

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

January 21, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, January 21, 2014, in the Center For Information Community Room.

Board President Rasmussen 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: Barbara R. Dickerson, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Mariana Vega (Student Trustee). Absent: Susan M. Keith (ill).

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Rosalinda Buchwald, Director of Fiscal Services; Robert L. Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; 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, Samuel Lee, Martha McDonald, Gerald Sequeira, Bob Slack, and Linda Welz

Faculty: Bruce Langford and John Vaughan

Supervisors/Confidential Team: Tedd Goldstein, Marilyn Grinsdale, and Eric Magallon

Classified Staff: Joyce Miyabe

Adjunct Faculty: Linda Chan

Students: Sylvia Aparicio, Fariyah Chowdhury, Alejandra Morales, Grace Park, and Evan Solano

Citrus College Foundation: Clarence Cernal and Chris Garcia

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, introduced Mr. Tedd Goldstein, Supervisor, Superintendent/President's Office, who along with Mr. Eric Magallon, Bookstore Supervisor, presented the Supervisor/Confidential Student Worker of the Semester Awards for Fall 2013. The awards went to Ms. Kathleen Kanegawa, Supplemental Instruction Leader in the STEM Center; and Ms. Mayra Alonso, from Financial Aid.

Dr. Perri thanked all those who participated in the Emergency Operations Center (EOC) during the recent Colby Fire. She said Campus Safety did a phenomenal job. She recognized the efforts of Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; and Dr. Martha McDonald, Interim Executive Dean. Dr. McDonald served as Incident Commander. Board President Rasmussen came to campus to observe the EOC and said she was very impressed.

Dr. Perri was pleased to announce that Citrus College has been identified as one of 150 community colleges in the nation selected as eligible to apply for the \$1 million Aspen Prize for Community College Excellence. The Aspen Prize recognizes high achievement and performance among America's community colleges. The top 150 colleges are identified through an assessment of institutional performance, improvement and equity on student retention, and completion measures. A selection committee will identify 10 community colleges to advance to the next round of competition.

Dr. Perri said both Houses of Congress recently approved the Fiscal Year 2014 Consolidated Appropriations Act. Included in the legislation is \$75 million that has been earmarked for Hispanic Serving Institutions to fund "First in the World," an initiative that will help the United States to achieve its goal to have the highest proportion of college graduates in the world by 2020. Citrus College is waiting for the Department of Education to release the funds, at which point the college will present a proposal.

Dr. Perri reported that the President and First Lady have made a call to action to colleges and universities, nonprofits, foundations, businesses, state officials, and other leaders to make new commitments to increase college opportunity. As part of the effort, more than 100 leaders met at the White House in January to pledge their support, including California Community Colleges Chancellor Brice Harris. Chancellor Harris pledged to implement system-wide policies to incentivize all students to complete education plans and other entrance requirements; use the Student Success Scorecard to establish goals for closing achievement gaps; create a common assessment; encourage students to address basic skills deficiencies in their first year; and to provide system-level leadership to help colleges with remedial education reforms. Dr. Perri said these policies align with what Citrus College is already doing with regard to our College of Completion goals.

Dr. Perri said the Federal Government is encouraging community colleges to adopt "Completion by Design," an initiative of the Bill and Melinda Gates Foundation. The initiative, which is aimed at community colleges, is designed to increase completion rates, while holding down costs and maintaining access. She said the college heard a

presentation by the individual who worked with the Gates Foundation to develop Completion by Design at a special Steering Committee meeting last fall.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that Citrus students are doing well and setting new records for student success. A record 102 Scholar-Ballers will be recognized at the basketball game on February 8, 2014. The most recent statistics for pass rates for the Registered Dental Assistant exams show Citrus College 14th out of 107 colleges in the practical exam and 17th out of 107 in the written exam.

He also reported that Fine and Performing Arts is planning its 9th Annual Open House for March 26, 2014, which will include instructional workshops, information tables and exciting performances.

Dr. Spor said the college is currently working on its 16th Associate Degree for Transfer (ADT), which will be Spanish. This new ADT will put the college at 123% of its target for developing these new degrees.

Dr. Spor reported that the Student Success and Support Program Committee and the Counseling team are meeting weekly to prepare a plan to implement the new requirements of the Student Success Act. The group is updating procedures for assessment, orientation, student educational planning and assisting students who are on probation or facing dismissal. To meet demand for appointments, counselors in the Counseling and Advisement Center are providing 21 group course planning sessions.

Dr. Spor said this has been a banner year for the Career/Transfer Center. The center served 218 more students in Fall 2013, an increase of 65%. They also assisted 38% more students with University of California statements and 82% more students with Transfer Agreement applications.

Robert Sammis, J.D., Director of Human Resources, reported that the classified staff will continue with professional development workshops this spring. The upcoming modules include Customer Service Training and Conflict Resolution.

Dr. Sammis said Human Resources has processed the employment of more than 35 classified employees this year. He said this represents a tremendous amount of work, and he is "very impressed" with his staff.

Dr. Sammis was pleased to announce the college's search for a Vice President of Finance and Administrative Services has concluded following a lengthy process. There is a recommendation on the agenda to employ Ms. Claudette Dain as the new vice president.

Ms. Rosalinda Buchwald, Director of Fiscal Services, provided highlights of the Governor's budget proposal for 2014-2015. She said the proposal includes \$155 million for access; a 0.86% COLA; \$200 million to support student success; \$175 million for

deferred maintenance and instructional equipment; and the buy down and elimination of the inter-year apportionment deferrals. She is hopeful the Governor's proposal for community colleges will hold.

Board President Rasmussen announced that **Academic Senate President, Ms. Lisa Villa**, was ill and unable to attend the meeting. However, she read the attached report prepared by Ms. Villa for the Board meeting.

Robert Coutts, CSEA President, said that CSEA's Holiday Social "chance to win" drawing raised \$1,383 for the CSEA scholarship fund. He thanked all those who contributed to the fundraiser.

Mr. Coutts said Mr. Mike Bilbrey, CSEA State President, appointed him to serve as the CSEA representative on the Chancellor's Office Telecommunications and Technology Advisory Committee (TTAC). The TTAC researches technology trends and recommends the direction for technology initiatives within the California Community College system.

Mariana Vega, Student Trustee, said the ASCC Inter-Club Council has met during winter to prepare for ASCC events in the spring. ASCC will also be holding three meetings to plan spring activities. Student Trustee Vega is planning to attend the upcoming Community College League of California Legislative (CCLC) Conference in Sacramento.

Joanne Montgomery, Vice President, Board of Trustees, will be attending a Foundation breakfast for the "College of Completion Champions." The purpose of the event is to inform friends of the college about the needs of the initiative and recognize members of the President's Circle, who have contributed a minimum of \$2,500.

Trustee Montgomery congratulated the Owls on winning their last men's basketball game by one point in a very exciting game.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, will be in Sacramento to attend the CCLC workshop for new board members and the Legislative Conference.

Trustee Dickerson congratulated the Rocket Owls, who will be competing in NASA's Student Launch Project. She said being one of 30 colleges and universities selected to participate in this competition is very impressive. She is pleased by the current focus on student success throughout education, and she looks forward to hearing more about student achievement at Citrus College.

Trustee Dickerson thanked everyone for the warm reception she has received at a variety of college events in December and January.

Patricia Rasmussen, President, Board of Trustees, said *Christmas Is...* was once again a phenomenal production, and the student performers were amazing. She also

commented on the tremendous line up of acts the college presents throughout the year, and she thanked Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center.

Board President Rasmussen commented on the amount of good press the college received in the past two months, including articles on Dr. McDonald; the donation to the college of a ballot from the first free election post-apartheid in South Africa; the college's Adopt an Angel program; and many others. She also commented on the *Citrus News Magazine*, saying it was beautifully done.

Board President Rasmussen thanked those who made presentations at a reception for the Glendora's Newcomers Club, including Mr. Vaughan; Mr. James Lancaster, Dean of Curriculum, Career, Technical and Continuing Education; and Mr. Fred Diamond Director of Facilities and Construction.

MINUTES

Item 1: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the regular meeting minutes of December 3, 2013, as submitted.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

INFORMATION AND DISCUSSION

California Common Core Standards – Geraldine M. Perri, Ph.D., Superintendent/President

Dr. Perri introduced Dr. Robert Voors, Superintendent of Glendora Unified School District, and Assistant Superintendent of Educational Services, Ms. Michelle Hunter, provided a presentation on the California Common Core Standards and changes to the K-12 Funding Plan.

Demonstration of the DegreeWorks Application for Student Education Plans and Degree Audits – Linda Welz, Chief Information Services

Ms. Welz and Ms. Joyce Miyabe, ERP Coordinator, made a presentation on DegreeWorks, a new software application that is integrated with the Citrus College WingSpan system. The application provides tools for counselors to work with students to develop Student Educational Plans and perform degree audits that help students track progress toward goal completion.

Educational Programs Committee – Administrative Procedure – Revision – Arvid Spor, 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 Administrative Procedure was revised and approved by constituent groups on various dates and the Steering Committee on December 9, 2013. There is no corresponding Board Policy.

AP 4227 Repeatable Courses

Financial Resources Committee – Administrative Procedure – Revision – Rosalinda Buchwald, Director of Fiscal Services

The following Administrative Procedure was revised and approved by constituent groups on various dates and the Steering Committee on November 25, 2013. Attached to the Administrative Procedure, for information only, is the corresponding Board Policy.

AP 6340 Bids and Contracts

INDEPENDENT CONTRACTORS

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

FACILITY USAGE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve A & B Warrants for November and December 2013. 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

Item 5: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve purchase orders for November and December 2013. 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

INSTITUTIONAL MEMBERSHIP

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve a \$65.00 annual membership to the American Association of Teachers of Spanish and Portuguese (AATSP).
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

SURPLUS PROPERTY

- Item 7:** Moved by Trustee Dickerson and seconded by Trustee Ortell 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 (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

BIDS

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to adopt the new bid threshold of \$84,100 effective January 1, 2014, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve Change Order Number Two in the amount of \$12,744.00 and add zero days to the time for completion for Bid #07-1112, Tech C Building, Esthetician Remodel Project.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).
- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve Change Order Number Two in the amount of \$19,349.70 and add twelve days to the time for completion for Bid #02-0809, Administration Building Renovation Project.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).
- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to accept Bid #07-1112, Tech C Building, Esthetician Remodel Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$751,887.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

Item 12: Moved by Trustee Montgomery and seconded by Trustee Dickerson to accept Project #02-1011, Districtwide Emergency Generators Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$267,636.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

Item 13: Moved by Trustee Montgomery and seconded by Trustee Dickerson to accept Project #02-1314, Central Plant - Energy Conservation Service Agreement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$195,780.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

CURRICULUM

Item 14: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the new courses, modified courses, and new programs.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

PERSONNEL RECOMMENDATIONS

Item 15: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

Item 16: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

Item 17: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

EMPLOYMENT – MANAGEMENT

Item 18: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the hiring of Ms. Claudette Dain beginning February 3, 2014, as Vice President of Finance and Administrative Services at a salary placement of \$13,655.66 per month, plus health and statutory benefits.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

EMPLOYMENT – FACULTY

Item 19: Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the employment of Ms. Renee Payne as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 19, 2014 and ending on June 14, 2014 at a salary placement of Class 1, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$29,899.00 for the semester, plus health and statutory benefits. Ms. Payne was a one semester, full-time temporary non-tenure track instructor in Spring 2009 and Fall 2009. 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

SALARIES

Item 20: Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the revised short-term salary schedule effective January 1, 2014. 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

TUITION

Item 21: Moved by Trustee Ortell and seconded by Trustee Dickerson to approve Resolution #2013-14-04 adopting a non-resident tuition fee of \$193.00 per semester unit, plus a \$14.00 capital outlay surcharge, effective for the 2014-2015 fiscal year (commencing with the summer term, 2014). 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 22: Moved by Trustee Dickerson and seconded by Trustee Montgomery to adopt Resolution #2013-14-05 requesting issuance of 2013-2014 tax and revenue anticipation Notes (TRANS) for the District by the Board of Supervisors of the County of Los Angeles in the amount not to exceed five million dollars (\$5,000,000). 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

SIGNATURES AUTHORIZATION

Item 23: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of February 3, 2014 through November 30, 2014. 4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

- Item 24:** Moved by Trustee Montgomery 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.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

CONTRACTS

- Item 25:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2014-2015 schedule of events for the Haugh Performing Arts Center.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

BIDS

- Item 26:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to reject all bids received for RFP# 05-1314, Roof Installation, Mechanical Equipment and Supplies, and direct the re-bidding of the project.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

BOARD POLICIES

- Item 27:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the first reading of BP 2210 Officers.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).
- Item 28:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the first reading of BP 4106 Nursing Programs.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).
- Item 29:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the second reading of BP 5010 Admissions and Concurrent Enrollment.
4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).
1 Absent (Keith).

CLOSED SESSION: At 5:45 p.m., 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.

RECONVENE OPEN SESSION: At 6:11 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:11 p.m., it was moved by Trustee Dickerson and seconded by Trustee Montgomery to adjourn the meeting.

February 4, 2014

Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees