

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

May 27, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, May 27, 2014, in the Center For Innovation Community Room.

Board President Rasmussen called the meeting to order at 4:21 p.m. Student Trustee Chowdhury 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 Fariyah Chowdhury (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette E. 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; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Rosalinda Buchwald, Paula Green, Lan Hao, Dana Hester, Jim Lancaster, Martha McDonald, Gerald Sequeira, Marianne Smith, and Linda Welz

Faculty: Bruce Langford

Supervisor/Confidential: Marilyn Grinsdale

Classified Staff: None

Adjunct Faculty: None

Students: Tyler Hernandez, Marilyn Meza, Alejandra Morales, and Carmen Wisdom

Citrus College Foundation: Clarence Cernal and Chris Garcia

VISITORS: None

RECOGNITION OF TENURED FACULTY & PRESENTATION OF PROCLAMATIONS

Prior to the Board meeting being called to order, a reception for tenured faculty and 2013-2014 retirees was held in the Campus Center.

Dr. Perri congratulated the following faculty members earning tenure:

Sarah Bosler, Library Services
Lanette Granger, Library Services
Maria Morrish, Cosmetology
Raul Sanchez, Counseling Programs and Services

Proclamations were prepared for all staff retiring during the 2013-2014 academic year. Board President Rasmussen presented retirement proclamations for retirees:

Darrell Carr – Faculty
Maia Greenwell Cunningham – Faculty
Cheryl Greer – Classified
Joseph Harvey – Faculty
Carol Horton – Management
Cheryl Johnson – Classified
Grace Lucido – Faculty
Mike Merandi – Faculty
Vince Mercurio – Faculty
Margaret Trujillo – Classified
Lorry Williams – Classified

Geraldine M. Perri, Ph.D., Superintendent/President, welcomed Ms. Fariyah Chowdhury as the new Student Trustee for the 2014-2015 academic year. She said Ms. Chowdhury has served on the ASCC Executive Board, has been a Student Ambassador, was Past Vice President of Leadership of Phi Theta Kappa Honors Society, and is a member of the Citrus Cosmic Research Team. During her tenure as Student Trustee, Ms. Chowdhury, who is studying civil engineering, plans to focus on increasing the presence of women in the fields of science, technology, engineering and mathematics (STEM).

Dr. Perri was pleased to congratulate Dr. David Kary, Astronomy faculty, for being named Distinguished Faculty for 2014.

Dr. Perri attended the recent memorial ceremony and open house at the Veterans Success Center. She said the new Veterans Success Center has received positive feedback from the college community and from community partners. She thanked Board President Rasmussen, Trustee Montgomery, and Trustee Dickerson for their attendance at the event.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that the Citrus Rocket Owls successfully completed the NASA Student Launch Program. They were one of 16 teams, out of an original 26, to pass all of the completion milestones successfully, finish the program, and be allowed to launch their rocket at Bonneville Salt Flats in May. The Rocket Owls competed against students from four-year colleges and universities, and they were one of only two community colleges that made it into the final group. In addition, the Rocket Owls were commended for exceeding the norm in the required K-12 outreach component.

Dr. Spor said 41 students have been selected to participate in the summer research experience, which will take place at seven partner sites, including the Jet Propulsion Laboratory, the City of Hope, Chapman University, Cal State Fullerton, Cal Poly Pomona, Rancho Santa Ana Botanic Gardens and the Oak Crest Institute of Science.

Dr. Spor announced that the annual Transfer Achievement Reception will take place on June 5, 2014, and will recognize the achievements of students who are transferring to four-year institutions in the fall. Dr. Spor also announced that 393 students have applied for scholarships, and due to new software, they have been auto-matched with 4,696 available scholarships.

Dr. Spor read the biographies of Ms. Renee Liskey, an adjunct Dance instructor at Citrus College, who was being recommended for the tenure track position of Dance instructor, and Ms. Natalie Desimone, an adjunct Counselor at Citrus College, who is being recommended for the tenure track position of Counselor.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported highlights of the Governor's May Revise. The Governor has adjusted downward many of his January budget proposals. For access (restoration) funding, the Governor proposes 2.75%, down from 3%, and for COLA, he proposes 0.85%, down from 0.86%. Regarding the CalSTRS funding plan, he now proposes the plan take effect on July 1, 2014, instead of July 1, 2015. The employer contribution rate will be increased 1.25%, which will cost Citrus College \$300,000 for the first year, and there will be an ongoing 1.6% increase in subsequent years, which means an annual cost to the college of \$355,000. The Governor proposes to raise employees' contributions by 0.15%. He also proposes a one-time increase to the Economic and Workforce Development Program; one-time and ongoing increases for increased technology infrastructure; a decrease of \$27 million from his original proposal for scheduled maintenance—with no 50/50 split; and a decrease in proposed funding of \$1.5 million for Proposition 39 energy funds.

Ms. Dain said both the Senate and the Assembly Budget Subcommittees have met, and they have taken a coordinated approach. They proposed augmentations to the Governor's May Revision in the following areas: scheduled maintenance, DSP&S, EOPS, CalWORKs, apprenticeships, Economic and Workforce Development, part-time faculty office hours, and student success for basic skills. They are also recommending

a COLA of 1.7%; conversion of part-time faculty to full-time faculty; and repayment of prior year mandate claims.

Ms. Dain said the next step in the budget process would be the convening of the Budget Conference Committee the first week of June. Passage of a final budget is expected on or before June 30, 2014.

Lisa Villa, Academic Senate President, provided an update on curriculum. She said the deadline for community colleges to submit course identification (CID) verifications has been extended from June 1, 2014, to June 30, 2015. Ms. Villa said the deadline of December 31, 2014, for colleges to have 100% of their associate degrees for transfer (ADT) approved remains in effect. She said Citrus College has done an outstanding job of meeting these requirements, and at the last Curriculum Committee meeting, they approved the last ADT to fulfill 100% of the college's obligation.

Fariyah Chowdhury, Student Trustee, thanked the Board for their warm welcome. Regarding student activities, ASCC recently hosted a blood drive, and they are currently working on a transfer project where a large banner will be hung in the Campus Center Mall with the names of transfer students and their transfer institutions. ASCC has also donated \$5,000 to the Institute for Completion. ASCC elections will take place June 4 and 5, 2014. Student Trustee Chowdhury thanked the faculty, staff, and administration for being supportive of student activities and for encouraging their participation in shared governance.

Joanne Montgomery, Vice President, Board of Trustees, said this is a busy time at Citrus College, with many events taking place, such as the K-14 Education Forum, the Veterans Success Center Open House and the Honors Program recognition ceremony. She said the most exciting aspect of these events is to hear from the students about their successes and accomplishments. Trustee Montgomery thanked the faculty and staff for their significant contributions to student success, which is evidenced by the numerous special recognitions, the number of transfers, and the certificates and degrees, that are awarded at Commencement.

Trustee Montgomery also congratulated and welcomed the newly tenured faculty, and she bid farewell to all of the retirees.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, applauded all of the recent college events that highlight student success, such as the Veterans Success Center Open House and the Honors Program recognition ceremony. She congratulated the students and programs featured in the *Clarion*, including the third-year music majors, the student athletes who have received scholarships to continue their education, and the award-winning *Clarion* website.

Edward C. Ortell, Member, Board of Trustees, said the recent K-14 Education Forum at Citrus College was an exciting workshop. He said the event brought together board members, superintendents, high school principals, and administrators from each of the

college's K-12 unified school districts to discuss ideas on how to improve their students' college readiness and completion. Two guest speakers and Dr. Perri presented information, and all of the districts participated in roundtable discussions. Trustee Ortell expressed his appreciation to the Citrus College vice presidents, deans and administrators for attending and providing their expertise and input. He also thanked Ms. Linda Welz, Chief Information Services Officer, and her staff for organizing the forum. Trustee Keith agreed with Trustee Ortell's comments regarding the forum, saying it was a very good event.

Susan M. Keith, Member, Board of Trustees, provided an update on the California Community College Trustees (CCCT) Board, to which she is an elected representative. She said a plan to reorganize the CCCT Board has been under discussion for the past several months. The plan, which was publically presented at the Community College League of California (CCLC) Trustees' Conference in May, would significantly decrease the number of trustees on the CCCT Board and change the way in which trustees are elected to the Board. Trustee Keith said a series of meetings to present the plan had been scheduled across the state, but they have now been canceled.

Trustee Keith said there is always a plethora of legislation to consider at each CCCT meeting, especially legislation regarding accreditation and the challenges faced by City College of San Francisco. Given the large number of sanctions colleges across the state are receiving, Trustee Keith suggested that CCLC provide information to all community college trustees so they can better understand the reasons.

Trustee Keith said she is pleased to be the Board's appointed liaison for the college's accreditation self-evaluation. She provided an overview of the last co-leads meeting, which she said was well attended and engaging. Trustee Keith appreciates the leadership of Dr. Spor and Ms. Roberta Eisel, Accreditation Co-Chair, and she asked the Board to continue to encourage and support the collegewide effort.

Trustee Keith praised the Citrus Singers for their end-of-the-year show, saying the production was highly professional and could easily have performed on Broadway. She added that she is looking forward to celebrating the accomplishments of all Citrus College students in the coming weeks.

Board President Rasmussen agreed with Trustee Keith's praise of the Citrus Singers and she expressed her appreciation to the faculty staff and students involved in the program. Board President Rasmussen also gave kudos to Dr. Lan Hao, Director of Institutional Research, on her follow-up study of the Community College Survey of Student Engagement (CCSSE). She said it contained good information and will be helpful in determining what students need and want.

MINUTES

Item 1: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the regular meeting minutes of May 6, 2014, as submitted.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

HEARINGS

In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043 and the District's proposal to transfer one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program, Board President Rasmussen opened a public hearing at 5:00 p.m., for the purpose of hearing public viewpoints with regard to the transfer of funds between state categorical programs.

Hearing no comments, Board President Rasmussen declared the hearing closed at 5:01 p.m.

INFORMATION AND DISCUSSION

Citrus Automotive and Physics Eco-Marathon Team – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

The Citrus Automotive and Physics Eco-Marathon Team (CAPE Owls) is a member of the Citrus College Research in Science and Engineering (RISE) family.

The team designed, built and tested an ultra-energy prototype vehicle, *Citrus EV8*. *Citrus EV8* is a 105-pound gasoline prototype vehicle, powered by a highly modified scooter motor housed in a streamlined body.

The team competed in the Shell Eco-marathon Competition in Houston, Texas, in April, 2014. Their vehicle achieved a distance of 186.13 miles per gallon of gasoline. In addition to building *Citrus EV8*, the team raised funds for their project, presented their work at two research conferences, and conducted several hands-on workshops for elementary and middle school students to raise awareness of science, technology, engineering and mathematics (STEM).

Automotive faculty member and advisor, Mr. Mariano Rubio introduced the team (listed below) comprised of Automotive Technology and Physics students and their vehicle, *Citrus EV8*.

Alec Nystorm
Enrico Gutierrez
Susan Vong
Kyle Beers

Patricia Barroso
Alex Leu
Alexus Fraire

Notification of Grant Submission per Board Policy BP/AP 3280 – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

Board Policy 3280 requires that the Board of Trustees be informed of all grant applications completed in support of college programs. The following Grant Launch information is a summary of the most recent federal Title V funding request named CASA: Home of Completion (Center for Accelerated Student Achievement). Submitted by Dr. Arvid Spor on May 7, 2014.

Project Title: Title V Proposal: CASA: Home of Completion (Center for Accelerated Student Achievement) Under the Institute for Completion

Project Leader: Dr. Arvid Spor

Funding Agency: U.S. Department of Education, Title V

Total Request: \$ 2,568,000.00

Length of Project: October 2014 through September 30, 2019

Need Addressed by Project

As the first major funding source for the Institute of Completion this grant seeks to increase - student success rates in mathematics, students declaring and completing degrees, student transfers, and support and resources faculty per year for professional development related to pedagogical practices, instructional technology and high impact practices.

Project Description with goals and objectives

To increase the number of Hispanic and other low income students attaining degrees, Citrus College proposes to create a new central hub, the CASA Center, that will be instrumental in strengthening the integration and coordination of student support services, improving teaching and learning for student success through high impact practices, and implementing a "Get the Degree" campaign to move students across the finish line to complete Associates degrees.

Overall, strategies include: a central one-stop-shop of student services focused on completion; accelerated math courses with supplemental instruction support; tech-based counseling and dedicated completion counseling; peer-to-peer and faculty-to-student mentoring; enhanced professional development (PD) through the Faculty PD Academy; Faculty Inquiry Groups in targeted English courses to improve teaching and learning; and an aggressive outreach campaign to encourage and support students to earn an AA/AS.

Sample key outcomes include:

1. Increase student success rates in mathematics courses from Beginning Algebra through Pre-Calculus.
2. Increase the percentage of students declaring a degree.
3. Increase AA/AS degree completion.
4. Increase transfer completion.
5. Increase support and resources faculty per year for professional development related to pedagogical practices, instructional technology and high impact practices.

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 Procedures were revised and approved by constituent groups on various dates and the Steering Committee on May 12, 2014. There is no corresponding Board Policy to AP 4103. Attached to AP 4230 is the corresponding Board Policy.

AP 4103 Cooperative Work Experience
AP 4230 Grading and Academic Record Symbols

Student Services Committee – Administrative Procedure – Revision – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

The following Administrative Procedure was revised and approved by constituent groups on various dates and by the Steering Committee on May 12, 2014. Attached to the Administrative Procedure, for information only, is the related Board Policy.

AP 5012 International Students

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Montgomery and seconded by Trustee Keith to approve A & B Warrants for April 2014. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 5: Moved by Trustee Montgomery and seconded by Trustee Keith to approve purchase orders for April 2014. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Change Order Number Five in the amount of \$32,018.15 and add two days to the time for completion for Bid #02-0809, Administration Building Renovation Project.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CURRICULUM

- Item 7:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the new courses and modified courses.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

ACADEMIC CALENDAR

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the revised 2014-2015 Academic Calendar.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the proposed 2015-2016 Academic Calendar.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Keith 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 11:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 13:** In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, it was moved by Trustee Keith and seconded by Trustee Montgomery to approve Resolution #2013-14-10 to transfer one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLAIMS

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to reject the claim, submitted on May 7, 2014, in the amount of \$6,310.42 as a result of damage to a personal automobile and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

- Item 15:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the employment of Ms. Natalie Desimone effective July 1, 2014, in a full-time tenure track position (a first year contract of 175 days over a twelve month period) in the discipline of Counseling – Career, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,732.00 annually plus health and statutory benefits. (Page 105)
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 16:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the employment of Ms. Renee Liskey effective August 22, 2014, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Dance, at a salary placement of Class 1, Step 7, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$62,488.00 annually plus health and statutory benefits. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

- Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of BP 4021 Program Discontinuance and BP 4250 Probation, Dismissal, and Reinstatement.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the first reading of BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5150 Extended Opportunity Programs and Services, BP 5400 Associated Students Organization, BP 5410 Associated Students Elections and BP 5700 Athletics. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 19:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of BP 2015 Student Trustee.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PROCLAMATIONS

Item 20: Moved by Trustee Montgomery and seconded by Trustee Ortell to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 18-24, 2014, as Classified School Employees Week.

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

GOVERNING BOARD SUGGESTIONS FOR FUTURE AGENDA TOPICS

Board President Rasmussen asked each trustee for suggestions for future agenda topics which are listed below:

Trustee Ortell:

- None

Trustee Dickerson:

- Percentage of graduates of UCs, Cal States, and private institutions
- Information or conversation about our students who are going into the job market – where do they go?
- Financial Aid – how our students access it and are informed about it
- Online course success rate
- Reporting of sexual abuse cases on our campus

Trustee Montgomery:

- None

Trustee Keith:

- Protocol about the process of submitting an agenda item
- CTE courses
- Disciplines

Board President Rasmussen:

- Follow-up on the Education Summit

CLOSED SESSION: At 5:15 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, (CAFF) 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(b)(1): Public Employee Performance Evaluation: Superintendent/President.

Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.

RECONVENE OPEN SESSION: At 5:54 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:55 p.m., it was moved by Trustee Dickerson and seconded by Trustee Montgomery to adjourn the meeting.

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

June 17, 2014
Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees