

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 (FRCCD) Board of Trustees to order at 2:32 p.m. on Thursday, April 15, 2021, via a Zoom virtual platform.

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

Trustees absent: Student Trustee Wilson

Trustee McNett departed the meeting at 3:42 p.m. and he rejoined the meeting at 4:45 p.m.

Trustee Sheehan departed the meeting at 4:26 p.m. due to technical difficulties and he rejoined the meeting 4:50 p.m.

Trustee Saxton departed the meeting at 4:15 p.m.

2. Public Comment on Closed Session Items:

There was no public comment on Closed Session items.

3. Adjournment to Closed Session:

The meeting was adjourned to Closed Session at 2:31 p.m.

4. Reconvene to Open Session:

The meeting was reconvened to Open Session at 3:05 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.

6. Agenda:

The Regular and Consent Agendas for the April 15, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (Sheehan/Saxton).

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

7. Minutes:

The minutes from the March 11, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (Saxton/Elliott).

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

8. Items from the Public:

None

9. CONSENT AGENDA

* A. Motion Items

Trustee Saxton requested that Consent Agenda Items #9A4, Budget Transfers, and 9A5, Budget Augmentations/Reductions be pulled for further discussion. On agenda item #9A4 he referred to a budget transfer for the Restricted General Fund for \$3,090 described on page two of two of the backup documentation as being for certification of welding instructor so he can certify students in curriculum as America Welding Society (AWS). Trustee Saxton asked if Feather River College (FRC) currently has any students in its welding program and are they expecting a certificate, and did this mean that our current students would not be certified at the present time. Derek Lerch, Vice-President Instruction/CIO responded that yes there are students enrolled in the welding class and any student taking FRC courses can seek certification through the AWS, but FRC would like to be able to offer its students certification as part of their enrollment in the class and this requires certification of FRC's instructor Jesse Lazzarino. Trustee Saxton thanked Dr. Lerch for his response and then referred to agenda item 9A5, Budget Augmentations and Reductions. He stated he noticed that there was an increase in revenue of \$968,097, and he asked for information on the source of the revenue. He also asked what capital outlay projects are planned with the \$300,000 that is being transferred out. John Ives, Vice-President Business Services/CFO responded that in his experience capital outlay funds are for new buildings, new construction, and maintenance and it would be aligned with FRC's Master Facilities Plan and Strategic Plan. He added that when purchases are made for capital outlay projects it is done in consultation and with the board's approval. Trustee Saxton referred to the purchase of a horizontal hay delivery system that the board had not approved, and Kevin Trutna, Superintendent/President, indicated he would have Katie Schmid, Chief Accountant, look into the expense. Dr. Trutna also asked Ms. Schmid for information on the \$300,000 transfer out, and she responded that this it is being set up as a planned expenditure for capital improvements, and she added that the revenue being discussed is basically the truing up of the values of what was received at the beginning of the year when the original budget was set up. 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 Special Events Request Form for \$630.00 between Feather River College and Regional Emergency Medical Services (Authority) (REMSA) for required medical coverage for sporting events, 7) Approval of Addendum to MOU between Feather River College and Plumas Unified School District (PUSD) to adjust use of Feather River College football field outside of original agreement due to COVID-19 cancellations during fall

2020, 8) Approval of Grant Agreement #20,-197-001 for \$500,000 between Board of Governor's California Community Colleges Chancellor's Office (Grantor) and Feather River Community College District (Grantee), for the purpose of piloting distance-education teacher credentialing coursework effective October 1, 2020 to January 31, 2023, 9) Approval of Memorandum of Understanding (MOU) between Ramona Munsell and Associates Consulting, Inc. (RMA) and Feather River College (College) for RMA to develop and provide a successful TRIO application for College under the Title IV Upward Bound Program with all required data and results to be submitted to RMA by May 14, 2021, 10) Approval of Engineering Agreement for \$27,500 between Feather River College (Client) and Pace Engineering (Consultant) for Consultant to provide architectural, structural engineering, and electrical engineering services for a hay and calving barn for Client according to attached exhibits, and 11) Approval of Merchant Processing Application and Agreement between BASYS Processing and Feather River Community College District to provide credit card processing for food service use in the Eagle's Perch were approved as presented, (McNett/Elliott).

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

10. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna, Superintendent/President, requested Approval of Curriculum Actions, and he turned further discussion over to Derek Lerch. Dr. Lerch explained that the agenda item contained a new Social Justice Studies AA Transfer Degree that was developed in the Curriculum Committee, and he explained that it is expected that some sort of ethnic studies requirement for all community college students will be introduced by the chancellor's office at some point, so this degree will fit well with that should it happen. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Saxton).

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

B. Roll Call Items

None

C. Special Items/Reports

- 1) John Ives presented the District's Quarterly Financial Report as of March 31, 2021. He reviewed the Unrestricted General Fund Summary reporting that the college has taken in approximately 65% of its revenue and he expects the majority of the rest of the revenue to come in towards the end of the fiscal year with some trickling in after June 30, 2021 due to apportionment deferrals. He also reported that expenditures for the period total \$10.2 million or 59% of approved budget. He noted that he expects most of the spending to occur proportionally at the end of the fiscal year and everything is tracking as planned. He reviewed the Restricted General Fund Summary, Child Development Fund Summary, Capital Outlay Fund Summary, Retiree Benefits Fund Summary, and the Student Financial Aid Summary, as well as the Plumas County Treasurer's Investment Report as part of the Quarterly Report and moved on to discuss the Monthly Projected Cash Flows for the Unrestricted General Fund. Mr. Ives reported that he expects that the revenue (cash in) projected will increase with expected property tax revenue and expenses will also increase the last three months of the fiscal year. He indicated that the projected revenue for May 2021 is \$30,000 as there are no large property tax payments anticipated, and when all is said and done at the end of the fiscal year ending cash is projected to be \$8.1 million.
- 2) Kevin Trutna provided opening remarks on the preliminary discussion on AP 2431, CEO Selection by explaining that one of the recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC) involved a suggestion that the college develop an administrative process for the selection of a Chief Executive Officer (CEO). He further explained that normally these selections go through shared-governance, but because this process deals with the board's authority to hire a CEO, he wanted the process to start with the board. Derek Lerch explained that the ACCJC's suggestion that the college consider implementing such a procedure for the selection of a CEO is not one FRC has to comply with, and he believes that every time the school has gone out for a CEO, the search has been inclusive, and included representative constituents from across campus. He added that he felt that the college would be remiss if it did not at least consider the recommendation's suggestion as it provides an opportunity to set some parameters around a search process if one is considered. Trustee Elliott shared that he has been through the search process for a CEO three times at FRC and it has worked well. He added that it is the prerogative of the board to select a president and he has some reluctance to a policy coming up through different staff levels, because the board at the time of the search may be seeking an individual with certain skills and experience. Trustee Sheehan agreed and added that the process should be kept as open as possible along with finalist candidates visiting the campus. Dr. Lerch reviewed the history of previous discussions held on the topic, and President Ware noted that on previous searches board members had visited the campuses of finalist candidates. Dr. Lerch explained the two paths the board could consider regarding the issue which included 1) stopping further exploration all together, or 2) take the general interest from the board and include the items laid out so far, add any additional items as they come up, and put it together in a flexible framework to bring back to the board for consideration. Trustee Elliott suggested a more detailed discussion take place at the board's upcoming planning meeting, and Dr. Lerch offered to bring a draft of the procedure to that retreat. Kevin Trutna commented that perhaps the procedure might not be a step-by-step approach to the selection, but more of a philosophy at the time of the

search that the board would establish the search committee that is fair and represents all of the components of the college. Dr. Lerch explained how he reports progress to the ACCJC through FRC's mid-term report due in March 2022, and that holding the matter until the June retreat would not be a problem.

- 3) President Ware, on behalf of Trustee McNett, provided an update on the process outlined in AP 2715, Code of Ethics/Standards of Practice regarding Trent Saxton, Trustee Area 1. She reported that things are moving along and the report appeared to be the same as the previous month. Kevin Trutna noted the differences between last month's letter and this month's letter, and Trustee Saxton responded that he would like to present information to the committee once he is informed as to what he has done wrong. President Ware asked if Trustee Saxton had received a letter, and he responded that he had not. President Ware notified Trustee Saxton that a letter had been mailed that would answer his questions.
- 4) Kevin Trutna reported that this month's Campus Update would be different in that the focus would be placed on how each area at FRC is focused on finishing the spring semester, planning for summer and fall 2021, and an overview of COVID funding. He reported that Occupational Health and Safety Administration (OSHA) requires that only immediate area contacts on job sites be notified of a positive COVID-19 test, and he has elected to notify the campus and community. Dr. Trutna also reported that highly efficient air filters are being installed, and that all instructional areas measured so far have six air changes per hour (ACH), which is considered ideal by Harvard School of Public Health. He added that FRC has completed over 1,500 COVID-19 tests since January with ongoing 100% testing for competitions, 25% for practices, and 100% staff testing in athletics. He commented on the outdoor classroom benches built by Saylor Flett and Joshua Olivera and complimented them on the work.

Carlie McCarthy reported that Student Services is in the middle of electing Associated Students Feather River College (ASFRC) officers for the new term. She added that new student ambassadors have also been selected so all of the new student leaders are able to attend leadership training together at Grizzly Creek next weekend. She also reported that she is working on a virtual campus tour and on April 30, 2021, representatives from the vendor Peek Peek Corporation will come to campus to film several areas of the campus. Ms. McCarthy additionally reported that she is gauging interest on having a COVID-19 vaccination clinic on campus and students are responding to a survey about that. Other topics covered included a second emergency notification testing with Regroup, the opening of emergency relief fund applications for students, the Student Awards Ceremony scheduled for May 4, 2021, a mental health awareness and suicide prevention week scheduled for May 10, 2021, through May 14, 2021, and graduation scheduled for May 21, 2021.

Kevin Trutna reported that he anticipates a return to the summer flex schedule for June and July 2021 and that facial coverings, social distancing, and testing for some activities will continue through summer and into fall. He explained that per state law testing cannot be required for enrollment or class attendance, but it may be required for housing or athletics.

Carlie McCarthy reported that registration for the fall semester began April 5, 2021, and Admissions and Records has been working through the priority tiers. She also reported that Student Services has plans for two reduced capacity events for Day in the Mountains to be held on April 16, 2021, and April 26, 2021, and she is exploring a new telehealth opportunity for students that includes mental health. She also stated that she plans to continue to award emergency relief funds to students and award the Finish Line Scholarships. Ms. McCarthy informed the board that housing will be offered at full capacity for fall 2021, that the class schedule includes in-person instruction including lecture labs and activity sections, and that classroom capacities will be reduced following preliminary Center for Disease Control (CDC) guidelines. Derek Lerch added that it is still too early to tell what enrollment patterns will be like, but he could say for sure the schedule is looking more like a pre-pandemic schedule for instruction.

Kevin Trutna finalized the Campus Update presentation by reporting on plans for the use of one-time funding to address safety concerns related to the pandemic including the installation of touchless faucets in restrooms, additional bus/vans, video cameras, campus technology and training, upgrades to heating, ventilation, and air-conditioning (HVAC), an outdoor classroom for the Child Development Center, student support for housing and food, food distribution trailer, and the repair and expansion of the patio outside of the Eagle's Perch. He also provided the board of trustees with an overview of the COVID-19 funding released and yet to be released and he indicated that a comprehensive spending plan is being developed for the large amount of funding that has been and will be received.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Sheehan reported that he attended the Spring Regional Economic Summit earlier in the day put on the North State Planning and Development Collective, and it was a good session on what is being done both publicly and privately to improve things relating to the Camp Fire.

Trustee Elliott confirmed that the retreat planning meeting for the board is scheduled for June 8, 2021, and that he would like to suggest a discussion on enrollment be placed on the agenda along with vocational class offerings, and a capital expenditure and infrastructure plan. He also congratulated Angelina Wilson, Student Trustee on her Phi Theta Kappa (PTK) Scholarship Award adding that it was a pleasure to be on the board with her and with someone with that recognition.

Trustee McNett also congratulated Angelina Wilson on her achievements and added that FRC students are in the big league and it is something to be proud of.

President Ware stated that it has been a true pleasure serving on the board with Angelina Wilson and she acknowledged Ms. Wilson's intelligence and composure.

Angelina Wilson thanked everyone for the kind words and support she has received, and noted that she is happy to put FRC on the map with these awards.

2) Associated Students

Angelina Wilson, on behalf of Jesse Williams, reported that students are curious about the layout for the fall semester and from the reports today it appears as if some hybrid courses are planned. She asked how the information will get out to students, and Derek Lerch responded that the class scheduling in Banner reflects this if the student delves far enough into the enrollment process. He added that Carlie McCarthy has suggested a press release be considered, and he plans notifications to include social media, the newspaper, and the FRC website.

3) Academic Senate

Chris Connell, Academic Senate President, reported that FRC is in the final portion of the spring semester, and everyone is working hard to finalize their classes while participating in different faculty searches. He also offered his congratulations to Angelina Wilson for her scholarship awards and the significance that it has for the college.

4) Classified Senate

Sean Harris, Classified Senate President, reported that classified staff are also busy with various search committee responsibilities and he is gearing up to provide advising to new and returning students on their classes. He noted that one of the primary questions from new students is whether or not their class will be in person, and it has been great to be able to tell them their classes will be.

5) Instruction

Derek Lerch reported that Angelina Wilson's awards and achievements made him think of her in terms of her role, but also the thoughtful and intelligent contributions of other student representatives that he witnessed during the spring semester. He stated that he is thankful for the time that they dedicated to their responsibilities and that FRC has benefited from it as a school. Dr. Lerch added that there is a tremendous amount of grant funding and grant funding opportunities coming to the college especially in the Career Technical Education (CTE) and vocational areas. He added that in spending the volumes of money that the state and others are allocating in the timelines specified is a tremendous challenge, and every member of the administration and college tries to be as transparent as possible when budget transfers and augmentations are brought to the board for approval. He added that in doing so through these mechanisms he hopes that there will not be a need to bring every purchase to the board for pre-approval consistent with the College's past practices.

6) Student Services

Carlie McCarthy reported that efforts are in place to bring attention and awareness to Denim Day on April 28, 2021, a day to educate individuals on sexual assault. She also reported that she stopped by the baseball and softball

fields on her lunch hour and it made her happy to be a part of these athletic events again.

7) **Superintendent/President**

Kevin Trutna highlighted events and articles from his written report including the Brennan Stadium sign that had Jesse Williams and George Tribble pictured, and he read the thank you letter from Linda Brennan recognizing his efforts to move forward with the naming. He also mentioned the reining horse competition that several FRC students competed in where they could use their personal horse or their FRC horse, and Jon Dvorak's hosting of a spring TREX (prescribed fire training exchanges) that 45 individuals attended. Dr. Trutna also recognized Angelina Wilson's accomplishments, and let her know that if he could ever help her with achieving any of her transfer goals to please let him know. He provided the board of trustees with anticipated items for the May board meeting including retiree resolutions, a report on PTK, a faculty internship report, and an update on the Student Centered Funding Formula (SCFF). Trustee Elliott asked if there was anything to report on the Incarcerated Student Program (ISP) given the announcement that the California Correctional Center (CCC) in Susanville, California, will be closing, and Dr. Lerch responded that the closing will create a disruption to FRC's ISP model, but any overall negative impact will be able to be made up with enrollment from other prison partners.

There being no further business, the meeting was adjourned at 4:41 p.m.

KT/ch