

APPROVED
MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BOARD OF TRUSTEES

December 4, 2018

The Board of Trustees of the Citrus Community College District met for the organizational meeting on Tuesday, December 4, 2018, in the Administration Building Board Room.

Outgoing board president Rasmussen called the meeting to order at 3:06 p.m. Student trustee Rivas led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Barbara R. Dickerson, Susan M. Keith, Edward C. Ortell, Patricia A. Rasmussen and Yachi Rivas (Student Trustee). Absent: Joanne Montgomery (ill).

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

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

Management Team: Rosalinda Buchwald, Rocky Cifone, Junior Domingo, Chris Garcia, Sara Gonzales-Tapia, Lan Hao, Bob Hughes, Jessica Lopez Jimenez, Robert Lopez, Eric Magallon, Eric Rabbitoy, Maryann Tolano-Leveque, John Vaughan and Michael Wangler

Faculty: Sara Bosler, Dave Brown, Elizabeth Cook, Jesus Gutierrez, Terry Miles and Nickawanna Shaw

Classified Staff: Manuel Guerrero, Linda Hughes, Felix Perez, Jr. and Kaiumeka Wattree

Adjunct: Cecil Brower

OATH OF OFFICE

Geraldine M. Perri, Ph.D., superintendent/president, administered the Oath of Office to Dr. Barbara R. Dickerson, Trustee Area 1, re-elected (running unopposed); and Dr. Edward C. Ortell, Trustee Area 3, re-elected (running unopposed); to the Board of Trustees in the general election held on November 6, 2018. Their terms expire November 30, 2022.

Geraldine M. Perri, Ph.D., superintendent/president, indicated that the KnOWLedge is Power DSPS Newsletter was provided to attendees of the board meeting, and Dr. Perri

commended the publication and thanked the DSPS team Jennifer McCleod and Michelle Hernandez, DSPS counselors; Sara Gonzalez-Tapia, director of EOP&S, CARE and CalWORKS; Dr. Lucinda Over, dean of counseling programs and services; and the External Relations team for producing the newsletter.

Dr. Perri mentioned the Thanksgiving Gathering held on Nov. 20, and commented on the good food, entertainment, socializing, and the food drive that took place. She thanked all of the trustees for attending, and congratulated Bob Hughes, chief information services officer, for winning the cookie contest. She thanked Sara Gonzalez-Tapia, Dr. Lan Hao, director of institutional research, planning and effectiveness; Jodie Barrass, administrative secretary II; Brenda Fink, manager of human resources/staff diversity; Ida Esquivel, administrative secretary I (EOP&S); and the rest of the management team for organizing the event.

The Citrus College Foundation's Winter Reception was held on Dec. 2 with about 80 friends and foundation supporters attending. Dr. Perri remarked on the great entertainment by Night Shift and the Citrus Singers. She said that Joyce Dill was acknowledged for her many years of service to the foundation. After the reception, the group attended the Christmas Is . . . celebration and she acknowledged to John Vaughan, dean of visual and performing arts, that the performance gets better and better each year. She asked Mr. Vaughan to convey congratulations to the production staff, students and faculty. She said that the Citrus Singers, Concert Choir and the new Vocal Jazz Ensemble were great. She praised Chris Garcia, foundation director, and the foundation for a job well done.

Dr. Perri reflected on the past year and said that what best represented the fulfillment of the college's overarching goal of student success and completion, was the fact that the college awarded more Associate Degrees during 2018 than any other year in the 103-year history of the college. She also mentioned the 30% increase in the number of ADTs awarded in 2018. She thanked everyone who had a hand in helping the college reach its goals.

An invitation was then extended to attend the Superintendent/President's 9th annual Holiday Social on Dec. 5, and Dr. Perri concluded by wishing everyone a healthy, happy and safe holiday season.

Nickawanna Shaw, academic senate president, reported that the Academic Senate recently approved an AP that she and Dr. Martha McDonald, vice president of student services, had been working on. She thanked leadership for the most successful year yet.

Kai Wattree-Jackson, CSEA president, reported that the CSEA will be voting on the tentative agreement on Dec. 7 and hoped that the members will approve the agreement. She also mentioned that the benefits committee met on Dec. 4 and will meet again on Dec. 5.

Yachi Rivas, student trustee, reported on the Dreamers Workshop hosted by the Latinos Unidos Student Association which included presentations on DACA that included a DACA student's perspective (AB 540 student), an attorney's viewpoint, and financial aid information presented by Guillermo Miranda, financial aid advisor. A discussion about the rights of undocumented parents was helpful to her personally.

Susan M. Keith, outgoing board clerk/secretary, incoming board president, thanked Chris Garcia, her staff, and members of the foundation board, for putting on the reception on Dec. 2. to thank donors and friends for their support of the foundation and student success. She was impressed by the KnOWLedge is Power DSPTS Newsletter as an example of support for our collegewide goal of student success. Mrs. Keith said that she will be using the CTE At-A-Glance brochure to show young folks the CTE opportunities at Citrus College, and thanked Dr. Rocco Cifone, dean of curriculum, career, technical and continuing education, and his staff for putting that together. Mrs. Keith thanked John Vaughan and his staff, and Doug Austin, faculty (music), and Tina Mittler, director of the Haugh performing arts center, for their packet of publications about the performing arts at Citrus College, and especially the piece on Citrus art productions, that can be used for recruiting potential students. Mrs. Keith enjoyed the Christmas Is . . . performance with the Citrus Singers and the new barbershop quartet and vocal jazz ensemble who are brand new to Christmas Is She also attended the Carrying the Flame Community Celebration installing Len Jessop as the new president of Claremont Graduate University. He was previously the president of UNLV, and an alumni of a community college in California, the College of the Siskiyous. Mrs. Keith wished everyone a Happy Hanukkah, Merry Christmas, Happy New Year and Happy Holidays.

Edward C. Ortell, board member, incoming board clerk/secretary, mentioned that he and Dr. Dickerson had recently attended an important luncheon honoring outstanding women. It originated with Senator Jack Scott (21st district) and has continued with Senator Anthony J. Portantino of the 25th district. One of the 2018 recipients of the Outstanding Volunteer award during this luncheon was Marilyn Grinsdale, recently retired protocol and government relations officer at Citrus College.

Barbara R. Dickerson, board member, incoming board vice president, noted that Congresswoman Grace Napolitano of the 32nd district, was in attendance at this board meeting. Dr. Dickerson recently visited the California School of the Arts (CSArts-SGV) in Duarte and was told that Dr. Eric Rabitoy, dean of natural, physical and health sciences, and John Vaughan, and our outreach team, are highly regarded at the school. Dr. Wallace, principal of CSArts-SGV, sang their praises after CSArts-SGV's students visited Citrus College. Dr. Dickerson commented that at Terry Miles' invitation, she recently visited a chemistry class on campus. She also mentioned that at a recent Community College League Conference, she attended a class that discussed achievement gaps, and the importance of identifying the needs of particular groups of students that might be classified into larger ethnic groups, but have different needs. Dr. Dickerson also mentioned that our Veterans Association was recently highlighted in a Veterans Caucus Magazine. She wished everyone a restorative and safe holiday.

Patricia A. Rasmussen, outgoing board president, board member, reported that she, Dr. Dickerson and Dr. Perri had attended the football team's bowl game and congratulated the team on a good season. She commented on the Community College League Conference discussions about collaboration with K-12, rising pension costs, and bond successes in the state. She mentioned that she had visited the CARE/CalWORKs vendor area, and that the people there admire Sara Gonzalez-Tapia and Citrus College. She attended the Foundation and Christmas Is . . . celebrations that continue to surpass expectations. She attended the opening of the Metamorphosis exhibit in the Art Gallery on campus, and was impressed by the theme and creativity of the students. She also acknowledged the photography exhibit in the Haugh lobby. She is attending the Champions of Higher Education celebration on Dec. 4 (after the board meeting), where Citrus College will be recognized for the third year in a row as a top 10 college (out of 115 California community colleges) for transfer. She offered her thanks to all, and wishes for a happy holiday.

MINUTES

Item 1: Moved Trustee Dickerson and seconded by Trustee Keith to approve the regular meeting minutes of November 13, 2018, as presented.
 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
 1 Absent (Montgomery).

INFORMATION AND DISCUSSION

Audit Report Presentations

Claudette Dain, vice president of finance and administrative services, introduced Rick Alonzo, partner with Vavrinek Trine Day & Co., and Alicia Herrera, manager with Vavrinek Trine Day & Co., who worked with the district and foundation representatives and issued three reports regarding audits of Citrus Community College District, the Measure G General Obligation Bond, and the Citrus College Foundation. They reported that all three reports indicated the best audit results that can be given, an "unmodified opinion" or no findings regarding all three of the entities audited. Dr. Perri thanked Ms. Dain and her team for their work that resulted in a clean audit. Ms. Dain thanked Mr. Alonzo and Ms. Herrera and their team of auditors for their work and support. Ms. Herrera thanked Ms. Dain and the finance, EOPS, financial aid, and other campus departments for their cooperation.

2020-2030 Educational and Facilities Master Plan (EFMP) Presentation

Ms. Dain, then introduced Greg Beard, principal with Westberg & White; Daniel Iacofano, president and chief executive officer of MIG; John Garakian, senior design architect with Westberg & White; and Albert Miranda, facilities and planning specialist with Westberg & White. Ms. Dain observed that she and the cabinet have been reviewing the master plans of other districts throughout the state, and have conducted the appropriate research to select a team that is able to work with the college to create a new 2020-30 Educational and Facilities Master Plan (Master

Plan). Mr. Beard spoke of Westberg & White's past experience with Citrus College having worked on eight previous projects for the district. Mr. Iacofano reported that MIG was established in 1982 and has 25 years of experience in educational planning for community colleges in California. He stated that they plan to dovetail the new Master Plan with the Strategic Plans of the college. The intent is to maximize the opportunities for students, align the plans' measurable goals and objectives, and lay the groundwork for future funding of college projects. The Master Plan will be created in collaboration with both internal and external stakeholders of Citrus College. Mr. Garakian spoke of assessing all of the current facilities of the college, and documentation of their findings. Mr. Miranda spoke about creating a "third social space" for students in addition to their homes and workplaces. He indicated that the design of the college facilities should help prepare students for the workplace, be flexible, and supportive of a holistic approach. Outgoing board president Rasmussen thanked them for their presentation. Ms. Dain pointed out that this presentation to the board of trustees was the final step prior to their recommendation to the board of approval of the project in the upcoming January 15, 2019 board meeting.

BP/AP 2715 Code of Ethics/Standards of Practice

In order to adhere to Accrediting Commission for Community and Junior Colleges (ACCJC) 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." Therefore, the board reviewed copies of BP 2715 Code of Ethics/Standards of Practice and AP 2715 Code of Ethics/Standards of Practice. The board did not request any revisions.

Program Review – Technology and Computer Services (TeCS)

Bob Hughes, chief information services officer, presented the 2012-17 program review of the Technology and Computer Services (TeCS) department. Mr. Hughes referred to the executive summary (p. 34) of the review as he described the committee, and highlighted some of their accomplishments. He specifically mentioned the Voice over IP phone system, Banner finance program, DegreeWorks implementation and alert systems that have been worked on this year. He also described their analysis of the number of work tickets that the TeCS department responds to and how that has resulted in recommendations for additional staffing. He also spoke of the technology replacement plan for administrative computers and educational support systems. He mentioned the department intends to support the implementation of guided pathways at Citrus College and integrating data with Banner. Dr. Dickerson and Dr. Ortell commended Mr. Hughes for his thoroughness and outgoing board president Rasmussen said that the review was well done.

Student Services Committee – Administrative Procedure Revisions

The district's Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

Dr. McDonald shared the rationale of why the following Administrative Procedures were revised. It was noted that the Administrative Procedures were reviewed by constituent groups on various dates and by the Steering Committee on November 5, 2018:

AP 5400 Associated Students Organization
AP 5410 Associated Students Elections

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Dickerson and seconded by Trustee Ortell to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

FACILITIES USE

Item 3: Moved by Trustee Dickerson and seconded by Trustee Ortell to ratify the attached list of facilities usage and rental agreements.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

PERSONNEL RECOMMENDATIONS

Item 4: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

Item 5: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

Item 6: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

BOARD OF TRUSTEES

- Item 7:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to elect Susan M. Keith for the office of President of the Board of Trustees for the period from December 4, 2018, through December 17, 2019.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).
- Item 8:** Moved by Trustee Rasmussen and seconded by Trustee Keith to elect Barbara R. Dickerson for the office of Vice President of the Board of Trustees for the period from December 4, 2018, through December 17, 2019.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).
- Item 9:** Moved by Trustee Ortell and seconded by Trustee Dickerson to elect Edward C. Ortell for the office of Clerk/Secretary of the Board of Trustees for the period from December 4, 2018, through December 17, 2019.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).
- Item 10:** Moved by Trustee Dickerson and seconded by Trustee Keith to elect Patricia A. Rasmussen to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board for 2019.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).
- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson 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 2019.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).
- Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve the dates, time, and place for regular meetings of the Board of Trustees for the period of January 1, 2019, through December 17, 2019:
Date/Time: January 15, 2019 @ 4:15 p.m.
February 5, 2019 @ 3:15 p.m.
March 19, 2019 @ 4:15 p.m.
April 2, 2019 @ 3:15 p.m.
April 12, 2019 @ 8:00 a.m. (K-14 Forum)
May 7, 2019 @ 3:15 p.m.
May 21, 2019 @ 4:15 p.m.
June 18, 2019 @ 4:15 p.m.
July 16, 2019 @ 4:15 p.m.
August 20, 2019 @ 4:15 p.m.
September 3, 2019 @ 4:15 p.m.

October 1, 2019 @ 4:15 p.m.
October 15, 2019 @ 3:15 p.m.
November 19, 2019 @ 3:15 p.m.
December 3, 2019 @ 4:15 p.m.
December 17, 2019 @ 4:15 p.m. (organizational meeting)

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

(Dates, times and locations are subject to change based on the needs of the District.)

4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

SIGNATURES

Item 13: Moved by Trustee Dickerson and seconded by Trustee Rasmussen to, 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, approve the attached list of General Signature Authorizations, District Bank Account Signature Authorizations and Certification of Signatures for Citrus Community College District business functions and bank accounts.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

AUDITORS

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Dickerson to accept the Citrus Community College District Annual Financial and Compliance, Citrus College Foundation, and Measure G Proposition 39 Financial and Performance Audit Reports from Vavrinek, Trine, Day & Co., LLP, for the fiscal year ended June 30, 2018.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

CONSTRUCTON – CAPITAL PROJECTS

Item 15: Moved by Trustee Ortell and seconded by Trustee Dickerson to accept FCCC Agreement #CB 14-206, procurement and installation of synthetic turf at the Citrus College football practice field awarded to KYA Services, LLC of Santa Ana, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$491,921.82.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

SABBATICAL – FACULTY

- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve faculty 2018-2019 sabbatical leave recommendations as follows:
- Brian Anderson – Fall 2019 Semester
 - Robin McBurney – Fall 2019 Semester
 - Rebecca Rudd – Spring 2020 Semester
- 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

CURRICULUM

- Item 17:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.
- 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

SALARY SCHEDULE

- Item 18:** Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the Short-Term Salary Schedules with a statewide hourly minimum wage of \$12.00 beginning January 1, 2019, \$13.00 on January 1, 2020, \$14.00 on January 1, 2021, and \$15.00 on January 1, 2022 and January 1, 2023.
- 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

EMPLOYMENT – FACULTY

- Item 19:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to accept the 2019-2020 ranked order of the full-time faculty positions identified by the Faculty Needs Identification Committee and begin the recruitment process of additional full-time faculty members based on the final full-time faculty obligation calculation from the State Chancellor's Office.
- 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

BOARD POLICIES

- Item 20:** Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the first reading of BP 5400 Associated Students Organization and BP 5410 Associated Students Elections.
- 4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

CLOSED SESSION: At 4:30 p.m., board president Keith 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 IN OPEN SESSION: At 4:54 p.m., board president Keith reconvened the meeting to open session with the following action taken:

SETTLEMENT:

Item 21: In closed session, the Board of Trustees voted to approve a resignation settlement agreement with employee xxxxx6483.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

ADJOURNMENT: At 4:55 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Dickerson to adjourn the meeting.
4 Yes (Dickerson, Keith, Ortell, Rasmussen).
1 Absent (Montgomery).

January 17, 2019
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees