

APPROVED
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
CITRUS COMMUNITY COLLEGE DISTRICT

May 21, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, May 21, 2013, in the Center for Innovation Community Room.

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

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Mariana Vega (Student Trustee). Absent: Patricia Rasmussen.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services; Jim Woolum, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Christina Garcia, Paula Green, Lan Hao, Martha McDonald, L. Over, Gerald Sequeira, and Linda Welz

Faculty: Bruce Langford

Supervisor/Confidential Team: Tedd Goldstein and Marilyn Grinsdale

Classified Employees: Clarence Cernal and Cathy Day

Adjunct Faculty: Linda Chan

Students: Sylvia Aparicio, Nayiri Baghdassarian, Carlos De La Torre, Alejandra Morales, and David Tate

VISITORS: Tom Gerfen

RECOGNITION OF TENURED FACULTY & PRESENTATION OF PROCLAMATIONS

Prior to the Board meeting being called to order, a reception for tenured faculty and 2012-13 retirees was held in the Campus Center.

Dr. Perri congratulated *Ms. Salima Allahbachayo*, Nursing for earning tenure.

Proclamations were prepared for all staff retiring during the 2012-13 academic year. Board President Keith presented retirement proclamations for retirees in attendance (identified by italics):

Toni Billet – Classified
Teresa Ferri – Classified
Judy Gregg – Faculty
Michael Hurtado – Management
Pam McGuern – Classified
Shirley Porch – Classified
Pam Sewell – Classified
James Shannon – Faculty
Teresa Tabata – Classified
Alan Tussy – Faculty
Cecil Zarate – Classified (deceased)

Geraldine M. Perri, Ph.D., Superintendent/President, introduced the new Student Trustee Ms. Mariana Vega. Ms. Vega began her community college journey immediately after high school, and she intends to go on to a four-year university. She plans to major in public relations and is interested in pursuing a career in political campaign communications. Ms. Vega is very grateful for the sacrifices of her parents that have allowed her to be in the United States and attend Citrus College. Dr. Perri welcomed Student Trustee Vega to the Board.

Dr. Perri remarked that the week of May 19-25, 2013, is Classified School Employees Week. She expressed her gratitude to the classified staff and said it will be good to have the opportunity to honor their work and thank them for all they do.

Dr. Perri said the American Association of Community Colleges (AACC) has placed a photo of Citrus College on its home page along with a caption that reads: "Citrus College is the oldest community college in Los Angeles County and the fifth oldest in the state of California." Dr. Perri thanked Ms. Paula Green, Director of Communications, and Ms. Stacy Armstrong, Publications Specialist, for working with AACC to submit the photo and caption.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that summer school enrollment has begun and it is growing rapidly. There are two times as many class sections available to students as there were last summer.

Arvid Spor, Ed.D., Vice President of Student Services; reported that the new process for students to purchase parking permits online, *iparq*, will be tested during the summer session. The process has only become operational in the last two days, and already 39 students have purchased permits. He said students normally wait until the first day of classes to purchase parking permits. Dr. Spor believes the process will serve students well and help to greatly reduce lines at the beginning of each semester.

Robert Sammis, Director of Human Resources, reported that Human Resources has conducted the final training for managers and supervisor/confidential team members for the year. It was done in an “open house” format, and it provided trainees an opportunity to ask Human Resources staff any questions they wished. Dr. Sammis said they are now working on a series of training sessions for next year.

Carol R. Horton, Vice President of Finance and Administrative Services, thanked Dr. Perri for her update to the college community regarding the May Revise. Mrs. Horton said they are now watching to see how the Governor will distribute \$50 million in matriculation funds. The Governor is proposing to use the current year increase in Proposition 98 funding to pay down an additional \$179.9 million in deferrals. This would reduce the total system-wide deferral to \$621.2 million. He further proposes to pay down an additional \$64.5 million in deferrals in the budget year, reducing the system-wide deferral to \$557.5 million. Mrs. Horton said this payback of deferred funding will translate to increased cash flow for Citrus College. She added that she is hopeful that the budget will be passed on time this year.

Jim Woolum, Academic Senate President, commented on some of the changes that are currently taking place in the state’s community college system. The Student Success Task Force, the Legislature, the Board of Governors, and Governor Brown have all made recommendations in an effort to improve student success and completion. Mr. Woolum mentioned several topics that have sparked discussion and controversy, such as funding strategies, the Student Success Scorecard, adult education, distance learning and MOOCs. He said strength and balance are skills necessary for leaders during times of change.

Robert Coutts, CSEA President, said CSEA has finished reviewing applications for scholarships. He was pleased to announce that CSEA will be awarding five scholarships (\$275 each) to the son or daughter of a CSEA employee. This year, scholarships went to: Mr. Tony Tunno, son of Ms. Julie Tunno, Administrative Secretary; Ms. Johanna Jamison, daughter of Ms. Lynn Jamison, Study Abroad Specialist; Ms. Christy Allen, daughter of Ms. Gayle Allen, Administrative Secretary; Mr. Richard Chase, son of Ms. Theresa Gallegos, Human Resources Assistant; and Mr. Roman Lopez, son of Mr. Bob Lopez, Senior Buyer.

Mr. Coutts said three CSEA members have volunteered to serve on a committee that will work with the District to review the experience and education requirements listed on bargaining unit job descriptions. The committee members are: Ms. Linda Hughes,

Human Resources Technician; Ms. Marian Manfre-Winchester, Athletic Programs Assistant; and Ms. Cathy Napoli, Admissions and Records Coordinator.

On behalf of CSEA, Mr. Coutts extended best wishes to the retirees and newly tenured faculty member for 2013. He also thanked the Board of Trustees for their proclamation recognizing Citrus College's outstanding classified staff as part of Classified School Employees Week.

Mariana Vega, Student Trustee, began her report by thanking her constituents for trusting her to represent them at the District level. She also thanked Dr. Spor; Dr. Martha McDonald, Dean of Students; Ms. Christine Link, Executive Assistant; and Ms. Adrienne Thompson, Student Life and Leadership Development Supervisor; for providing her with guidance as she moves into her new position. She recognized former Student Trustee Crescencio Calderon for mentoring her over the past year.

Student Trustee Vega said ASCC's SpringFest was a big success. She also announced that ASCC Executive Board Elections will take place June 5-6, 2013, and she is looking forward to meeting all of the new students who will join the Board in the fall.

Edward C. Ortell, Member, Board of Trustees, said he attended Senator Carol Liu's recent open house at her new field office in San Dimas. He said Senator Liu is very supportive of Citrus College.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she wished to publically recognize the retirees for their many years of service to Citrus College. She thanked them and wished them well in their retirement.

Susan M. Keith, President, Board of Trustees, reported on several recent college events. She said the pop show was uplifting and the student performers did a great job. The Cosmetology Hair Show was excellent, and Mr. Bruce Langford, Performing Arts instructor, did a great job as master of ceremonies. Board President Keith said the creativity, talent and leadership skills of our students speak well for the college.

Board President Keith also attended Senator Liu's open house. She invited Senator Liu to come to the college for a tour of our facilities and programs.

Board President Keith said recent natural disasters have made her proud to be a community college trustee, as community colleges train the first responders who are so critical in times of large-scale emergencies. She said community colleges are more than junior colleges in that they truly serve their communities.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the regular meeting minutes of May 7, 2013, as submitted.

4 Yes. 1 Absent.

INFORMATION AND DISCUSSION

Confirmation of Bond Sale Costs Respecting \$13,130,000 Citrus Community College District (Los Angeles County, California) General Obligation Refunding Bonds, Series 2013 – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton provided an overview of the general obligation bonds that were sold to RBC Capital Markets, LLC, on April 24, 2013, in the aggregate principal amount of \$13,130,000. She said the actual cost for the sale of the bonds was less than anticipated, which resulted in a net savings to district taxpayers.

Section 53509.5 of the Government Code of the State of California (the "Government Code") requires that actual costs of issuance of general obligations bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. The underwriter's discount was estimated at not-to-exceed 0.85% of the aggregate principal amount of the Bonds. The actual underwriter's discount was 0.55% of the aggregate principal amount of the Bonds. The cost of issuing the Bonds, including bond counsel and disclosure counsel fees, paying agent fees, printing and ratings charges and other related fees, was estimated at not-to-exceed \$142,500.00. In compliance with Section 53509.5 of the Government Code, the actual cost of sale of the Bonds was \$125,720.03 or less.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent.

FACILITIES USE

Item 3: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve facility rentals and usage. 4 Yes. 1 Absent.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve A & B Warrants for April 2013. 4 Yes. 1 Absent.

Item 5: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve purchase orders for April 2013. 4 Yes. 1 Absent.

CURRICULUM

Item 6: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the new and modified courses, and modified program. 4 Yes. 1 Absent.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent.
- Item 8:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent.
- Item 9:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 4 Yes. 1 Absent.

EMPLOYMENT – MANAGEMENT

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of Mr. Efren Rangel with a start date of May 22, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated. 4 Yes. 1 Absent.

SALARIES

- Item 11:** Moved by Trustee Woods and seconded by Trustee Montgomery to create four classified supervisor positions on the Supervisor/Confidential Salary Schedule effective June 1, 2013, and assign each position to the appropriate range and step, as follows: 1) Football Program Coordinator - Range 13, Step 1; 2) Men's Basketball Program Coordinator -- Range 11, Step 1; 3) Women's Basketball Program Coordinator -- Range 6, Step 1; and, 4) Women's Soccer Program Coordinator -- Range 1, Step 1. 4 Yes. 1 Absent.

BOARD POLICIES

- Item 12:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the second and final reading of the following Board Policies: BP 4223 – Withdrawal From Courses; BP 6450 – Wireless or Cellular Telephone Use; BP 6700 – Civic Center and Other Facilities Use; ~~BP 7107 – Nepotism~~; and BP 7113 – Service Animals. 4 Yes. 1 Absent.

PROCLAMATIONS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Woods to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 19-25, 2013, as Classified School Employees Week. 4 Yes. 1 Absent.

CLOSED SESSION: At 4:49 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 72122 of the Education Code and District Administrative Procedure 5520: STUDENT SUSPENSION APPEAL, STUDENT #AXXXXXX88

RECONVENE OPEN SESSION: At 5:09 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

The Board of Trustees having met in closed session as set forth above and having fully considered the record in the matter of the suspension of student #AXXXXXX88.

Item 14: Moved by Board President Keith and seconded by Trustee Montgomery, per section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the suspension of Student #AXXXXXX88. 4 Yes. 1 Absent.

ADJOURNMENT: At 5:10 p.m., it was moved by Trustee Montgomery and seconded by Trustee Woods to adjourn the meeting.

June 18, 2013
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees