

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

August 13, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, August 13, 2013, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:15 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, Patricia Rasmussen, Gary L. Woods, and Mariana Vega, Student Trustee. Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Robert Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; Rosalinda Buchwald, Director of Fiscal Services (representing Carol R. Horton, Vice President of Finance and Administrative Services); 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: Rosalinda Buchwald, Chris Garcia, Paula Green, Lan Hao, Dana Hester, Jim Lancaster, Samuel Lee, Martha McDonald, Lucinda Over, Gerald Sequeira, Robert Slack, Marianne Smith, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential Team: Marti DeYoung, Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby

Classified Employees: Malaika Brown, Tina Crosby, Robert Coutts, Bernece Deck, and Steven Handy

Adjunct Faculty: Cecil Brower

Students: Sarah H. Cha, Jordon Lowndes, Alejandra Morales, and Christian Rodriguez

Citrus College Foundation: Thomas W. Gerfen

VISITORS: Shawn Millner

COMMENTS FROM THE AUDIENCE

Ms. Shawn Millner, a candidate for Trustee Area One, introduced herself to the Board. She said she has lived in Azusa for 17 years, and she is a graduate of Citrus College. She asked the Board to reconsider their action taken at the July meeting to extend the term of the ad hoc advisory committee, formed to consider residency concerns regarding Trustee Area One, until September 30, 2013. She also suggested that a permanent change of the start of Board meetings to 6:00 or 6:30 p.m. in order for residents from Azusa to be heard.

Geraldine M. Perri, Ph.D., Superintendent/President, was very pleased to announce that the college has been notified that the Dental Assisting Program received approval from the American Dental Assisting Association for continued accreditation. She commended Ms. Claudia Pohl, Dental Assisting instructor, for her efforts and excellent leadership of the program. She also extended her appreciation to the faculty and staff who work hard to ensure the program's continued success.

Dr. Perri said new and returning student registration appointments have been completed, and the college is slightly up in FTES. An additional 200 sections have been added to the schedule. She said the college has been very active in recruiting students, and they are watching enrollment closely.

Dr. Perri was pleased to report that Citrus College recently received word that it was one of only five of the 72 community college districts in California to achieve 100% of its target in developing associate degrees for transfer (ADT). ADTs simplify the transfer process for students entering the California State University (CSU) system and meet the requirements for community colleges to develop transfer pathways to CSU as part of the Student Transfer Achievement Reform Act (SB 1440) of 2010. Dr. Perri thanked Mr. Raul Sanchez, Counselor and ADT Coordinator; Ms. Kathy Bueno, Administrative Secretary II; and the Curriculum Committee for their work in helping the college achieve its goal.

Regarding upcoming college events, Dr. Perri said the Citrus College Foundation will host, "Commitment to Completion Scholarship and Donor Appreciation Celebration" on August 15, 2013. The event will honor more than 180 students who will receive scholarships ranging in amounts from \$250 to \$2,500. Dr. Perri also invited everyone to attend Convocation on August 23. The theme, "The Road to Completion," will address obstacles students face and how the college community can support students in completing their academic goals.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that training for instructional program review is set for August 19, 2013. The college will "train the trainers" to be local experts in preparation for Convocation, when instructional programs will be working on program reviews.

Dr. Spor said the Citrus College Cosmetology Program once again participated in the Annual Foothill Unity Back to School event, where they provided haircuts and manicures to children who attend schools in the local communities.

Dr. Spor reported that the Center for Teacher Excellence is working with the University of La Verne (ULV) to offer two camps for future teachers in August. At the first camp, which took place at ULV, the students learned about mobile application learning tools, electronic portfolios, flipping the classroom and how to use QR codes. The Summer Technology Camp, which will take place at Citrus College, covers the use of iPads in the classroom, Blackboard, Google Docs, social media and ethics for teachers, and other topics.

Dr. Spor said CalWORKs is now part of priority registration. CalWORKs students should be able to access priority registration by winter 2014.

Lisa Villa, Academic Senate President, said the Academic Senate has been busy this summer e-mailing faculty new legislation that will have an impact on them. They have also drafted a resolution to honor retiring faculty member Mr. Darrell Carr, photography instructor, at the first meeting that will take place on Convocation. The Academic Senate will also be initiating a first-read for changes to the constitution and by-laws.

Mr. Robert Coutts, CSEA President, said representatives from the local CSEA chapter attended the CSEA state conference, where they elected five state association officers. In addition, Citrus College Bookstore Operations Coordinator, Mr. Mike Bilbrey, was elected as the state association president. They also had the opportunity to meet the new CSEA Area G Director Mr. John Nieto. Ms. Cathy Day, Citrus College's CSEA Public Relations Officer, volunteered to serve as the Area G representative on the CSEA Community College Committee. Area G colleges include Citrus College, Rio Hondo College, Mt. San Antonio College, Cerritos College, and Pasadena City College.

Mr. Coutts added that he attended several trainings and seminars at the conference and was able to complete his Level Three Training as part of the Chapter President Leadership Program.

Mariana Vega, Student Trustee, reported that ASCC will be holding their retreat for the executive board August 19-21, 2013. The Inter-Club Council met on August 12, 2013, to prepare for the fall semester.

Student Trustee Vega said she will attend the Student Trustee Workshop in Garden Grove on August 16-17, 2013. She thanked the Board for giving her the opportunity to participate and Mrs. Christine Link, Executive Assistant, for making the arrangements.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she was pleased to attend Congresswoman Judy Chu's Fourth Annual DiverCities celebration where Dr. Perri was honored as Educator of the Year.

Trustee Montgomery also attended Foothill Unity's Back to School event. She said about 200 Citrus College cosmetology students, faculty and staff participated, giving haircuts and manicures to school children. She said it is a very worthwhile and inspiring event. Trustee Montgomery also thanked students from the *Clarion* who were there to cover the event this year.

Patricia Rasmussen, Vice President, Board of Trustees, said she attended Congresswoman Chu's DiverCities celebration, and she congratulated Dr. Perri on being an honoree at the event. Trustee Rasmussen also attended a Citrus College Summer Theatre performance of *The Mousetrap*. She commented on the excellent performances and the set.

Trustee Rasmussen thanked Dr. Lan Hao, Director of Institutional Research, for the research project done in spring 2013 by the Office of Institutional Research and the Institutional Research and Planning Committee. The project was done to better understand the student experience at Citrus College and to identify their learning needs. Trustee Rasmussen said it was a great project and it exhibits a tremendous amount of work.

Trustee Rasmussen commented on an article in the *Los Angeles Times* published last month regarding San Jose State University's online learning experiment. The article discusses the promises and pitfalls of online learning. She said it is an interesting commentary on classroom versus distance education.

Susan M. Keith, President, Board of Trustees, congratulated all those whose efforts contributed to the college reaching 100% of its target goal for developing ADTs. Based on her conversations with trustees from other colleges, she said Citrus College has been successful in fulfilling this requirement of SB 1440, while many other community colleges are struggling to meet their goals.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of July 16, 2013, as submitted.

5 Yes.

INFORMATION AND DISCUSSION

Grant Update – STEM – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor introduced Dr. Marianne Smith, Grant Project Director Race to STEM, who provided an update on the Science, Technology, Engineering, and Mathematics (STEM) grants as required by the funding sources.

Grants continue to fund several programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the president and board of trustees.

Summer Professional Development Series and Classified Employee Enrichment Program 2013-2014 – Robert L. Sammis, Director of Human Resources

Dr. Sammis provided an overview of two new professional development programs.

The Classified Staff Development Committee and the Office of Human Resources have developed two new professional development programs. The first program, the Summer Professional Development Series, implemented in the summer of 2013 focused on leadership, safety, college programs, technology, and the prevention of sexual harassment and discrimination. The second program, the Classified Enrichment Program, will start a new phase in our classified staff development by providing the District's classified staff with a comprehensive yearlong enrichment program.

Career/Technical Programs Update – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor introduced Mr. James Lancaster, Dean of Curriculum, Career, Technical and Continuing Education, who provided an update on significant workforce development programs at the state, regional and local levels.

Career/Technical Education (CTE) programs play a vital role in workforce preparation and economic vitality. Chancellor's Office emphasis on regional priorities, workforce demand in our communities, CTE advancements and grants continue to fund several programs that promote student success, completion and transfer. These CTE program updates are significant to the Superintendent/President and the Board of Trustees.

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

AP 5075 – Course Adds and Drops

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.

Administrative Procedure 5075, Course Adds and Drops has been revised and approved by the constituent groups on various dates and by the Steering Committee on June 10, 2013. There is no corresponding Board Policy.

Administrative Procedure 5075, Course Adds and Drops, was on the agenda for information only.

Status Report regarding Ad Hoc Committee Inquiry into Dr. Gary L. Woods Residency Issue – Christopher D. Keeler, Legal Counsel

Citrus College attorney Chris Keeler provided a procedural update on a report that will be issued by the Board's ad hoc committee formed to consider residency issues related to Trustee Area One. Mr. Keeler said he is still in the fact-gathering stage, and he is working with the attorney representing Trustee Gary L. Woods in what he described as a voluntary process to gather information.

INDEPENDENT CONTRACTORS

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

FACILITIES USAGE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

INSTITUTIONAL MEMBERSHIP

Item 6: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the revised 2013-2014 Institutional Membership list. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Trustee Woods and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Woods 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.

Item 9: Moved by Trustee Woods 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.

Item 10: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 11: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve participation in the 2014 Chancellor's Office Tax Offset Program (COTOP) program. 5 Yes.

SUPERINTENDENT/PRESIDENT

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to modify Section 1 – Position and Term of the contractual agreement with Dr. Geraldine M. Perri to extend the end date to June 30, 2017.
3 Yes (Keith, Montgomery, Rasmussen); 2 No (Ortell, Woods).

EMPLOYMENT – FACULTY

Item 13: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of Ms. Renee Liskey as a one year, full-time temporary, non-tenure track instructor in the Fine and Performing Arts Department beginning on August 23, 2013 and ending on June 14, 2014 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually health and statutory benefits. 5 Yes.

BOARD POLICIES

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the second reading of BP – 2315 Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2365 – Recording; and deletion of BP 2350 – Speakers Addressing the Board. 5 Yes.

Item 15: Moved by Trustee Woods and seconded by Trustee Ortell to approve the second reading of BP 3505 – Emergency Response Plan. 5 Yes.

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the second 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.

BOND

Item 17: Moved by Trustee Woods and seconded by Trustee Montgomery to appoint Mr. Tyler Hernandez as the student representative to the Measure G Oversight Committee for a one-year term (expires September 2014).
5 Yes.

CLOSED SESSION: At 5:39 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 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 6:00 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL RELEASE

Item 18: By a unanimous vote, the Board took action to terminate the employment of an individual employed as a custodian.

BOARD OF TRUSTEES RETREAT

The Board participated in discussions regarding establishing a legislative agenda for 2014. Board President Keith made reference to a legislative matrix from CCLC/CCCT. Dr. Perri commented that many times she receives last minute requests for a letter of support or opposition and is unable to receive Board input due to the short timeline. Trustee Montgomery suggested that trustees remain in contact with their local chambers regarding upcoming legislation. She also commented that local legislators have education liaisons that could share their position (support/oppose/no opinion) on upcoming legislation. Trustee Ortell did not feel there was a need for a legislative agenda as the Board meets every two weeks and can provide any necessary “position” at that time.

The Board participated in discussions regarding establishing goals for 2013-2014. As a part of the discussion, Trustee Rasmussen suggested hosting a meeting with local K-12

superintendents, trustees, and principals. Board President Keith suggested that Board members team up with the Superintendent/President and visit and/or attend local K-12 facilities/events and suggested that each trustee reach out to their local K-12 leaders with a personal invitation. Dr. Perri offered to survey local K-12 superintendent/presidents to determine if they are interested in meeting and if they would like to have a key note speaker in attendance. She will also inquire if they would prefer to meet at their own facilities rather than coming to Citrus.

Board President Keith also suggested that each trustee develop their own annual or personal goals.

There was discussion regarding a suggestion that each trustee identify a donor that Ms. Chris Garcia, Director of Foundation, could contact.

The following Board Goals for 2013-14 were developed:

<p style="text-align: center;">CITRUS COLLEGE BOARD OF TRUSTEES 2013-2014 GOALS</p>
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1. The Board of Trustees encourages the college community to work to advance the institutional goals of the Strategic Plan through the implementation of activities aimed at meeting the planning objectives.
2. The Board of Trustees will work to advocate for key legislative actions which advance and fund the mission of California community colleges.
3. The Board of Trustees will work to support the Gold Line expansion to Ontario and research strategies to ensure student safety when accessing the college from the proposed Gold Line Station.
4. The Board of Trustees supports and encourages the college's advancement of a "college of completion" agenda to facilitate students in meeting their educational goals.
5. The Board of Trustees encourages the college to consider innovative strategies and practices which support the aims and goals of the California Community Colleges Student Success Program.
6. The Board of Trustees supports and encourages the college in its efforts to promote a college culture committed to sustainability and the effective use of resources.
7. The Board of Trustees will work to enhance collaboration with K-12 educational partners.

8. The Board of Trustees will work to support the College Foundation in the identification and cultivation of potential donors.

There was discussion regarding revisions to BP 2750 – Board Technology Use and Support. Different suggestions were offered.

ADJOURNMENT: At 7:06 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting.

September 10, 2013
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees