

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Organizational and Regular Meeting of the Feather River Community College District (FRCCD) Board of Trustees to order at 3:00 p.m. on Thursday, December 10, 2020, via a Zoom virtual platform.

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

Trustee Saxton departed the meeting at 4:23 p.m.

Trustee Elliott departed the meeting at 4:58 p.m.

2. Welcome to Foundation Board Members and Guests:

President Ware welcomed the Feather River College Foundation Board of Directors and other guests to the meeting.

3. Administration of the Oath of Allegiance – Board of Trustee Members: Dana Ware, Area V, and John Sheehan, Area III

Kevin Trutna, Superintendent/President, administered the Oath of Allegiance to FRCCD Board of Trustee members Dana Ware, Area V, and John Sheehan, Area III. He commented that both trustees have been long-standing members of the board, and the college appreciates their dedication to Feather River College (FRC) students and its communities.

4. Agenda:

The Regular and Consent Agendas for the December 10, 2020, meeting of the FRCCD Board of Trustees via Zoom were approved as presented. (Sheehan/Saxton).

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

5. Minutes:

The minutes from the November 19, 2020, 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

6. Items from the Public:

None

7. CONSENT AGENDA

*** A. Motion Items**

Trustee Saxton requested that Consent Agenda Item 7A5, Approval of Budget Augmentation and Reductions, be pulled for further discussion. He stated that on page one, the board would find an increase to the revenue budget of \$155,000 for the President's Contingency, and he asked why the board would approve such an expense in these financially uncertain times, and without knowing what it will be spent on. Kevin Trutna responded that the augmentations include the detail of the budget items that the board approved at the last meeting, and Katie Schmid, Chief Accountant, concurred and she stated that it would be easy to provide the detail on what the contingency account has been spent on in the past. Trustee Saxton also addressed the augmentation for \$403,171 from the Strong Workforce Program (SWP) into a contingency account and he asked when the board would know what it would be spent on. Derek Lerch, Vice-President Instruction/CIO, assured Trustee Saxton that placing the 2021-22 SWP allocations into a contingency or placeholder account is a normal part of the process for receiving SWP funds, and he explained that funds cannot be expended directly from any contingency account, the funds must first be transferred into an expenditure account and that the board will approve every budget transfer for this revenue source as projects are identified to be worked on. He noted that the spending window for the allocation is two years, so a holding account is a necessary function for tracking the expenditures associated with the funding. After further discussion, 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentation/Reductions 6) Approval of Facilities Use Contract between Plumas-Sierra County Fair and Feather River College to use Serpilio Hall and Tulsa Scott Pavilion restrooms January 1, 2021, through April 30, 2021, in the event the California Community Colleges Athletic Association (CCCCA) Governor's Office, CDPH, CDC, Plumas County Public Health or Office of Higher Education does not allow competition due to additional COVID-19 restrictions for \$1,500.00 per month for a total cost of \$6,000.00, 7) Approval of License Subscription Agreement for \$6,000.00 between PathwayU and Feather River College to provide advisors and counselors with additional tools to assist students with career exploration and ensure that they are on the right path to accomplish their educational goals effective December 31, 2020, through December 31, 2025, 8) Approval of Master Service Agreement for \$4,000.00 between Hobsons, Inc., a Delaware Corporation, and Feather River College (Customer) for the purpose of working with Hobson's to create a web-based profile on a college search platform widely used in Northern California high schools to market and recruit students to FRC effective December 31, 2020, through November 14, 2021, 9) Approval to Accept Grant in the amount of \$25,000.00 to participate in the second year of the Higher Education in Prison Cohort Project between Community Partners for the Alliance for Higher Education in Prison and Feather River College effective November 15, 2020, through November 14, 2021, and 10) Approval of Memorandum of Understanding for a Community Revitalization and Ecosystem Workforce (CREW) Partnership between Sierra Institute for Community and Environment (SI) and Feather River College (FRC) for the purpose of working with

SI and CREW to more effectively and efficiently address restoration needs in California's forest and watersheds through building a rural community and tribal ecosystem workforce and more stable and secure restoration jobs that advance rural community economic development were approved as presented, (Elliott/Sheehan).

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

8. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions and he asked Derek Lerch to provide further details on the agenda item. Dr. Lerch explained that included with the request on the back of the second sheet was a list of Distance Education addendums worked on by the Curriculum Committee and Kim Beaton, Assistant Dean of Instruction. He reported that Dr. Beaton worked with the committee and faculty to establish addendums at the department level instead of at the course level to establish new delivery modes in the wake of the COVID-19 disruption. He further explained that FRC was expected to develop the agenda items and get them in place before the end of the calendar year, and it was a big project that Dr. Beaton and faculty were able to successfully accomplish. 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 Election of Officers. He explained that the December meeting is designated as the organizational meeting where board members are required to nominate and elect its officers for the next fiscal year including the board president, vice-president, and also vote to appoint the Superintendent/President as the District secretary all effective July 1, 2021. Trustee Elliott nominated Guy McNett to be board president, Dana Ware to be vice-president, and recommended that Kevin Trutna be reappointed as board secretary. Trustee Sheehan seconded the motion, and after brief discussion Trustee McNett was elected to the position of board president, Dana Ware was elected to the position of vice-president, and Kevin Trutna was reappointed as board secretary effective July 1, 2021, (Elliott/Sheehan)

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

3) Kevin Trutna requested Approval to Name FRC's Football Facility Stadium the Joe Brennan Stadium. He explained that the request was initiated by Don Fregulia and Pete Bartels, both retired FRC faculty, as a way to honor Dr. Joe Brennan, who started his employment with FRC in 1981 as a dean, and then was FRC's Superintendent/President from 1981 to 1989, along with an additional interim role after his retirement. Dr. Trutna also stated that Dr. Brennan played a large role in the de-annexation of FRC from the Peralta Community College District, and was known for his dedication to the college and its students. Don Fregulia thanked the Board of Trustees for approving the request, and he looks forward to attending formal ceremonies on the dedication. President Ware mentioned that she had received letters of community support regarding the renaming of the stadium, and Trustee McNett read a letter from community member Colleen McKeown that shared the many reasons why honoring Dr. Brennan was appropriate. Trustee Elliott acknowledged the many hours he saw Dr. Brennan work for the betterment of FRC and its students. After further discussion, the request for Approval to Name FRC's Football Stadium the Joe Brennan Stadium was approved as presented, (McNett/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) Kevin Trutna presented the District's Monthly Financial Status Report as of November 30, 2020. He reviewed the Monthly Projected Cash Flows for the Unrestricted General Fund stating that the projected low for the month of December and ending cash is \$6.8 million, well above the initial projection of \$3.5 or \$3.6 million discussed in previous meetings. He stated that the deferrals were predicted to start in February and March of 2021, but there is still discussion about whether or not the one-time state money will offset some of those deferrals. Dr. Trutna turned to the Unrestricted General Fund Summary, and he asked Katie Schmid to provide comments on any apportionment received since the board last met. Ms. Schmid reported that the District did receive \$900,000 in apportionment just after the first of November, and all other revenue was received and recorded. There was detailed discussion from Trustee Saxton on expenditures over the last five years compared to this year's adopted budget, and Dr. Trutna responded that you cannot compare expenditures with the adopted budget, because the adopted budget is more than expenditures. President Ware asked if the issue couldn't be held over for a separate report at a future meeting, and Derek Lerch added that the comparison Trustee Saxton was explaining could be worthwhile in certain contexts, but it might be misleading in a point of time

comparison. He explained that it is natural for budget costs for community colleges to increase year over year due to uncontrollable increases, so he feels no matter what five year average you do a comparison on you will find a difference. Dr. Trutna shared his calculation of an actual to actual comparison of the District expenditures of \$5.5 million and dividing that number by the five months and multiply times 12, which would prorate out to an actual budget of \$13.4 million, which was well below what Trustee Saxton discussed. Dr. Lerch stated that the college has tried to operate in a way to meet its enrollment targets, and it has experienced relatively strong enrollment this semester. He added that he thinks FRC is in a much better place in terms of enrollment trends than many other colleges in the state. As a point of order, President Ware requested that further discussion be curtailed and that an agenda item be planned for the January 2021 meeting so that the agenda could be moved.

- 2) Kevin Trutna opened initial discussion on the report on the Strong Workforce Program (SWP) and its funding, and he turned further discussion over to Derek Lerch and Carolyn Shipp, FRC's Internship Director. Derek Lerch mentioned that the presentation would be a brief update on some of the achievements FRC has been able to record with the SWP funding that was discussed earlier. He also mentioned that Ms. Shipp has been doing a tremendous job helping the college manage what is a significantly complex funding stream to spend on and report on.

Ms. Shipp provided background information on the SWP stating that the program began in 2016 as a statewide workforce funding effort to spur career and technical education, with the funding source being the chancellor's office. She stated that the funding is split locally and regionally and any plans must be driven by collaboration with industry and existing regional partnerships.

Ms. Shipp explained that the funding is broken down into four-year cycles with two-year spending cycles on the allocations and requires FRC to have an approved multi-year plan in place before funding is released. She reported that since the start of the program FRC has received \$755,021 in local funding and \$860,400 in regional funding and the chancellor's office plans to allocate even more funding to rural colleges, so FRC can expect a significant amount of funding to come its way. Moving to the next slide Ms. Shipp reported on past projects that the funding has supported including a patient simulator for the nursing department, the establishment of science and livestock operations on the other side of Spanish Creek, work-study student positions in CTE areas and Ag, the installation of an irrigation system on 80 acres of the property, along with a breeding barn that increased staff and student safety. Her final slide covered future projects for the SWP including the development of a fuels reduction and fire technician program and degree, and the hiring of a program coordinator to implement the program and oversee forest health and fuel reduction on FRC property, the funding of a hay barn and calving facility to give students additional experience in livestock husbandry, and to update

and purchase welding equipment to enhance the welding shop and prepare students for industry certifications.

- 3) Kevin Trutna stated that for the college update there would be first a focus placed on fall reflections, and then preparing for the spring semester and the purple tier and what the recent stay at home order means to FRC's operations.

Fall Reflections/Instruction

Derek Lerch reported from instruction and stated that some combination of foresight and luck was with the college to have had as successful a fall semester as it did with all of the disruptions that were encountered from start to finish. He stated that the decision to stop face-to-face instruction after Thanksgiving proved to be the right one, and with the campus quiet now, it gives administrators the time to prepare for what will undoubtedly be a disrupted spring semester.

Fall Reflections/Student Services

Carlie McCarthy reported that having zero positive COVID-19 cases within student housing during the fall semester was significant for her as this was an area everyone was concerned about due to the congregate living. She also explained that a survey was launched to see how students felt about the disrupted fall semester and it has received 214 responses so far.

Fall Reflections/Administration

Kevin Trutna reported on the next slide and he stated the two columns show administration's plan for the spring semester and purple tier continuance, and the plan if the stay at home order is still in place. He noted that it provides a structure to the plan and should these dates have to change, everything can be ratcheted back accordingly. He explained that if Plumas County moves back to the purple tier, fall sports would play in early spring and students enrolled in critical infrastructure classes would start January 19, 2021, and late spring student athletes would move in around February 16, 2021.

Spring Semester/Instruction

Derek Lerch reported that as FRC makes the final push to the spring semester, he feels that the college is at the intersection between the two overarching guidelines Dr. Trutna just talked about. He also reported that the concern is how to return students to campus as safely and responsibly as possible in the middle of an expected surge in COVID-19 cases, and by staggering the return of students over a four-week period, he believes that FRC will have a better capacity as a campus while working with our health partners to test, trace, and track positive cases. He stated that the challenge for instructors over the next month for those that had planned for face-to-face instruction in mid-January will be how to deliver material for the first few weeks of the semester and keep pace with the class while FRC instruction remains primarily remote delivery through the first four weeks of class.

Spring Semester/Student Services

Carlie McCarthy reported that the major changes over the last few weeks include the contingencies around the stay-at-home order and what that might look like. She stated that there has been another call with the Plumas County Public Health Department (PCPH) and Plumas District Hospital (PDH) about testing protocols, and both entities are seeing high demands within their testing systems right now, so the plan for the spring semester is to take students for testing to them for the first few waves of returning students so they do not have to bring their staff to campus. Ms. McCarthy added that she is feeling better about the February return dates and PCPH and PDH are appreciative of the FRC planning to move things out as far as it could without sacrificing too much instruction. She closed her report by stating that Student Services continues to communicate with students through email and website announcement in parallel to communications that go out to faculty and staff.

Administration/Spring Semester

Kevin Trutna pointed out that whether or not Plumas County is in the purple tier or in stay-at-home order, all students will be required to test for COVID-19 prior to entering laboratory classes, or moving into the residence halls. Dr. Trutna reported that the District has concluded negotiations with the classified union regarding some COVID-19 safety related issues, and that the California Community College Athletic Association (CCCAA) opt-in opt-out date is December 18, 2020, and FRC is planning to opt in for all sports. He explained that this action reserves FRC's place should FRC want to participate. Questions from Trustees Elliott and Sheehan were answered by Dr. Trutna and the agenda was moved.

D. Communications, Presentations, and Reports

1) Board of Trustees

President Ware reported that Seneca Hospital has a new chief executive officer (CEO) and she would report more about them at a future meeting.

Trustee McNett handed out kudos to the faculty and students that participated in FRC's recent virtual student symposium, and he encouraged others to check it out from the website. He also reported that he and Trustee Sheehan had attended a portion of the demonstration on how the under burn would be conducted on campus, and he was impressed with the collaboration he saw between the different agencies.

Trustee Elliott extended his thanks to the entire college campus for the care and hard work they are putting in to managing the college during these difficult days. He noted that the sound fiscal management of the college has allowed the institution to have the reserves that it does to help with these uncertain times.

Trustee Sheehan echoed Trustee Elliott's remarks and stated that to have no student in FRC housing facilities test positive for COVID-19 is

remarkable. He noted that there were community members concerned about out of the area students bringing the virus into Plumas County and it just didn't happen, and it is important to note this.

Trustee Saxton reported that college staff have done a marvelous job at keeping the campus running properly. He stated he still has questions on finances, the college has money to spend, and he is looking forward to the start of a project that would give baseball an indoor training facility.

Student Trustee Wilson reported that students have expressed that overall they are just really grateful to FRC faculty for working with them and being super understanding of the situation. She also stated that for online learning in this rural area there is a responsibility to have Internet and Wi-Fi access, and there are students that struggled with this and the isolation that online learning can produce. She stated that perhaps additional virtual outreach opportunities could help in the spring semester.

2) Associated Students

No Report

3) Academic Senate

Chris Connell, Academic Senate President, reported that FRC is in the final week of classes and grades are due December 21, 2020. He also reported that as expected, students are struggling with end of semester crunch time and a host of other issues in what has been a difficult semester, but students have hung in there. He reported that he has had very few drops in his classes, which says a lot about the college, the faculty, and the students. Dr. Connell also expressed his appreciation to Dr. Will Lombardi who coordinated this year's virtual student symposium. He stated that given all of the challenges that the event faced, it was very successful, and he wanted to single out Dr. Lombardi for his dedication to the event and the students of FRC.

4) Classified Senate

No Report

5) Instruction

Derek Lerch thanked Student Trustee Wilson for her comments about faculty, acknowledging that every school in the world right now is probably struggling with the task of building and maintaining engagement between instructors and students. He added that it is a real challenge, and FRC plans on doing some new things in the spring semester to do even better than it did this fall.

6) Student Services

Carlie McCarthy reported that FRC is getting ready to launch an FRC festive fails campaign on the FRC app and social media, so that is the reason for the awkward holiday photos that might be seen on social media. She explained that she thought it would be a fun way to end the semester and engage students from a distance. She also reported that

she is excited to share that FRC has hired Nick Maffei as the new digital marketing manager. She explained that the position is grant funded through Guided Pathways, and Mr. Maffei started on December 1, 2020. She stated he has a strong skill-set and she is excited about having him in the role. Ms. McCarthy continued her report by stating there is a lot of outreach going on right now, and staff are enrolling students in preparation for what the spring semester will bring.

7) **Superintendent/President**

Kevin Trutna shared a tweet about the college that came to him about a parent having their child come home and be unable to talk about anything but Feather River College, and Crystal Anderson, Instructional Assistant and Program Coordinator, Equine Studies/Ag, and he thought it would be a neat thing to share with the board.

Kevin Trutna highlighted several items from his written report including the work that Jon Dvorak and Darrel Jury did on the weekend that the under burn was supposed to occur. He added that there were about 24 Outdoor Recreation Leadership (ORL) students in a first responder's class that same day, and he took the pictures featured in his report. He also reported that Derek Lerch was invited to present at the American Geophysical Association (AGU) virtual meeting as part of an invited on seismological research. Dr. Trutna also encouraged board members to read the article in his written report that features an email letter from a bachelor's degree student that graduated in 2018 regarding her thoughts on what she had learned from FRC faculty. He explained that the email letter was sent to Russell Reid, Ag Chair, and Equine Studies Professor, and that Professor Reid said she was an excellent student and he hopes to share her outline of things that she learned while at FRC with every bachelor degree student that comes into the program.

Kevin Trutna also highlighted the article in his report from Monica Potter, Extended Opportunities Programs and Services (EOPS) Counselor, that provided responses from the end-of-the year EOPS survey to the question, "What is the one thing you wish instructors understood about your online virtual semester?" He stated that it is worth reading, and it provides insight into the online learning experience for FRC's students in the EOPS program.

The Regular and Organizational meeting was then adjourned to the Feather River College Foundation meeting at 4:28 p.m.

President Ware reconvened the meeting to the FRCCD board meeting at 5:09 p.m. and there being no further business declared it adjourned.

KT/ch