

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

February 4, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, February 4, 2014, in the Center For Innovation 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, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen, and Mariana Vega (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette Dain, 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: Rosalinda Buchwald, Paula Green, Lan Hao, Dana Hester, Robert Iverson, Lucinda Over, Robert Slack, Linda Welz, and Jody Wise

Faculty: Bruce Langford

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

Classified Staff: Robert Coutts

Adjunct Faculty: Cecil Brower

Students: Sylvia Aparicio, Tyler Hernandez, Alejandra Morales, Joe Moreno, and Evan Solano

Citrus College Foundation: Chris Garcia and Tom Gerfen

VISITORS: Bill Adams, Bernard D. Bollinger, Jr., Laura Bollinger, Rod Carter, Helen Storland, and Lisalee Wells

INFORMATION AND DISCUSSION

Measure G Citizens' Oversight Committee Annual Report – Carol R. Horton

In accordance with Proposition 39, Mr. Bernard D. Bollinger, Jr., Chair of the Measure G Citizens' Oversight Committee, presented the committee's annual report for the fiscal year ending June 30, 2013. The committee represents the various facets of our communities and serves as the "eyes, ears and voices" of local residents and taxpayers to monitor the expenditures of Measure G funds. The committee reviews the progress of implementing the college's Master Plan and reports their findings annually to the Board of Trustees and to the public.

The Proposition 39 Financial and Performance Audits by Vicente, Lloyd & Stutzman were approved by the Board of Trustees at the December 3, 2013, meeting.

Mr. Bollinger introduced the members of the committee who were in attendance, including: Ms. Sharon Lewis, Mr. John Lundstrom, Mr. Edmund Richardson, Ms. Helen Storland, and Mr. Tyler Hernandez. He also thanked Mrs. Carol R. Horton, former Vice President for Finance and Administrative Services, for her leadership. Mr. Bollinger added that the college has completed an impressive list of facilities projects over the past ten years.

Information Regarding the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2014D – Carol R. Horton

In accordance with AB 182, which made certain changes to California Government Code Section 53508.5 and California Education Code Sections 15146(b) and (c), the Board of Trustees was presented with an information item entitled "Information Regarding the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2014D in an Aggregate Principal Amount Not to Exceed \$29,004,698".

On March 2, 2004, the voters approved a bond for \$121,000,000 to build, improve and furnish specific capital projects in the District (Measure G). Of the total approved, bonds in the amount of \$91,995,302 have been issued for projects. The Board received information about authorizing the issuance of up to \$29,004,698 in general obligation bonds from Measure G (Series 2014D Bonds) to complete renovations at the Campus Center, the Educational Development Building and Hayden Hall; and to finance new construction of a Fine Arts building.

In accordance with Section 15146(b)(2) of the Education Code, the Board heard a presentation from Carol R. Horton regarding three types of bonds (current interest, capital appreciation and convertible capital appreciation); and reviewed

documents, including a draft Resolution, Preliminary Official Statement and Bond Purchase Agreement. At the March 18, 2014, meeting, the Board will consider the Resolution for action.

It appeared, at present, that most of the Series 2014D Bonds would be issued in the form of capital appreciation bonds or convertible capital appreciation bonds. The maximum maturity (longest term) of the 2014 Bonds would be 25 years from the date of issuance. Assessed values within the District over the next 25 years are estimated to increase by an average of 3.6% per year. The total amount of debt to be repaid under the 2014 Bonds is estimated to be \$49,840,050 or less, with the District receiving up to \$18,996,566 in proceeds of sale of the 2014 Bonds, resulting in an estimated payback ratio of 2.62 to 1. In no event will the payback ratio exceed 4.00:1.00, the maximum established under AB 182.

Mr. Rod Carter from RBC Capital Markets, and Ms. Lisalee Wells, bond counsel from Nixon Peabody LLP, were on hand to answer questions.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to introduce Ms. Claudette Dain, the college's new Vice President of Finance and Administrative Services. Ms. Dain comes to Citrus College from North Orange County Community College District, where she served as the Vice President of Administrative Services for Fullerton College, as well as the District Director of Fiscal Affairs. Ms. Dain is a Certified Public Accountant, and she holds a master's degree in business administration from Cal State Dominguez Hills and a bachelor's degree in accounting from Cal Poly Pomona. Board President Rasmussen welcomed Ms. Dain on behalf of the Board.

Dr. Perri said enrollment for spring is going very well. There are 1,103 sections, 50 more than last spring; the resident fill rate is currently 84.63%; and headcount is at 11,617. She thanked Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and commended the Deans on their efforts to enroll students.

The Citrus College Foundation recently hosted a President's Circle for Completion Breakfast. Attendees included donors, prospects, members of the Board of Trustees, and the Foundation Board of Directors. They received information on the state of the college, the College of Completion initiative, and the President's Circle recognition process for donors to the College of Completion. Dr. Perri said the attendees expressed their appreciation, and many provided financial support for the College of Completion as a result. Dr. Perri thanked Ms. Chris Garcia, Foundation Director, and her staff for the successful event.

The Foundation also hosted the first of five outreach events for the District's communities. Claremont was the first city to participate with leaders from education, government and business coming to campus for a luncheon and tour. Similar events are being planned for the four other trustee communities. Dr. Perri thanked all those involved in coordinating the event.

Dr. Perri invited the Board and the college community to attend FLEX Day on February 18, 2014. During lunch, there will be a panel discussion on emergency preparedness and “active shooter” information presented by Santa Monica College. Dr. Perri thanked Dr. Eric Rabitoy, Dean of Natural and Physical Sciences and Library Services, and his staff for coordinating FLEX Day.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, expressed his appreciation to the deans and Technology and Computer Services staff for their efforts with regard to enrollment.

Dr. Spor was pleased to report that approximately 20 students from the Research in Science Education (RISE) program and the college’s honors program were accepted to present research at the University of California, Irvine’s Honors Undergraduate Research Conference in April. This will be the largest delegation at this event since the college began attending the conference 13 years ago. In addition, the Citrus College Beta Nu Eta chapter of Phi Theta Kappa Honor Society will be hosting a regional convention for the California/Nevada region at Cal Poly Pomona in March.

Dr. Spor reported that the Early Decision Outreach for District high school students would begin in April and run through May. Dr. Spor said the program, now in its third year, has grown in popularity. The program began with 50 students per District high school and is now offered to 150 students per District high school.

Dr. Spor said Dr. Shauna Bigby, College Nurse, was nominated for the Community Health Advocate Award presented by the Pasadena Health Department and Aspires West, a community based partnership. The award recognizes individuals who make significant contributions to the Public Health Department and the community.

Claudette Dain, Vice President of Finance and Administrative Services, said she is excited to be part of the Citrus College community. She said it is a great time to be involved in community college education. The Governor’s budget is promising, and she will continue to monitor its progress and keep the Board updated on developments.

Lisa Villa, Academic Senate President, welcomed Ms. Dain on behalf of the faculty. She reported that the Academic Senate will hold their first general meeting on February 26, 2014. The executive committee has been busy throughout the winter intersession responding to various requests for faculty participation on topics within the senate’s purview, including hiring panels. They also continue to prepare for the “Senate Hot Topics” breakout session on FLEX Day. They are looking forward to a productive spring semester.

Robert Coutts, CSEA President, thanked Dr. Perri for granting release time for classified staff to attend FLEX Day activities. They are also coordinating with the CSEA field office to present two workshops on campus. A “Know Your Rights” workshop will take place on February 5, 2014, and there will be a Site/Department Representative

seminar on February 19, 2014. On behalf of classified staff, Mr. Coutts welcomed Ms. Dain to Citrus College.

Mariana Vega, Student Trustee, attended the Community College League of California's (CCLC) Annual Legislative Conference in Sacramento and said it was a very rewarding experience. As a result of one of the workshops, she has been motivated to work with ASCC to distribute financial aid FAFSA applications to Citrus College students.

Susan M. Keith, Member, Board of Trustees, thanked everyone who was involved in producing the *Citrus College News Magazine*. She also expressed her appreciation to Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center, for bringing new and innovative entertainment from groups outside the college to Citrus College audiences.

Trustee Keith reported on the Los Angeles County School Trustees Association (LACSTA) meeting. She said LACSTA is making great strides in bringing community colleges and K-12 districts together. They have heard three presentations on the Governor's adult education initiative, and their consortium is a leader in vetting this issue. She thanked Mr. James Lancaster, Dean of Curriculum, Career, Technical and Continuing Education, for his work in this area.

Trustee Keith thanked Dr. Perri, Ms. Garcia, and all those involved for coordinating the luncheon for distinguished representatives and citizens of Claremont. She said it was a very successful event that garnered rave reviews from those in attendance.

Trustee Keith said the overall tone of the recent CCLC conference was optimistic. The theme was consistent with Citrus College's College of Completion initiative with regard to doing everything possible to help students succeed. She said there was a spirit of collaboration between all segments of higher education, as exhibited by one panel discussion, where leaders from the California Community Colleges, the California State University, the University of California, and private institutions spoke of the need to work together.

Joanne Montgomery, Vice President, Board of Trustees, said the CCLC conference was exceptional. She was especially impressed with the opening and closing speakers, who focused on closing the achievement gap. Following the conference, the Citrus College delegation went to the Capitol to meet with Assemblymember Chris Holden to discuss a variety of issues, including his legislation on concurrent enrollment.

Trustee Montgomery thanked Dr. Spor for attending the Monrovia Chamber of Commerce installation dinner.

Edward C. Ortell, Member, Board of Trustees, expressed his appreciation to those who maintain the college's readiness to deal with emergencies. Given the recent fires

and the campus shootings that are continually in the news, he said it is good to know the college is well trained and ready to respond.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, thanked faculty and administrators for restructuring course offerings to create a Friday/Saturday schedule. She said she is confident it will lead to greater participation and success for students, as well as greater utilization of campus facilities.

Trustee Dickerson applauded Student Trustee Vega for taking information she received at the CCLC conference and turning it into action, by working to distribute FAFSA applications to fellow students.

Trustee Dickerson thanked Dr. Perri and all of the staff who have responded to her requests for data. This has assisted her in responding to requests and questions from her community.

Trustee Dickerson attended a session at the CCLC conference on accreditation and noted that accreditation teams will be looking for targets the college sets for itself. She found the conference session on concurrent enrollment to be very interesting and a possible way to increase student success and completion. She was also very interested in the discussion of career pathways. She said career pathways are a great way to align high schools, community colleges, and the business community.

Patricia A. Rasmussen, President, Board of Trustees, thanked Ms. Garcia and Foundation Board President Tom Gerfen for helping to organize a recent event at a local restaurant for the benefit of our Veterans Program. A number of Citrus College employees participated, and the event brought in new clientele for the restaurant. She said it was a “win-win” for everyone involved.

Board President Rasmussen toured the Administration Building and said it will be a very nice facility that will provide increased accessibility.

Board President Rasmussen is looking forward to attending the Scholar Baller recognition and honoring student athletes for their academic success.

MINUTES:

Item 1: Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the regular meeting minutes of January 21, 2014, as submitted.

4 Yes (Dickerson, Montgomery, Ortell, Rasmussen).

1 Abstain (Keith).

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.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FACILITY USAGE

- Item 3:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve facility rentals and usage.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 4:** 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.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

RESOLUTIONS

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to adopt Resolution #2013-14-06 authorizing payment to Trustee Susan M. Keith for the January 21, 2014, meeting of the Board of Trustees.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2013, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second reading of BP 4106 Nursing Programs. (Page 193)
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second read of BP 2210 Officers.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD OF TRUSTEES

Item 10: Moved by Trustee Dickerson and seconded by Trustee Montgomery to form a two-person ad-hoc committee of the Board of Trustees to recommend to the Board of Trustees legislative priorities for 2014 and to complete its work by and forward recommendations to the full Board of Trustees at the April 8, 2014, regular meeting of the Board of Trustees.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 11: Moved by Trustee Ortell and seconded by Trustee Montgomery to select Trustee Keith and Trustee Dickerson as the Board of Trustees Legislative Advisory ad-hoc committee to recommend to the Board of Trustees legislative priorities for 2014.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:13 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 5:30 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:31 p.m., it was moved by Trustee Keith and seconded by Trustee Dickerson to adjourn the meeting.

March 18, 2014

Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees