

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **1. Call to Order:**

President Ware called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:00 p.m. on Thursday, December 12, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

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

*Trustees absent:*

2. President Ware extended a welcome to the Foundation Board members and guests in attendance.

#### **3. Agenda**

Kevin Trutna, Superintendent/President, requested that Special Items/Reports agenda item #7C4, Presentation of the Independent Audit Report for the Year Ended June 30, 2019, be moved forward in the agenda to be addressed before other items on the agenda. There being no objection, the Regular and Consent Agendas for the December 12, 2019, meeting at Feather River College, 570 Golden Eagle Avenue, LRC Room #871, Quincy, California, were approved as amended, (Sheehan/McNett/Ware/Elliott/Saxton/Guinto Aye) (None Opposed).

#### **4. Minutes:**

Trustee McNett requested that a typographical error on page two of the minutes, motion item number 10A2, be corrected by striking the unnecessary verbiage, "Guinto Aye) (None Opposed) (McNett Absent)". He stated that he was present at the meeting. There being no objection or further discussion, the minutes from the Regular Meeting held on November 21, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as amended, (McNett/Sheehan/Ware/Elliott/Saxton/Guinto Aye) (None Opposed).

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

None

#### **7A4. Presentation of the Independent Audit Report for the Year Ended June 30, 2019 – Jeff Jensen, CPA, Partner, Crowe LLP (Via Telephone)**

Jeff Jensen, CPA, Partner, Crowe LLP, provided the Independent Audit Report for the Year Ended June 30, 2019, via telephone. He thanked the Board of Trustees for allowing him to present telephonically rather than in person as he had a family matter that came up unexpectedly. Mr. Jensen reported that it is the responsibility of the Crowe auditors to express an opinion on the financial statements that management prepares and to look at state and federal compliance as well. He stated that from an audit perspective there were no new updates during the 2018-2019 year. Mr. Jensen reported that it is the opinion of Crowe LLP that the financial

statements of the Feather River Community College District as of June 30, 2019, present fairly, in all material respects, the respective financial position of the business-type activities of the District and that these activities conform with accounting principles generally accepted in the United States of America. He explained that there were no audit adjustments or uncorrected misstatements during the audit, and it was a clean audit from a financial statement perspective. Mr. Jensen also noted that the auditors did not encounter any difficulties in completing its audit, as everything was well prepared in order for the audit to be completed on time. Mr. Jensen stated that regarding the financial statements, the District received an unmodified opinion, which is the type of opinion you want to receive, that the audited financial statements were free of material misstatements and comply with all required accounting principles. Mr. Jensen additionally reported that the District received an unmodified opinion on federal compliance when it looked at financial aid, and an unmodified opinion on state compliance and there were no findings on either to report. Mr. Jensen stated that he appreciated all of the hard work Jim Scoubes, Chief Financial Officer, and Katie Schmid, Accountant, put into the audit as it makes the job that the auditors perform easier.

Jeff Jensen reported that the auditors found similar results on the audit for the Feather River College Foundation. He stated it was a clean audit with positive financial results and he explained the one Recently Adopted Accounting Guidance the Foundation has adopted effective June 30, 2019. Mr. Jensen reported that it is the opinion of the auditors of Crowe LLP, that the financial statements of the Feather River College Foundation, Inc., present fairly, in all material respects, the financial position of the Feather River College Foundation, Inc., and that the related activities conform to accounting principles generally accepted in the United States of America.

## **6. CONSENT AGENDA**

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

Trustee Sheehan excused himself from the discussion due to a conflict of interest with one item on the Consent Agenda. 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 Dual Enrollment Memorandum of Understanding (MOU) between Feather River College (FRC) and Long Valley Charter School (DISTRICT) for FRC and DISTRICT to collaborate to provide college credit, stand-alone courses, and dual enrollment courses to provide accessible, flexible, affordable, and innovative education with the DISTRICT, and 7) Approval of Grant Agreement in the amount of \$25,000 between Feather River College and the Alliance for Higher Education in Prison, through its fiscal sponsor, Community Partners, to participate in the first year of the Higher Education in Prison Cohort Project were approved as presented, (Elliott/McNett/Ware/Saxton/Guinto Aye) (None Opposed) (Sheehan Abstained)

## **7. REGULAR AGENDA**

**\*A. Motion Items**

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions. Derek Lerch, Dean of Instruction/CIO described the revisions included for approval, and after brief discussion and questions, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/McNett/Ware/Elliott/Saxton/Guinto Aye) (None Opposed).
- 2) Kevin Trutna requested Election of Board Officers. Trustee McNett nominated Dana Ware to be President of the Board of Trustees effective July 1, 2020. Dana Ware nominated Guy McNett to be the Vice-President of the Board of Trustees effective July 1, 2020. Trustee Sheehan nominated Kevin Trutna be appointed as Secretary to the Board of Trustees effective July 1, 2020. There being no objection or further discussion, Dana Ware was elected as President of the Board of Trustees, Guy McNett was elected as Vice-President of the Board of Trustees, and Kevin Trutna was appointed Secretary of the Board of Trustees effective July 1, 2020. (McNett/Sheehan/Ware/Elliott/Saxton/Guinto Aye) (None Opposed).

**B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of November 30, 2019. He reviewed the Unrestricted General Fund Summary and reported that total revenues amounted to \$4,469,674 compared to \$4,461,752 for the prior year. He also reported that the District has spent 36% percent of the approved budget compared to 38% for the prior year. Mr. Scoubes also acknowledged the good job Katie Schmid had done in preparing for the audit. Trustee Saxton asked about the status of the issue on what is owed or not owed to Butte County Office of Education (BCOE), and Kevin Trutna responded that he met with the superintendent of BCOE and he has not heard back from her regarding the payments made by Feather River College. Trustee McNett objected to any further discussion of the matter in open session because a contract is currently under negotiation, and the agenda was moved. Trustee Saxton requested that the issue be made a Closed Session item.
- 2) Chris Connell updated the Board of Trustees on the Book in Common Project. He stated that discussion regarding a Book in Common Project started in December 2013, and the idea was to create a common learning or educational experience to generate discussions on campus. He stated that the Book in Common has been used in classes like English 101, Sociology, Political Science, and Environmental Studies, and Brian Fies, author of *A Fire Story*, was able to visit campus during the fall semester to lead several discussions on campus and in the community on the book.

He distributed a handout on the books that have been in the series, and explained plans to find a California author also willing to come to FRC to highlight a novel. Dr. Connell reported that the Book in Common readings have been successful, relevant, and well received by the community, students, and staff.

- 3) Kevin Trutna provided opening remarks on the Feather River College Internship Program report, and he introduced Carolyn Shipp, Program Coordinator, to those present. Ms. Shipp reported that her position is fun in that she enjoys getting to match students with a career-related work experience opportunity. She explained that these students include both high school students as well as FRC students and the program is funded through the Career Technical Education (CTE) Transitions Grant. She also explained that the program involves students enrolling in a 1.5 unit work-based learning class consisting of nine weeks where they must complete a minimum of 25 work experience hours per semester. Ms. Shipp reported that she recruits students at the beginning of the semester and she meets with students to discuss their careers goals and then she goes to work matching them up with potential employers. She stated that students learn employability skills in class including resume building, communication and interviewing, and self-awareness and self-management. Ms. Shipp shared some examples of the career fields she has assisted students with, and then answered questions from board members that had them.

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

- 1) **Board of Trustees**

Trustee Sheehan reported that he enjoyed being able to watch the volleyball team win FRC's first national championship.

President Ware reported that she attended the Student Research Symposium this year for the first time and she enjoyed it and learned a lot.

Trustee McNett acknowledged the accomplishments of the volleyball team, and wanted everyone to know that members of the team are also tops in the state for grade point average (GPA), transfer rate in the state, and a third of the women on the team are members of the Phi Theta Kappa Honor Society

Trustee Saxton suggested that a sign be posted on the Highway 70 that states that Feather River College has a volleyball team that has won a state championship.

- 2) **Associated Students**

Sydney Guinto reported that students are preparing to return home for the holiday break, and she is sad to see the semester end.

- 3) **Academic Senate**

Thomas Heaney, Academic Senate President, reported that the volleyball parade and celebration for winning the state championship forced the Academic Senate to cancel its final meeting of the semester. Dr. Heaney also acknowledged Will Lombardi's leadership with the success of the Student Leadership Symposium.

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch commented on the letter received from the Accrediting Commission for Community and Junior Colleges (ACCJC) notifying the college that its substantive change proposal for Distance Education was approved. He acknowledged the work that Kim Beaton, Assistant Dean of Instruction, put in on the proposal. He also acknowledged the work Katie Schmid had done on this year's audit.

6) **Student Services**

Carlie McCarthy passed around pictures she wanted the Board of Trustees to see to highlight the recent holiday party celebrated on campus and where students made ornaments and sang Christmas songs. She also reported that Sean Harris, Academic Advisor/Recruiter, visited the Quincy High School high school the previous day and talked to students about dual enrollment. Ms. McCarthy also reported that a student survey was recently launched for local high school and charter school students about their career goals. She additionally reported that plans are already being made for New Student Orientation and Week of Welcome planned for January 2020. She also made the Board aware of the celebration that will take place at noon on Thursday, December 19, 2019, to honor Marci Lang, Director of Disability Support Program for Students (DSPS), who is moving on to another position after more than 30 years with the District.

7) **Superintendent/President**

Kevin Trutna added his thank you to Jim Scoubes and Katie Schmid for their work on the audit. He highlighted the article in his written report from former student Jordan Schatzel who commented that he missed FRC where they actually care about you and your well-being.

The meeting was adjourned to the Foundation Board meeting at 4:06 p.m. There being no further business, the Foundation Board was adjourned, at 4:51 p.m.

KT/ch