

## 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 Board of Trustees to order at 2:00 p.m. on Thursday, September 12, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

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

*Trustees absent:* Elliott

#### **2. Public Comment on Closed Session Items:**

There was no public comment on Closed Session agenda items.

#### **3. Adjourn to Closed Session:**

The meeting was adjourned to Closed Session at 2:00 p.m.

#### **4. Reconvene to Open Session:**

President Ware reconvened the Closed Session of the Feather River Community College District Board of Trustees to Open Session at 3:02 p.m. on Thursday, September 12, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Ware, McNett, Saxton, Sheehan, Student Trustee Guinto

*Trustees absent:* Elliott

Trustee McNett departed the meeting at 4 p.m. due to another commitment.

President Ware called the Public Hearing for consideration of the Feather River Community College District's 2019/2020 Final Budget to order at 3:02 p.m. at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California. She asked if there was any public comment on the District's 2019/2020 Final Budget, and hearing none, Dr. Ware declared the public hearing closed.

#### **5. Closed Session Announcement:**

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

#### **6. Agenda**

The Regular and Consent Agendas for the September 12, 2019, meeting at Feather River College, 570 Golden Eagle Avenue, LRC Room #871, Quincy, California, were approved as presented, (Sheehan/McNett/Ware/Saxton/Guinto Aye) (None Opposed) (Elliott Absent).

#### **7. Minutes:**

The minutes from the Regular Meeting held on Thursday, August 8, 2019, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California, were

approved as presented, (McNett/Saxton/Ware/Guinto Aye) (None Opposed) (Sheehan Abstaining) (Elliott Absent).

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

None

#### **9. Introduction of New Employees:**

Kevin Trutna introduced Darlene Oertle, Allied Health Director – Nursing, to those present. He asked her to provide information on her educational background and a goal or two she has for the Nursing Program. Ms. Oertle stated that she is a 1995 Feather River College alumna where she received an associate degree in Liberal Studies. She also stated that she received a Bachelor of Science Degree in Biology from Chico State University where she worked in the public health sector, and a Bachelor of Science Degree in Nursing from Chico State University. Ms. Oertle reported that most recently she had been working for Plumas District Hospital in the area of rural health medical surgical nursing. She stated that her goals for the program include restoring some of the clinical relationships that may have fallen off over the last several years, and that she wants to have a nursing cohort every year. Ms. Oertle stated that she feels honored to be at Feather River College and serving the residents of Plumas County.

Kevin Trutna also introduced Mitch Walterson, Mathematics/Physics Instructor to the Board of Trustees. He mentioned that Mr. Walterson comes to Feather River College from Omaha, Nebraska. Mitch Walterson informed the Board of Trustees that he earned his Bachelor of Science Degree in Mathematics and Physics in Omaha, Nebraska, along with a Master of Science Degree in Mathematics. He also stated that he taught mathematics at University of Nebraska – Omaha for approximately ten years and is now developing the curriculum for physics as he begins employment with Feather River College.

Kevin Trutna introduced Joshua Olivera, Art Instructor/Program Coordinator, to the Board of Trustees. Mr. Olivera stated he earned his Bachelor of Fine Arts Degree from CSU Chico, and went back later to complete a Master of Arts in Studio Arts in 2011. He added that he has been teaching art at CSU Chico since that time and at Butte Community College for the past six years. Mr. Olivera informed the Board of Trustees that coming into this program his main goal is to increase enrollment and the profile of the department. He also mentioned that another goal is to meet with members of the communities in an effort to figure out how the art program can dovetail with the needs of the populations.

Kevin Trutna also introduced Nick Maez, Counselor – Mental and Behavioral Health to the Board of Trustees. Mr. Maez stated that he is going on his 11<sup>th</sup> year in practice. He also stated that he earned his undergraduate degree from Fort Lewis College in Durango, Colorado, and his Master of Arts Degree in Clinical Social Work from the University of Denver. He additionally stated that he participated in a post-graduate credential in the field of interpersonal trauma studies. Mr. Maez explained that his goal for the Wellness Center is to provide quality service. He shared a recent success story from the previous night where approximately 40 students attended a movie as part of Suicide Awareness Month. He added that he plans to reach out to

community organizations and engage with them in training on a variety of issues. Dr. Trutna and Carlie McCarthy, Chief Student Services Officer, both mentioned that a formal meet and greet for the new employees will be held at Moon's Restaurant on Friday, September 27, 2019. At 6:00 p.m.

## **10. CONSENT AGENDA**

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

President Ware asked if the Consent Agenda needed to be approved again, and Trustee Sheehan made the initial motion to approve it. 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 Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Jeff Steinberg Educational Consultants (AGENCY) for AGENCY to provide instructional and other services for education program described in agreement and attachments effective July 1, 2020, to June 30, 2030, 7) Approval of License Agreement for \$3,049.00 between Feather River College and Rogers and Hammerstein (R&H) Theatricals for licensing of stage performance of *I Love You, You're Perfect, Now Change*, 8) Approval of Agreement for \$53,000.00 between Plumas Rural Services – Plumas Transit Systems, and Feather River College for transportation services for Feather River College students effective July 1, 2019, through June 30, 2020, 9) Approval of Cooperative Agreement for \$25,000.00 between County of Plumas, a political subdivision of the State of California (COUNTY) and Feather River Community College District (FRCCD) for COUNTY to provide health care services including family planning, physical assessment, referrals, counseling and health education for eligible students for the 2019-2020 academic year, 10) Approval of Amendment #1 made on August 14, 2019, to the Allocation Agreement for Strong Workforce Program North Far North Regional Consortium between Butte-Glenn Community College District (DISTRICT) and Feather River Community College District (CONTRACTOR). The total amount of funds made available for payment to Consortium Member for work performed under this agreement are amended, restated, and allocated at \$190,423.00, an increase of \$1,646.00, and 11) Approval of School Counselor Candidate Fieldwork Agreement between Feather River College (School District) and Concordia University (UNIVERSITY), for School District to serve as a site for School Counselor Candidate Fieldwork for students enrolled in the University Program, and who are required to obtain academic counseling experience to fulfill the credentialing requirements set forth by the California Commission on Teacher Credentialing effective September 1, 2019, through August 31, 2022, were approved as presented, (Sheehan/Saxton/Ware/McNett/Guinto Aye) (Elliott Absent).

## **10. REGULAR AGENDA**

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

- 1) Kevin Trutna requested Approval of Curriculum Actions. After brief discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Saxton /Ware/McNett/Guinto Aye) (None Opposed) (Elliott Absent).
- 2) Kevin Trutna requested Approval of the Feather River College (FRC) 2019-2020 Final Budget. He highlighted that the District ended the previous year with revenues higher than expenses by approximately \$282,000, and that 14 out of the previous 15 years the District's revenue has exceeded expenses with the one exception being the year that the land was purchased. Dr. Trutna noted that the budget did include increases to the capital reserve account as the campus is 50 years old and there are areas to be addressed. Dr. Trutna stated that when he became the Superintendent/President seven years ago, the Board would routinely transfer funds from the Beginning Fund Balance (BFB), so if expenses came in higher than expected funds would be transferred from the BFB. He explained that this has not been done for a number of years due in part to the creation of contingency accounts for supplies like hay, events like athletic playoffs, the Title IX contingency fund, and the President's contingency account would handle some of the overruns or surprise expenses including loss of personnel. Dr. Trutna also reported that the District has increased its fiscal reserve account and last year's reserve was the seventh largest in the State as a percentage of the total budget. He additionally reported that almost two thirds of the community colleges in the State have declining enrollment and with the fiscal oversight provided by Jim Scoubes, Chief Financial Officer, he feels blessed to be in the financial position that FRC finds itself in. Dr. Trutna went on to report that on-campus Full-Time Equivalent Students (FTES) increased by 35 over the previous year, a 4.4% increase. He added that overall, the District grew its FTES by 113 which is above the statewide growth rate, and he does not know at this time what the growth rate will be funded at. Dr. Trutna pointed out that in 2012, the Good Neighbor Policy was rescinded by the Nevada Board of Regents, and at that time, FRC had 184 on-campus FTES that was lost. He added that FRC has dug itself out of that deficit and increased overall FTES by 35. He noted that the advisors report that mathematics and English courses are at capacity, and core classes are equally full or almost full. Dr. Trutna additionally reported that the awarding of degrees has increased by 5.4% over the previous year, the number of associate degrees increased by eight, certificates increased by nine, and the number of bachelor's degrees awarded by the District remained the same as the previous year.

Jim Scoubes detailed the information in the 2019-2020 Final Budget book by stating that as information became available from the State of California, it was included in the Final Budget book included with Board of Trustee packets. He reported that the Cost of Living Adjustment (COLA) in the Tentative Budget was reported to be 3.46% and was reduced to 3.26% in the Final Budget. He referenced page 15 of the budget book to review the adjustments included to calculate the proposed Final Budget. Trustee Saxton asked how much of the Final Budget was not covered by

COLA, and Mr. Scoubes responded that COLA was calculated at the Constrained Total Computational Revenue (CTCR) or \$14,250,000, and the Final Budget came in at \$17,000,000. Mr. Scoubes reviewed the increases in budgeted expenditures due to the COLA that were listed as overload pay, adjunct faculty pay and payroll benefit increases, adjunct faculty prep pay, faculty substitute pay, and Instructional Service Agreement (ISA) increases tied to the Mini-Corp and Sojourn contracts. He also described other increases as salary and payroll benefit increases for administrators and managers, contractual increases, step increases, other employer taxes and contributions, and Public Employee Retirement System (PERS) and State Teachers Retirement System (STRS) increases. He additionally reported that there are currently four vacant positions that are reported in the Final Budget. When asked what positions are vacant he reported that the vacancies include custodian/utility worker, management information systems specialist, senior office assistant II, and human resources assistant. Mr. Scoubes also reviewed the Strategic Planning Committee recommendations, increases to the Pines and Meadows, bus driver increases, and one other miscellaneous increase. He explained that the acronym CTCR is the calculation that the State now uses to award apportionment under the Student Centered Funding Formula (SCFF) and the minimum funding is listed for all of the community colleges on page 31 and 32 of the booklet. He went over the columns reflected on page 31 including the minimum revenue columns, property tax columns, enrollment fee columns, and the total Feather River College revenue column of \$14,456,295. He noted that the SCFF model that the State is using continues to change often and as much as twice a month.

Trustee Saxton directed the Board's attention to page 41 of the budget book and the 2017/2018 Final Actual expenditure column that reflected \$15,169,940 in dollars spent. He noted that in the next column over in the 2018/2019 Actual, there was a bump of over \$1,000,000 in spending, but no increase in enrollment. Jim Scoubes responded that when reviewing the column you are able to see that the most of the increases involved salaries and benefits and in the 5000 account code for Operating Expenses, the bad debt reserve that was set up increased by \$489,000. Trustee Saxton then referenced page 30 of the budget booklet, and he asked Derek Lerch, Dean of Instruction/CIO about the 2017/2018 headcount where it was reflected that baccalaureate degrees numbered eight and certificates numbered 10. He asked if the certificates were funded, and if the District is doing anything to move unfunded certificates to be funded. Derek Lerch responded that the SCFF did not exist in 2017-2018 so these could not be funded in 2017/2018. He added that if those certificates were awarded in 2018-2019 they would have been funded. Dr. Trutna informed the Board that regarding the baccalaureate degrees, if the student finishes coursework during the summer session, the degree is counted in the following year. Trustee Saxton then referenced page 82 of the booklet, and he asked Jim Scoubes if the next to the last column should read, "Adopted" or "Actual", and Mr. Scoubes responded that adopted was accurate and he provided an explanation. Trustee Saxton asked Carlie McCarthy for an explanation of how the Student Success

Program (SSP) funding and the Student Success and Support Program (SSSP) funding are being spent. She responded that the SSP no longer exists, and the SSSP and Basic Skills Initiative (BSI) are lumped into one large categorical program now. She explained that the funding is spent on salaries and benefits for several employees including the director of student support services, a support specialist position, and several members of faculty that teach the Summer Bridge Program. Ms. McCarthy also explained that book vouchers for students are funded with the categorical funding; the student ambassador program, campus events, and professional development for staff are other examples of how the funding is used to support students. Trustee Saxton also asked if there were any ongoing efforts to fund the purchase of a new bus for any athletic program, and Jim Scoubes responded that he and Dr. Trutna had discussed putting some funding back for capital outlay if there was any left available. He added that there is \$271,000 in the fund currently. Dr. Trutna indicated that the two issues currently facing the campus right now are air quality with the new emission standards for buses, and the campus water tanks. Sydney Guinto, Student Trustee, asked how the funding works for the athletic program, and Dr. Trutna provided an overview of the Annual Program Review (APR) process. After further discussion and there being no objection, the request for Approval of the Feather River College 2019-2020 Final Budget was approved as presented, (Sheehan/McNett/Ware /Saxton/Guinto Aye) (None Opposed) (Elliott Absent).

After the vote, Trustee Saxton explained that he had distributed a handout on some strategic questions about the FRC budget. He explained that the information had been taken straight from the Institutional Data webpage on the college's website. He asked that other members of the Board review the information and begin to utilize the data to the continued success of the college.

## **B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #19/20-03 2019/2020 GANN Appropriations Limit. There being no objection or further discussion, the request for Approval of Resolution #19/20-03 2019/2020 GANN Appropriation Limit was approved as presented by the following roll-call vote:

Ayes:	Ware, McNett, Sheehan, Saxton, Guinto
Noes:	None
Absent:	Elliott
Abstain:	None

## **C. Special Items/Reports**

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2019. He stated that the District is just two months into the new budget, so there was not a lot of activity going on. He reviewed the

Unrestricted General Fund Summary that reflected revenue from the State of California of \$1,665,828, and revenues totaled \$2,045,510.

- 2) Kevin Trutna provided opening remarks on the report on current activities to promote watershed health and the reduction of fire susceptibility on the FRC campus. He reported that FRC was a recipient of a \$73,000 planning grant through the Sierra Nevada Conservancy (SNC) related to managing the campus forest and improving its health. He also reported that Darrel Jury would be updating the Board of Trustees on current and relevant activities and efforts taking place in this regard. Mr. Jury stated that it is known the forest surrounding the FRC campus plays an ecological and aesthetic role in defining the campus' character and significant ongoing efforts are being undertaken to improve its health and resilience. He reported that the grant has allowed for the development of California Environmental Quality Act (CEQA) planning which involves archeology, botany, and wildlife surveys as they relate to managing the forest. Mr. Jury explained the pre-application submitted August 5, 2019, to the SNC for an implementation grant that would include a multi-year approach to enacting the elements highlighted in the planning grant. He reported that on August 29, 2019, there was a site visit with two SNC representatives and they were impressed with the presentation given by two students in environmental studies classes, and it was helpful that Mike Yost, former forestry professor at FRC could attend and provide helpful information on a walkabout of the forest surrounding the campus. He also reported that as part of the implementation grant, the SNC requires a resolution approved by the Board of Trustees as it did for the planning grant. Mr. Jury also updated the Board on the effort to finalize an application to be considered a FireWise Community as part of the National Fire Protection Association. He explained that if approved, FRC would become the second college in the country to be designated as a FireWise Community. He noted that the focus of the FireWise work is in making improvements to the physical plant not the natural forest and this could include building improvements and landscape management to minimize fire risk. He closed his report with information that FRC has secured funding to explore the possibility of establishing a training program related forest health, especially as it includes the use of fire as a tool to manage forest fuel load. He noted that this effort would include coordinating with state fire agencies to develop curriculum as well as local agencies such as the United States Forest Service (USFS) to identify mutually beneficial training programs.
- 3) Kevin Trutna introduced Greg McCarthy, Program Coordinator, Articulation, to those present. Dr. Trutna reported that FRC was recognized and awarded a fellowship by the University of Illinois and its Engaging Excellence in Equity Fellowship and the Bill and Melinda Gates Foundation, for its success in supporting underserved minority student populations. Dr. Trutna explained that Mr. McCarthy traveled to Chicago, Illinois, three times to participate in the research study and that he would provide an informational report on his experience. Mr. McCarthy reported that Feather River College was chosen for its populations of black students and because of its access and completion data. He explained

that the institution was interested in learning about the best practices from the 20 participants selected from around the country to participate. He also reported that each trip incorporated a different theme with the first session focusing on being culturally responsive and defining terms within equity. He explained that he was a presenter during the session using the model of athletics. Mr. McCarthy additionally reported that the second visit focused on finding themes for racially minoritized students and his participation included writing a super-hero blog about an FRC student that had an impact on him personally. He reported that the third and final session consisted of spending the entire session working on building a mentor network tool for racially minoritized students. He added that this work would likely take him and the other group members through December 2019 to finish. When asked about the tool, Mr. McCarthy explained that the tool is a framework for an institution to train faculty and staff to be mentors for racially minoritized students. He stated that it was a good experience, and the networking allowed him to meet new people that he can call on in the future.

- 4) Kevin Trutna reported that FRC is required to complete a Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC) any time more than 50% of units required for an associate degree are satisfied completely through Distance Education (DE). Kim Beaton, Assistant Dean of Instruction, reported that the Department of Education requires accrediting agencies to have policies and procedures in place to ensure that when institutions make scheduled changes to current practices such as program offerings or mission statements, they remain aligned with accrediting standards. She also reported that FRC's Substantive Change Proposal, attached in draft form, is a proposal to offer fully online associate degrees and that it will explain what FRC wants to do and why it wants to do it.
- 5) Derek Lerch updated the Board of Trustees regarding the 2018-2019 Annual Report on Assessment of Student Learning prepared by the Student Learning Outcomes Assessment Cycle (SLOAC) Committee. He noted that the purpose of the report is simple in that the ACCJC and the campus both believe that student learning is important and it measures student learning in a variety of ways. He explained that FRC has a standing committee that helps guide the college through the process, and that the requirements that were placed on schools over the previous 20 years related to the assessment of student learning were delivered then in small pieces. He also explained that ten years ago FRC, like many schools, found itself in a place where it has many different processes that were not well connected. He added that there has been an overall effort over the years to bring these processes together, and the assessment of student learning is one part of these efforts. He further explained that the Annual Report on Student Learning is the SLOAC Committee's way of closing the loop and reporting out to the campus what the big picture results were from the assessment. Dr. Lerch stated that the report is broken down into a couple different categories including the assessment of student learning at the college level, program level, and course level.



He added that the report is kept short and to the point, so as many people as possible will read it and get something out of it. He noted that the course level assessment tool being used is just two years old, so information is still being gathered on all of the courses. He also explained that Carlie McCarthy and her group are working on Student Services Student Learning Outcomes (SLOs), and they will continue the work through this year and it will become part of the annual report when the next version is developed. When asked about program reviews, Dr. Lerch explained that each program goes through a Comprehensive Program Review (CPR) once every four years, and these reviews are brought into the SLOAC Committee for a round table discussion at that time.

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

1) **Board of Trustees**

No Report

2) **Associated Students**

Sydney Guinto reported that many of the students enrolled at FRC have noticed that there has been a price increase at the Eagle's Perch, and she asked if an Automatic Teller Machine (ATM) could be installed at the Perch for the student's convenience. She also reported that students are reporting that the washing machine at the residence halls does not adequately spin the clothing so it comes out completely drenched. Ms. Guinto requested that the equipment be repaired or replaced. She additionally reported that there are potholes on the track that need repair so people do not injure themselves.

3) **Academic Senate**

No Report

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch stated that the Consent Agenda just approved contained the licensing agreement for the Rogers and Hammerstein musical production of *I Love you, You're Perfect, Now Change* that will be directed by Jeff Bryan in spring 2020. Dr. Lerch also extended an invitation for everyone to attend the opening of the adult education school site across from the Plumas County Courthouse at 505 Main Street, Quincy California, from 4 p.m. to 6 p.m. on Wednesday, September 18, 2019. Dr. Lerch also reported that on Monday, September 23, 2019, FRC would be receiving a visitor from the Legislative Analyst's Office (LAO) who will review the Bachelor's Degree Program and provide a report to the legislature for the upcoming session. He closed his report by stating that at least two members of the full-time faculty have submitted retirement letters for spring 2020, so discussions will be taking place regarding faculty positions.

**6) Student Services**

Carlie McCarthy reported that on Friday, September 13, 2019, FRC would be hosting a regional professional training on Cultivating Community for Transformation through California Community Colleges' Success Network (3CSN). She also reported that on Tuesday, September 17, 2019, FRC would be hosting its annual College Career and Transfer Fair in the Multi-Purpose Building (MPB), and Dain Blanton, Olympic Beach Volleyball Gold Medalist, will be returning to FRC as the keynote speaker. Ms. McCarthy additionally reported that 234 accounts were recently submitted to Conserve, a third party collection agency contracted to address \$187,242 in past-due student accounts. She also touched upon Greg McCarthy's work with the student athletes, and she reported that every year the student athletes are involved in a series of athletic orientations and events that are meant to support, motivate, and provide training to students so they can be successful while integrating themselves into a new community. She additionally reported that the first Associated Students of Feather River College (ASFRC) was held on Wednesday, September 11, 2019, where the officers approved a new club.

**7) Superintendent/President**

Kevin Trutna reported that Alyia Pilgrim, Financial Aid Specialist, participated in the Plumas County Veterans Stand Down event held on September 7, 2019. He also reported that the FRC volleyball team was presented with the Team Academic Award by the American Volleyball Coaches Association (AVCA) for maintaining a 3.46 cumulative GPA during the season. Dr. Trutna stated that 37 students received the FRC Promise Scholarship, and he explained that these students did not qualify for federal financial aid or the Promise Grant (formerly known as the Board of Governor's (BOG) fee waiver). He mentioned that the FRC Rodeo Team stepped up to help evacuate endangered cattle from the Swickard Ranch because of the Walker Fire. Dr. Trutna additionally reported that two weeks ago representatives from University of California at San Diego (UCSD) indicated that they wanted to work with students to put research instruments on campus to not only measure weather, humidity, and air temperature, but also soil moisture after atmospheric events and how this moisture works itself into the Feather River watershed. He also mentioned that there were multiple surveys completed over the course of the previous year and the results were compiled over the summer. He noted that the students main areas for improvement were housing availability, Internet, and parking, while areas of strength include competency in SLOs, excellent instructional and support staff, intentionally helpful, and feeling connected to the community after attending college events. Dr. Trutna stated that at the October meeting there would be a Full-Time Equivalent Student (FTES) report, approval of the Transfer Plan, Board Key Principles, and a report on the Internship Program. He stated that he had hoped to schedule a Quincy Community Leadership Meeting in October, but he will need to reschedule this until the spring semester due to conflicts. He also stated that Richard Winn, President, ACCJC, would visit in November for Board training.

There being no further business, the meeting was adjourned at 4:57 p.m.

KT/ch