

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

December 6, 2016

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, December 6, 2016, in the Administration Building Board Room.

Outgoing Board President Keith called the meeting to order at 4:15 p.m. Student Trustee Chavez Ramos 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 Jennifer Chavez Ramos (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Martha McDonald, Vice President of Student Services; Arvid Spor, Vice Present of Academic Affairs; Robert L. Sammis, Director of Human Resources; Gina Hogan, Academic Senate President; and Christine Link, Recording Secretary.

ADMINISTRATORS, EMPLOYEES, STUDENTS, AND VISITORS SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Rosalinda Buchwald, Lan Hao, Dana Hester, Bob Iverson, Jim Lancaster, Todd H. Owens, Eric Rabitoy, Robert Slack, Marianne Smith, and Linda Welz

Faculty: Gina Hogan, Dave Ryba, and Paul Swatzel

Supervisor/Confidential: Leigh Buchwald, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Staff: Terri Worthington

Foundation & Alumni: Chris Garcia and Tom Gerfen

Adjunct Faculty: Cecil Brower

Students: Gloria E. Camacho

Guests: Cesar F. Camacho and Gema Ptasinski,

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by recognizing Mr. Leigh Buchwald, Supervisor/Confidential Team President, who, along with Ms. Lari Kirby, Distance Education Supervisor, presented the award for Student Worker of the Semester for fall 2016. The award went to Ms. Gloria Camacho, who was described as having a terrific work ethic, superb organizational skills and a good eye for detail. She received a check for \$150 from the Supervisor/Confidential Team. Dr. Perri congratulated Ms. Camacho.

Dr. Perri commented that this has been a very active year. She provided some highlights of the college's accomplishments, including the completion and ribbon cutting ceremony for the Visual Arts Building; the completion and Board approval of the 2016-2021 Strategic Plan and the first year Annual Implementation Plan; the celebration of the Foundation's 50th anniversary; the annual Board Retreat and the development of their 2016-2017 goals; the opening of the Citrus Avenue street extension near the Gold Line; a collegewide forum, where the draft of the Accreditation Follow-up Report was presented; and MOUs for AB 288, recommending that the college enter into individual partnerships with the district's five unified school districts to provide dual enrollment programs.

Dr. Perri recognized and thanked Outgoing Board President Keith for her leadership as Board President and for her continued commitment to excellence. She said Trustee Keith has done a wonderful job throughout the year.

Dr. Perri reminded everyone to attend the 7th Annual Holiday Social on December 8, 2016, and she wished the college community a wonderful holiday season.

Arvid Spor, Ed.D., Vice President of Academic Affairs, reported that the college has participated in a lot of activities with the high schools this year. Work with Sierra High School, in part due to efforts by Student Trustee Chavez Ramos and Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, resulted in 62 Sierra High School students enrolling in Counseling 160 for January 2017. He said there was a tremendous response to the opportunity on the part of students and their parents.

Dr. Spor said the college held its first Discipline Council meeting, where faculty from Citrus College met with faculty from Monrovia, Azusa and Claremont Unified School Districts. They talked about class content, Common Core, AB 288 opportunities and other issues. All participants indicated a desire to meet on a regular basis.

Dr. Spor provided a fall sports wrap-up. He said there were more than 50 All-Conference athletes, and freshmen Jonathon Wong and Hunter Olivier and the men's and women's water polo teams were also named All-Southern California and All-Americans.

Dr. Spor said, this fall, the librarians have conducted 141 instruction sessions, a 26 percent increase over last fall. The library also hosted a Therapy Dogs week to help students cope with pre-test stress before finals.

Dr. Spor said the college's computer science students took second place in the intermediate division at a 5C Hack-a-thon, held at the Claremont Colleges. They were the only community college competing against four-year students. He thanked Mr. Roberto Solis, Computer Information Systems faculty, for equipping his students with the skills to compete at this level.

Dr. Spor introduced Mr. Robert Slack, Dean of Visual and Performing Arts, who introduced Ms. Cherie Brown, Theatre Arts faculty. Ms. Brown provided an overview of a trip to the Kingdom of Norway, during which the college's Theatre Arts Program performed the original play, *The Epiphany*, by Dr. Bruce Solheim, History faculty. The Kingdom of Norway invited the Theatre Arts Program to perform the play and also sponsored the trip. Ms. Brown introduced Mr. Neil H. Weiss, adjunct Theatre faculty and the play's director; Mr. Dan Volonte, Theatre Arts faculty; and several students, who contributed to the performance. Ms. Brown said the experience was a life-changing event for all those who participated. She thanked ASCC, the Citrus College Foundation, Mr. Slack, the Performing Arts staff, Dr. Perri and the Board for their support, which made this opportunity possible.

Martha McDonald, Ed.D., Vice President of Student Services, reported that, in an effort to better prepare high school students for college, the School Relations and Outreach team provided Early College Program application workshops at Claremont, San Antonio, Sierra and Monrovia High Schools. Another workshop is scheduled at Claremont High School in December.

Dr. McDonald said the priority filing period for the California State University and the University of California (UC) began in October and November, respectively. This fall, the UCs moved to a short answer "Insight Question" format, rather than essays. She said the college's Transfer Center Team has provided weekly Open Forums to assist students with their applications. In the last few weeks over 600 students have been served in the Open Forum workshops. During the last few days of November, the Transfer Center Resource Room was full at all times. She gave a special thanks to the Transfer Center and Counseling faculty, as well as to Ms. Maria LeDuc, Educational Adviser; Ms. Heather Hendrickson, Secretary; Mr. Dan Weber, adjunct Counselor; and Ms. Raquel Gutierrez, adjunct Counselor.

The Institute of International Education publishes an annual report called "Open Doors," which ranks the top 40 associate degree granting colleges based on the number of international students out of approximately 1,108 community colleges and many more private two-year institutions. Dr. McDonald said Citrus College made the top 40 list for the first time in 2014-2015, and she was happy to report that college has been listed in the top 40 for 2015-2016 as well.

Dr. McDonald said the EOP&S/CARE/CalWORKs program recently held their annual Adopt an Angel event. Sixty-three students and 75 children participated. The Visual and Performing Arts program provided Santa, and ASCC provided the refreshments. Dr.

McDonald said it was a joyful event, and the students and children were extremely grateful.

Claudette E. Dain, Vice President of Finance and Administrative Services, said, in an effort to provide more affordable course material options to students, the Owl Bookshop has entered into an agreement with a third party to offer students extended access to digital course content, either online or inside the Owl Bookshop. The plan is to make these resources available for the spring 2017 semester.

Beginning in calendar year 2017, Fiscal Services will be partnering with Schools First Federal Credit Union to allow Citrus College employees to participate in an additional tax-sheltered annuity option. Ms. Dain said the college is happy to be able to facilitate this program, which is offered by Schools First Credit Union.

Ms. Dain reported that the Hayden Hall project is on schedule and going well. She said demolition is 80 percent complete, and framing, site utilities and concrete work are all underway.

Ms. Dain said the college's audit reports were on the agenda for Board approval. Fiscal Services is very pleased that the District compliance and financial report, the Citrus College Foundation report, and the Measure G Proposition 39 performance and financial report, all received clean, unmodified opinions, which is the highest level opinion that is given. Ms. Dain thanked Ms. Rosalinda Buchwald, Director of Fiscal Services, and Mr. Todd Owens, Associate Director of Fiscal Services, for their fiscal leadership and oversight.

Robert Sammis, J.D., Director of Human Resources, reported that they kicked off the classified staff development activities on November 16, 2016, with a Color Code presentation by Dr. Maryann Tolano-Leveque, Dean of Students. He said the presentation was well done. In January, classified staff will have opportunities to train on Outlook and Excel, and additional training will continue throughout the year.

Gina Hogan, Ed.D., Academic Senate President, said the Academic Senate held its last meeting for the semester on November 30, 2016. At that meeting, discussion centered on the consideration of a new software program called Taskstream. If adopted, Taskstream would help with various processes, including student learning outcomes, program review and accreditation.

Dr. Hogan said the next Academic Senate meeting will be on March 8, 2017.

Dr. Hogan said the Academic Senate leadership extends gratitude to all faculty members and leaders for their diligent work this semester. On behalf of all of the Citrus College faculty and the Academic Senate leadership she extended warm wishes to the Board of Trustees and the entire college community for a wonderful holiday season.

Jennifer Chavez Ramos, Student Trustee, said ASCC members volunteered to help set up and staff the EOP&S/CARE/CalWORKs Adopt an Angel event.

Student Trustee Chavez Ramos said ASCC's recent elections resulted in new ASCC board members who will be introduced to the Board of Trustees next semester.

Student Trustee Chavez Ramos said Night Owls will take place December 5 – 7, 2016, and students can attend from 5 to 10 p.m. to study for their finals and enjoy refreshments.

Student Trustee Chavez Ramos said Ms. Katie Gagnon, Special Project Manager from Foothill Transit, gave ASCC an overview of the educational campaign that will take place during the spring semester to inform students about the Class Pass. The program, which allows students to ride free on Foothill Transit busses, is expiring at the end of the spring semester, and students will need to vote in favor of a student fee to retain the program. ASCC will help distribute information during the campaign.

Student Trustee Chavez Ramos said ASCC mentors will attend the Parent Report Card Night at Sierra High School. They will be there to meet and greet students and parents and provide information about Citrus College. The following week, ASCC will host a Citrus College career night at Sierra High School. Mentors will share information about their experiences at Citrus College and various student services. Student Trustee Chavez Ramos said several Sierra High School faculty members are now on board with ASCC's mentor program.

Student Trustee Chavez Ramos thanked Ms. Christine Link, Executive Assistant, for helping her register for the 2017 National Legislative Summit. She also thanked the faculty and the members of the Board for their support during the fall semester.

Barbara R. Dickerson, Outgoing Vice President/Incoming President, Board of Trustees, said she heard concerns from members of her community about anxiety at the high school level regarding the outcome of the election. She applauded Dr. Perri for ensuring there were counseling services available to Citrus College students who had similar concerns.

Trustee Dickerson said the recent edition of the *Clarion's Logos* magazine was amazing. She particularly enjoyed the opinion piece, "Giving is More than Spending Money." She said the articles were very thoughtful, and she appreciated the effort exhibited by students on the *Logos* staff.

Trustee Dickerson attended an Owl's basketball game, and she enjoyed the competition and appreciated the professionalism of the coach.

Regarding the Community College League of California (CCLC) conference in November, Trustee Dickerson said she focused her time on career technical education (CTE) sessions and sessions on student health and student support services.

Trustee Dickerson wished everyone a very restorative break, and she thanked them for their work throughout the semester.

Patricia A. Rasmussen, Outgoing Clerk/Secretary, Incoming Board Vice President, Board of Trustees, expressed appreciation for the photography and articles in *Logos*, and she said she is certain it will be an award winning publication. She said the *Clarion* has also done a great job this semester.

Trustee Rasmussen said *Christmas Is...* was a fantastic performance, as always. She said she observed busloads of people arriving to attend the production.

Trustee Rasmussen said she appreciated receiving the informative and detailed document on CTE programs at Citrus College.

Trustee Rasmussen attended the CCLC conference, and she focused on workshops on the Brown Act, ethics and transformational leadership. She also attended the session presented by Dr. Perri; Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness; Dr. Spor; and Dr. McDonald on long-range planning. She congratulated them on a wonderful presentation.

Trustee Rasmussen attended the college's recent Accreditation Forum. She said she is pleased the college is now in the mindset that accreditation is an ongoing process for continuous improvement and development. She said it also provides a good opportunity for the college to look at where we are and what we are doing.

Trustee Rasmussen wished everyone happy holidays, and she thanked them for all they do for students.

Edward C. Ortell, Member, Board of Trustees, congratulated the water polo teams and the women's soccer team on a great season. He said the college's excellent extracurricular programs make Citrus College a comprehensive community college.

Trustee Ortell remarked on the growth of the Citrus College District, saying it has gone from a college with two trustee areas to a college with five trustee areas, and today the college has an enrollment of 20,000 students. He projected that, with the opening of the APU/Citrus College Station, the college could someday become a regional institution.

Trustee Ortell praised the CTE publication, "Career Technical Programs At-a-Glance." He said it is a working document, so it will not receive a large distribution. However, it is just as important, as it is a resource that will be found on counselors' and faculty members' desks. Trustee Ortell said the document contains information on CTE programs, including the curriculum, career information and talking points. He congratulated Dr. Jim Lancaster, Dean of Curriculum, Career, Technical and Continuing Education, and his team on a great publication.

Trustee Ortell wished everyone happy holidays.

Joanne Montgomery, Incoming Clerk/Secretary, Board of Trustees, said she too appreciated the CTE publication. She also complimented the student publications, the *Clarion* and *Logos*.

Trustee Montgomery said she learned a lot at the Accreditation Forum and she appreciated the information that was presented.

Trustee Montgomery said there is a lot of excitement and buzz in Monrovia about a dual enrollment partnership between Citrus College and the Monrovia Unified School District. She is hopeful they will get a program underway soon.

Trustee Montgomery thanked Dr. Perri for riding in the Monrovia Holiday Parade. She said it was a huge parade, and she thanked members of the Citrus and Friends Alumni Association, including Mr. Tom Gerfen, the president of the group, for attending.

Trustee Montgomery wished everyone happy holidays, and she thanked them for all they do for the college.

Susan M. Keith, Outgoing President, Board of Trustees, thanked Dr. McDonald and the Student Services staff for offering support to students who were upset by the results of the national election.

Trustee Keith said that during the CCLC conference, there was a joint meeting of the California Community College Trustees (CCCT) board, on which she sits, and the Chief Executive Officers of the California Community Colleges (CEOCCC) board. She said a statement was unanimously approved reaffirming their strong commitment to the welfare and educational opportunities for all students. Trustee Keith said the statement can be found on the CCLC website. During the meeting, it was reported that the two committees working on accreditation will recommend that the California Community Colleges work with an agency that includes both two-year and four-year colleges and universities. Trustee Keith said the reports of the committees working on accreditation have not been completed, so this recommendation was a preliminary finding.

Trustee Keith commended Ms. Meg O'Neil, English/Journalism faculty, and the staff of *Logos* for a beautiful edition of the magazine.

Trustee Keith said she is looking forward to attending *Christmas Is...* She added that an acquaintance who lives in Los Angeles attends nearly all of the productions at the Haugh Performing Arts Center. In his words, "Citrus College has the best theatre around."

Trustee Keith wished everyone a Merry Christmas, Happy Hanukkah, or just a restful end of the year, and she thanked them for all of their work this year.

MINUTES

Item 1: Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the regular meeting minutes of November 15, 2016.

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

HEARING

Outgoing Board President Keith opened a public hearing at 5:00 p.m. with regard to the AB 288 College and Career Access Pathways Partnership Agreements between the Citrus Community College District and the Azusa Unified School District, Claremont Unified School District, Duarte Unified School District, Glendora Unified School District, and Monrovia Unified School District.

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

INFORMATION AND DISCUSSION

Audit Report Presentations – Claudette E. Dain, Vice President of Finance and Administrative Services

Ms. Dain introduced Ms. Gema Ptasinski, Partner and Certified Public Accountant from Vicenti, Lloyd and Stutzman, LLP, Certified Public Accountants. Ms. Ptasinski presented the college's 2015-2016 audit reports for:

- **Citrus Community College District Annual Financial and Compliance Audit**
- **Citrus College Foundation Audit**
- **Measure G Proposition 39 Financial and Performance Audits**

All audits received unmodified opinions.

BP/AP 2715 Code of Ethics/Standards of Practice – Geraldine M. Perri, Ph.D., Superintendent/President

In order to adhere to ACCJC Accreditation Standards (IV.C.II), AP 2715 Code of Ethics/Standards of Practice states that the "Board of Trustees will review its Code of Ethics Policy at its annual organizational meeting."

Included on the December 6, 2016, Board of Trustees meeting agenda were copies, of the BP/AP. The Board reviewed and discussed the BP/AP and no revisions were requested.

Human Resources Advisory/Staff Diversity Committee – Administrative Procedure – Robert L. Sammis, J.D., Director of Human Resources

- **AP 7101.1 Discrimination Complaint Procedure: Students**

The District’s current discrimination complaint procedure, AP 7101, applies to both employees and students. To ensure compliance with Title IX, AP 7101.1 has been developed to provide for a discrimination complaint procedure specific to students.

The administrative procedure was provided for information to constituent groups on various dates and to the Steering Committee on December 5, 2016.

Academic Support Program Review – College Success Program – Arvid Spor, Ed.D., Vice President of Academic Affairs

Citrus College conducts a five-year cycle of program review throughout the institution to ensure responsiveness to the needs of the college community and to ensure students have the opportunity to achieve outcomes in areas of institutional core competencies.

Programs in the areas of Student Services, Academic Support, and Institutional Support complete a comprehensive report on a five-year cycle. The College Success program completed its comprehensive report in the spring of 2016.

This report was reviewed by representatives of the Program Review Committee using rubrics developed to assess the completeness of responses, analysis of data, and consistency within discussion. Suggestions and comments from the rubric have been forwarded to the program for consideration and improvement. Program representatives also presented their summaries and conclusions to the Educational Programs Committee on October 31, 2016 and to the Steering Committee on November 21, 2016.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify 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 Dickerson to ratify the attached list of facilities usage and rental agreements. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CURRICULUM

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 5:** 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 and volunteers.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 6:** 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 7:** 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).

BOARD OF TRUSTEES

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to elect Barbara R. Dickerson for the office of President of the Board of Trustees for the period from December 6, 2016, through December 5, 2017.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 9:** Moved by Trustee Keith and seconded by Trustee Ortell to elect Patricia A. Rasmussen for the office of Vice President of the Board of Trustees for the period from December 6, 2016, through December 5, 2017.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Keith to elect Joanne Montgomery for the office of Clerk/Secretary of the Board of Trustees for the period from December 6, 2016, through December 5, 2017.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 11:** Moved by Trustee Ortell and seconded by Trustee Keith to elect Joanne Montgomery to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board for 2017.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 12: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to select Edward C. Ortell as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2017.

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

Item 13: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the dates, time, and place for regular meetings of the Board of Trustees for the period of January 1, 2017, through December 5, 2017:

Date/Time: January 17, 2017 @ 4:15 p.m.
February 7, 2017 @ 3:15 p.m.
March 21, 2017 @ 4:15 p.m.
April 4, 2017 @ 3:15 p.m.
May 2, 2017 @ 3:15 p.m.
May 16, 2017 @ 4:15 p.m.
June 20, 2017 @ 4:15 p.m.
July 18, 2017 @ 4:15 p.m.
August 15, 2017 @ 4:15 p.m.
September 5, 2017 @ 4:15 p.m.
October 3, 2017 @ 3:15 p.m.
October 17, 2017 @ 4:15 p.m.
November 21, 2017 @ 3:15 p.m.
December 5, 2017 @ 4:15 p.m.

Place: Citrus Community College District,
Administration Building, Board Room (AD 109)

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

Item 14: Moved by Trustee Rasmussen and Trustee Ortell to select Susan M. Keith and Joanne Montgomery as the Board of Trustees ad-hoc committee to plan an event with members of the Board of Trustees and invited members from their communities during the 2017 calendar year.

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 15: Moved by Trustee Keith and seconded by Trustee Montgomery for the Board of Trustees to receive, review and accept the Annual Financial and Compliance, Foundation, and Measure G Proposition 39 Financial and Performance Audit Reports from Vicenti, Lloyd & Stutzman, LLP, for the fiscal year ended June 30, 2016.

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

SIGNATURES AUTHORIZATION

Item 16: In accordance with the California Community College Budget and Accounting Manual and in accordance with §84030 and §84040 of the Education Code, and in accordance with §58311 of Title 5 of the California Code of Regulations, it was moved by Trustee Rasmussen and seconded

by Trustee Montgomery to approve the attached list of General Signature Authorization and Certification of Signatures for Citrus Community College District business functions and bank accounts.

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

CLAIMS

Item 17: Moved by Trustee Keith and seconded by Trustee Rasmussen to reject the claim, submitted on November 16, 2016, by Adrienne Thompson, in an unspecified amount alleging damage due to a liability loss, and to refer the claim to the District's liability insurance plan claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC).

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

Item 18: Moved by Trustee Montgomery and seconded by Trustee Keith to deny the application to submit a late government claim, and refer the application to the District's liability insurance plan claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC).

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

CONSTRUCTION – CAPITAL PROJECTS

Item 19: Moved by Trustee Rasmussen and seconded by Trustee Keith to authorize Horizon Construction Company, Inc. to substitute a contractor previously listed in Bid #14-0708, Hayden Hall Renovation Project. Avram Electric of Corona, California will substitute for Mike's Electric of Van Nuys, California pursuant to Public Contract Code 4107 requirements.

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

BIDS

Item 20: Moved by Trustee Rasmussen and seconded by Trustee Keith to award RFP #03-1617, Prop 39 Phase 4, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services to Enviser of Garden Grove, California and to authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District. The bid amount of \$525,647 will be funded from Prop 39 funds.

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

Item 21: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the award of Bid #05-1617, Telecommunication Equipment for bid items 1, 4-8, 11-15, 17, 18, 21-23, 43, 45, and 47 to InnerWireless d/b/a Black Box Network Services of Richardson, Texas, and for bid items 2, 3, 9, 10, 16, 19, 20, 24-42, 44, 46, and 48 to Graybar Electric of Diamond Bar, California. Procurement for telecommunications equipment utilizing this bid will be via District purchase order.

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

SABBATICAL – FACULTY

- Item 22:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve faculty 2017-2018 sabbatical leave recommendations as follows:
- Cynthia Cross – Spring 2018 Semester
 - Michelle Plug – Spring 2018 Semester
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

MEMORANDUM OF UNDERSTANDING

- Item 23:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of and adopt a Memorandum of Understanding for Dual Enrollment as authorized by AB 288 between the Citrus Community College District and the Azusa Unified School District, Claremont Unified School District, Duarte Unified School District, Glendora Unified School District, and Monrovia Unified School District.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FIELD TRIPS

- Item 24:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve a field trip/tour for forty (40) students from MUSC 175 Jazz Ensemble Tour (Blue Note Orchestra), MUSC 179 Concert Promotion Touring (Night Shift), as well as THEA 295 Summer Concert Touring Production (Technical Theatre students) and eight (8) staff members to perform in Hawaii from June 22 through July 7, 2017.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SALARIES

- Item 25:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Student Salary Schedule with an hourly rate of \$10.50 per hour beginning January 1, 2017, and \$11.00 per hour beginning January 1, 2018.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 26:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Short-Term Salary Schedule with an hourly rate of \$10.50 per hour beginning January 1, 2017, and \$11.00 per hour beginning January 1, 2018.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

- Item 27:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the second and final reading of, and adopt, BP 5015 Residence Determination.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:35 p.m., Incoming Board President Dickerson 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: Public Employee Discipline/Dismissal/Release/Complaints.

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student # AXXXXXX68.

RECONVENE OPEN SESSION: At 6:18 p.m., Incoming Board President Dickerson reconvened the meeting with the following action taken:

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

Item 28: Moved by Trustee Rasmussen and seconded by Trustee Montgomery, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student #AXXXXXX68. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

ADJOURNMENT: At 6:19 p.m., it was moved by Trustee Keith and seconded by Trustee Rasmussen to adjourn the meeting.

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

January 17, 2017
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees