

## 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 2:30 p.m. on Thursday, August 10, 2023, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, and via a Zoom virtual platform.

*Trustees present:* McNett, Marshall, Sheehan

*Trustees absent:* Johnston, Ware, Student Trustee Vernon

**2. Public Comment on Closed Session Item:**

There was no public comment on Closed Session items.

**3. Adjourn to Closed Session:**

The meeting adjourned to Closed Session at 2:30 p.m.

**4. Reconvene to Open Session:**

The meeting reconvened to Open Session at 3:06 p.m.

**5. Closed Session Announcement:**

President McNett announced that the board of trustees met in Closed Session and took no action.

**6. Roll Call for Open Session:**

*Trustees present:* McNett, Marshall, Sheehan

*Trustees absent:* Johnston, Ware, Student Trustee Vernon

**7. Agenda:**

The revised agenda for the August 10, 2023, meeting of the FRCCD Board of Trustees held at Feather River College, LRC #871, 570 Golden Eagle Avenue, Quincy, California, and via Zoom was approved as presented, (Marshall/Sheehan) unanimous.

**8. Minutes:**

The minutes from the July 20, 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.

**9. Items From the Public:**

None

**10. CONSENT AGENDA:**

**\* A. Motion Items**

Prior to approval of the Consent Agenda, Nick Maffei, Director of Marketing, Communication, and Outreach, provided additional context to Consent Agenda Item #10A10, the request for Approval of Proposal between Feather River College and Fox 40 Education Matters. He explained that in an effort to maximize the District's return on investment for advertising the new bachelor's degree in Ecosystem Restoration and Applied Fire Management, Fox 40 approached him about marketing the degree and together they were able to curate a package that fits FRC's exact needs and will reach a large audience in Northern California.

After further discussion and explanation on Consent Agenda Items #10A6 and #10A10, 1) Ratification of Personnel Requisitions, 2) Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations/Reductions, 6) Approval of Proposal for Consulting Services not to exceed \$18,000 between Feather River Community College District (FRCCD) and Facilities Planning and Consulting Services, Inc., (Consultant) for Consultant to provide FRCCD with consulting services related to Space Inventory, Affordable Housing Grants, and other consulting services described in proposal effective July 25, 2023, 7) Approval of Memorandum of Understanding (MOU) between Reyes Resource Development LLC (RRD) and Feather River College for RRD to be of assistance to FRC in its efforts to develop a successful TRIO Application under the Title IV Student Support Services Program, 8) Approval of Statement of Work (SOW) for \$38,700 between Strata Information Group, Inc., (SIG) and Feather River College for SIG to provide annual Banner Financial Aid consulting support as directed for FY 23-24, 9) Approval of Statement of Work (SOW) for \$20,596 between Forsyte IT Solutions and Feather River College (FRC) for Forsyte IT Solutions to provide support in Microsoft Intune – Deployment and Configuration effective July 18, 2023, and 10) Approval of Proposal for Services for \$32,800 between Feather River College and Fox 40 Education Matters for Fox 40's Education Matters program to create community awareness and engagement for FRC by combining local channels reach with a dynamic multi-platform user advertising experience were approved as presented, (Sheehan/Marshall) unanimous.

President McNett explained that he would prefer to have agenda items such as Consent Agenda Item #10A10, Approval of Proposal for Services for \$32,800 between Feather River College and Fox 40 Education Matters, placed on the Regular Agenda due to the amount of the agreement and nature of the discussion that took place.

## **11. REGULAR AGENDA**

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

- 1) Kevin Trutna requested Approval to Accept Donation of Insect Collection from Richard Harris, of Reno, Nevada. Dr. Trutna explained that Mr. Harris approached Anna Thompson, Biology Professor, when he learned that Feather River College (FRC) might be interested in the donation of an insect collection that he started over 50 years ago as a high school biology project. After further discussion and there being no objection, the request for Approval to Accept Donation of Insect Collection from Richard Harris, Reno, Nevada, was approved as presented, (Marshall/Sheehan) unanimous.

- 2) Kevin Trutna requested Approval of Faculty Equivalencies. After brief discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (Sheehan/Marshall) unanimous.
  
- 3) Kevin Trutna requested Facilities Update from Tony Warndorf, Director of Facilities (I), and Permission for FRC to enter into Agreement for Replacement of Multi-Purpose Building (MPB) Floor Due to Emergency Conditions. He explained the reason for the request and President McNett questioned why the District is not just sending the bill to the contractor's insurance company. Tony Warndorf responded and explained that the facilities department still has to do the work and acquire the product, which is difficult right now, and the insurance claim will likely be a fight and could take the project into December 2023, which would negatively affect the athletics department. He explained the needed approach to the project and the needs of the District, and after further discussion, the request for Facilities Update and Permission for FRC to enter into Agreement for Replacement of Multi-Purpose Building (MPB) Floor Due to Emergency Conditions was approved as presented, (Sheehan/Marshall) unanimous.

**B. Roll Call Items**

- 1) Resolution #23/24-01 – Approval of Feather River College (FRC) Application for Affordable Student Housing Grant. Kevin Trutna explained that the District is submitting an additional application for affordable student housing after discussions took place with District architects and consultants. The firm recommended updating the application and making it clear that there would be a local match, which could involve additional points towards an award. After further discussion and there being no objection, Resolution #23/24-01, Approval of Feather River College Application for Affordable Student Housing Grant was approved as presented by the following roll call vote:

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

**C. Special Items/Reports**

- 3) Saylor Flett, Program Coordinator and Full-time Faculty in Outdoor Recreation Leadership (ORL), provided an overview of the Risk Management Plan for the ORL program for the spring 2023 semester and throughout the four years, he has been in the full-time position. He explained that the purpose of having a Risk Management Plan is to protect student safety and while students participate in ORL field trips to protect the college from liability. Saylor explained that the Plan, written by former faculty member Rick Stock, with some intentional flexibility and one which allows instructors to bring their own expertise while operating in a way that is consistent with the writings. He explained how he evaluates the program through annual reviews, student suggestions, and experts in the industry such as Sami Hawkins, owner of DeRiemers Adventure Kayaking, who participated in an ORL field trip during the spring semester as an instructor, observer, and a risk management evaluator. Saylor Flett went over the write up Ms. Hawkins provided on her experience, and answered any questions raised by board members.

- 1) Morgan Turner, Director of Fiscal Services (I), presented the District's Monthly Financial Status Report as of July 31, 2023. She reported that the District has received more than \$100,000 in revenue for the period, and she added that not all numbers were available due to the early board packet deadline. Ms. Turner also reviewed projected revenues and monthly cash flows with the board and mentioned that interest earned on District investments would be available by the end of August 2023.
- 2) Derek Lerch provided a report to the board of trustees on Full-Time Equivalent Students (FTES). He referred to his attached enrollment summary and explained what the columns and rows represented. Dr. Lerch reported that the District just submitted its final attendance report for 2022-2023, and it is an important number because FTES drives approximately 70% of Unrestricted General Fund revenue for the District. He noted that FRC is on a healthy trajectory for what is the final year of the hold harmless agreement currently reporting 1600 FTES with a 2023-2024 FTES target of 1624. Dr. Lerch noted that the college and board of trustees should feel good about where FRC is, but also not fall into a sense of complacency as enrollment continues to be an ongoing challenge for higher education.

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

- 1) **Board of Trustees**

No Report

- 2) **Associated Students**

No Report

- 3) **Academic Senate**

No Report

- 4) **Classified Senate**

Sean Whaley, Classified Senate President, reported that he has scheduled the first meeting of the Classified Senate for the end of August 2023, and the group plans to discuss committee assignments as the entire list has practically turned over. He plans to continue to engage the group at meetings, improve attendance, and represent the group in shared-governance meetings.

- 5) **Instruction**

Derek Lerch reported that he and Carlie McCarthy, Vice-President Student Services/CSSO, are working with high school partners in the region to have the third annual Plumas Sierra Education Summit on Tuesday, August 15, 2023, at 9 a.m. in the Multi-Purpose Building (MPB) and he extended invitations to trustees to attend if their schedules allowed. He explained that this year instead of a student panel as in previous years, there is going to be an employer/community leaders panel of individuals who have ties to local education that are looking to evaluate student interests and skills and as a group discuss the employment outlook.

Derek Lerch also provided the board of trustees with a brief description on where FRC stands with accreditation, and he stated that FRC as a team is drafting responses to the new accreditation standards. He explained that with this undertaking, there are fewer standards to write to, but the range of topics is

broad and there is still much work to accomplish. He further explained that the goal of the new standards is to ensure that foundational elements at FRC are in place, while spending more time on the narrative talking about why these elements are in place, and then move the college forward with a growth mindset.

6) **Student Services**

Carlie McCarthy reported that things are good in Student Services, and about 150 students returned to campus on July 31, 2023, prepared to apply for financial aid and check into their dorm rooms. She also reported that approximately 100 more would return on August 17, 2023, with New Student Orientation the following day. Carlie also reported that she held the first Local Lunch event and 17 students participated as part of the Plumas Pipeline that the college is developing. She explained that she has been working over the summer to finalize additional student discounts throughout the community, and the Network Fair provides additional resources as part of New Student Orientation. She mentioned the Summer Bridge Program started on Monday, August 7, 2023, and FRC student athletes along with local students participated in activities led by student ambassadors. She explained that Student Services held a retreat recently where the theme was *Blast from the Past*, and retirees Connie Litz, Rick Stock, upcoming retiree Russell Reid, and Scott Koeller spoke about their over 120 years of collective service, which was great fun.

7) **Superintendent/President**

Kevin Trutna reviewed his written report and focused first on Golden Eagle Spotlight employee Sean Conry, Food Services Manager. He provided background information on Sean and shared that he grew up close to Cape Canaveral and he and other students would watch rockets take off from the soccer field. Dr. Trutna also included information on FRC's progress to implement the Western Undergraduate Exchange (WUE) that is part of the Western Interstate Commission for Higher Education (WICHE), and once accepted into the program, the program lowers the student's out-of-state tuition to 150% of the in-state rate. Dr. Trutna explained that once in place, the WUE program would allow FRC to count up to 100 FTES, which is approximately 70 headcount.

There being no further business, the meeting adjourned at 4:50 p.m.

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KT/ch