

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

June 17, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, June 17, 2014, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 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; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Sara Gonzales-Tapia, Lan Hao, Dana Hester, Martha McDonald, Lucinda Over, Gerald Sequeira, Linda Welz, and Jody Wise

Faculty: David Overly, Rebecca Ruud, and Alfie Swan

Supervisor/Confidential: Tedd Goldstein, Marilyn Grinsdale, Gerald Helm, and Eric Magallon

Classified Staff: Robert Coutts, Rose Ann Manfre-Campillo, and Marian Manfre-Winchester

Adjunct Faculty: Cecil Brower

Students: Cameron Wisdom

Citrus College Foundation: Clarence Cernal, Chris Garcia, and Tom Gerfen

Professional Experts: Monica Christianson

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, thanked all those who contributed to the remodeling of the Administration Building, including the beautiful new boardroom where the meeting was held.

Dr. Perri said the college's 98th Commencement ceremony was an exciting day, with 528 students participating in the ceremony. She said it is always a rewarding day for administrators, faculty and staff. There were a record number of graduates again this year, and she was proud to report that 61 percent of them graduated with honors. Dr. Perri thanked Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and Ms. Tonya Ryan, Administrative Assistant, for the tremendous amount of effort they contributed to this successful event.

Following Commencement, the Citrus College Foundation hosted 61 guests at the 52nd Annual Distinguished Alumni Awards Luncheon. Dr. Perri said each of the three Distinguished Alumni Award recipients did a great job of sharing their own "Citrus story" with the audience. She thanked Ms. Christina Garcia, Foundation Director, and Mr. Clarence Cernal, Administrative Assistant, for planning a beautiful event.

Dr. Perri introduced Mr. Tedd Goldstein, past president of the Supervisor/Confidential Team, who introduced the Student Worker of the Semester.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that 528 students walked at Commencement. This number was up from last year when 495 students walked, and it set a new college record.

Dr. Spor said, with the Board's approval, Ms. Jennifer D'Amato will be joining the Citrus College Registered Nursing Program as a full-time, tenure track nursing instructor. Ms. D'Amato's career experience includes nursing positions at Kaiser Permanente and Arcadia Methodist Hospitals. She holds a bachelor of science degree in nursing from California State University, Los Angeles, and a master of science degree in nursing from the University of Phoenix.

Claudette Dain, Vice President of Finance and Administrative Services, thanked all those who coordinated and participated in the Administration Building Reopening ceremony. She said a lot of staff time went into getting the building ready to open, and she expressed her appreciation to all those involved.

Ms. Dain said the state budget has been finalized, and it is very similar to the Governor's May Revise. The college's tentative budget for 2014-2015 was on the agenda for Board approval. Any revisions that are needed will be incorporated into the adopted budget in September.

Lisa Villa, Academic Senate President, said the Academic Senate approved 14 APs and BPs at their final meeting of the semester on May 28, 2014. They also installed new officers, with the assistance of Dr. Perri and Dr. Spor, and they distributed certificates of appreciation to the senators and representatives. At the meeting, Ms.

Villa shared the results of a survey of the California community colleges that she conducted over the past year regarding term lengths and structures of all of the local Academic Senate executive boards. Ms. Villa said their goal for the year, "improving communication," was in evidence throughout the year. She thanked her colleagues, staff, students, administrators, Dr. Perri, and the Board of Trustees for an excellent year of good communications, leadership and collaboration.

Robert Coutts, CSEA President, said the CSEA executive board met on June 10, 2014, and approved all of the APs and BPs on the agenda. He thanked Dr. Sammis for meeting with them to clarify BP 3050, Institutional Code of Ethics. Mr. Coutts said the CSEA negotiating committee met and assembled a sub-committee to review modifications to the education and experience requirements on the classified job descriptions. They will gather input from employees and forward it to the negotiating team.

CSEA's delegates to the 2014 CSEA State Conference, Ms. Cathy Day, Administrative Secretary II; Ms. Cynthia Patino, Administrative Assistant; and Mr. Coutts are coordinating with other regional chapters to arrange a pre-meeting to share perspectives on this year's resolutions.

On behalf of the classified staff, Mr. Coutts thanked everyone who participated and helped with the Staff Appreciation Breakfast on May 30, 2014. He said it was reported to be the most entertaining theme in the history of the event.

Fariyah Chowdhury, Student Trustee, said ASCC completed their elections for the fall 2014 executive board. She introduced Mr. Manuel Ramirez, the new ASCC President, who was present at the meeting. The current board is in the process of nominating and appointing new members to fill board positions. ASCC's Centennial subcommittee is planning events for the Centennial, including a halftime show for the football game. Ms. Chowdhury said the ASCC executive board also passed out goodie bags during finals week to over 500 students.

Joanne Montgomery, Vice President, Board of Trustees, reported on several recent college and community events. She said 26 Citrus College students received certificates at the dental assisting graduation ceremony. She has also attended several graduations in the community, and she handed out \$500 Bright Futures scholarships from Citrus College to deserving students.

Trustee Montgomery congratulated Dr. David Kary, Astronomy faculty, on being named distinguished faculty member of the year. She also thanked Dr. Spor and the Commencement Committee for the spectacular ceremony this year. Trustee Montgomery commented on the beautiful new boardroom and said the sound was excellent.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, thanked the Superintendent/President's Office and administration for responding to her inquiries, as she seeks to become better acquainted with the college.

Trustee Dickerson said the many events leading up to Commencement were excellent. She said the staff did an outstanding job, and our students are spectacular. She was especially proud of two Azusa students who had prominent roles in the ceremony, Mr. Tyler Hernandez, who provided the Commencement speech, and Ms. Chowdhury, who lead the procession. She gave kudos to the faculty and students for their outstanding work this year. She also found the Alumni Reception following the event enjoyable and inspiring.

Edward C. Ortell, Member, Board of Trustees, thanked the Legislature for passing the budget on time and giving the college something concrete with which to work. He said, while the budget is not perfect, it is a good budget and it addresses the future funding of state retirement systems.

Susan M. Keith, Member, Board of Trustees, reviewed a variety of end-of-the-year events she has attended. She said she is looking forward to presenting a Certificate of Appreciation to the Active Claremont Association for their support of the college.

Trustee Keith commented on the upcoming meeting of the California Community Colleges Trustees (CCCT) board. She said the topic of accreditation is on the agenda, as she is certain it will be a lively discussion. Trustee Keith also read highlights from a letter from the new CCCT board president.

Trustee Keith wished the college community a safe, relaxing, happy vacation.

Patricia A. Rasmussen, President, Board of Trustees, commented that the Achievement Awards were held in the Haugh Performing Arts Center this year, and it provided a nice, new venue. She said the Classified Staff Appreciation Breakfast was a very fun event. She also enjoyed the college's spring music concert, which featured the orchestra and all of the choirs. She praised Commencement, the Alumni Reception and the Veterans' Ceremony. She added that the speeches at the Veterans Ceremony were wonderful and very moving.

Board President Rasmussen was pleased to see that the *Focus on Student Success* publication from the Chancellor's Office features Citrus College on the first page. She also congratulated the CAPE Owls for getting a lot of good publicity in the press, and she commented that their project is featured in a display in the College Library. She said there is much evidence of student success collegewide.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Ortell to approve the regular meeting minutes of May 27, 2014, as submitted.

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

- Item 2:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the retreat meeting minutes of May 28, 2014, as submitted.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen)

INFORMATION AND DISCUSSION

Bridges to Success and College Success Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs.

Bridges to Success (Title V HSI Grant) and College Success (Basic Skills Initiative) continue to fund programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the Superintendent/President and the Board of Trustees.

Ms. Rebecca Rudd (Bridges to Success Project Director), Ms. Suzanne Martinez (College Success Coordinator), and the following provided a brief update of the programs:

- Jody Fehr-ESL/English Instructor & Lab Supervisor/College Success Center & Writing Café
- David Overly-English Instructor/Supplemental Instruction
- Carsten Dau-English Instructor/Faculty Lead
- Nancy Quinones-Ethnic Studies Instructor/Learning Community Faculty
- Rudy Gonzalez-Math Faculty/New Math 32/142 courses
- Lucinda Over-Counseling Dean/Counselors

Athletics Program Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs.

Citrus College athletics is a student success program and provides unparalleled opportunities for students to develop skills that greatly contribute to their success inside and outside of the classroom.

Dr. Spor introduced Ms. Jody Wise, Dean of Athletics, who presented an update on the athletic program and Title IX. Her report focused on the success rates of Citrus College athletes and some of the requirements and challenges of complying with Title IX. She thanked her Assistant Athletic Directors, Ms. Mary Brawner and Mr. Cliff Wurst and Mr. Andrew Wheeler, Sports Information Coordinator, for their support and contributions to her report.

INDEPENDENT CONTRACTORS

- Item 3:** 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).

FACILITIES USE

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve facility rentals and usage.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve purchase orders for May 2014.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2013-2014 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INSTITUTIONAL MEMBERSHIPS

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the 2014-2015 institutional membership list.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BIDS

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to reject all bids received for Bid# 03-1213, PC Dental Modernization Project, and direct the re-bidding of the project.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SURPLUS PROPERTY

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Dickerson 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. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the Student Salary Schedule with a single hourly rate of \$9.00 per hour effective July 1, 2014.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 13:** 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 14:** 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.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 15:** Authorization is requested 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 16:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the 2014-2015 tentative budget.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 17:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve Resolution 2013-14-11 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2014-2015 fiscal year, between District funds whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve Resolution 2013-14-12 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2014-2015 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$52,208,922. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

Item 19: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the continued employment of Mr. Efren Rangel with a start date of July 1, 2014, (original start date was June 3, 2013) as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 3, Step 8, on the Full-Time Faculty Salary Schedule totaling \$71,106.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1, 2014 and June 30, 2015. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 20: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Ms. Jennifer D'Amato effective August 22, 2014, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually plus health and statutory benefits. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – MANAGEMENT

Item 21: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the continued employment of Dr. Marianne Smith with a start date of July 1, 2014 as the categorically funded Grant Project Director Title V RACE to STEM Grant at a salary placement of \$101,825.00 annually, plus health and statutory benefits. The assignment includes 222 contract days between the period of July 1, 2014 and June 30, 2015. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

Item 22: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the second reading of BP 4021 Program Viability and BP 4250 Probation, Dismissal, and Reinstatement. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 23: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the second 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).

BOARD OF TRUSTEES

Item 24: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the addition of one or more of the following topics to the July 15, 2014, Board agenda (These items may appear as either an information or action item.):

- Protocol about the process of submitting an agenda item
- 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
- CTE courses
- Disciplines
- Follow-up on the Education Summit

Trustee Keith amended her motion to read as follows: The issue of “*protocol about the process of submitting an agenda item*” be added to the August 12, 2014, Board Goal Setting Work Session for additional discussion. Motion seconded by Trustee Dickerson.

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

CLOSED SESSION: At 5:20 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.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

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.

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX42.

RECONVENE OPEN SESSION: At 6:38 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE

Item 25: The Board of Trustees took action in closed session to suspend a classified employee for nineteen days without pay.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

Item 26: Moved by Trustee Montgomery and seconded by Trustee Dickerson, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student # AXXXXXX42.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of the external survey conducted via Survey Monkey by members of President’s Council. They also reviewed and discussed the results of their self-evaluation survey.

The Board’s ad-hoc committee to “recommend the instrument or process to be used in Board self-evaluation plan” (Board President Rasmussen and Trustee Keith) plan to meet prior to the August 12, 2014, Board Goal Setting Work Session to revise the self-evaluation instruments for next year.

ADJOURNMENT: At 6:59 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery to adjourn the meeting.

July 15, 2014
Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees