

## 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 2:00 p.m. on Thursday, March 11, 2021, via a Zoom virtual platform.

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

Trustee Saxton departed Closed Session at 2:33 p.m.  
Trustee McNett departed Open Session at 4:00 p.m.  
Trustee Saxton departed Open Session at 4:15 p.m.  
Trustee Sheehan departed Open Session at 4:48 p.m.

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

There was no public comment on Closed Session items.

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

President Ware announced that the board was going into closed session under Item b on the closed session agenda to discuss potential litigation against the College under Government Code Section 54956.9(d)(2). The College has received a verbal threat of litigation by Board Member Saxton against the college regarding community complaints made against Mr. Saxton and the Board's response to those complaints. The threats of litigation were made in a public meeting of the Board of Trustees on January 21, 2021.

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

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

The meeting was reconvened to Open Session at 3 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 March 11, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (Sheehan/Elliott).

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

**7. Minutes:**

The minutes from the February 18, 2021, meeting of the FRCCD Board of Trustees via Zoom were approved as presented, (McNett/Sheehan).

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

**8. Items from the Public:**

None

**9. CONSENT AGENDA**

**\* A. Motion Items**

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, and 6) Approval of Grant Agreement #C8965320 for \$15,600 between State of California Natural Resources Agency, Department of Parks and Recreation, Division of Boating and Waterways and Feather River College (Grantee) for Grantee to provide targeted boating safety education, access to retail gear related to boating safety, and boating and waterway related classes and events were approved as presented, (Sheehan/McNett).

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, Vice-President Instruction/CIO. Dr. Lerch explained that there are four new courses worth noting, two new courses in social justice created by Katie Desmond, Political Science Professor, and Division Chair, and two new courses on Ethnic Literatures of the United States created by Will Lombardi, English Professor, in partnership with Chris Connell, English Professor and Academic Senate President. He explained that the courses are deemed relevant and important and it is hoped that the courses on Ethnic Literatures will be accepted for the new California State University (CSU) requirement related to ethnic studies that has been discussed

recently. After further discussion and there being no objection, 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 of 2021-2022 Academic Employment Contracts. He explained that the request includes the list all tenure track faculty and those on the tenure track and their salary step, and doctoral and longevity stipends if applicable. After further discussion and there being no objection, the request for Approval of 2021-2022 Academic Employment Contracts was approved as presented, (Elliott/Sheehan).

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

- 3) Kevin Trutna requested Approval of Administrator Contracts According to Approved Salary Schedules. Per Brown Act, Dr. Trutna stated that the District has offered an employment agreement to five educational administrators, and each employment agreement contains the following financial terms: 1) the duration of each agreement is for two years with a beginning date of July 1, 2021, and an expiration date of June 30, 2023. There is a possibility of annual extensions beyond the expiration date, 2) the Educational Administrators will continue to receive existing District health and welfare benefits with a current annual cost of \$15,985. 3) Educational administrators will be paid according to the District Administrative Salary Schedule that was adopted in regular session at the July 2020 board meeting. Dr. Derek Lerch, Vice-President of Instruction/Chief Instructional Officer (CIO) will be paid a base salary of \$149,306, Carlie McCarthy, Vice-President of Student Services/Chief Student Services Officer (CSSO) will be paid a base salary of \$149,306, Nick Boyd, Director of Facilities/Chief Technology Officer (CTO) will be paid a base salary of \$111,312, Dr. Kim Beaton, Assistant Dean of Instruction will be paid a base salary of \$106,399, and David Burris, Chief Human Resource Officer will be paid a base salary of \$109,543, and 4) Consistent with other employees, a doctoral stipend of \$900 and longevity stipend of up to \$3,000 will be added to the base salary for those that qualify. There being no objection or further discussion, the request for Approval of Administrator Contracts According to Approved Salary Schedules was approved as presented, (Saxton/Elliott)

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

Absent: None  
Abstain: None

- 4) Kevin Trutna requested Approval of Recommendation for California Community College Trustees (CCCT) Board Election. He explained that his recommendations for the CCCT board election include nominees from small rural single district community colleges. After further discussion and there being no objection, the request for Approval of Recommendation for California Community College Trustees (CCCT) Board Election were approved as presented, (Sheehan/Elliott).

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

- 5) Kevin Trutna requested Approval of 2021-2022 Feather River College Schedule of Fees. After further explanation from John Ives, Vice-President Business Services/CFO, the request for Approval of 2021-2022 Feather River College Schedule of Fees was approved as presented, (Sheehan/McNett).

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

- 6) Kevin Trutna requested Approval of BP 2355, Decorum. He explained the participatory governance process that board policies go through and how this connects to the Community College League's (CCL) Policy and Procedure Service that Feather River College subscribes to. Dr. Trutna also explained that this policy pertains to public participation at board meetings when it speaks to decorum. Trustee Sheehan asked why the policy pertains only to the public's participation and not to everyone, and Dr. Trutna responded that it could be argued that these meetings are the board's meetings and unruly behavior by board participants can be declared out of order by the board president. He pointed out that the references to Education Code at the top of the policy specifically deal with public participation. After further discussion, Trustee Sheehan withdrew his motion to approve BP 2355 Decorum, and Trustee McNett moved to table BP 2355, Decorum, and send it back to President's Cabinet for additional review and possible revision, seconded by Elliott.

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

7) Kevin Trutna requested Approval of BP 3600, Auxiliary Organizations. He explained that it is a new policy, and one that does not actually pertain to Feather River College because the college currently has no auxiliary organizations. He further explained that it is mandatory for community colleges to include it and he would recommend approval on that basis. There being no objection or further discussion, the request for Approval of BP 3600, Auxiliary Organizations, was approved as presented, (Elliott/Saxton).

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

8) Kevin Trutna requested Approval of BP 4220 Standards of Scholarship. He explained that the only change comes from the words credit by examination being replaced by credit for prior learning, and Derek Lerch concurred. There being no objection or further discussion, the request for Approval of BP 4220, Standards of Scholarship, was approved as presented, (Sheehan/Saxton).

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

9) Kevin Trutna requested Approval of BP 4400, Community Education Programs. After additional discussion and there being no objection, the request for Approval of BP 4400, Community Education Programs, was approved as presented, (Saxton/Elliott).

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

10) Kevin Trutna requested Approval of BP 5010, Admissions and Concurrent Enrollment. After further discussion and there being no objection, BP 5010, Admissions and Concurrent Enrollment, was approved as presented, (Saxton/Elliott)

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

11) Kevin Trutna requested Approval of BP 5030 Fees. He explained that the policy describes the fees that are authorized by the board. After further discussion and there being no objection, the request for Approval of BP 5030, Fees, was approved as presented, (Saxton/Sheehan).

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 Monthly Financial Report as of February 28, 2021. He stated that in terms of the Executive Summary the college has received \$10.2 million in Unrestricted General Fund revenue, which is about 60% of its annual budget. He also reported that this is approximately \$1.2 million above what had been received at this time for the prior year due to the timing of this year's general apportionment payments. Mr. Ives reminded the board that approximately 82% of the budgeted revenues in the Unrestricted General Fund come from state general revenues based on Full-Time Equivalent Students (FTES) and the Student Centered Funding Formula (SCFF) including student performance and success measures. Mr. Ives reported that the District has expended a little over \$9 million or 55% of the approved annual budget. He noted the spending has decreased in many areas including travel, utilities, and payroll due to COVID-19 conditions. He also noted that FRC is tracking as expected in this pandemic environment and the District has demonstrated proper planning by preserving cash and controlling spending, although he expects expenses to outpace revenue for the final quarter. In closing, Mr. Ives reviewed the Monthly Projected Cash Flows showing the last actual report for February 28, 2021, of \$683,286 and expenses of \$1.2 million for the month. He noted that over the next few months he plans to utilize part of the District's cash reserve for operations, which is part of the original budget forecast, ending the year at \$8.2 million. He stated this reflects thoughtful oversight by the administration and the board as they maintain FRC's financial stability.
- 2) Kevin Trutna introduced Nick Maez, Mental Health and Wellness Counselor, to those present and he explained that Mr. Maez would be presenting information on the Wellness Center and the impact and importance that it has for FRC's students. Carlie McCarthy added that Mr. Maez is in his second interim year at FRC and has done a great job of adapting and maintaining accessibility to students during a difficult time. Nick Maez provided a brief history on the funding for the Wellness Center from 2016 to present and he noted that currently the center is operating on funding from the institutional portion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act and funding from the Student Equity and Achievement (SEA) Program. He reviewed current anxiety and depression rates seen in clients where severe cases are outweighing the mild and moderate and moderately severe case percentages, which is considered uncommon in the college spectrum. He noted when compared to 2018 data, the pie charts showed the moderate and mild cases were leading the chart, which he believes shows the pandemic's influence on student's mental health and how it has impacted them. Mr. Maez reviewed common

themes in students seeking counseling both as stress and anxiety, suicidal ideation and depression, family dynamics, college addiction, sexuality and identity, Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD), and sleep disorders and he explained how he helps students through these difficulties therapeutically so they can move forward successfully. He noted the support of faculty and staff at FRC in removing the stigma of seeking mental health and referring students to the center and he reviewed the social media and outreach efforts like Zoom and Instagram that have assisted him during the disruption. He answered questions from trustees regarding funding expectations and other related points and the agenda was moved.

- 3) President Ware, on behalf on Trustee McNett, reported that Trustee McNett's written update on the process outlined in AP 2715, Code of Ethics/Standards of Practice regarding Trent Saxton, Trustee Area 1, speaks for itself (in that the investigation will be finished by the end of the semester).
- 4) Kevin Trutna provided preliminary remarks on Jon Dvorak, Forest Health and Fuels Coordinator, and his update on the Sierra Nevada Conservancy (SNC) Watershed Improvement Project. Derek Lerch added that Mr. Dvorak has not wasted any time getting started and has been busy on a number of different fronts related to the project. Jon Dvorak stated that his main focus is to improve ecosystem health and forest health on FRC property as well as develop training programs and help train students in forest health and fuels management. He provided those present with his background and experience in the field starting at age 16 with a Career and Technical Education (CTE) Program called the Junior Ranger Program, a bachelor's degree from UC Berkeley in Forestry and Natural Resources, and most recently working for UC Berkeley and Berkeley Forests doing management work before beginning employment with FRC in February 2021. Mr. Dvorak went over his ten year management goals that will align student learning with on the ground management by basing it on SNC grant objectives, and building a permanent fire line around FRC's forested boundary. He added that establishing permanent monitoring plots, separating forested areas into burn/management units, using various fuel reduction techniques within the burn/management units, developing small timber sales, and establishing partnerships with local, state, federal, and tribal groups as additional and important ten year management goals. He identified the six different management zones on FRC property with a color coded map of land covers that included agriculture, chaparral, oak woodland, mixed conifer, riparian, and urban which would be the campus itself. He explained where the permanent fire line currently is and where it will go, and how permanent monitoring plots will enhance student learning by allowing them to track progress through time. He emphasized building partnerships and how they will be key to student success because these partnerships show students how networking will help them gain job and transfer opportunities that they might not normally be exposed to. Mr. Dvorak shared exciting things to come including the development of a forest, fire, and fuels certificate, and he answered questions from members of the board that had them.
- 5) Derek Lerch provided the board of trustees with an update on FTES. He reviewed the Enrollment Summary document via his shared screen and he reported that the college is at the mid-semester point so there is a fairly clear picture of where the District currently sits with enrollment. He explained that the three columns of the

report represent last year's FTES totals, this year's FTES targets, and this year's FTES actual as of February 26, 2021. He noted that the 2019-2020 year was basically a hold harmless year by the chancellor's office although the District did see attrition rates increase as students made decisions to continue with online studies or take excused withdrawals from classes that were suddenly converted from face-to-face instruction to online coursework. Dr. Lerch stated that there was a dip in anticipated enrollment as expected with the pandemic, but FRC has weathered the disruption better than many community colleges in the state. He added that to be able to maintain relatively steady enrollment during this pandemic is a huge testament to the campus as a whole, but more pointedly it reflects the efforts of the people principally charged with recruitment and retention of students. Dr. Lerch shared that this year will be another year of hold harmless by the state in terms of enrollment which means that the apportionment reimbursement that FRC receives will again be held at pre-pandemic levels. Trustee Sheehan asked if the FTES targets for Future Educators might decrease due to legislative changes, and Dr. Lerch responded that the program is on track to reach its FTES targets and generally speaking the Instructional Service Agreement partners are working at high efficiency rates after having to adjust their approaches in fairly significant ways. At Trustee's request Dr. Lerch reported on a significant change to the Incarcerated Student Program regulations in that the federal government has authorized the use of Pell Grants for students who are incarcerated, and the state prison system perhaps prompted by the pandemic seems to be accelerating its efforts to get technology into prisons by putting tablets in the hands of incarcerated students within a locked down version of the Internet.

- 6) Kevin Trutna reported that all scheduled socially-distanced and reduced capacity laboratory and hard-to-convert classes have been transitioned into campus over the last four to six weeks. He stated that he wanted to recognize and congratulate the athletic department for what it is doing with COVID-19 testing protocols, because in order for student athletes to have a full practice, the entire team must test 100% negative for two weeks.

Carlie McCarthy, Vice-President Student Services/CSSO, provided explanation of the slide on planning for events and activities during the transition between tiers noting that she continues to take a cautious approach to resuming some face-to-face activities whether it be registration events like Day in the Mountains or the spring Athletic Awards ceremony. She explained that a survey is currently being distributed to potential graduates to gauge their feedback on what type of ceremony that would be most likely to participate in and most of the responses indicate they would prefer an outdoor event.

Derek Lerch reported on transition planning for the Office of Instruction noting that it has been gratifying to see FRC's overall plans work as well as they have, and he remains encouraged as well as cautious in his thinking about planning for the fall semester. He added that collectively everyone is excited about the encouraging trends that are being seen with the virus that will allow a return to more normal operations for fall.

Kevin Trutna provided the board of trustees with a funding overview and breakdown of state and federal COVID-19 funds received by FRC so far. He reported that there



is \$11,000 remaining in the student portion of CARES funding that has a deadline for spending of April 26, 2021. He also reported that CARES institutional funding stands at \$180,000 remaining with a deadline of June 15, 2021 for spending. Dr. Trutna pointed out that there is \$104,000 remaining in state COVID funding with a deadline of June 30, 2022, \$300,000 in Higher Education Emergency Relief Fund (HERF II) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding that is to be directly distributed to students for food, housing, and bills, and \$1.2 million in institutional HERF II CRRSAA funding that will need to be spend by January 16, 2022. He discussed what projects might be used for the funding and noted that the bid process for some of the items will need to be utilized.

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

1) **Board of Trustees**

No Report

2) **Associated Students**

Kevin Trutna announced that Angelina Wilson has been named a Coca-Cola Academic Team Silver Scholar and will receive a scholarship for \$1,250.

Angelina Wilson on behalf of Jesse Williams, ASFRC President, reported that students have concerns about what the fall semester is going to look like. She also reported that ASFRC is working on having representation for incarcerated students, and Mr. Williams is developing a letter to send out to these students to make sure they feel included.

3) **Academic Senate**

Chris Connell congratulated Angelina Wilson on her scholarship award and he thanked Nick Maez for everything he does to assist and support FRC students. Dr. Connell stated that the faculty are seeing much of what Mr. Maez spoke about and are doing everything they can to provide students with adequate accommodations and help them through the different and difficult challenges they are experiencing. He also mentioned that Katie Desmond has been working with Derek Lerch on some innovative scheduling ideas for the fall semester. He explained that realizing that faculty have put in hours of work on their online teaching methods, there is interest now in reconfiguring some parts of the schedule to make more efficient use of some of the classrooms. He closed his report by stating the elections for Academic Senate officers are coming up as well as the administrative evaluation process.

4) **Classified Senate**

No Report

5) **Instruction**

Derek Lerch touched on Dr. Connell's point about scheduling for the fall semester, and he reported that Dr. Desmond has been doing more of the work on this project than he has. He explained that faculty have been forced to develop so much online course material and strategies and some real work products have been created over the last year that he felt could be helpful while keeping a strong allegiance to FRC's historical in person strengths as a school.

6) **Student Services**

Carlie McCarthy reminded everyone to keep an eye on the FRC website because Student Services is starting to get more events, and she added that Nick Maffei, Digital Marketing Manager, has been doing a great job at keeping the website fresh and engaging. Ms. McCarthy praised the student body for their continued compliance and adherence to the rules on campus regarding wearing a mask and maintaining social distancing from others as she knows it has been difficult.

7) **Superintendent/President**

Kevin Trutna reported that he is meeting with Terry Oestreich, Superintendent of Schools, Plumas Unified School District (PUSD), on Friday, March 12, 2021, to discuss high school football games played on the FRC field and how many people will be allowed in the stands, etc. He also reported that Kelly Connor, Instructional Assistant, Incarcerated Student Program (ISP), is pleased to acknowledge the accomplishments of April Svec, a 2015 graduate of the FRC ISP program who earned a bachelor's degree in social work at San Diego State University and further enrolled in a master's program.

There being no further business, the meeting was adjourned at 4:55 p.m.

KT/ch