rules, and regulations of the Student Aid Commission. She added that other findings revolved around administering bachelor degree financial aid funds when the student should have received associate degree aid, and incorrect financial aid payments, along with unused financial aid funds not returned in a timely manner. She reported she was able to reduce the findings and significantly lower the amount due to the Commission from \$9,000 to approximately \$2,000 and develop a remediation plan to correct processes. She shared that CSAC will be monitoring FRC, due to having to label it for now as an at risk college program, and she is confident that her and her financial aid team are able to administer the program successfully under the standards of CSAC, but it will take some time before the status is eligible to be upgraded.
- 3) Carlie McCarthy updated the board of trustees on the Western Undergraduate Exchange (WUE). She referenced Dr. Trutna's written report previously distributed to board members where the article explains that applications for students to apply for the WUE Program for spring 2024 is open and the application for fall 2024 will open later during the spring term. She also previewed the new FRC webpage for WUE, which explains what the program is, how to qualify for WUE at FRC, and the application to apply. Ms. McCarthy added that the application period runs from October 1, 2023, to October 31, 2023, and as of now two students have applied, and she has put a structure in place for a committee of five to review and decide on the applications with equity and fairness to all applicants.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Johnston mentioned that October is domestic violence awareness month and she included activities in Plumas County taking place to bring awareness to the domestic violence and violence in general. She also reported that the funding for the Greenville Rancheria was recently approved and groundbreaking for a new clinic and pharmacy takes place in 2024.

Ashley Vernon, Student Trustee, reported that Associated Students of Feather River College (ASFRC) is currently reviewing its by-laws because much of the language is outdated. She also reported that this week is Spirit-Week at FRC, and the entire week is full of activities, athletic competitions, and lots of fun for students.

2) Associated Students

No Report

3) Academic Senate

No Report

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch reported that it is his evaluation season for faculty where he spends quite a bit of time in the classroom to accomplish all of the evaluations, and he enjoys being there with the instructors and students, while he observes and learns about the class topic. He also reported that at the November board meeting, he would be checking in with the board on accreditation, and specifically cover standard 4, Leadership and Governance. Dr. Lerch closed his report by informing the board of trustees that the Council on Instruction has been working diligently to reach recommendations on faculty positions with a decision coming in the next couple of weeks.

6) **Student Services**

Carlie McCarthy reported that she enjoyed interacting with students today at the ASFRC meet and greet, and students enjoyed the homemade treats. She also reported that FRC Student Ambassadors decorated downtown Quincy for Halloween, focusing on businesses that provide discounts to FRC students. She also stated that in her doctoral program, she is currently taking an ethics course and a higher education administration course, which is fun and affirms much of what she has already learned.

7) **Superintendent/President**

Kevin Trutna reviewed items for the November 16, 2023, board meeting including an FTES report from Derek Lerch, the accreditation draft on standard IV, an update on the Banner SaaS Cloud Conversion from Natalie Presta, and he will have a recommendation on the fitness center pool. Dr. Trutna added that he had asked Nikki Grose, English Professor, to highlight her experience on a recent accreditation site visit, and he asked trustees if they wanted a report on forestry, to which President McNett and Trustee Sheehan indicated they would. He also pointed out that FRC's volleyball team not only won the state championship last year, but FRC had the most players of any community college achieving the minimum 3.5 GPA to qualify for the California Community College Women's Volleyball Coaches Association (CCCWVCA) All-Academic Team. In closing, Dr. Trutna highlighted Eagle Pride's trip to the Museum of Northern California Art in Chico, California, where former FRC student Jamie Johnson led a walking tour of CSU-Chico.

There being no further business, the meeting adjourned at 2:47 p.m.

KT/ch

.