

## MINUTES

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

#### **3. Call to Order:**

President Ware called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:02 p.m. on Thursday, July 19, 2018, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

#### **4. Closed Session Announcement:**

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

#### **5. Agenda:**

The Regular and Consent Agendas for the July 19, 2018, meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Meyers/Sheehan/Ware/Elliott/McNett/Yates Aye) (None Opposed).

#### **6. Minutes:**

The minutes from the Regular Meeting held on Thursday, June 14, 2018, at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Elliott/Meyers/Ware/Sheehan/McNett/Yates Aye) (None Opposed).

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

None

#### **8. Administration of the Oath of Allegiance: Ms. Gracie Yates, Student Trustee 2018-2019**

Kevin Trutna, Superintendent/President, administered the Oath of Allegiance to Ms. Gracie Yates, Student Trustee for the 2018-2019 academic year. Ms. Yates stated that she is looking forward to getting to know the members of the Board of Trustees and working with everyone during the upcoming fall 2018 and spring 2019 semesters. She also explained that after graduating from Feather River College she intends to transfer to either Chico State University or University of Nevada Reno to pursue a bachelor's degree in Sociology.

#### **9. CONSENT AGENDA**

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

Prior to approval of the Consent Agenda, Trustee Elliott inquired about Consent Agenda Item #9A8, Approval of Agreement between Feather River College and Liebert, Cassidy, Whitmore, A Professional Corporation, to provide special

services as a member of the Northern California Community College District Employment Relations Consortium. Kevin Trutna responded that Liebert, Cassidy, Whitmore (LCW), is one of approximately four legal firms that the District engages for specialty services annually, and LCW provides, and is known for, its legal services in the area of training seminars and workshops. After further discussion and there being no objection, 1) Ratification of Personnel Actions, 2) Ratification of Personnel Action, 3) Payroll and Commercial Warrants, 5) Budget Augmentations/Reductions, 6) Request for Approval of Services Grant Agreement in the amount of \$4,999.00 between First Five Plumas, a political subdivision of the County of Plumas (PCCFC) and Feather River College (FRC) Child Development Center (Subcontractor) for Subcontractor to purchase materials and supplies for center-based child care and education program including educational supplies and indoor and outdoor play equipment, 7) Approval to Accept State of California, Sierra Nevada Conservancy Grant Agreement #919 in the amount of \$73,000.00 to complete on-the-ground activities to a 150 acre project that adjoins the forested FRC campus and includes Spanish Creek, a major headwater tributary and contributor to the north fork of the Feather River and the California State Water Project effective May 27, 2018, and expiring May 1, 2022, and 8) Approval of Agreement between Feather River College and Liebert, Cassidy, Whitmore, a Professional Corporation, to provide special services as a member of the Northern California Community College District Employment Relations Consortium were approved as presented, (Sheehan/Meyers/Ware/Elliott/McNett /Yates Aye) (None Opposed).

## **10. REGULAR AGENDA**

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

- 1) Kevin Trutna requested Approval of BP 5010, Admissions and Concurrent Enrollment. After further discussion and there being no objection, the request for Approval of BP 5010, Admissions and Concurrent Enrollment, was approved as presented, (Sheehan/McNett/Ware/Elliott/Meyers/Yates Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of BP 5500, Standards of Student Conduct. After further discussion and there being no objection, the request for Approval of BP 5500, Standards of Student Conduct, was approved as presented, (Meyers/McNett/Ware/Elliott/Sheehan//Yates Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of Feather River College Salary Schedules for the 2018-2019 Academic Year. After brief discussion and there being no objection, the request for Approval of Feather River College Salary Schedules for the 2018-2019 Academic Year was approved as presented, (Elliott/Meyers/Ware/McNett/Sheehan/Yates Aye) (None Opposed).
- 4) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2018 (Q4). After

further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2018 (Q4) was approved as presented, (McNett/Meyers/Ware /Elliott /Sheehan/Yates Aye) (None Opposed).

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Status Report as of July 19, 2018, and the Revenue and Expense Data as of June 30, 2018. Kevin Trutna pointed out that no funds from the Beginning Fund Balance have been used at this point. Jim Scoubes stated that this month's report is a quarterly report as well as an annual report and the data contained in the report was run on July 2, 2018. He explained that since then the District has run a mid-month payroll, paid some instructional service agreement invoices, and processed other last minute invoices. He also reported that revenues are a bit more difficult to document because the District relies upon the State of California for apportionment. He also explained how enrollment targets, State apportionment reports, and property taxes combine to complete the revenue data and that this information will likely be available near the end of August. Katie Schmid, Chief Accountant, was asked by Dr. Trutna about additional anticipated revenues, and she reported that all of the certified apportionment funding from the P2 report has been received, and the tax collector's office has notified her that the final allocation of property taxes will be sent to the District in early to mid-August. Dr. Trutna, referring to page seven of the report, indicated that the District has received 93% of budgeted revenue and has expended 87% of the approved budget through 100% of the fiscal year. Dr. Trutna briefly transitioned to the new funding formula just released two days prior to the Board meeting which included a 2.71% Cost of Living Adjustment (COLA), and a total increase of 7.89% increase for the District with the COLA embedded in that percentage. He also mentioned that Districts are being told not to base any budget on the announcement. Trustee Sheehan asked about the California College Promise Grant, and Dr. Trutna reported that it's meant for first-time, full-time students, but the details of what this means still need to be worked out.
- 2) Kevin Trutna reviewed the document displaying employer fixed payroll costs and cost of medical benefits for 2018-2019 with the Board of Trustees.
- 3) Nick Boyd, Director of Facilities/CTO, and Derek Labrecque, Architect and Partner, JK Architecture Engineering (JKAE), presented an update to the Board of Trustees on the Feather River College (FRC) Facilities Master Plan. Mr. Labrecque reported that limited bond funds have been applied to capital projects over the past ten years due in large part to the competitive

process involved. He also reported that due to Proposition 51, the Public School Facility Bond passed in 2016, 2 billion dollars was allocated to community colleges with two allocations of \$750,000,000 and one allocation of \$500,000,000 being awarded. He also explained that the projects that have received funding have either been Health and Safety projects or have scored higher due to matching contributions from local bond funding. Mr. Labrecque added that per discussions with Carlos Montoya, Director of Facilities Planning and Utilization at the California State Controller's Office, some exceptions have been made for rural districts when it comes to local bond funding. He also went over the Board of Governor's funding category percentages explaining that FRC's Multi-Purpose Building (MPB) Modernization Project comes in rated as a Category D Project which receives 15% of remaining funds statewide after Category A or Health and Safety projects receive awards. Mr. Labrecque also summarized in his report the activities that FRC has explored relative to the capital outlay process including the MPB Modernization Project and the Replacement of Temporary Buildings (New Instructional Building) Project, and he fielded questions posed by members of the Board of Trustees. He also shared that his recommendation to the District would be to relist the priority of the Replacement of Temporary Buildings as the Priority #1 project and move the Gym Modernization Project to the Priority #2 Project, and then take some time to pause and reflect on the study that's been done, which would give the College time for the recommendation to go through the Facilities Committee and the participatory governance process. Mr. Labrecque felt that this change would give the college a competitive advantage and increase the likelihood of receiving bond funding for a capital project.

- 4) Kevin Trutna presented part two of information gathered from a second survey about participation in shared-governance at Feather River College. He stated that the findings demonstrate that FRC has high levels of participation and commitment to participating in governance per AP 2510, Participation in Local Decision Making. He provided findings on committee meeting effectiveness, whether or not committee meetings and discussions follow the agenda, whether or not it is clear who is responsible for carrying out actions items and recommendations for the committee, how the respondent to the survey communicates discussions and recommendations from the committee he/she serves on, how important it is to the respondent to know about recommendations, actions, and discussions that they serve on, and whether or not it is clear where recommendations from the committee they serve on are sent. Dr. Trutna's presentation also reflected information on whether or not respondents received feedback on recommendations that were sent to the next level in the reporting structure, and if information from other committees was made available in a standardized format how often would it be read. Dr. Trutna shared his thoughts on some of the strengths identified through the survey including that employees generally staying informed by reading their emails and the monthly report from the Superintendent/President, that they believe in the importance of participating on the committees, and that the work is valued. He also pointed out that respondents that serve on

committees felt that the committees they serve on have clear goals and make progress towards the goals. Dr. Trutna also explained that there is discussion currently taking place in the Senates regarding establishing a new participatory governance committee, the Gender Equity in Athletics Committee. He explained that the it was formerly known as the Title IX Committee and it met as an ad-hoc committee and he felt that the committee needed to be formalized in AP 2510 as a participatory governance committee. He also reported that another strength that was reflected in the survey is that respondents felt comfortable in their preparation for attendance at committee meetings by printing out the agenda and reading the minutes and then focusing on what they are supposed to be doing. Dr. Trutna mentioned that a new orientation process needs to be developed for new committee members for participation on committees and he plans to work on this. Trustee Meyers asked what percentage of faculty and staff participate in shared-governance, and after further discussion the participation was estimated at 30% to 40%.

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

1) **Board of Trustees**

President Ware communicated that she is the incoming Chief of Staff at Seneca Hospital and two things she's noticed already is that the demographics of the Lake Almanor area are aging noticeably, and secondly she learned from a report from the California Medical Association that many rural hospitals in California are no longer delivering babies and that families are having to travel in some cases more than 100 miles to deliver a child. Trustee McNett reported that Indian Valley Hospital and Plumas District Hospital are exploring the possibility of consolidating the two health care districts.

2) **Associated Students**

Gracie Yates communicated that there isn't much to report on right down because the students are not on campus, however, she works at Carey Candy downtown and she has seen the volleyball girls coming in after practice.

3) **Academic Senate**

No Report

4) **Classified Senate**

Michelle Ryback, Classified Senate President, reported that the Classified Senate does not meet in the month of July so there was no update.

5. **Instruction**

Derek Lerch, Dean of Instruction/CIO, reported that the District has closed its P3 Apportionment Report and it exceeded the enrollment target by a modest amount. He also updated the Board of Trustees on Plumas County Office Education becoming the fiscal agent for the Adult Education Program as of July 1, 2018.

## 6. **Student Services**

Carlie McCarthy, Chief Student Services Officer, reported that she recently met with individuals from the Plumas Transit Authority and the Plumas County Health Department to renew annual contracts for services. She also reported that Student Services is gearing up for New Student Orientation scheduled for Friday, August 17, 2018. Ms. McCarthy also highlighted *FRC Night at the Reno Aces Game* scheduled for Saturday, August 18, 2018, where Terry Baumgartner, Head Baseball Coach, will throw out the first pitch, and the Reno Aces will help introduce new FRC students to the community and announce the 50<sup>th</sup> Anniversary to the crowd. She noted that tickets must be purchased by Friday, August 10, 2018. She encouraged members of the Board to attend the event if their schedules allowed. Ms. McCarthy also informed the Board of the first kick-off event in celebration of FRC's 50<sup>th</sup> Anniversary scheduled for Friday, August 24, 2018 on the FRC Green where there will be live music and a \$5 dinner, and she distributed flyers on both events. Ms. McCarthy closed her report by announcing that there would be an all staff Student Services retreat on August 3, 2018, where a diversity of topics will be discussed. When asked by Dr. Trutna to provide an update on the Plumas County Mental Health contract, Ms. McCarthy communicated that the contract will be a bit different going forward in that the College has been guaranteed 74% of the previous allocation which more than funds Kelsie Foster's position as Mental Health and Wellness Counselor. She also reported that Dr. Foster did not use all of the funding from the previous year, and she is being allowed to roll over these funds into this fiscal year. She added that the Wellness Center has been a great asset to the students and to the FRC campus in general.

## 7. **Superintendent/President**

Kevin Trutna highlighted several items contained in his written report including information that the FRC Volleyball Team was one of 26 recipients nationwide, and the only community college in California, to receive the AVCA Team Academic Award for the 2017-2018 year for maintaining a 3.30 team GPA. Dr. Trutna also reported that FRC has been awarded the Sierra Nevada Conservancy Watershed Improvement (CEQA) Grant under Darryl Jury's leadership to reduce wildfire risk and protect Spanish Creek which is a major headwater tributary to the north fork of the Feather River. He also touched on the number of students involved in internships this summer working with the United States Forest Service (USFS) where students gain valuable experience and earn money while learning. He additionally made Trustees aware that the October Board meeting will take place in Chester and it will include a leader's luncheon and a presentation by Joe Wyse, President of Shasta College, on what he looks for in determining the health of college finances.

There being no further business, the meeting was adjourned at 4:47 p.m.

KT/ch