

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

December 3, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, December 3, 2013, in the Center For Innovation Community Room.

Outgoing Board President Keith called the meeting to order at 4:19 p.m. Student Trustee Vega led the Pledge of Allegiance to the Flag.

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

**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:** Monica Christianson, Lan Hao, Dana Hester, Jim Lancaster, Linda Welz, and Jody Wise

**Faculty:** Roberta Eisel and Bruce Langford

**Supervisors/Confidential Team:** Leigh Buchwald, Tedd Goldstein, Glenna Johnson, and Eric Magallon

**Classified Staff:** Clarence Cernal and Robert Coutts

**Adjunct Faculty:** Cecil Brower

**Students:** Alejandra Morales

**Citrus College Foundation:** Chris Garcia and Tom Gerfen

**VISITORS:** Laura Jimenez, Heather McGee, and Lisalee Wells

## **OATH OF OFFICE**

Geraldine M. Perri, Ph.D., Superintendent/President, administered the Oath of Office to Dr. Barbara R. Dickerson, Trustee Area 1, elected to the Board of Trustees in the general election held on November 5, 2013. Dr. Perri also administered the Oath of Office to Dr. Edward C. Ortell, Trustee Area 3, who was re-elected (running unopposed) to the Board of Trustees in the general election held on November 5, 2013. Their terms will end November 30, 2017. She welcomed Trustee Dickerson to the Board, commenting on her wealth of experience in education. Dr. Perri said she will be a valuable asset to the college. Dr. Perri welcomed back Trustee Ortell.

**Geraldine M. Perri, Ph.D., Superintendent/President**, reported that the college accomplished a great deal during the fall semester. In addition to surpassing 100% of its target for Associate Degrees for Transfer, the college added more than 200 courses to the schedule of classes; approved the Annual Implementation Plan for 2014-2015; kicked off the Classified Employee Enrichment Program; initiated planning for the Centennial Celebration; and began planning for its 2015 Accreditation site visit. Dr. Perri gave a special “hats off” to the college community for their hard work and dedication. She said she is looking forward to a very rewarding new year.

Dr. Perri invited Centennial Celebration co-chairs, Ms. Chris Garcia, Director of the Foundation; and Dr. Lucinda Over, Dean of Counseling, to make a special presentation. Dr. John Baker, former Interim Vice President of Student Services, made a gift of a framed ballot from the first free election of South Africa, post-apartheid. The gift was made in honor of the college’s Centennial Celebration. The framed artwork includes a quote from Nelson Mandela, “What counts in life is not the mere fact that we have lived, it is what difference we have made to the lives of others that will determine the significance of the life we lead.” The gift reinforces Dr. Baker’s financial gift to the Foundation for the Student Services Scholarship that he established upon his departure. The frame is inscribed as follows: “A recognition gift to Citrus College, where every student counts!”

Dr. Perri said accreditation co-chairs Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and Ms. Roberta Eisel, Language Arts instructor, presented a forum on accreditation on November 26, 2013, in preparation for the college’s 2015 accreditation.

Dr. Perri thanked Outgoing Board President Keith for her leadership as Board President throughout a successful and productive year. She expressed her appreciation for Outgoing Board President Keith’s advocacy both on a local and statewide level and acknowledged her leadership on the California Community College Trustees (CCCT) board. Outgoing Board President Keith thanked the faculty, staff, and students for their support and said is it always exciting to work with Citrus College students, who will become the future leaders of the state and nation.

**Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs**, welcomed Trustee Dickerson and welcomed back Trustee Ortell.

Dr. Spor reported that ASCC is holding elections for the spring semester this week. They will be electing a vice president, several senators, and a student trustee-elect.

Dr. Spor reported that the Accreditation Forum was well attended and very informative. A review of all of the components of accreditation was presented and the co-leads for each of the standards were introduced.

**Robert Sammis, J.D., Director of Human Resources**, provided an update on the Classified Employee Enrichment Program. He said the first module on “Strengths Quest” has just concluded, and the second module on customer service will begin in January. He said those who are participating are very enthusiastic.

**Carol R. Horton, Vice President of Finance and Administrative Services**, congratulated Trustees Dickerson and Ortell. She thanked the Board for her retirement reception and said it has been a pleasure to work with the Board and Dr. Perri and her staff. She said each Board member is very dedicated to the college and they have all shown their dedication over the years. She said Citrus College is a great place to work.

**Lisa Villa, Academic senate President**, on behalf of the faculty, officially welcomed Trustee Dickerson and welcomed back Trustee Ortell. She reported that the Senate’s final meeting of the fall semester took place on the eve of Thanksgiving, but somehow managed to achieve a quorum, plus a few extra senators. They took action on two sets of APs and BPs. Ms. Villa congratulated Mrs. Horton on her retirement and wished everyone a wonderful holiday season.

**Robert Coutts, CSEA President**, said CSEA welcomes Trustee Dickerson and welcomes back Trustee Ortell. He reported that preparations for the CSEA Annual Holiday Buffet on December 11, 2013, are proceeding well, and he invited everyone to attend. The event will feature a “crazy holiday sweater” contest. Mr. Coutts said those who cannot attend can still purchase “chance to win” tickets, as winners do not need to be present. All proceeds from the event will go toward CSEA scholarships. He thanked Dr. Perri for the release time provided to classified staff. Mr. Coutts wished everyone happy holidays and safe travels.

**Mariana Vega, Student Trustee**, said she is looking forward to serving as a mentor to the student who will be elected to serve as incoming student trustee for 2014-2015. She said the students are currently engaged in activities that will benefit their fellow students, such as Adopt an Angel. They are also studying for finals. Student Trustee Vega thanked Mrs. Horton for her service to the college, and she welcomed newly elected Trustee Dickerson and returning Trustee Ortell to the Board. She wished everyone happy holidays.

**Joanne Montgomery, Outgoing Clerk/Secretary, Board of Trustees**, said she and Trustee Rasmussen attended a production by the college’s Theatre Arts program of *The Last Days of Judas Iscariot*, which she described as excellent.

Trustee Montgomery thanked Mrs. Horton for her service and said she will be greatly missed. She also wished happy holidays to those in attendance and advised everyone to “celebrate well.”

**Patricia Rasmussen, Member, Board of Trustees**, said the performances in *The Last Days of Judas Iscariot* were outstanding, and the subject matter of the play was profound.

Trustee Rasmussen reported on the Community College League of California (CCLC) conference. Chancellor Harris spoke at the conference and said community colleges are currently being bombarded by new initiatives, such as baccalaureate degrees and adult education. However, he advised colleges to remain focused on what they do best and to fulfill the recommendations of the Student Success Task Force.

Trustee Rasmussen reported on Foundation activities. She said the Foundation investments are up 5%. In a presentation to the Foundation board, the Veterans Program requested and was granted \$15,000 in one-time funding. The Alumni Association recently held a successful tea. The group is also planning an all-class reunion. She said 24 college employees have recently signed up for new payroll deductions, netting the Foundation a total of \$2,400 per month. Trustee Rasmussen said the Foundation is doing well under the leadership of Ms. Garcia.

**Edward C. Ortell, Member, Board of Trustees**, congratulated and welcomed Trustee Dickerson to the Board. He said her experience as a school board member and her record of community service will make her a valuable asset on the Citrus College Board of Trustees.

Trustee Ortell thanked Outgoing Board President Keith for her leadership over the years, especially her advocacy in Sacramento and at CCLC meetings on behalf of local control. He also expressed his appreciation to Mrs. Horton for successfully shepherding the college’s finances throughout the course of her tenure.

Trustee Ortell said Citrus College athletics has had a great fall season. He said many of the teams turned in exceptional performances, including the women’s soccer and volleyball teams and the football team, who recently won the Beach Bowl. In addition, women’s golfer Ms. Paramee Suwantanma finished 20<sup>th</sup> in the state.

**Barbara R. Dickerson, Member, Board of Trustees**, thanked all those who stood behind her and supported her throughout the course of her campaign, especially her husband Dr. Mark Dickerson. She also thanked Dr. Gary L. Woods for his kind words of congratulations at the November 12, 2013, Board meeting.

Trustee Dickerson congratulated Mrs. Horton on her retirement and thanked her for reviewing the college budget with her.

Trustee Dickerson congratulated the student athletes who performed well throughout the fall season. She noted that the Owl football team prevailed in a bowl game for the first time since 1988.

**Susan M. Keith, Outgoing President, Board of Trustees**, commented on the remarks made by Chancellor Harris at the CCLC conference in which he cautioned community colleges against being drawn away from their important work of improving student success and implementing the recommendations of the Student Success Task Force.

Outgoing Board President Keith congratulated the Citrus College athletic teams on their fall semester success and wished everyone happy holidays.

## **MINUTES**

**Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the regular meeting minutes of November 12, 2013, as submitted.  
4 Yes (Keith, Montgomery, Ortell, Rasmussen). 1 Abstain (Dickerson).

## **INFORMATION AND DISCUSSION**

### **Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Ms. Heather McGee from Vicenti, Lloyd and Stutzman, Certified Public Accountants who presented the 2012-2013 audit report. It was a clean, unqualified report with no adjustments. Dr. Perri thanked Mrs. Horton, Mrs. Rosalinda Buchwald, Director of Fiscal Services, Ms. Carol Cone, Budget Supervisor, and all members of the Fiscal Services Team.

### **Code of Ethics/Standards of Practice – Susan M. Keith, Outgoing President, Board of Trustees**

BP/AP 2715 Code of Ethics/Standards of Practice (copy enclosed) dictates that the Board of Trustees review its Code of Ethics policy at its annual organizational meeting.

### **Student Services Committee – Administrative Procedure Revision – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs**

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

The following Board Policy has been revised and approved by constituent groups on various dates and by the Steering Committee on September 23, 2013:

BP 5140 – Disabled Student Programs and Services

The following Board Policies have been revised and approved by constituent groups on various dates and by the Steering Committee on October 14, 2013:

- BP 3500 – Campus Safety
- BP 3515 – Reporting of Crimes
- BP 3540 – Sexual and Other Assaults on Campus

The Board Policies above were presented to and approved by the Board on November 12, 2013.

**INDEPENDENT CONTRACTORS**

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

**FACILITY USAGE**

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

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

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

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve purchase orders for October 2013. 5 Yes.

**CURRICULUM**

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the new courses, modified courses, and modified program. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

**Item 7:** Moved by Trustee Montgomery 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 8:** Moved by Trustee Montgomery 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 9:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

**BOARD OF TRUSTEES**

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Ortell to elect **Patricia Rasmussen** for the office of President of the Board of Trustees for the period from December 1, 2013, through November 30, 2014.

5 Yes.

*On behalf of the Board, Incoming Board President Rasmussen presented Outgoing Board President Keith with a pen box plaque in honor of her service and leadership throughout 2013.*

**Item 11:** Moved by Trustee Keith and seconded by Trustee Ortell to elect **Joanne Montgomery** for the office of Vice President of the Board of Trustees for the period from December 1, 2013, through November 30, 2014.

5 Yes.

**Item 12:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to elect **Barbara R. Dickerson** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2013, through November 30, 2014.

5 Yes.

**Item 13:** Moved by Trustee Ortell and seconded by Trustee Keith to elect **Joanne Montgomery** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board.

5 Yes.

**Item 14:** Moved by Trustee Montgomery and Trustee Ortell to select **Susan M. Keith** as an Annual Representative to the Los Angeles County School Trustees Association for 2014. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee.

5 Yes.

**Item 15:** Moved by Trustee Dickerson and seconded by Trustee Keith to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2014.

5 Yes.

**Item 16:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to select **Susan M. Keith** and **Patricia Rasmussen** as the Board of Trustees ad-hoc committee for 2014 to recommend the instrument or process to be used in Board self-evaluation.

5 Yes.

**Item 17:** Moved by Trustee Keith and seconded by Trustee Ortell to select **Joanne Montgomery** and **Barbara R. Dickerson** as the Board of Trustees ad-hoc committee to recommend candidates for appointment to the Measure G Citizens' Oversight Committee.

5 Yes.

**Item 18:** Moved by Trustee Montgomery and seconded by Trustee Ortell to select **Susan M. Keith** as the Board's representative for the 2015 Accreditation Self Study, Standard IV: Leadership and Governance – Standard IVB: Board and Administrative Organization. 5 Yes.

**Item 19:** Moved by Trustee Dickerson and seconded by Trustee Keith to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2013, through November 30, 2014, as follows:

Date: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays  
Time: 4:15 p.m.  
Place: Citrus Community College District, Center For Innovation, Community Room (CI 159) or Administration Building, Board Room (AD 109)

5 Yes.

**AUDITORS**

**Item 20:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2013.  
4 Yes (Keith, Montgomery, Ortell, Rasmussen). 1 Abstain (Dickerson).

**SIGNATURE AUTHORIZATION**

**Item 21:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 3, 2013 through November 30, 2014. 5 Yes.

**Item 22:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

**SABBATICAL – FACULTY**

**Item 23:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Faculty 2014-2015 Sabbatical Leave recommendations as follows:

David Ryba	Fall 2014 Semester
James Woolum	Spring 2015 Semester
Thomas Eiland	Spring 2015 Semester

5 Yes.



**FACULTY PERSONNEL RECOMMENDATIONS**

**Item 24:** Moved by Trustee Keith and seconded by Trustee Montgomery to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2014, it is requested that the Board of Trustees authorize recruitment of full-time faculty positions 1 through 6 effective fall 2014. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation. 5 Yes.

**ACADEMIC CALENDAR**

**Item 25:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the revised 2013-2014 Academic Calendar. 5 Yes.

**BOARD POLICIES**

**Item 26:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of BP 5140 – Disabled Student Programs and Services; BP 3500 – Campus Safety; BP 3515 – Reporting of Crimes; and BP 3540 – Sexual and Other Assaults on Campus. 5 Yes.

**CLOSED SESSION:** At 5:16 p.m., Incoming Board President Rasmussen 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.**

**Per Section 54956.9 Conference with Legal Counsel - Anticipated Litigation:**

**(A) Significant exposure to litigation pursuant to subdivisions (a) and (d) (2) of Section 54956.9: One Potential Case -**

**(1) Existing facts and circumstances pursuant to 54956.9 (e)(1) and (e) (5)**

**RECONVENE OPEN SESSION:** At 6:45 p.m., Incoming Board President Rasmussen reconvened the meeting to open session with no action taken.

January 21, 2014

Date

Barbara R. Dickerson  
Clerk/Secretary  
Board of Trustees