

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 3:00 p.m. on Thursday, November 19, 2020, via a Zoom virtual platform.

Trustees present: Ware, Elliott, McNett, Saxton, Sheehan, Student Trustee Wilson
Trustees absent:

Trustee Saxton departed the meeting at 4:38 p.m.

2. Agenda:

Kevin Trutna requested that Regular Agenda Item #6C5, Effective Trustee Leadership – Dr. Stephanie Droker, President, Accrediting Commission for Community and Junior Colleges (ACCJC) be moved up in the agenda to take place after approval of the Consent Agenda. There being no objection or further discussion, the Regular and Consent Agendas for the November 19, 2020 meeting via Zoom were approved as amended, (Sheehan/Elliott).

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

3. Minutes:

The minutes from the October 15, 2020, meeting of the Feather River Community College District Board of Trustees via Zoom were approved as presented, (Elliott/Sheehan).

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

4. Items from the Public:

None

5. CONSENT AGENDA

*** A. Motion Items**

After Derek Lerch. Vice-President Instruction/CIO, answered questions from Trustee McNett on the Forest Health Fuels Program Coordinator position listed in the backup

documentation on Consent Agenda Item #5A1, Approval of Employee Requisitions, 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 Anatomical Material Request between University of California Davis School of Medicine, Body Donation Program, and Feather River College for exchange of current educational cadaver specimen for use in Biology 110, Human Anatomy, and Biology 112, Human Physiology, 7) Approval of Amendment #02 to Agreement #CSPP-9367 between California Department of Education and Feather River Community College District that will amend the Maximum Reimbursable Amount (MRA) by deleting reference to \$109,319.00 and inserting \$113,868.00 in place thereof, 8) Approval of Amendment #02 to Agreement #CCTR-9166 and Amendment #01 (Budget Act/Rate) between California Department of Education and Feather River Community College District that will amend agreement by deleting reference to \$57,595.00 and inserting \$59,011.00 in place there, 9) Approval of Lease Agreement between Pitney Bowes NASPO Value Point FMV and Feather River Community College District for lease of SendPro C Auto Postage Machine effective November 2020 to October 2025, 10) Approval of Lease Agreement between Feather River Community College District (DISTRICT) and School and College Legal Services of California (a legal service program operating under a Joint Powers Agreement pursuant to California Government Code section 6500 et seq.) (COUNSEL) for COUNSEL to provide legal and labor relations services as requested by DISTRICT effective July 1, 2020, through June 30, 2021, 11) Approval of Athletic Physical Services Agreement between Plumas District Hospital (PDH) (District) and Feather River College (College) for District to provide athletic physical services, including but not limited to pre-season examinations in connection with the college's athletic program effective November 10, 2020, 12) Approval of Contract for Services between Feather River Community College District and Plumas County Sheriff's Office for \$5,000 for record keeping and tracking hours, and 13) Approval of Subscription Agreement between Regroup Mass Notification and Feather River College for \$8,560.00, which will allow Feather River College to access Regroup Mass Notification to send emergency and day-to-day communications including email, text/SMS, push notifications, desktop alerts, and voice calls as needed were approved as presented, (Saxton/Elliott).

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

6. REGULAR AGENDA

C. Special Items/Reports

- 5) Kevin Trutna introduced Dr. Stephanie Droker, President, Accrediting Commission for Community and Junior Colleges (ACCJC), and Catherine Webb, Vice-President, ACCJC to those present. Dr. Droker added that Ms. Webb will serve as the accreditation liaison for Feather River College and would lead the training presentation, and that she would join in the discussion as appropriate. She encouraged questions, and stated that she hoped to have a discussion after the ten minute presentation if time

permitted. Ms. Webb stated that she is looking forward to working with Feather River College (FRC) during its accreditation cycle, and she thanked Kevin Trutna, Superintendent/President, for the invitation to participate in the meeting and discuss trustee leadership from the perspective of accreditation. She stated that the two overarching challenges that trustees need to be concerned with in their leadership roles are making sure that the leadership is mission-directed and mission-focused, and that the performance of the board as a whole and the college is maintained at a high level. She added that establishing expectations of excellence and measuring performance linked to the institution's goals help to meet both of these challenges. Ms. Webb's next slide focused on trustee accountability, and she stated that a common principle for effective trustee leadership is where the board, representing the entire district, assures itself that institutional goals are achieved as it focuses on policy and not operation. She emphasized that institutional performance is a core board responsibility and monitoring the data that comes to the board is a big part of that responsibility and will include both data related to FRC's students and the college's fiscal health. She explained the key distinctions about student performance as including data on student achievement such as the number of graduates etc., and student learning typically containing qualitative measures aligned with student learning outcomes. Ms. Webb added that the data on fiscal stability could include budget development data, budget reports, and data from the annual external audit, and it is important that the board adopt fiscal policies that require the prudent use of funds.

Catherine Webb continued the presentation by describing the accreditation standards most likely to be cited for non-compliance by boards, and she explained they are mostly related to processes and policy. Stephanie Droker added that it is important for the board to understand for the accreditation process the ACCJC has 127 standards, but federal regulations require all accreditors to monitor certain indicators annually including fiscal stability or a rapid decline or incline in headcount. In the next slide Ms. Webb talked about trustees and compliance, and she explained the difference between a compliance requirement and a sanction. The board engaged in a discussion on whether or not sanctions are hurtful, beneficial, or necessary and Dr. Droker mentioned that the fact that FRC turns to the ACCJC and engages in training on the standards and academic quality says a lot about the leadership in place at the institution. Dr. Trutna asked Dr. Droker to comment on the importance of boards defining their own processes at the policy level, and assessment reflecting on how well institutions fit into their own defined policies, and Dr. Droker stated that it goes back to the first slide and the discussion on mission-directed leadership. She stated that the board's interpretation and application of the ACCJC standards at FRC is all within the context of its own unique mission, and every institution is going to approach this differently. She noted that the ACCJC standards are general because there are lots of ways for the different types of institutions to meet them, but there is also a lot of sameness in the public trustee area due to the norms of

higher education. Dr. Trutna thanked Dr. Droker and Ms. Webb for their time and the agenda was moved.

6. REGULAR AGENDA

*A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/McNett).

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

- 2) Kevin Trutna requested Approval to Adopt Feather River Community College District Initial Proposal to Associate Faculty Chapter AFT/CFT Local #4615. After further explanation and there being no objection, the request for Approval to Adopt Feather River Community College District Initial Proposal to Associate Faculty Chapter AF/CFT Local #4615 was approved as presented, (Elliott/Sheehan)

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

- 3) Kevin Trutna request Approval of BP 4235, Credit for Prior Learning. He explained that it is a brief board policy with a change in title, and he had asked that the administrative procedure be included for the board's review. Derek Lerch explained that the state has made clear moves over the last several years to indicate that they feel that comprehensive examinations, both in a placement sense and for awarding credit, do not serve all student populations that attend community colleges equally. He added that the updated policy and procedure is driven partly by an equity perspective in providing alternative ways for students to demonstrate that previous experiences should be equivalent to college credit. After further discussion and there being no objection, the request for Approval of BP 2345, Credit for Prior Learning was approved as presented, (McNett/Elliott).

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

- 4) Kevin Trutna requested Approval of Permission to Conduct a Prescribed Burn on Feather River College Property. He explained that right now it is too wet to conduct the burn, but the Nature Conservancy would still like to conduct a training

and will be burning some slash piles that are within the burn perimeter on Saturday, November 28, 2020, or Sunday, November 29, 2020. Derek Lerch explained that as the board can see the agreement ends on November 30, 2020, so he expects an updated agreement extending that date to be before the board in the near future. Trustee Sheehan made a motion that the board grant permission to conduct the prescribed burn, but modify the third paragraph to read, "This license should be effective from October 23, 2020, through March 31, 2021", and Trustee McNett seconded the motion. After further discussion that included information from Brad Graevs, District Manager, Feather River Resource Conservation District (RCD), and Darrel Jury, Coordinator, Feather River College Watershed Improvement Project, the request for Approval of Permission to Conduct a Prescribed Burn on Feather River College Property was approved as amended, (Sheehan/McNett).

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

B. Roll Call Items

- 1) Kevin Trutna requested Approval of Resolution #20/21-05, Resolution in Support of Climate Change and Sustainability Goals. He explained that the Board of Governors had requested that all California community colleges support one of the strategic directions in its strategic plan in the form of a resolution, and the recommended content was taken to the Sustainability Action Team (SAT) for review. He reported that the committee had modified the resolution to be more FRC centric, and it is before the board for approval. After further discussion and explanation from Dr. Darla DeRuiter, Professor, Environmental Studies and Outdoor Recreation Leadership, and member of the SAT, the request for Approval of Resolution #20/21-05, Resolution in Support of Climate Change and Sustainability Goals, was approved as presented by the following roll call vote.

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

C. Special Items/Reports

- 1) Kevin Trutna presented the District's Monthly Financial Status Report as of October 31, 2020. He reported that the District is 33% of the way through the budget year, and it has received approximately 22% of anticipated revenue. He reminded the board that the report is a snapshot in time, and revenue could have been come in that is not reflected in these numbers. He reviewed the Monthly Projected Cash Flows for the Unrestricted General Fund from page nine of the report, and he stated that the District

started the fiscal year with approximately 8 million in its Beginning Fund Balance (BFB), and that the low point was anticipated to be 3.5 to 3.7 million dollars. Dr. Trutna also stated that the low point is now looking to be more like 5.7 million when the deferrals start kicking in. Katie Schmid, Chief Accountant, added that the numbers Dr. Trutna mentioned are spot on, and the District did receive a million dollars two days after the end of the month which bulked up the BFB. Dr. Trutna reported that one-time money from the state came in higher than expected, and dollar for dollar could potentially get rid of the deferrals all together, and there was further discussion. Dr. Trutna stated that he did not have all of the answers to the questions regarding the released analysis, because whether this actually happens or not is up to the legislature.

- 2) Trustee McNett, Chair, Ad. Hoc Fact Finding Committee, updated the board of trustees on the process outlined in AP 2715, Code of Ethics/ Standards of Practice, to determine the validity of alleged violation(s) of BP 2715, Code of Ethics/Standards of Practice by Trent Saxton, Trustee Area I. He reported that he and President Ware would be the members of the Fact Finding Committee that would begin the fact finding process as outlined in AP 2715. He noted that there will be no public disclosure of the information obtained by the committee as it moves through the process, and he will report back to the board on the committee's conclusions. Trustee Saxton asked for an estimate on the length of time it would take for the committee to reach a conclusion, and Trustee McNett indicated that he would estimate a couple of months before he was ready to report back to the board.
- 3) Kevin Trutna introduced Alyia Pilgrim, Financial Aid Specialist, and one of FRC's very own rock stars for Veteran's Services. He stated that Ms. Pilgrim would be providing a report to the board of trustees on Veterans Services at Feather River College. Ms. Pilgrim reported that FRC is in its fourth year of receiving the funding that she had applied for under the expansion of services from the California Community Colleges Veterans Resource Centers. She listed some of the items paid for through this funding as travel to attend trainings and mandatory conferences before the COVID-19 virus hit, so she is able to remain a certifying official at the college. She noted that she was allowed to apply to have the college certified as a Veterans Administration (VA) Work Study Site, and this means that student veterans, after meeting certain criteria, can apply to be student workers on campus and all of their wages are paid by the VA if the work being performed is 100% veteran certified work. Ms. Pilgrim also reported that the number of veterans and their dependents has increased, and there are 12 self-identified veterans and 34 dependents of veterans attending classes this semester. She closed her report by letting everyone know about Plumas County's Third Annual Veteran's Stand Down taking place on Friday, November 20, and Saturday, November 21, 2020, with appropriate distancing and masks required. She also informed the group that she is currently collaborating with the Professional Development Committee on getting the veterans cultural competency training for FRC staff and faculty. She answered questions from board members, and

President Ware thanked her for serving veterans and providing services to them at FRC.

4) **Instruction**

Derek Lerch reported that it has been a month since the previous college update and there has not been significant change occurring for the fall semester. He noted that the college has had a small number of students test positive for COVID-19 in the last few weeks which resulted in the cancellation of a weekend clinic as a precautionary measure. Dr. Lerch stated that the college is still on track for no face-to-face instruction after Thanksgiving, and the campus is already significantly quieter. With regard to the spring semester, he reported that the Calendar Committee has decided not to make changes to the spring calendar as it relates to the start date, end date, and spring break schedule. He noted that Carlie McCarthy's group has done a good job building class rosters for all of the on-campus classes for the spring semester, so instructors will be able to quickly monitor student screenings on a daily basis.

Student Services

Carlie McCarthy, Vice-President Student Services/CSSO reported that it is expected that nearly all students in FRC housing will be leaving between Friday, November 20, 2020, and Wednesday, November 25, 2020, and those that do stay need to have extenuating circumstances, fill out a waiver, and continue with the Safer Play app. She also reported that the students are being encouraged to enroll for the spring semester, and she has met with Plumas Charter School (PCS) and Plumas Unified School District (PUSD) personnel to discuss co-enrollment, which has nearly doubled from previous years. Ms. McCarthy stated that campus activities have included workshops through different programs, transitioning students to online after Thanksgiving, a Halloween dress up day, the Great American Smoke Out, and providing students and staff with a to-go Thanksgiving Day lunch prepared by Sean Conry, Manager, Food Services. Ms. McCarthy reported that the first returning students are being scheduled to return to campus the week of January 4, 2021, and another group is scheduled to return the week of January 18, 2021, with testing protocols in place before students would be allowed to move in.

Administration

Kevin Trutna reported that the California Community Colleges Athletic Association (CCCAA) approved the modified spring competition schedule where fall and winter sports will compete January through March 2021, with limited play, no overnight travel, and testing requirements for both colleges. Dr. Trutna mentioned that the District is in negotiations with the Classified Union regarding COVID-19 safety related issues, and he talked to the board about the Clery Act. Dr. Trutna explained that the Act contains no requirement for colleges to maintain or disclose statistics of positive COVID-19 cases, and he also explained the use of the Timely Warning used for crimes that have occurred or pose a serious threat, and the Emergency Notification used for immediate threats to health and safety, which can extend to health emergencies such as COVID-19. He

noted that FRC has taken the extra step of notifying the greater community. Dr. Trutna moved to the next slide and reported that FRC received no COVID-19 reimbursement from the Federal Emergency Management Agency (FEMA) as the spring 2020 expenditures submitted were disallowed under the guidelines. Dr. Trutna stated that in the interest of time, he would curtail further detail on the slide, and send the entire PowerPoint to the board via email.

D. Communications, Presentations, and Reports

1) **Board of Trustees**

Trustee McNett gave a shout out to the entire student body at Feather River College for the way it has handled the COVID-19 situation, and he commended Angelina Wilson, Student Trustee, and Jesse Wilson, ASFRC President for their leadership.

2) **Associated Students**

Jesse Williams, ASFRC President, thanked Trustee McNett for his comments and mentioned that the students are enjoying the interaction on campus including the Halloween costume dress up day, movie night, and the Great American Smoke Out. He stated that students have also been accessing the resources at the FRC Pasta Pantry where both dry goods and dairy goods are offered. He also reported that some students have reported struggling with the transition to online learning, and are looking forward to returning to face-to-face instruction, especially in an English or history class.

3) **Academic Senate**

Chris Connell, Academic Senate President, reported that it has been a challenging semester and faculty are already transitioning to prepare for the spring semester. He stated that he felt all of the faculty have learned a lot this semester, and understand what they can build on and what they won't use again. He stated that faculty are also beginning to look at the 21-22 academic year as there is a lot to consider in terms of instructional integrity on campus with a number of positions to be filled.

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch reported that Joshua Olivera, Art Instructor, is one of the featured artists at an art show starting in about a week at the 1078 Gallery in Chico, California, during the months of December and January. He stated that he is working Roxanne Valladao, from Plumas Arts to bring the installation here to Quincy during the month of February.

6) **Student Services**

Carlie McCarthy reported that Conserve, the debt collection service that FRC turned past-due debt over to, has collected \$11,400 for the college of approximately \$224,000 submitted to it for collection. She pointed out that

Conserve is able to collect on out-of-state and international debt whereas the Chancellor's Office Tax Offset Program (COTOP) is only able to collect from California residents that are receiving a state income tax refund. Ms. McCarthy also reported that FRC was just recently recognized as one of the best value colleges in California from a list of the top 25 recognized. She closed her report by mentioning that the college has a new grant-funded digital marketing manager starting December 1, 2020, and she is excited about his background and experience in the field. She also described the activities sponsored by the Diversity Committee for Veterans Day.

7) **Superintendent/President**

Kevin Trutna reported that next month the District will have its Joint Foundation Board of Trustees meeting on December 10, 2020. He stated that the Foundation will have its annual audit, but that the District's audit might not be ready. He also stated that the Strong Workforce Program will be highlighted as there is some grant money coming in, and he wants to show the board what the plans are for it. Dr. Trutna added that the board will also hear from the Internship Program, and he felt it would be a good time to meet some of the new faculty as they finish their first semester at FRC.

Kevin Trutna also highlighted items from his written report including an article on Danny Ryback, who was an FRC student six years ago, and who is now completing his master's degree at San Diego State University (SDSU), teaching Anna Thompson's biology class over Zoom. Dr. Trutna also mentioned that the English Research Symposium will be virtual this year and is scheduled for December 7, 2020. He additionally reported that FRC's Licensed Vocational Nursing (LVN) students participated in athletic physicals recently and it was reported that both the students and the athletics enjoyed the cross-program interaction.

There being no further business, the meeting was adjourned at 5:08 p.m.

KT/ch