

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

October 1, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, October 1, 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, 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; Robert L. 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: Sara Gonzales-Tapia, Paula Green, Roberta Eisel, Dana Hester, Jim Lancaster, Lucinda Over, Robert Slack, Marianne Smith, and Linda Welz

Faculty: Bruce Langford and Bev Van Citters

Supervisor/Confidential Team: Tedd Goldstein, Linda Graves, Marilyn Grinsdale, Lari Kirby, and Adrienne Thompson

Classified Staff: Clarence Cernal, Robert Coutts, and Cathy Day

Adjunct Faculty: None

Students: Amy Aranda, Michael Cazares, Daniel Celebertti, Farihah Chowdhury, Carlos De La Torre, Robert Hernandez, Tyler Hernandez, Barry Lambert, Moriah LaPointe, Marilyn Meza, Alejandra Morales, Gabriel Nadales, Daren Nguyen, Jessica Pardio, and Michael Tejada

Citrus College Foundation: Chris Garcia

VISITORS: Jayne Sjodin

Geraldine M. Perri, Ph.D., Superintendent/President, said September has been a busy and productive month for the college, with a great deal of activities and progress collegewide. She was pleased to report on Citrus College's impressive and scholarly students. On September 17, 2013, the Campus Center was the site of the 2nd Annual Research Symposium and Fall Social, which was sponsored by the college's RACE to STEM program. The symposium represented the research of 37 students during 8 weeks of full-time research at various locations, including Cal Poly Pomona, USC and the Rancho Santa Ana Botanic Gardens. She said the students who participated were selected through a very competitive application process, and she was extremely impressed with the quality of their work. She said the projects were the equivalent of doctorate level research. Dr. Perri congratulated the students and commended the faculty and staff who provided leadership, including Dr. Marianne Smith, Director, Grant Project RACE to STEM; Dr. Barbara Juncosa, Biology instructor; and Ms. Lucia Riderer, Physics instructor.

Dr. Perri was pleased to report that the new Classified Employee Enrichment Program is underway. Dr. Robert Sammis, Director of Human Resources, and she recently had the opportunity to kick off the year-long program with a cohort of 21 employees. The program is designed to provide in-depth training to develop individual strengths and to acquire new skills. She thanked Dr. Sammis and the Staff Development Committee for their efforts in developing this new program.

Dr. Perri said the Steering Committee has reviewed the 2013-2014 Annual Implementation Plan (AIP), which is now in year three of a five-year cycle. Activities aimed at meeting the various components of the college's Strategic Plan were highlighted, including Academic Excellence; Student Support and Success; College Resources; Learning Environment; Institutional Effectiveness; and Community/College Relations.

Dr. Perri said Citrus College will once again host a SanFACC meeting on campus on October 4, 2013. She said under Citrus College's leadership, SanFACC has had a productive year as a regional consortium. In addition to meeting with legislators, SanFACC reviewed its mission statement, achieved several goals, and hosted an event with Dr. Nancy Shulock, Executive Director of the Institute for Higher Education Leadership and Policy, as keynote speaker.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that three of the college's honors students, Ms. Toni Wilkinson, Mr. Kevin Belcher, and Mr. Merhawi Ghebrecristos, had research abstracts selected for publication in "Building Bridges: Outstanding Abstracts of the 2013 Honors Transfer Council of California Undergraduate Research Conference." He said the students were mentored by History instructors Dr. Senya Lubisich and Mr. Brian Waddington.

The college's Foster/Kinship Program held a "Birth to Three-Year-Old" training institute on September 23, 2013. Dr. Spor said it was a great success. Out of the 192 people in attendance, 170 were foster/kinship caregivers, community parents, or Citrus College students. Dr. Spor said the breadth of the program is amazing.

Dr. Spor reported that Student Services held its Program Review Retreat on September 27, 2013. Sixteen programs were reviewed, and the topics included prior year accomplishments, current year recommendations, and current year collaboration.

Robert Sammis, J.D., Director of Human Resources, reported that the management training workshops are going well, and he has received a lot of positive comments from both the trainers and the trainees.

Dr. Sammis said Human Resources (HR) held its annual retreat during which they took a critical look at the HR web page. He said his department is aware of how employees rely on the page for important information, and that others from outside the college rely on it as well. He said HR's goal is to complete the review by the end of the academic year.

Lisa Villa, Academic Senate President, described discussions which took place at the most recent Academic Senate meeting. She expressed faculty concerns with regard to the new Student Success Task Force recommendations and the potential negative impact they may have on students and the college's responsibility to provide resources and support. She said the need to have immediate resources in place to assist students who are in jeopardy of losing enrollment priority should be, at minimum, commensurate with the urgency of complying with the mandates.

Mr. Robert Coutts, CSEA President, said CSEA officers will soon meet to review 15 Administrative Procedures and Board Policies submitted by the Student Services Committee and the Educational Programs Committee. They will also be reviewing the Academic Calendar Committee's revision to the 2013-2014 Academic Calendar and setting a busy agenda for their chapter membership meeting on October 8, 2013. At the October 8th meeting, CSEA will host three candidates campaigning to fill the Alternate Area G Director vacancy. Once the candidate's speeches are done, the chapter will immediately conduct a coordinated vote with all other Area G chapters to elect the new alternate director. At the same meeting, CSEA will submit officer nominations for the 2013-2014 executive board and solicit volunteers to represent the chapter on several college standing committees, including the Steering Committee.

Mariana Vega, Student Trustee, reported on several ASCC events. She said the Volunteer Fair, which provides great opportunities for students who wish to volunteer their time in the community, will take place on October 2, 2013. Labor leader Dolores Huerta will be on campus on October 9, 2013, as a guest speaker. Student Trustee Vega attended Club Rush and commented that there are several new student clubs and reactivated clubs, including H.O.P.E., a support club for AB 540 students; Native American Student Alliance (N.A.S.A.), a support club for Native American students;

Foster2Famous, a support club for students in foster care; and Students for Free Knowledge, which focuses on self-education and self-sustainability.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, congratulated Mr. Michael Bilbrey, Bookstore Operations Coordinator, for his election as President of the statewide Classified School Employees Association. She said Mr. Bilbrey began his career at Citrus College as a student worker in 1984, and the college community is very proud of him.

Susan M. Keith, President, Board of Trustees, attended the 2nd Annual Research Symposium and Fall Social, and she echoed the words of Dr. Perri, saying that the quality of the work done by the college's STEM students is extraordinary. She congratulated the students and the faculty who supported their efforts, adding she is very proud to be a Citrus College trustee.

Board President Keith recently attended a meeting of the California Community College Trustees (CCCT) in Sacramento. There were a large number of items on the agenda, which took the board nine hours to cover. Of particular interest was a proposal to reorganize the CCCT and Chief Executive Officer (CEO) boards of the Community College League of California. She will discuss the proposal in greater detail at a future board meeting.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the regular meeting minutes of September 10, 2013.
4 Yes. 1 Absent (Rasmussen).

INFORMATION AND DISCUSSION

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

Dr. Dana Hester, Dean of Social and Behavioral sciences and Distance Education, and Dr. Beverly Van Citters, Language Arts instructor, presented an update of the college's Distance Education Program. They said the college outpaces the state in terms of both retention and success. They thanked Ms. Lari Kirby, Distance Education Supervisor, and Mr. Chuong Tran, Information Tech Support Specialist II, for their support of the program.

ASCC Executive Board Fall 2013 – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

The Associated Students of Citrus College Executive Board is the elected voice of the student body. The ASCC Executive Board plans and executes a variety of educational, cultural and social activities for all members of the campus community. The ASCC Board maintains an active voice in campus-wide

committees, making sure that the students' needs and opinions are considered in decisions affecting their education. The members of the fall 2013 ASCC Executive Board are:

Amy Aranda, Senator
Michael Cazares, Commissioner of Public Relations
Daniel Celebertti, Commissioner at Large
Fariyah Chowdhury, Senator
Carlos De La Torre, Treasurer
Robert Hernandez, Commissioner of Activities
Tyler Hernandez, President
Barry Lambert, Senator
Moriah LaPointe, Commissioner at Large
Marilyn Meza, Commissioner of Athletics
Alejandra Morales, Vice President
Gabriel Nadales, Legislative Liaison
Daren Nguyen, Recording Secretary
Jessica Pardo, Senator
Michael Tejada, Commissioner at Large

(Mr. Cazares had to depart the meeting prior to introductions being made.)

Dr. Spor introduced ASCC President, Mr. Tyler Hernandez. Mr. Hernandez presented the ASCC executive board for fall 2013. Each ASCC officer provided a self-introduction that included their program of study and future academic goals.

Program Review – Photography – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor presented the highlights of the program review for Photography. He said this is the last of the program reviews that will be done under the original format.

The Photography program has undergone the prescribed program review process based on a 6-year cycle. It was approved at the May 6, 2013, Educational Programs Committee meetings and the June 10, 2013, Steering Committee Meeting.

INDEPENDENT CONTRACTORS

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

FACILITY USAGE

Item 3: Moved by Trustee Woods and seconded by Trustee Montgomery to approve facility rentals and usage. 4 Yes. 1 Absent (Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Woods and seconded by Trustee Montgomery to approve purchase orders for August 2013. 4 Yes. 1 Absent (Rasmussen).

SURPLUS PROPERTY

Item 5: Moved by Trustee Woods and seconded by Trustee Montgomery 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. 4 Yes. 1 Absent (Rasmussen).

FIELD TRIPS

Item 6: Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for forty-six (46) students from *MUSC 170 Classical Performance Techniques Tour (Vocal)* three (3) full-time faculty members to perform in Germany from June 12 through June 23, 2014. 4 Yes. 1 Absent (Rasmussen).

Item 7: Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for thirty-five (35) students from *MUSC 175 Jazz Ensemble Tour I, MUSC 177 Professional Performance Techniques, and Thea 295 Summer Concert Touring, plus six (6) staff members* to perform in Hawaii from June 26 through July 13, 2014. 4 Yes. 1 Absent (Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Woods 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 (Rasmussen).

Item 9: Moved by Trustee Woods 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 (Rasmussen).

Item 10: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 4 Yes. 1 Absent (Rasmussen).

FACULTY PERSONNEL RECOMMENDATIONS

Item 11: Pursuant to Education Code Sections 87480, 87481, and 87482 it was moved by Trustee Woods and seconded by Trustee Montgomery to approve the employment of Mr. Youssef Harfouche as a full-time temporary, one-semester, non-tenure track instructor in the Biological Sciences Department beginning on February 19, 2014 and ending on June 14, 2014 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 plus benefits.
4 Yes. 1 Absent (Rasmussen).

Item 12: Pursuant to Education Code Sections 87480, 87481, and 87482 it was moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of Ms. Laura Wills as a full-time temporary, one-semester, non-tenure track instructor in the Behavioral and Social Sciences Department beginning on September 23, 2013 and ending on December 14, 2013 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 (pro-rated) plus benefits.
4 Yes. 1 Absent (Rasmussen).

CLOSED SESSION: At 5:05 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 5:24 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:25 p.m., it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

October 15, 2013
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees