

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

July 16, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, July 16, 2013, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:15 p.m. and led the Pledge of Allegiance to the Flag.

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

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Monica Christenson, Chris Garcia, Paula Green, Lan Hao, Samuel Lee, Martha McDonald, Eric Rabitoy, Gerald Sequeira, and Linda Welz

Faculty: Roberta Eisel, Bruce Langford, and Margaret O'Neil

Supervisor/Confidential Team: Leigh Buchwald, Marti DeYoung, Marilyn Grinsdale, and Eric Magallon

Classified Employees: Tom Cheng, Robert Coutts, Cathy Day, and Rose Ann Manfre-Campillo

Adjunct Faculty: Cecil Brower and Tom Gerfen

Students: Chips Bairavico, Carolyn Foote, Tyler Hernandez, and Sarah Nesh

VISITORS: Elly Karipides

Geraldine M. Perri, Ph.D., Superintendent/President, began her report with a presentation of the Above and Beyond – Classified Development (ABCD) Award. The award was presented to Mr. Mike Ramos, Facilities Access Technician. Dr. Perri said

Mr. Ramos is known for his continuous desire to expand his knowledge base of facilities management and his willingness to take on extra tasks. His colleagues say he has a great attitude and is always willing to help fellow staff members. Mr. Ramos is also an adjunct faculty member in Social and Behavioral Sciences, teaching classes such as Introduction to Psychology, Abnormal Psychology and Introduction to Social Psychology. Board President Keith presented the "Hootie" trophy to Mr. Ramos, saying he does a great job for the college. She thanked and congratulated him on behalf of the Board. Mr. Robert Coutts, CSEA President, congratulated Mr. Ramos on behalf of the classified staff, and he said they appreciate the support and recognition of the Board, Dr. Perri, managers and supervisors/confidential employees.

Dr. Perri said the special informational reports on the agenda reflect a year's work and effort on the part of various individuals and committees throughout the college. She thanked Mr. Jim Woolum, Past Program Review Coordinator, and Ms. Roberta Eisel, Incoming Program Review Coordinator, for their efforts in preparing the college's new program review process. The highlights of the final progress report on the Annual Implementation Plan, which will also be presented, detail the many activities and strategies that have been implemented this past year to advance 50 objectives of the college's Strategic Plan. She thanked Dr. Lan Hao, Director of Institutional Research and Planning, for her efforts in coordinating the Annual Implementation Plan and Progress Report.

Dr. Perri was pleased to report the college's standing in *Community College Week's* most recent rankings on the nation's top-producing community colleges. Using data gathered from the 2011-2012 year, the publication ranked Citrus College 36 out of the top 100 producers of associate degrees awarded to Hispanic students; 60 out of the top 100 producers of associate degrees awarded to minority students; 68 out of the top 100 producers of associate degrees awarded to Asian students; 23 out of the top 50 producers of associate degrees awarded in multi/interdisciplinary studies; 37 out of the top 50 producers of associate degrees awarded in parks, recreation, leisure and fitness; and 38 out of the top 50 producers in nursing.

Board President Keith thanked Dr. Perri and said the college just received some additional good news. She said Dr. Perri has been selected by Congresswoman Judy Chu as "Educator of the Year" for the 27th Congressional District.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, provided an update on Bridges to Success and College Success programs. He said summer planning retreats are currently being organized for two of the most active programs. The Learning Community Faculty Summer Planning Retreat will take place July 26, 2013, and the Faculty Leads Summer Retreat is schedule for August 16, 2013.

Dr. Spor said the Citrus College High Altitude Balloon and Rocket Owls teams conducted a four-hour workshop scheduled for Glendora students, grades three through

five, with 23 elementary students in attendance. They had the opportunity to build their own rocket and then launch and recover them on the baseball field.

Dr. Spor reported that Counseling has been very busy offering assessment and orientation Monday through Thursday. Immediately following testing, students attend a workshop called College 101, which teaches them how to access their Citrus e-mail and WingSpan. Students have the option of completing orientation online or in person. To offset the tremendous number of requests for appointments, counseling faculty are offering several other types of counseling assistance. These include a "Triage Station" for prerequisite clearances, assessment concerns and placement; "Course Planning Sessions" that teach new students how to choose classes for their first semester; "Registration Assistance Sessions" that provide open workshops with an advisor to help students; and "Advisor Questions and Answer Sessions" that assist students with frequently asked questions.

Dr. Spor said Citrus College is the 10th college in the California Community College system to go live with Open CCCApply. Currently, the college has received 1,237 applications using the new application. He said CCCApply will generate savings of approximately \$15,000 a year.

Robert Sammis, J.D., Director of Human Resources, provided details of the annual Human Resources staff retreat. He said staff identified Human Resources' presence on the Internet and Intranet as an issue they would like to focus on for the coming year. During the retreat, they explored a number of related topics and came up with some good ideas.

Lisa Villa, Academic Senate President, introduced herself to the Board and announced the names of the faculty members who will serve on the incoming Executive Board. The officers are: Mr. John Vaughan, Vice President/President Elect; Mr. Alfie Swan, Secretary; Ms. Laura Villegas, Treasurer; Ms. Patricia Lawrence, CCFA Liaison; Ms. Nicki Shaw, Curriculum Chair; and Mr. Jim Woolum, Past President. Ms. Villa said she is looking forward to working with the institution she has come to call "my second family."

Robert Coutts, CSEA President, said Owl Bookstore Operations Coordinator, Mr. Mike Bilbrey, is running for President of the California School Employees Association. Mr. Bilbrey currently serves as 1st Vice President of CSEA. Later this year, he will also be running for re-election as a CalPERS Administrative Board Member, a position he currently holds. Mr. Coutts said he and two other chapter delegates are looking forward to representing Citrus College and voting for Mr. Bilbrey at the 87th Annual CSEA Conference, which will take place at the end of July.

Gary L. Woods, Member, Board of Trustees, provided the following response regarding comments made from the audience at the June 16, 2013, Board meeting.

Trustee Woods took great offense to the statement made that he and Trustee Ortell were not faculty friendly. Trustee Woods has been a faculty member since 1968. He received his Master's in the field of Education. He taught eight years at high schools located in the intercity of Los Angeles and has been a faculty member for 35 years in the California Community College system. Trustee Woods has also received several awards for his service to the faculty.

Trustee Woods feels that the faculty union leaders should have opposed the nepotism policy as it is deeply flawed. The policy includes such things as cousins, but does not identify the degree of cousins. He made reference to an old saying that everyone is related to the sixth degree, which means most people would be subject to the policy. Trustee Woods voted against approval of the policy due to possible negative effects on the faculty.

Trustee Woods indicated that a previous president of the college asked Board members to have computers. The laptop provided to Trustee Woods is approximately 10 years old and the current value on e-bay is \$27. Therefore, he was somewhat amazed at the attack on Trustee Ortell about his computer. He made reference to Trustee Ortell's handicap status indicating it would be very difficult for him to physically bring his desktop computer to campus for repairs. Trustee Woods was offended by the comments and felt everyone else should have been.

Patricia Rasmussen, Vice President, Board of Trustees, commented on a brochure from the Haugh Performing Arts Center announcing their upcoming season. She said it is a beautiful publication.

As the Board's representative to the Citrus College Foundation, Trustee Rasmussen reported on the Foundation's Board Retreat. She said the Board celebrated the success of the past year and planned for the future. Trustee Rasmussen highlighted several accomplishments by the Foundation last year, including awarding more than \$100,000 in scholarship assistance to students and providing \$25,000 to faculty through the mini-grant process. She also provided details of plans for a productive year ahead.

Susan M. Keith, President, Board of Trustees, reported on the California Community College Trustees (CCCT) first board meeting for the 2013-2014 year. She said CCCT, along with the Chief Executive Officers of the California Community Colleges (CEOCCC), is the governance and policy board of the Community College League of California (CCLC). Board President Keith said they worked through a very large agenda, and topics included education issues, legislation, finance and emergency preparedness. One topic of particular interest to the Board was SB 440. This bill would, among other things expand the provisions of the Student Transfer Achievement Reform Act (STAR) to require that California community colleges create associate transfer degrees in every major and require that the California State University accept these degrees. Board President Keith concluded her report with positive comments about the meeting and the new CCCT Board.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of the June 18, 2013, as submitted.

5 Yes.

INFORMATION AND DISCUSSION

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

This is the third time the *Above and Beyond - Classified Development Award*, or the ABCD Award, is being 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 Chair, Tina Crosby and Coordinator, Dean Dr. Eric Rabinov. The award will be conferred quarterly with consultation and recommendation from Managers and Vice Presidents.

The third recipient is Michael Ramos – Facilities Access Technician in the Facilities & Support Services Department.

Program Review Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

As part of the college's continuous quality improvement, all programs are reviewed annually. Last summer, the Board of Trustees was apprised of the plans to overhaul the program review process. During the 2012-2013 academic year, a new model was developed. The efforts of the Program Review Task Force were coordinated with the work of the Institutional Effectiveness Committee co-chaired by Dr. Lan Hao, Director of Institutional Research, and Mr. Jim Woolum, Program Review Coordinator. Goals included increased alignment of the Educational and Facilities Master Plan, the Strategic Plan, and Program Review as well as enhanced alignment with the budget and planning processes. The first year of the five-year cycle was a planning year, during which all processes were assessed.

The end product is a new program review model wherein programs complete the core annual report plus one addendum in each of four years. For instruction, the focus areas of these additional components are Mission; Course Curriculum; Degrees, Certificates, Transfer, and Employment; Program, Degree, and Certificate Student Learning Outcomes Assessment.

In the fifth year, in addition to regular reviews, programs and departments will develop department plans and a division overview/summary. The Board of

Trustees will receive these reports, as they have in the past; however, the scope of each report will be greater because it will contain department plans from an entire division. In addition, a division summary will provide a more integrated plan for the next five years.

Dr. Spor introduced Ms. Eisel, Incoming Program Review Coordinator, who provided an overview of the new program review model.

Strategic Plan 2012-2013 Progress Report – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and Lan Hao, Director of Institutional Research

The academic year 2012-13 marks the second year of implementation of the *Citrus College Strategic Plan for 2011-2016*. The 2012-2013 Progress Report documents collegewide achievements, made in the second year of the five-year plan, of advancing the institutional goals and strategic objectives in the six key focus areas: *Academic Excellence, Student Support and Success, College Resources, Learning Environment, Institutional Effectiveness and Community/College Relations*.

Dr. Spor and Dr. Hao provided highlights of the 2012-2013 Annual Implementation Plan and Progress Report.

Educational Programs Committee – Administrative Procedures – Revisions – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

- AP 4101 – Independent Study**
- AP 4104 – Contract Education**
- AP 4227 – Repeatable Courses**
- AP 4228 – Course Repetition – Lapse of Time**
- AP 4229 – Course Repetition – Variable Units**
- AP 4231 – Grade Changes**
- AP 4235 – Credit By Examination**
- AP 4240 – Academic Renewal**
- AP 4500 – News Media**
- AP 4550 – Recording and Broadcasting**

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 Administrative Procedures listed above have been revised and approved by the constituent groups on various dates and by the Steering Committee on June 10, 2013. The corresponding Board Policies have not changed.

Dr. Spor explained revisions to the Administrative Policies listed above.

**Physical Resources Committee – Administrative Procedures – Revisions –
Carol R. Horton, Vice President of Finance and Administrative Services
AP 6800 – Safety**

The Administrative Procedure listed above was revised and approved by the Physical Resources Committee and constituent groups on various dates and the Steering Committee on June 10, 2013.

Mrs. Horton explained revisions to the above Administrative Procedure.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

Item 3: Moved by Trustee Montgomery and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Montgomery and seconded by Trustee Woods to approve A & B Warrants for June 2013. 5 Yes.

Item 5: Moved by Trustee Montgomery and seconded by Trustee Woods to approve purchase orders for June 2013. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 7: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 8: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 9: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to enter into a Takeover Agreement Between The Ohio Casualty Insurance Company and Citrus Community College District for completion of the Administration Building Renovation Project. 5 Yes.

BIDS

- Item 10:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the award of bid #04-1213 Fountain Concrete Replacement Project to FM Exteriors of San Dimas, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$139,040 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

STUDENT SERVICES

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve increasing the Student Service Fee by \$1 per term, effective fall 2013. 5 Yes.

SALARIES

- Item 12:** Moved by Trustee Woods and seconded by Trustee Rasmussen to create one (1) academic management position, Executive Dean, on the Management Salary Schedule effective July 17, 2013, and assign the position to Range 79. 5 Yes.

MANAGEMENT PERSONNEL RECOMMENDATION

- Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to appoint Dr. Martha McDonald as Interim Executive Dean at a Range 79 (plus 2.5% for doctorate), Step 7 for the purpose of assuming additional responsibilities and duties as assigned by the Vice President of Student Services effective July 17, 2013, and until such time as the position of Vice President of Academic Affairs is filled on a permanent basis. 5 Yes.

BOARD POLICIES

- Item 14:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the first reading of BP 3505 5 Yes Emergency Response Plan.
- Item 15:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the first reading of BP 4100 – Graduation Requirements for Degrees and Certificates; BP 4225 – Course Repetition; BP 4290 – Classroom Interference; and BP 4400 – Community Education Programs. 5 Yes.
- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the second reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. 5 Yes.

RESOLUTIONS

- Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Resolution 2013-14-01 opposing Assembly Bill 955. 5 Yes.

BOND

Item 18: Moved by Trustee Woods and seconded by Trustee Ortell to select Patricia Rasmussen and Joanne Montgomery as the Board of Trustees ad-hoc committee to recommend candidates for appointment to the Measure G Citizens' Oversight Committee. 5 Yes.

Item 19: Moved by Trustee Woods and seconded by Trustee Ortell to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2015):

- Bernard "Bo" Bollinger – At-Large Community member
- Sharon Lewis – College Foundation member

5 Yes.

BOARD OF TRUSTEES

Item 20: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to extend the term of the *ad hoc* advisory committee, formed to consider the issue of residency of Trustee Gary L. Woods, until September 30, 2013. This Board of Trustees subcommittee was approved on May 7, 2013, with an expiration date of July 30, 2013. However, the subcommittee has not completed its work gathering facts and preparing a report to the Board of Trustees.

Mr. George Yin, Attorney, Kaufman Legal Group, read the following statement:

Honorable President and Trustees of Citrus College,

My name is George Yin. I am an attorney with Kaufman Legal Group. I am here to speak on Item H(13) on today's Board agenda.

On May 7, 2013, the Board of Trustees authorized the formation of an ad-hoc committee of two Board members who were tasked with gathering facts in response to allegations regarding the residency status of Trustee Gary L. Woods. Our office has been retained to advise Mr. Woods with respect to those proceedings and have outlined our legal position in a letter sent to the Board on Monday. Hopefully, you have had a chance to review the letter.

At present, the extent of the ad-hoc committee's activities to date is unknown, although we are aware that the Board is contemplating an extension of time for the ad-hoc committee to act.

Moreover, it is not known what sort of action, if any, the Board contemplates taking as a result of the ad-hoc committee's activities.

Given the lack of transparency and uncertainty regarding this process, we have found it necessary to express our strong objections in writing and at this meeting. Mr. Woods and the District's residents deserve an orderly process that complies with California law.

The Board's duties and responsibilities are clearly prescribed by law. Yet, it appears that the Board may be going in a direction that is not in the best interests of the District and not in accord with the law.

Courts and the California Attorney General's Office have made clear that the proceeding known as quo warranto is the only proper method for adjudicating a Board member's title to political office.

*In fact, the California Attorney General's Office has expressly stated that quo warranto is **the** proper vehicle for a board of trustees of a community college district to test whether one of its members is entitled to hold office on account of the member's residency status.*

Mr. Woods has satisfied all relevant residency requirements to serve as a Board member for the District. Yet, if certain members of the Board insist on continuing to question his qualifications, we expect that the Board will use the proper legal procedure, and allow the Attorney General's Office to decide whether or not to pursue a quo warranto proceeding. This process will allow the Attorney General to make an independent determination as to Mr. Woods' residency rather than leaving it in the hands of a non-transparent ad-hoc committee.

To engage in other non-legally prescribed proceedings opens the District up to potential lawsuits and ridicule. The residents of the District and Mr. Woods deserve better. We expect that the District will follow the processes that the law prescribes.

After further discussions where Trustee Ortell expressed his disapproval of the agenda item, Board President Keith read the following statement:

The subcommittee was authorized to work with legal counsel to gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. At the request of the subcommittee, legal counsel is collecting certain information and must provide feedback to the subcommittee before the report may be prepared. Legal counsel has not completed several tasks necessary for the report. The subcommittee's term should be

extended to allow for completion of fact gathering and analysis, and the preparation of a thorough, well-reasoned report. For that reason, the subcommittee seeks this extension.

3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods)

CLOSED SESSION: At 5:45 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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

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

Per Section 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT

RECONVENE OPEN SESSION: At 6:35 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:36 p.m. it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

August 13, 2013
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees