

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

March 18, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, March 18, 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:** Monica Christianson, Paula Green, Lan Hao, Dana Hester, Jim Lancaster, Martha McDonald, Eric Rabitoy, Gerald Sequeira, Linda Welz, and Jody Wise

**Faculty:** Roberta Eisel, Bruce Langford, and Dave Ryba

**Supervisors/Confidential Team:** Tedd Goldstein, Marilyn Grinsdale, and Kristina Hannon

**Classified Staff:** Peggy Amundson, Robert Coutts, Joyce Miyabe, Cathy Napoli, and Anna Ramirez,

**Adjunct Faculty:** Cecil Brower

**Students:** Alejandra Morales

**Citrus College Foundation:** Clarence Cernal and Chris Garcia

**VISITORS:** Lois Papner

Dr. Geraldine M. Perri, Superintendent/President, indicated that agenda item I.4., (*requesting approval of Resolution 2013-14-08 authorizing the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2014D*) was being pulled from the agenda.

## **INFORMATION AND DISCUSSION**

### **Above and Beyond Classified Development (ABCD) Award – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**

This was the fifth time the *Above and Beyond Classified Development (ABCD) Award* was presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership of Clarence Cernal, committee chair, and Dr. Eric Rabetoy, coordinator of the project and Dean of Natural and Physical Sciences and Library Services. The award is conferred quarterly with consultation and recommendation from managers and vice presidents.

Dr. Perri was pleased to announce that Ms. Peggy Amundson, Transcript Evaluator, was the fifth recipient of the ABCD Award. As Transcript Evaluator, Ms. Amundson is the sole evaluator of every degree, certificate and skill award that students earn, as well as certifications for transfer students. Ms. Amundson is known as a diligent employee and a wonderful person. Mr. Robert Coutts, CSEA President, said Ms. Amundson is an outstanding classified staff member, and he thanked Dr. Perri, members of the Board and the Staff Development Committee for recognizing classified staff.

### **Citrus College Space Owls Cosmic Research Team– Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**

The Space Owls Cosmic Research team is a member of the Citrus College Research in Science and Engineering (RISE) family. Ms. Lucia Riderer introduced the team comprised of Physics, Recording Technology, and Business students:

Fariyah Chowdhury  
Andrea Lopez  
Robert Tacawy  
Laura Sandoval  
Stephen Andrade  
Carina Kaainoa

The students introduced themselves and described their current project, which involves launching a weather balloon to record any sound emitted by the Aurora Borealis.

Board President Rasmussen thanked the team for bringing positive recognition to the college and for their work with local K-12 students.

**Geraldine M. Perri, Ph.D., Superintendent/President**, reported that the college held a very successful Spring FLEX Day on February 18, 2014. Activities included a panel discussion on emergency preparedness, where representatives from Santa Monica College spoke about the active shooter situation that occurred on the campus. Members of the Citrus College Campus Safety Team, led by Dr. Martha McDonald, Interim Executive Dean, provided an update on the college's emergency preparedness measures. Dr. Perri thanked Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center; the members of the Faculty Learning Institute; and Dr. Rabbitoy, and his staff, for coordinating FLEX Day.

Dr. Perri reported that the families of high school seniors in each of the college's K-12 unified school districts (USD) were recently mailed brochures that included a cover letter signed by her and the respective USD superintendent. The brochure provided the "top ten" reasons for high school seniors to choose Citrus College. Dr. Perri thanked Ms. Linda Welz, Chief Information Services Officer; Mr. Tedd Goldstein, Supervisor, Superintendent/President's Office; and Ms. Paula Green, Director of Communications, for their efforts in producing the brochures.

**Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs**, reported that the Rocket Owls conducted a very successful Rocket Day workshop for 25 GATE students in grades 3-8. He announced that all three RISE teams' abstracts were selected to participate in the Chinese Institute of Engineers-Southern California STEM Competition. Dr. Spor said 101 applications were received for the STEM Summer Research Experience 2014. It is anticipated that about 40 students will be placed at venues such as Cal Poly, Pomona; California State University, Fullerton; City of Hope, Jet Propulsion Laboratory, Oak Crest Institute of Science, and Chapman University.

Dr. Spor reported that EOP&S is serving 653 students for 2013-14. This is the largest number since 2009. EOP&S counselors are currently completing graduation checks and applications for 128 EOP&S students. A college fair will take place on March 19, 2014, with more than 40 colleges scheduled to attend. Following the fair, the Transfer Task Force, comprised of four-year universities; local feeder high school representatives; and Citrus College faculty, staff and administrators, will meet.

**Claudette Dain, Vice President of Finance and Administrative Services**, reported that the Chancellor's Office has released the apportionment recalculations for 2012-2013, and the amounts are favorable for Citrus College. The Chancellor's Office has also released the first period apportionment reports for 2013-14, and budget revisions

are being presented to reflect the revised information. Ms. Dain said the state's General Fund revenues are coming in above the Governor's budget projections for 2013-14.

Ms. Dain reported that renovations to modify the Infant Center space to accommodate the Veteran's Center and the Youth Empowerment Strategies for Success (YESS) programs are completed. The space has been renamed the Integrated Success Center. She said progress on the Administration Building is consistent with the revised schedule.

**Lisa Villa, Academic Senate President**, reported on state and local Academic Senate activities. She said the statewide Academic Senate's Area C meeting will be held on March 22, 2014. Spring Plenary will take place April 10-13, 2014, in San Francisco. The local Academic Senate has promptly implemented the new Brown Act requirement that requires local agencies to report publicly the vote on actions taken for each member of their governing body. Ms. Villa said elections for Academic Senate officers are officially underway. She added that faculty members are appreciative of the opportunity to participate on college workgroups and committees.

**Robert Coutts, CSEA President**, said the chapter has nominated delegates for the annual CSEA State Conference in August. This will be the first statewide conference for CSEA President Mike Bilbrey. The chapter nominated 12 members to serve on their Negotiations Committee. Five members of this committee will form the negotiating team to meet with District representatives to renew their collective bargaining agreement. CSEA is also scheduling meeting dates for their Orientation and Job Requirements Committees.

**Mariana Vega, Student Trustee**, reported on ASCC's Welcome Week for the spring semester. Highlights included a Financial Aid booth and an inspiring talk by Kevin Lyman, a Fine and Performing Arts alumni and successful concert promoter. She reminded everyone of the upcoming Cesar Chavez Blood Drive.

**Joanne Montgomery, Vice President, Board of Trustees**, attended a State of Duarte USD event, which showcased Duarte schools. She said Citrus College is thought of highly by Duarte USD. Trustee Montgomery thanked Ms. Christina Garcia, Foundation Director; and Mr. Tom Gerfen, Foundation board president; for participating in the Monrovia Reads event. She said Monrovia Reads appreciates Citrus College's support of the event over the years.

**Susan M. Keith, Member, Board of Trustees**, reported on her attendance at the Association of Community College Trustees' National Legislative Summit in Washington, D. C. Trustee Keith said that Citrus College students and the college have received more than \$11.3 million in federal funds for the first half of the academic year, an amount that is expected to double by year end. She and representatives from Chaffey College and Mt. San Antonio College met with four local congressional representatives to discuss several issues, such as services for student veterans and Pell Grants. She commented that advocacy efforts by Citrus College delegates in

previous years contributed to greatly increasing Pell Grant awards for California community college students. Other topics at the summit included improving the FAFSA application, lowering borrowing rates on student loans, and President Obama's rating system for higher education.

Trustee Keith attended an excellent career workshop on campus for middle school girls, which focused on STEM careers, and the annual High School Counselor's Breakfast, which highlighted the amount of regulations for which high school and college counselors are responsible.

**Edward C. Ortell, Member, Board of Trustees**, commented on the success of the college's advocacy efforts in bringing the terminus of the current phase of the Gold Line to Citrus College, rather than stopping in Irwindale, which was the original plan. He said the Duarte Station, which is adjacent to the City of Hope, is progressing well. Trustee Ortell is looking forward to the positive impact the Gold Line will have on Citrus College students and the local freeways.

**Barbara R. Dickerson, Clerk/Secretary, Board of Trustees**, attended the State of City of Azusa breakfast with Dr. Perri. Several Azusa residents commented they were pleased to see Dr. Perri at the event. Trustee Dickerson also attended the recent Azusa City Council meeting and the Azusa USD meeting, where she spoke about the advantages of college's Early Enrollment program.

Trustee Dickerson gave kudos to a number of individuals, groups and programs on campus. She praised Ms. Riderer for the many outstanding RISE activities; Ms. Amundson for receiving the ABCD Award; the Steering Committee for the informative "required reading" article; the new Veteran's Center, to which she has directed three local veterans' groups; and the workshop for middle school girls that focused on STEM careers.

**Patricia A. Rasmussen, President, Board of Trustees**, attended FLEX Day, which she said was a fine event. She commented on the presentations by Santa Monica and Citrus College's Campus Safety teams, saying it is good to know what a college that has experienced an active shooter situation has done to prepare for the future.

Board President Rasmussen attended the Empty Bowls fundraiser, where soup was served in bowls made by Citrus College and Covina students. She thanked Mr. Mike Hillman, Fine Arts instructor, and his staff and students for their participation. Trustee Rasmussen commented that the adjunct faculty had a great orientation, where a variety of important and timely topics were discussed.

#### **MINUTES:**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the regular meeting minutes of February 4, 2014, as submitted.

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

## HEARINGS

Board President Rasmussen opened a public hearing at 5:00 p.m., for the purpose of hearing public viewpoints with regard to entering into an Energy Service Contract to upgrade air handling equipment and controls at the Campus Center, and LED lighting District-wide.

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

## INFORMATION AND DISCUSSION (continued)

### **Accreditation Update – Arvid Spor and Roberta Eisel, Accreditation Co-Chairs**

Dr. Spor and Ms. Roberta Eisel provided an overview of the current accreditation process and timeline including the 2015 Self-Evaluation and the annual report due March 31, 2014.

### **Citrus College Foundation Presentation – Christina M. Garcia, Foundation Director**

The Citrus College Foundation ended its second quarter of the 2013-2014 fiscal year on December 31, 2013.

Ms. Christina M. Garcia, Foundation Director, presented a 2013 year-end and financial report of the Foundation.

## 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 USAGE

**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 January and February 2014. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve purchase orders for January and February 2014.

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

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Keith to increase the Golf Driving Range Fund revolving fund account from \$1,700.00 to \$1,900.00.

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

### **SURPLUS PROPERTY**

**Item 7:** Moved by Trustee Montgomery and seconded by Trustee Keith 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).

### **FIELD TRIPS**

**Item 8:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve a field trip to the Shell Eco-marathon Competition in Houston, Texas, April 25-27, 2014 for seven students and two faculty advisors.

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

**Item 9:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve a field trip to the NASA University Student Launch Program competition in Salt Lake City, Utah, May 12-19, 2014, for eight students and one faculty.

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

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the revised field trip/tour for thirty-eight (38) students from MUSC175 Jazz Ensemble Tour I, MUSC177 Professional Performance Techniques, and THEA295 Summer Concert Touring, plus a guest artist and manager, and seven (7) staff members to perform in Hawaii from June 26 through July 14, 2014.

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

### **PERSONNEL RECOMMENDATIONS**

**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 academic employees. (Page 38)

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

**Item 12:** 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 13:** 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 14:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the attached budget revisions for funds 01.0, 01.3, 41.0, 42.0, 72.0, and 74.0 for the fiscal year 2013-2014.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CONTRACTS**

- Item 15:** Moved by Trustee Montgomery and seconded by Trustee Ortell to adopt Resolution 2013-14-07 and authorize the Vice President of Finance and Administrative Services to execute the Energy Service Contract on RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services, on behalf of the District. The Energy Service Contract cost of \$418,651 is within budget and will be funded from Proposition 39 and Fund 41 Capital Projects funds.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**TENURE**

- Item 16:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Sally (Sarah) Bosler for the 2014/2015 academic year.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 17:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Lanette Granger for the 2014/2015 academic year.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Maria Morrish for the 2014/2015 academic year.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 19:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Mr. Raul Sanchez for the 2014/2015 academic year.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOARD POLICIES**

- Item 20:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the first reading of BP 5015 – Residence Determination and BP 5210 – Communicable Diseases.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).



**CLOSED SESSION:** At 5:37 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.**

**RECONVENE OPEN SESSION:** At 6:04 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

**PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE**

**Item 21:** The Board of Trustees took action in closed session to approve a five day unpaid suspension for a Gardner I. The vote was 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**ADJOURNMENT:** At 6:05 p.m., it was moved by Trustee Montgomery and seconded by Trustee Dickerson to adjourn the meeting.

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

April 8, 2014

Date

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Barbara R. Dickerson  
Clerk/Secretary  
Board of Trustees