**APPROVED**

MINUTES OF THE REGULAR MEETING

OF THE BOARD OF TRUSTEES

CITRUS COMMUNITY COLLEGE DISTRICT

January 20, 2015

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, January 20, 2015, in the Administration Building Board Room.

Board President Montgomery called the meeting to order at 4:16 p.m. Student Trustee Chowdhury led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen, and Farihah Chowdhury (Student Trustee). Absent: None.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Robert L. Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services and Interim Vice President of Academic Affairs; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

**ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:**

**Management Team:** Paula Green, Lan Hao, Dana Hester, Robert Iverson, Martha McDonald, Eric Rabitoy, Marianne Smith, Linda Welz, and Jody Wise

**Faculty:** Roberta Eisel, Patty Glover, Steve Hartman, Dave Ryba, and Paul Swatzel

**Supervisor/Confidential:** Tedd Goldstein, Marilyn Grinsdale, Trip Horton, and Eric Magallon

**Classified Staff:** Gayle Allen, Cynthia Audello, Olivia Canales, Robert Coutts, Moses Crowder, Cathy Day, Bernece Deck, Karen Giles, Tina Gutierrez, Steven Handy, Linda Hughes, Helen Jeng, Judi Kemp, Caroline Locke, Rose Ann Manfre-Campillo, Cynthia Patino, Vince Patino, Lori Pezold, Rosalie Sayre, Crisanta Serrano, Jayne Sjodin, Elena Taylor, Kai Wattree-Jackson, Danielle Weller, and Rosalind Zuniga

**Adjunct Faculty:** Cecil Brower

**Students:** Pat Cordova Goff, Yuriana Hou, Stephen JM, Nathaniel Pera, M. Ramirez, Mahir Shomali, and Evan Solano

**Citrus College Foundation:** Clarence Cernal and Christina M. Garcia

**Alumni Association:** Tom Gerfen

**Guests:** Clifford Jeng, Courtney Jeng, and Daniel Jeng

**INFORMATION AND DISCUSSION**

**Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President**

The ninth *Above and Beyond - Classified Development Award* (ABCD Award) was presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual’s demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership of Clarence Cernal, committee chair, and Dr. Eric Rabitoy, coordinator of the project and instructional dean. The award is conferred quarterly with consultation and recommendation from managers and vice presidents.

The ninth recipient is Helen Jeng – Program Coordinator, Kinesiology.

Dr. Perri said Ms. Jeng is known for her “above and beyond” attitude and for making students feel comfortable and supported. Board President Montgomery congratulated Ms. Jeng on behalf of the board, and she presented her with the “Hootie.” Mr. Coutts congratulated Ms. Jeng and commended the board, Dr. Perri and her Cabinet, and the managers and supervisors for continuing to recognize outstanding classified staff.

**Geraldine M. Perri, Ph.D., Superintendent/President,** introduced Mr. Eric Magallon, bookstore supervisor, who presented the Student Worker of the Fall Semester award to Ms. Yuriana Hou on behalf of the supervisor/confidential team. Ms. Hou works as a STEM Supplemental Instruction leader. She is an excellent student and loves sharing her passion for science with other students.

Dr. Perri said the Centennial Gala was a truly magical event and a fitting way to celebrate the college’s 100th anniversary. She gave kudos to the Jazz Ensemble for providing a nice ambiance during the reception and dinner, to the Citrus Singers for performing “Music through the Decades,” and to the Pop Rock Band for providing great dance music at the Gala After Dark. Dr. Perri also highlighted a few of the individuals who had major roles in the event, including Dr. Jim Lancaster, dean of curriculum, career, technical and continuing education and chair of the Centennial Gala Committee; Centennial Co-Chairs Ms. Christina Garcia, director of the Foundation and Dr. Lucinda Over, dean of counseling; the Fine and Performing Arts faculty and staff; Mr. Bruce Langford, music faculty, who was the master of ceremonies for the event; and the Centennial Gala Committee. In addition, Dr. Perri recognized Mr. Mike Hillman, ceramics faculty, and his students for crafting the beautiful vases for the floral arrangements. She said there were dozens of others who contributed to the event, and she wished to publicly thank them for their efforts.

Dr. Perri was pleased to report that prior to the holidays, Citrus College made the cover of *Community College Week* as the fifth fastest-growing community college in the nation. The ranking included colleges with enrollments of 10,000 or more using data from 2012-2013. These data show a 10 percent increase over the previous year.

Dr. Perri reported that enrollment is strong. This winter, Citrus College offered 16 additional sections and increased its student headcount by 322 students. Enrollment for the spring has begun, and it is looking very positive. Dr. Perri thanked everyone who helped with the complex, multi-step process of getting students enrolled and into classes.

**Arvid Spor, Ed.D., Vice President of Student Services and Interim Vice President of Academic Affairs,** provided a progress report on the number of Associate Degrees for Transfer (ADT) offered by Citrus College. Currently, there are 15 degrees offered; one degree is in the Chancellor’s Office awaiting approval; and there are three more on the agenda for board approval. Once all degrees are fully approved, Citrus College will be able to offer 19 ADTs, which represents 146 percent of the college’s target set by the Chancellor’s Office. Dr. Spor said each year the number of students who earn an ADT at Citrus College grows dramatically. In fall 2013, more than 500 students began pursuing an ADT, and last fall the number was 622.

Citrus College’s Phi Theta Kappa chapter will present their research entitled, “Searching for the Fountain of Youth: An Inquiry on the Enzyme Telomeres,” on campus on January 26. Their research has been accepted for the Honors Transfer Council of California Undergraduate Research Conference, which will take place at the University of California, Irvine in March. Dr. Spor said that more than 30 Citrus College students have been accepted to the conference.

Dr. Spor said Citrus College’s DSP&S program has been partnering with Azusa Pacific University in “College Connect,” a collaboration that provides workshops for autistic students that are enrolled in Citrus College’s DSP&S and local Department of Rehabilitation programs. College Connect is designed to help students navigate college and teach life skills.

**Robert L. Sammis, J.D., Director of Human Resources,** reported that faculty hiring for authorized faculty positions for fall and spring is well underway. He said this requires a great deal of work, and he thanked Mr. John Vaughan, academic senate president, for helping to get all of the selection committees organized.

Dr. Sammis provided an update on professional development. The Supervisor/Confidential Team will finish their book reading on conflict resolution and then plan a spring activity on a topic that is yet to be determined. In February, the classified staff will do an additional training on conflict resolution. They will also do an in-depth Strengths Quest training this spring.

**Claudette E. Dain, Vice President of Finance and Administrative Services,** reported that Governor Brown’s 2015-2016 proposed budget is an improvement over the past several years. It has a strong focus on access, success and equity in education. The Governor cautions that this will be the last year of full Proposition 30 revenues. The temporary sales tax increase will expire on December 31, 2016, and the temporary personal income tax increase will expire on December 31, 2018. The Governor proposes a 2 percent enrollment growth and a 1.58 percent statutory COLA. There is no COLA proposed for categorical programs. Ms. Dain said there is also $125 million proposed to increase base allocations to ease escalating ongoing costs, but there is a concern that the Legislature will have other plans for these funds. The Governor also proposes $100 million for the Student Success and Support Program (SSSP). The Governor makes no mention of a statewide facilities bond. The Governor has cautioned that economic expansions do not last forever, and he advises “restraint and fiscal prudence.”

Ms. Dain said she will be working with the Citrus College Financial Resources Committee to develop the college’s 2015-2016 preliminary budget assumptions in anticipation of developing a Tentative Budget prior to June 30, 2015.

Ms. Dain reported that construction on the Fine Arts Building is moving forward well. In a little more than five months, tons of steel have gone up, and the outline of the first, second and third floors are taking shape. She said this is a two-year project, and they anticipate a completion date of August 2016.

Ms. Dain provided an update on the Banner finance implementation. They are currently working on the interface with the Los Angeles County Office of Education, an important part of the project. Training, thus far, has been focused on fiscal and purchasing staff. They plan to go live on July 1, 2015.

**Robert Coutts, CSEA President,** said January is the start of CSEA Chapter 101’s business and fiscal year. Their Region 2 Officer installation dinner will take place on January 28, during which they anticipate receiving a great deal of information about upcoming events. Following officer installations, they will finalize their projected chapter plan and budget for 2015 and present it to their members at the February 10 meeting. Currently, the chapter is engaged in collective bargaining, approving APs and BPs, reviewing proposed revisions to job classifications, and assembling subcommittees to review two more newly-proposed job classifications.

**Farihah Chowdhury, Student Trustees,** thanked Dr. Perri and the Foundation for the very special Centennial Gala, adding it was an important opportunity for students to thank the donors who give so much to Citrus College.

Student Trustee Chowdhury said the ASCC spring executive board had it first meeting, where they reviewed APs and BPs. They also discussed the possibility of attending the Faculty Association Advocacy and Policy Conference in March.

Student Trustee Chowdhury met with Dr. Marianne Smith, director, grant project RACE to STEM, to discuss “high impact practices” in the STEM program, such as the Summer Research Experience, Supplemental Instruction and other support programs. They discussed ways to secure more grant funding for these programs and the possibility of a student intern program with local businesses.

Student Trustee Chowdhury attended the Azusa Chamber of Commerce New Member Breakfast with Dr. Dickerson, and she plans to attend the Community College of California’s (CCLC) Effective Trustee Workshop and CCLC’s Annual Legislative Conference in Sacramento. She thanked Ms. Marilyn Grinsdale, protocol and government relations officer, for helping her to prepare for the conference.

**Susan M. Keith, Vice President, Board of Trustees,** thanked Ms. Garcia and the Foundation staff and board for the Winter Reception, which was followed by a great performance of *Christmas Is…* She thanked everyone who was involved in the Centennial Gala, which she said was a wonderful evening.

Trustee Keith provided information about an upcoming event hosted by the Los Angeles County School Trustees Association (LACSTA) on February 19, which will feature a discussion on dual enrollment. Assemblymember Chris Holden will attend. They hope to hear a presentation on the Santa Barbara dual enrollment program.

Following President Obama’s announcement of his “America’s College Promise” proposal for tuition-free community college education, Trustee Keith said she has been inundated with questions from her community. She said the proposal has elevated the interest in community college education throughout the nation, but at this point, few details are available.

Trustee Keith thanked everyone who worked on the Shared Governance Handbook revision, which is a valuable college resource. She also thanked the Curriculum Committee for all the fine work they have done on the ADTs and other curriculum-related tasks. Trustee Keith commented on an outstanding benefit concert at the Bridges Auditorium in Claremont, where Lucas Nelson’s band, which includes two former Citrus College students, performed. Lucas Nelson is the son of Willie Nelson. The band has been on tour nationwide.

**Barbara R. Dickerson, Clerk/Secretary, Board of Trustees,** commended all those who presented and participated in the Centennial Gala, especially the students. She said it was an outstanding event.

Trustee Dickerson presented the college’s top accolades, which Dr. Perri presented at the Centennial Gala, to the Duarte City Council. She plans to make the same presentation to the Azusa City Council. Trustee Dickerson said council members are looking forward to the Centennial birthday celebration in June.

Trustee Dickerson thanked Dr. Spor for continuing conversations with the college’s K-12 partners and sending them information regarding their student cohort from last year. She said it would be helpful to have the strategies that are imbedded in our student success models pulled out to demonstrate the actions the college has taken as a follow-up to last year’s K-14 Education Forum.

**Edward C. Ortell, Member, Board of Trustees,** said he would like to express his appreciation to all those who worked on the Centennial Gala. He said it was a very impressive event that raised thousands of dollars for students. He enjoyed the opportunity to catch up with old friends and city officials from Duarte. Their support over the years, along with the support of other communities in the district, allowed the college to pass various bond measures, including Measure G, which raised $121 million for facilities construction.

Trustee Ortell thanked all those who expressed sympathy over the loss of his father. His father spent his career in education, and he was once a full-time faculty member at Citrus College as director of the college’s Planetarium.

**Patricia A. Rasmussen, Member, Board of Trustees,** wished everyone a Happy New Year. She commented on several outstanding December events and productions, such as the Foundation’s Winter Reception; *Christmas Is…* and the Concert Choir performance; *Holly Dance*; the nursing graduation and pinning ceremony; the community education schedule; the report on the Citrus Singer’s European trip and the vocational music program’s Hawaii trip; and the Centennial Gala and its beautiful program.

Trustee Rasmussen thanked Dr. Perri for presenting at the annual Glendora State of the City and Schools luncheon. She said Dr. Perri received a lot compliments on her great presentation. Trustee Rasmussen was pleased that both K-12 school district superintendents expressed their appreciation to Citrus College for allowing their students to participate in our STEM activities. She said there was a lot of discussion about career pathways during the K-12 presentations.

Trustee Rasmussen commented on a nice article in the *Foothill Reader* about Citrus College being one of the fastest-growing colleges in the nation. There was also an interesting article on the construction of a solar plant at Mt. San Antonio College, about which she would like to learn more.

Trustee Rasmussen said she was very surprised at the progress of the Fine Arts Building, and she is pleased that construction is progressing so well.

Trustee Rasmussen was saddened by the recent passing of two long-time friends of the college, former faculty member Ms. Shuling Cummins and Ms. Jane Braun, a community activist and former Foundation board member.

**MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the regular meeting minutes of December 2, 2014, as submitted.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**INFORMATION AND DISCUSSION**

**Student Services Committee – Administrative Procedures – Revisions – Arvid Spor, Ed.D., Vice President of Student Services and Interim Vice President of Academic Affairs**

The District’s current Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

The following Administrative Procedure was revised and approved by constituent groups on various dates and by the Steering Committee on November 24, 2014.

*AP 5055 Enrollment Priorities*

**Bid Threshold Increase –** **Claudette E. Dain, Vice President of Finance and Administrative Services**

Pursuant to Public Contract Code Section 20651(d) the State Chancellor’s Office annually adjusts the dollar amount of the bid threshold for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. This increase is based on the Implicit Price Deflator for the prior fiscal year rounded to the nearest one hundred dollars. The applicable adjustment of 2.26% applied to the 2014 bid threshold of $84,100 results in the new bid threshold of $86,000. This new bid threshold is effective January 1, 2015.

**INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**FACILITIES USAGE**

**Item 3:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to ratify the attached list of facilities usage and rental agreements.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 4:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to ratify A & B Warrants for December 2014 totaling $6,756,297.08.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 5:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to ratify purchase orders for the period of November 18, 2014 through January 7, 2015.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CURRICULUM**

**Item 6:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Personnel Recommendations**

**Item 7:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 8:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 9:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**TUITION**

**Item 10:** Pursuant to Education Code §76140 and §76141, it was moved by Trustee Ortell and seconded by Trustee Keith to set the non-resident tuition fee for the 2015-16 school year at $200 per-unit with an additional charge for capital outlay of $24 per-unit. This results in a $17 per-unit increase effective for all course terms beginning or ending on or after July 1, 2015. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CONTRACTS**

**Item 11:** Moved by Trustee Keith and seconded by Trustee Dickerson to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2015-2016 schedule of events for the Haugh Performing Arts Center. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**AGREEMENTS**

**Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to accept $200,000 in the form of two subagreements from Rio Hondo College for two mini-grants entitled Career Pathway Expansion and High School Articulation Alignment authorized under the SB1070 Pathways grant award for the January 21, 2015 – December 31, 2016 time period.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**FIELD TRIPS**

**Item 13:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve a field trip for twelve (12) students and one (1) faculty to compete at the Kennedy Center American College Theatre Festival held in St. George, Utah on February 9, 2015 through February 15, 2015.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**EMPLOYMENT – MANAGEMENT**

**Item 14:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the hiring of Dr. Arvid Spor effective February 1, 2015, as Vice President of Academic Affairs at a salary placement of $181,669 annually (current salary placement), which includes a 2-1/2 percent doctorate stipend, plus health and statutory benefits.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to provide a five percent (5%) salary stipend to Dr. Arvid Spor, Vice President of Academic Affairs for the purpose of assuming additional responsibilities and duties as the Interim Vice President of Student Services, effective February 1, 2015, and until such time as the position of Vice President of Student Services is filled on a permanent basis.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 16:** Moved by Trustee Keith and seconded by Trustee Rasmussen to appoint Dr. Martha McDonald as Interim Executive Dean at Range 80, Step 8, on the Management Salary Schedule for the purpose of assuming additional responsibilities and duties as assigned by the District effective February 1, 2015, and until such time as the position of Vice President of Student Services is filled on a permanent basis.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**STUDENT SERVICES**

**Item 17:** Based on the needs of the Student Success and Support Plan, it was moved by Trustee Rasmussen and seconded by Trustee Dickerson to authorize a start date for the Student Success and Support Program counselor and the Disabled Student Programs and Services counselor positions on or about April 1, 2015.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Board Policies**

**Item 18:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the first reading of BP 3250 Institutional Planning.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOARD TRAINING – Brown Act – Christopher D. Keeler, Attorney at Law, Fagen Friedman & Fulfrost LLP**

Christopher D. Keeler, Attorney at Law, Fagen Friedman & Fulfrost LLP, presented a *Brown Act Training 2015* PowerPoint; Trustees were provided opportunities to ask questions.

**CLOSED SESSION:** At 6:08 p.m., Board President Montgomery adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**

**Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**

**Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**

**Per Section 54957: Public Employee Discipline/Dismissal/Release.**

**RECONVENE OPEN SESSION:** At 6:41 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

**Item 19:** the Board, by a unanimous decision, took action in closed session to adopt the findings of a hearing officer sustaining the dismissal of a classified employee.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**ADJOURNMENT:** AT 6:42 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

February 3, 2015

Date Barbara R. Dickerson

Clerk/Secretary

Board of Trustees