

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President McNett called the Organizational and Joint Meeting between the Feather River Community College District (FRCCD) Board of Trustees and Feather River College Foundation to order at 3:00 p.m. on Thursday, December 14, 2023, at Feather River College, Learning Resource Center (LRC) #871, 570 Golden Eagle Avenue, Quincy, California and via Zoom

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

Trustees absent:

2. Welcome Foundation Board Members and Guests:

President McNett welcomed members of the Feather River College Foundation and other guests to the District's Organizational Meeting.

3. Agenda:

Kevin Trutna requested that the board of trustees approve a request to move agenda item #7C2, Presentation of the Independent Audit Report for the Year Ended June 30, 2023, up in the order, so that Steven Currie, Auditor, CWDL, Certified Public Accountants, could provide his audit reports, and start his return trip home to San Diego, California. There being no objection, the Regular and Consent Agendas for the December 14, 2023, Organizational and Joint Meeting of the FRCCD Board of Trustees and FRC Foundation, held at Feather River College, LRC #871, 570 Golden Eagle Avenue, Quincy, California and via Zoom was approved as amended, (Johnston/Sheehan) unanimous.

7.

C. Special Items/Reports

2) Steven Currie, Senior Audit Manager, CWDL, Certified Public Accountants, introduced himself to the board of trustees and others present, and he explained his approach to reporting and showing the District the results of the audit. Mr. Currie stated that in his opinion and the opinion of CWDL, the financial statements examined during the audit present fairly, in all material respects, the respective financial position of the business-type-activities of the FRCCD District as of June 30, 2023. He added that the basis for this opinion is that he conducted the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. He reported that the District closed the 2022-2023 fiscal year with a net position in the Unrestricted General Fund of \$17.8 million, or 82% of operating expenses, an improvement of \$5.4 million over the prior year. Mr. Currie guided the board through the remaining information in the report explaining that in addition to auditing financial statements, internal controls, compliance with state and federal programs, that not only were the financial aid statement audited, but internal controls, compliance with state and federal programs, and were audited as well wi

4. Minutes:

The minutes from the November 16, 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, (Marshall/Ware) unanimous.

5. Items From the Public:

None

6. CONSENT AGENDA:

*** A. Motion Items**

There being no objection or discussion 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, and 5) Budget Augmentations/Reductions were approved as presented, (Johnston/Marshall) unanimous

7. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions. After brief comments from Derek Lerch, Vice-President Instruction/CIO, the request for Approval of Curriculum Actions was approved as presented, (Marshall/Sheehan) unanimous.
- 2) Kevin Trutna requested Approval of Faculty Equivalencies. There being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (Johnston/Marshall) unanimous.
- 3) Kevin Trutna requested Approval of the Quarterly Financial Status Report (CCFS-311Q) for the Quarter ended September 30, 2023, (Q3). Morgan Turner, Vice-President Business Services/CFO reviewed the quarterly data with the board of trustees and she explained that the 311 Annual Report would be on the board agenda for ratification at the December meeting. After further discussion and there being no objection, the request for Approval of the Quarterly Financial Status Report (CCFS-311Q) was approved as presented, (Marshall/Ware) unanimous.
- 4) Kevin Trutna requested Approval of JK Architecture Engineering Proposal for \$7,500 to Update FRCCD Facilities Master Plan (MFP) to Include Public Safety Training Associated with Metal Building to Store Fire Truck (no classrooms), a Clubhouse with Locker Space for Men's and Women's Soccer Program, and the Baseball Softball. He further explained that he has asked the architects to determine and recommend what they feel would be the best campus locations for these structures, and then update them as part of the MFP. There being no objection or further discussion, the request for Approval of JK Architecture Engineering Proposal for \$7,500 to Update FRCCD Facilities Master Plan with three new structures was approved as presented, (Marshall/Ware) unanimous (Sheehan Abstaining)

- 5) Kevin Trutna requested a Decision on the Pool at the Feather River Fitness Center. He reminded the board of trustees that FRC has a triple-net lease with the Foundation, and it is their property. He added that the lease allows for land modifications, and pending the outcome of the vote today, he plans to take the results to the Foundation meeting on November 17, 2023, for a two-step approval process so everyone is aware of the decision. Tony Warndorf, Director of Facilities (I) went over the costs to repair the pool versus removing it and possibly have a space that would benefit FRC students and the community. After considering all of the criteria presented, the board of trustees voted in favor of the administrative recommendation to remove/fill in the pool and explore ideas for the space with students and community in mind. (Sheehan/Johnston) unanimous.

B. Roll Call Items

- 1) Resolution #23/24-02 – Approval of 2024-2025 Child Development Center Continued Funding Application (CFA)/CSPP Department of Education State Preschool. Kevin Trutna explained that the application continues state funding for the Child Development Center Preschool Program. There being no objection, the request for Approval of Resolution #23/24-02 Approval of 2024-2025 Child Development Center Continued Funding Application CFA/CSPP Department of Education State Preschool was approved by the following roll call vote:

Ayes:	McNett, Johnston, Marshall, Sheehan, Ware, Student Trustee Vernon
Noes:	None
Absent:	None
Abstain:	None

C. Special Items/Reports

- 1) Morgan Turner presented the District's Monthly Financial Status report as of October 31, 2023. She reviewed the Unrestricted General Fund Summary, which reflected the District stands at having received 22% of budgeted revenues. She noted that if the District had received the state apportionment, the actual percentage of revenue would have been closer to 25%. She reported that the District has received \$681,000 in interest income from the County, a significant increase over prior years, but it has not received any interest for 2023-2024. There was detailed and lengthy discussion of the County's stated 2.2% rate of return, and how investment fees are calculated, and Morgan Turner indicated that she would be learning more about the issue in the coming weeks as she works with the Julie White, Plumas County Treasurer. Ms. Turner also reviewed the District's monthly cash flow information, reporting that she updated the Beginning Fund Balance to \$14.8 million, and additional upcoming revenue includes \$500,000 in Educational Revenue Augmentation Fund (ERAF) funding, and \$257,000 in property tax revenue.
- 2) Natalie Presta, Director of Information Services (I), updated the board on cybersecurity and the implementation of Software as a Service (SaaS). She mentioned a recent memorandum from the California Community Colleges Chancellor's Office (CCCCO) on cybersecurity and the certain metrics that all campuses must meet, and she

reported that FRC has already met all of these metrics including the implementation of Microsoft Defender, an antivirus that responds to security threats, plus an overall evaluation of FRC's security. Dr. Presta provided information on where FRC stands with compliance with the Gramm-Leach-Bliley Act (GLBA), requiring institutions to explain information sharing practices, and she added that Banner SaaS implementation although bumpy at first, is now stable and operating, and Ellucian has credited back \$532,000 in funding, which covered approximately 75% of the cost to go to SaaS.

- 3) Kevin Trutna requested that the board move item 6C5, Report on Recent Accreditation Experience, into the agenda ahead of the last two reports to accommodate Nikki Grose, English Professor and Department Chair, and her experience as a member of an accreditation team evaluating Mira Costa Community College.

Nikki Grose provided an overview of her accreditation team experience and she explained these teams are comprised of anywhere from eight to ten members from various areas of a community college campus, and there is always an English professor in the mix. She explained that she was able to see that the Commission is favoring a more collaborative approach with positive reflections when evaluating campuses. Dr. Grose added that much of the team's work is completed remotely, with one long meeting to hammer out the details, decide on commendations, and identify what are referred to as core inquires, items that the teams needs to learn more about when it visits campus.

- 4) Derek Lerch provided the board of trustees with an update on Full-Time-Equivalent Students (FTES). He explained that the enrollment information is in the same format as previous FTES reports, and it shows campus enrollment appearing much like it did for the previous year with Incarcerated Student Program (ISP) enrollment continuing to fall short due largely to increased competition from other schools. He also noted that Future Educators has a target of 460 FTES, and he believes that this number is attainable based on enrollments that the college is seeing from the program. Carlie McCarthy added that 18 students qualified for the Western Undergraduate Exchange (WUE) program with four of them graduating in spring 2024, and 13 students that the program considers first year students. She added that the goal is to strive for a balanced cohort each year and enroll 35 or 40 students annually. Derek Lerch added that FRC is fortunate to be experiencing the steady enrollment that it is, as other institutions are in a much more precarious position.
- 5) Derek Lerch discussed the importance of accreditation and Standard 4, Leadership and Governance. He indicated that big picture, trustees should be aware of the timeline and know that FRC's accreditation report is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) at the beginning of August 2024 and it will have been through shared governance reviews. He explained that Jan Rennie, former Director of Educational Talent Research (ETS), has agreed to be one of the document editors and assist putting together a quality and polished document to be sent to the entire campus before the before the holiday break. Dr. Lerch reported that he has shared the draft document with FRC's ACCJC accreditation liaison and they have been complimentary and supportive. He encouraged trustees to read the three standards on Leadership and Governance in their board packets and provide feedback if they have a question or need clarification on the draft responses.

D. Communications, Presentations, and Reports

1) **Board of Trustees**

Kevin Trutna asked Trustee Ware what the status of the new hospital is, and she reported that the construction company is preparing the site so large equipment can be set up.

Student Trustee Vernon reported that this week has been International Student Week, and Chef Sean prepared international meals that these students have been missing from home. She also reported that on October 19, 2023, Associated Students of Feather River College (ASFRC) held a meet and greet in front of the Eagle's Perch, and ASFRC officers met with students while enjoying hot chocolate and donuts. She added that other ASFRC activities included a fall festival with games and pumpkins, and there is a picture of the fun in Kevin Trutna's written report.

President McNett reported that he and Linda Batson drove to Susanville, California, for the volleyball game against Lassen College, and after losing the first two sets, the determined Lady Eagles came back to win the next three. He added that the competition was fierce and exciting.

2) **Associated Students**

Report provided by Student Trustee Vernon

3) **Academic Senate**

Becky Easley, Academic Senate President, reported that Katie Desmond, Assistant Dean of Instruction (I), came to her pushing hard to get FRC's Academic Senate more involved with state academic senate matters. She explained that the Academic Senate held an election, took a vote, and elected Nikki Grose as FRC's Academic Senate Representative to the Academic Senate for California Community Colleges and they are already voting on resolutions.

4) **Classified Senate**

Sean Whaley, Classified Senate President reported that classified engagement is small but steady, and there is a small dedicated group reviewing administrative procedures and board policies with a discerning eye, which he appreciates.

5) **Instruction**

Derek Lerch reported that on Monday, November 20, 2023, the Environmental Studies group is organizing an event at Quintopia where an open house for the new bachelor's degree program will start at 6 p.m. He encouraged board members to attend if their schedules allow. He also informed the board that one of the equivalencies approved earlier involves someone that he hopes will teach a Class A truck driving class for FRC in the spring. He added that his goal is have the instructional agreement with Sierra Pacific Industries (SPI) pertaining to this on the board agenda in December for approval. Dr. Lerch also updated the board on faculty search committees taking place in collaboration with Becky Easley and the Academic Senate.

6) **Student Services**

Carlie McCarthy reported that there has been some transition in Student Services with Erin Ellingson, Admissions and Records Specialist moving to Human Resources to be the interim officer manager there, and Stacey Svilich, Student Success Specialist, moving into the vacant advising role as interim, and Katie

Gannon, Assistant Coach, Women's Basketball backfilling for Erin Ellingson. She added that she has filled the Assistant Housing Manager position, and Kara Gately, FRC's interim mental health counselor has decided to stay through the end of the fiscal year, which helps with the continuity of services. She invited the board of trustees to enjoy a turkey dinner with the campus on Tuesday, November 21, 2023, at the Eagle's Perch, and she let the board know about the Veterans Resource Center that just opened under grant funding.

7) **Superintendent/President**

Kevin Trutna reviewed items from his written report including nursing students participating in inoculating patients in drive through flu clinics, Jon Dvorak helping 18 individuals earn Basic 32 Firefighting Certificates, and the visits from Steve Perez, President, Chico State University, and Assemblywoman Megan Dahle. He also highlighted the write up from Joan Jarrett, Program Coordinator, Instructional Resource Center/English Instructor, who attended the 13th Annual National Conference on Higher Education in Prisons in Atlanta, Georgia, with Cydney Piper, Program Coordinator, Incarcerated Student Program (ISP). Dr. Trutna announced that the December 14, 2023, meeting would be a joint meeting with the FRC Foundation and there will be a holiday dinner afterwards at the Wildflower Café. He added Morgan Turner has scheduled the annual audit presentation, and there would be a marketing presentation included.

There being no further business, the meeting adjourned at 5:07 p.m.

KT/ch

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