

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

November 12, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, November 12, 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.

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, Paula Green, Lan Hao, Dana Hester, Jim Lancaster, Martha McDonald, Lucinda Over, Eric Rabbitoy, Gerald Sequeira, Robert Slack, Marianne Smith, and Linda Welz

Faculty: Roberta Eisel, Cathy Gong, Bruce Langford, Patricia Lawrence, and Dave Ryba

Supervisor/Confidential Team: Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, Ben Macias, and Eric Magallon

Classified Staff: Robert Coutts

Adjunct Faculty: None

Students: Alejandra Morales

Citrus College Foundation: Chris Garcia and Tom Gerfen

VISITORS: Rod Carter, Christina Long, Evan Solano, and Lisel Wells

COMMENTS FROM THE AUDIENCE

Garfield White, from the Veteran's Network, thanked everyone who attended the 8th Annual Saluting Our Veterans event. He expressed his appreciation to the college for continuing to host this annual event. Mr. White recognized Ms. Monica Christianson, Veterans Program Director, for her hard work and dedication on behalf of the student veterans at Citrus College.

Geraldine M. Perri, Ph.D., Superintendent/President, began her report with an update on the Student Transfer Achievement Reform Act (SB 1440). SB 1440 calls for community colleges to streamline the transfer process for students who wish to continue their education at the California State University by developing Associate Degrees for Transfer (ADT). A recent report from the Chancellor's Office shows that Citrus College has completed 108% of their target goal and continues to be one of only five colleges in the state to have completed 100% of their target for developing ADTs. Dr. Perri thanked Mr. Raul Sanchez, ADT coordinator, and the Curriculum Committee for their work in achieving the college's goal.

Dr. Perri said Dr. Rob Johnstone of the National Center for Inquiry and Improvement (NCII) will be joining the members of the Steering Committee for a special work session on November 15, 2013. The topic of discussion will be the Citrus College Institute for Completion. During his presentation, Dr. Johnstone will share his vision and experience regarding student success and completion at community colleges.

Dr. Perri announced that the college has officially begun the 2015 Accreditation Self Study process. Self-evaluation co-chairs, Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs and Ms. Roberta Eisel, Language Arts instructor; and the members of the Accreditation Oversight Committee held a kick off presentation and work session meeting. There will be an all-college forum on November 26, 2013, that will provide information on the college's self-evaluation and accrediting team visit. She thanked the accreditation committee volunteers for their efforts to ensure continued successful accreditation at Citrus College.

On November 7, 2013, the college held its 8th *Annual Saluting Our Veterans* event. Citrus College alumni Ms. Ashley Solano and Mr. Fernando Salazar, Jr. gave the keynote addresses. Dr. Perri expressed her appreciation to Azusa Pacific University and the cities of Azusa and Glendora for their continued sponsorship of the event, as the college honors its student and community veterans. She thanked Dr. Martha McDonald, Interim Executive Dean, and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for organizing the event.

Dr. Perri was pleased to note that Dr. McDonald and her Veterans Center team have committed to being part of President Obama's national challenge to support veterans. The White House has asked community colleges and universities across the nation to commit to best practices by signing onto "The 8 Keys to Success" designed to help student veterans. Dr. Perri said Citrus College is already a model of these best practices, with its Veterans Center and veteran support services.

Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, said two Citrus College students, Mr. Pablo Vazquez and Mr. Ivan Magdaleno, will present their summer research experience findings at the American Society of Mechanical Engineers (ASME) International Mechanical Engineering Congress in San Diego. Three additional students will present their summer research at the Southern California Conference for Undergraduate Research at Whittier College.

Dr. Spor reported that he was very pleased that the UCLA Transfer Day event occurred in spite of the power outage. UCLA staff were extremely pleased that the college was able to proceed with the event.

The CTE Advisory Council meeting took place on November 1, 2013. Dr. Spor said keynote speaker Mr. Steve Uzzell presented to a capacity crowd of 128 people, including many members of the college community. He said new and renewed connections were made with regional stakeholders, and multiple advisory breakouts took place after the main event. Feedback from industry partners has been very positive.

Dr. Spor said there will be another guard training on campus for student veterans interested in jobs as guards. There are currently 12 veterans in training and 3 of them have already received job offers. He added that the Veterans Club is once again sponsoring a Toys for Tots drive on campus.

Lisa Villa, Academic Senate President, provided highlights of the Academic Senate for the California Community Colleges (ASCCC) fall plenary. There were several informative sessions on legislative issues currently facing California's community colleges. Several resolutions were made "encouraging" or "urging" the accrediting commission to strive for more structure, accountability and transparency. Other resolutions focused on mandates, such as resolving that the ASCCC work in consultation with the Academic Senate of the California State Universities to develop guidelines for development and implementation of ADTs and C-IDs. Other topics of discussion included campus safety and emergency preparedness issues; the use of Common Assessment; the endorsement of LEAP (Liberal Education and America's Promise); GE outcomes; consultation in the online course exchange; and the call for reexamining ASCCC's approach to SB1440/440 implementation. Ms. Villa added that a highlight of the plenary was hearing Vice Chancellor Patrick Perry speak on the Scorecard, Salary Surfer and other technology and data collection related topics.

Ms. Villa said the Academic Senate executive board will hold another "Senate Hot-Topics" session on Flex Day in February. They look forward to sharing more information with the college in that forum, as well as individual committee meetings. Ms. Villa thanked the Board for the opportunity to provide Academic Senate updates at board meeting.

Robert Coutts, CSEA President, reported that CSEA is preparing for its annual Holiday Buffet on December 11, 2013. Ms. Karen Giles, Job Placement Technician, is chairing the committee. Instead of a table decorating contest, the committee is working on alternate ideas, such as a crazy holiday sweater contest. The proceeds from the event will go towards their 2014 CSEA scholarships.

CSEA is recruiting volunteers for a number of shared governance committees, including the 2015 Accreditation Committee. CSEA 1st Vice President Kai Wattree-Jackson is leading the recruitment efforts.

Mr. Coutts announced that the current CSEA Executive Board has been elected to serve a second term.

Mariana Vega, Student Trustee, provided an update of numerous ASCC activities, including Dia de los Muertos, the Veterans Breakfast, the ASCC elections, and other activities. She thanked Dr. Perri and Dr. Spor for their participation in ASCC events. Ms. Vega said she attended the Student Senate for California Community Colleges meeting in Monterey.

Edward C. Ortell, Member, Board of Trustees, said this has been an outstanding season for the Owl Football Team. He said some of the games have been very close, and it has been exciting to see that level of play. He is also pleased that the Stadium is used by other teams in the area.

Gary L. Woods, Member, Board of Trustees, congratulated Dr. Barbara Dickerson, Board Member-Elect for Trustee Area One. He said she will be a wonderful addition to the Citrus College Board of Trustees, and he wished her all the best.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said the 8th Annual Saluting Our Veterans was a very special day. She thanked all those involved, including the many departments across campus that contributed in some way to the event. Trustee Montgomery wished the entire college community a "Happy Thanksgiving."

Patricia Rasmussen, Vice President, Board of Trustees, agreed that the 8th Annual Saluting Our Veterans was a wonderful event. She said the living art was amazing and the speeches were very inspiring.

Trustee Rasmussen attended Sing-a-Long-a Grease with Board President Keith. She said this is the "new thing" in the theatre and a cadre of young people was in the audience. She gave kudos to Mr. John Vaughan, Dance instructor, on the innovative production. Trustee Rasmussen said she is looking forward to the presentation by Dr. Rob Johnstone. She also wished everyone a Happy Thanksgiving.

Susan M. Keith, President, Board of Trustees, commented on several Performing Arts productions. She said the "Night of Music from Film," was a wonderful evening,

and *Fiddler on the Roof* was tremendous. She is looking forward to *Shrek The Musical*. Board President Keith added that the musical programs at Citrus College are as good as any professional performance you would see in Los Angeles.

Board President Keith said the 8th Annual Saluting Our Veterans event was one of the most profound and moving the college has ever done. She is pleased to have this opportunity to honor veterans, and she thanked Dr. McDonald, the student veterans and everyone involved in the event.

Board President Keith commented on the fundraising efforts of the “Cosmic Owls,” a group of STEM students who have formed a research team. The team will travel to Alaska in spring 2014 to perform experiments to determine if sounds are emitted by the Aurora Borealis. Board President Keith concluded her remarks by wishing everyone a very Happy Thanksgiving.

Board President Keith presented a plaque to Trustee Woods in recognition of his many years of service as a Citrus College Board member. She noted that he had been President of the Board numerous times and served on many Board committees. She wished him good luck in his career at Pasadena City College and volunteer service on the Tournament of Roses Committee.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of October 15, 2013, as submitted.
5 Yes.

INFORMATION AND DISCUSSION

Introduction of 2013-2014 Student Ambassadors – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor introduced Dr. McDonald who asked Ms. Ivon McCraven, Coordinator of School Relations, to present the Student Ambassadors for spring 2014. Each Student Ambassador did a self-introduction that included their academic goals and reasons why they became a Student Ambassador.

Art Corral
Ashley Cheng
Chase Goldsmith
Daren Nguyen
Denise Martinez
Destinee Marquez
Fariyah Chowdhury
Mariana Vega
Moriah La Pointe

The student ambassadors are the official student hosts of the college. They represent the college at high school outreach functions, community and Foundation events and on-campus activities. To be considered for the position of student ambassador, a student is required to submit an application, write an essay, and participate in an individual interview. Members of the student ambassador program represent a cross-section of the Citrus College community.

Annual – Campus Safety Report – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor presented the Annual Campus Safety Report, and he explained several of the documents included in the report.

The Department of Campus Safety is responsible for providing safety and security to students, college staff and visitors as well as protecting District property and facilities.

Per Board Policy (BP) and Administrative Procedure (AP) and 3500 Campus Safety, a written report will be submitted to the Board of Trustees by the Department of Campus Safety which provides an annual update of all occurrences reported to campus safety personnel. The report includes arrests for crimes that are committed on campus that involve violence, and occurrences of noncriminal acts of hate violence reported to campus authorities. The Annual Security Report contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years, as well as policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the Annual Security Report is attached and can be obtained at www.citruscollege.edu.

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

Dr. Spor commented on AP 5031 Instructional Materials Fee; AP 5610 Voter Registration; BP 3530 Weapons on Campus; AP 3530 Weapons on Campus; and AP 3516 Registered Sex Offender Information.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to increase the Bookstore Fund revolving fund account from \$10,000.00 to \$12,000.00. 5 Yes.

SURPLUS PROPERTY

Item 5: Moved by Trustee Rasmussen 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. 5 Yes.

CURRICULUM

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

PERSONNEL RECOMMENDATIONS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 10: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2013, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

BOND

Item 11: Moved by Board President Keith and seconded by Trustee Rasmussen to table Resolution #2013-14-03 authorizing the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2013D. 5 Yes.

CLAIMS

Item 12: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a settlement agreement and release in the matter of Jersolau Sarapuk v. Citrus Community College District, Case No. KC065383

involving a claim for damages related to a fall incident that occurred on campus on July 2, 2012. The agreement provides that the plaintiff will dismiss his lawsuit without any form of compensation or benefit and without payment of any of plaintiff's attorneys' fees.

5 Yes.

BIDS

Item 13: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the award of bid #03-1314, Stage Rigging Equipment to Stage Technologies of Las Vegas, NV and authorize the Vice President of Finance & Administrative Services to execute a procurement contract on behalf of the District. The bid price of \$131,439.91 is within budget and will be funded from Fund 01.3, VTEA Funds. 5 Yes.

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the award of RFP #04-1314, Consultant Services, Program and Technical Support for Proposition 39 Implementation to Newcomb, Anderson, McCormick of San Francisco, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The proposal bid amount of \$1,183,150 is within budget and will be funded from a grant from the California Community Colleges Chancellor's Office. 5 Yes.

BOARD POLICIES

Item 15: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first 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.

Item 16: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the second reading of BP 2750 Board of Trustees Technology Use and Support. 5 Yes.

CLOSED SESSION: At 4:53 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.

RECONVENE OPEN SESSION: At 5:06 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:07 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees