

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

August 20, 2019

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, August 20, 2019, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:16 p.m. Student Trustee Gonzalez-Villatoro led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell and Nancy Gonzalez-Villatoro (Student Trustee). Absent: Patricia A. Rasmussen.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Gerald Sequeira, Dean of Enrollment Services; Arvid Spor, Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Nickawanna Shaw, Academic Senate President; Jorge Cortez; CSEA President; and Christine Link (Recording Secretary).

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

**Management Team:** Junior Domingo, Chris Garcia, Lan Hao, Dana Hester, Gina Hogan, Bob Hughes, Eric Rabitoy, Melissa Utsuki, John Vaughan and Michael Wangler

**Faculty:** Terry Miles and Nickawanna Shaw

**Supervisors/Confidential:** Chris Clarke and Doug Schultz

**Classified:** Jorge Cortez, Manuel Guerrero, Felix Perez, Jr. and Kai Wattree

**Adjunct:** Cecil Brower

**Students:** James Duffy

**Geraldine M. Perri, Ph.D., Superintendent/President,** reported that the 10<sup>th</sup> Annual Scholarship Reception and Donor Appreciation event held on Friday, August 16, 2019, went very well. Nearly 200 students received scholarships this year; the total amount awarded was approximately \$120,000; and, 270 people in all attended the event. She thanked the donors and extended appreciation to the Citrus College Foundation; Ms. Chris Garcia, Director of the Foundation; Mr. Clarence Cernal, Administrative Assistant;

the Associated Students of Citrus College (ASCC); the Financial Aid Office; the Office of Student Life and Leadership; the Office of School Relations and Outreach; emcee Mr. John Vaughan, Dean of Visual and Performing Arts; and, Dr. Eric Rabitoy, Dean of Natural, Physical, and Health Sciences, for reading the students' names as they received their awards.

Dr. Perri reported that in the spring of 2019, close to 1,800 students achieved Honor Roll status; 812 made the Dean's List by having a GPA of 3.5 to 3.7; and, 928 made the President's List by having a GPA of 3.8 and above – close to a 4% increase over last year. She also gave an update on the Citrus College Promise Program noting that this is the second year of the Promise Program. She indicated that 890 new Promise Program students (a 30% increase over last year) will be starting in the fall semester. Dr. Perri also gave an update on the Dual Enrollment Program. She thanked both Academic Affairs and Student Services Departments for their collaborative efforts to help these programs grow. This fall, 42 courses in 7 different high schools will be offered (that is 10 more courses than those offered in the spring semester). Dr. Perri reminded everyone that Convocation will be held this Friday, August 23, 2019. "The Future is Bright" will be the 2019 Convocation theme. Breakfast will be from 7:30 to 8:30 a.m. Dr. Perri looks forward to seeing everyone in attendance.

**Arvid Spor, Ed.D., Vice President of Academic Affairs**, distributed copies of the Citrus College Athletics Schedule. He also reported that on the August 6, 2019, Foothill Unity's Annual Back-to-School event held at Santa Anita Racetrack. The cosmetology and esthetician students and faculty were there from the beginning to the end of the day. This marked the 20<sup>th</sup> year that Citrus College's Cosmetology Program participated in the event. Students provided haircuts, manicures, or thermal hairstyling to around 650 youth. Dr. Spor also indicated that the faculty in the math division have created workbooks for students who are enrolled in Math 162 and 165 courses. The workbooks will sell for less than \$30 and will be used in conjunction with an older version of the textbook which retails for \$20. The faculty have also transitioned from the fairly expensive My Math Lab to the no-cost My Open Math for online homework and tutorials. The new total of \$50 is a large cost reduction from the \$150 cost for the previous textbook and online services.

Dr. Gerald Sequeira, Dean of Enrollment Services, reported that EOP&S held a combined Book Voucher Blast Off and Mini Resource Fair last week. One hundred twenty-one students participated in the event. Students were able to pick up their book vouchers to purchase textbooks from the bookstore before the semester begins. Four programs participated in the Mini Resource Fair: Student Life, Health Center, Pacific Clinics from Glendora (which provides mental health resources), and Mothers Helping Others (which provides low cost Wi-Fi services). He also reported that Welcome Day was scheduled for August 22, 2019. Four hundred and five students submitted RSVP's for the event. Students will go on a campus tour, attend a Promise Workshop with their completion specialists, and have the opportunity to attend workshops on topics such as: Career Exploration, Honors, and Transfer. The event will also include a college mini information fair with programs providing information including: EOP&S, Financial Aid, Biotech, and Study Abroad.

**Claudette E. Dain, Vice President of Finance and Administrative Services,** reported that the xeriscaping project around the Student Services Building is about 90% complete. Another sustainability project that is now underway is the solar project that the Board approved at their July 16, 2019, meeting. The contractor is engaged and materials are being ordered. Phase One of a campus safety project to install “blue phones” and safety beacons in three locations on campus is 75% complete. She also stated that Fiscal Services has finished closing the books of the 2018-19 fiscal year. The finishing touches are being applied to the 2019-20 fiscal year budget, and it will be shared at the Adopted Budget Forum meeting scheduled for Thursday, August, 2019.

**Nickawanna Shaw, Academic Senate President,** noted that the next Academic Senate meeting will be held following Convocation on Friday, August 23, 2019. She wished everyone a smooth start for the fall semester.

**Jorge Cortez, CSEA Chapter President,** stated that the chapter had not had a meeting since the last Board of Trustees meeting. He announced the names of the recipients of the 2019 CSEA Scholarships: Ms. Katie Richmond, attending University of La Verne, daughter of Ms. Jamie Richmond, Administrative Secretary II, Admissions and Records; Ms. Sabrina Salinas, attending Azusa Pacific University, daughter of Mr. Juan Salinas, Gardener I; Ms. Natalie Guerra, attending Cal Poly Pomona, daughter of Mr. John Ramirez, Gardener III; Mr. Lowell Lindner, attending Citrus College, son of Ms. Lori Cady Lindner, Gardener II; and, Ms. Anais Gascon, attending the University of California, Los Angeles, the daughter of Mr. Genaro Gascon, Senior Graphic Designer, External Relations. An award of \$680 was made to each recipient, for a total of \$3,400 in scholarships. Mr. Cortez thanked everyone who participated in making this year’s program a success.

**Nancy Gonzalez-Villatoro, Student Trustee,** attended the ASCC orientation training for new student board members. ASCC members were assigned to committees; received Title IX training; practiced parliamentary procedures; and, Dr. Maryann Tolano-Leveque, Dean of Students, conducted color code personality tests. Student Trustee Gonzalez-Villatoro said that ASCC members will attend the upcoming Adopted Budget Forum. She also announced that ASCC will be attending the California Community College Student Affairs Association (CCCSAA) Student Leadership Conference scheduled to be held October 25-27, 2019, in Sacramento. She thanked the foundation, donors, and everyone who helped with the Scholarship Reception and Donor Appreciation event, and for the two scholarships she received. She recently returned from the 2019 Student Trustees Workshop in San Diego. She expressed appreciation for Mr. Nick Kachiroubas, author of the 2019 Trustee Handbook and Effective Student Trustee Handbook. In the workshops she learned about the Student Senate for California Community Colleges; discussed state issues and advocacy; and, learned about leadership, accreditation, participatory governance, student success, and fiscal responsibility. She may be selected as the Region 8 student representative. Ms. Gonzalez-Villatoro recently participated in her fellowship training, and learned more about student advocacy.

**Barbara R. Dickerson, Vice President, Board of Trustees**, observed that it was nice to hear about where staff member's children are going to college, and she congratulated the students who received CSEA scholarships. She attended the Scholarship Reception and Donor Appreciation event and thanked Dean Vaughan for performing the role of emcee. She mentioned attending the Cosmetology and Esthetician Commencement Ceremony on Friday, August 16, 2019. She also mentioned how grateful local residents are for having access to the Citrus pool during the summer. Trustee Dickerson attended two recent legislative sessions; one that featured Senator Susan Rubio speaking about domestic violence prevention; and the other with Congresswoman Grace Napolitano who spoke about mental healthcare issues.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, spoke of apportionment funding, and becoming a college without boundaries. He mentioned Title IX, and the softball fields at Citrus College that provide women with opportunities for learning and leadership. He observed that the college needs to stay competitive with other colleges, and indicated that the dual enrollment program with local high schools is important to Citrus College. Online education was another competitive concern that he recommended be closely monitored.

**Joanne Montgomery, Member, Board of Trustees**, began her remarks thanking Dr. Spor for attending Foothill Unity's Annual Back-to-School event. She also thanked Ms. Susan Bautista, Cosmetology faculty member, for coordinating the cosmetology department's participation in the event along with students and other faculty who participated. Trustee Montgomery also commented on the Scholarship Reception and Donor Appreciation event and how appreciative the students were for the scholarships. She thanked Ms. Garcia and members of the foundation for helping to support the students. She is impressed with all of the resources provided by the Student Services Department to help address student homelessness and food insecurity. She mentioned the Athletic Schedule stating that she will attend more athletic events.

**Susan M. Keith, President, Board of Trustees**, welcomed everyone back. She outlined different fund raising efforts she has been doing. Her birthday Facebook "crowdfunding" campaign brought in \$1,040, and a women's group that she went to lunch with raised another \$465, all of these funds will be given to the Citrus College Foundation.

## **MINUTES**

**Item 1:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the regular meeting minutes of July 16, 2019, as presented.  
4 Yes. (Dickerson, Keith, Montgomery, Ortell).  
1 Absent. (Rasmussen).

## **INFORMATION AND DISCUSSION**

**Presentation on the Progress of the Citrus College Sustainability Plan –  
Claudette E. Dain, Vice President of Finance and Administrative Services**

Citrus College has been a leader among community colleges in the sustainability effort. The Citrus College Sustainability Plan has been in place since August 2012. Mr. Fred Diamond, Chair of the Citrus College Sustainability Committee and Director of Facilities and Construction, provided an update on the progress of the plan to date and upcoming activities of the committee.

The presentation provided an overview and results of the current 5-Year Sustainability Plan activities as well as the development process and timeline for the new 5-Year Sustainability Plan. He outlined the sources of funds and reported on the projects that were completed over the last five years. He pointed out the amount of money these projects saved each year and the amount of electricity conserved. The presentation also showed current, ongoing projects (i.e.: Solar Voltaic Arrays, improving the energy efficiency of facilities, waste management, etc.) and outlined the planning and approval process for the next 5-year plan. He concluded by thanking the Sustainability Committee members, the trustees and Dr. Perri for their support.

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

### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 4:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify A & B Warrants issued during July 2019, totaling \$6,631,906.30.  
4 Yes. (Dickerson, Keith, Montgomery, Ortell).  
1 Absent. (Rasmussen).

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify purchase orders issued during July 2019.  
4 Yes. (Dickerson, Keith, Montgomery, Ortell).  
1 Absent. (Rasmussen).

### **PERSONNEL RECOMMENDATIONS**

**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 academic employees and volunteers.  
4 Yes. (Dickerson, Keith, Montgomery, Ortell).  
1 Absent. (Rasmussen).

**Item 7:** 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.

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

**Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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

### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 9:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve, in accordance with Proposition 30, The Schools and Local Public Safety Protection Act of 2012 provisions, the use of the 2019-2020 estimated \$11,095,334 of Education Protection Account proceeds to partially fund ongoing classroom instructional salaries.

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

**Item 10:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve participation in the 2020 Chancellor's Office Tax Offset Program (COTOP) for the purpose of collecting outstanding student debts and authorize the Vice President of Finance and Administrative Services to execute an agreement with the Chancellor of the California Community Colleges.

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

### **BIDS**

**Item 11:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to adopt Resolution 2019-20-02, authorizing the District to issue sole source purchase orders to Lucas-Nuelle, Inc. to purchase stationary power generator control trainer equipment without formal, public advertising and receiving of bids for fiscal year 2019-2020 as needed, to purchase the required Lucas-Nuelle equipment in the amount of \$134,975.19.

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

**Item 12:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to adopt Resolution 2019-20-03, authorizing the District to issue sole source purchase orders to Tait Towers Manufacturing to purchase the theater stage control equipment without formal, public advertising and receiving of bids for fiscal year 2019-2020 as needed, to purchase the required Tait Towers equipment in the amount of \$152,916.75.

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

## **DESTRUCTION OF RECORDS**

**Item 13:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to execute the destruction of class 3-Disposable records as listed on the attached inventory of records pursuant to Title 5, §59020 et seq. of the California Code of Regulations.

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

## **FIELD TRIPS**

**Item 14:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve a nonrefundable deposit of \$10,000.00 to ACFEA Tour Consultants, Inc. for a proposed field trip / performance tour to Romania and Hungary from June 4 through June 17, 2020.

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

## **MANAGEMENT TEAM**

**Item 15:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the creation of a full-time academic management position, Director of Disabled Student Programs and Services, effective August 21, 2019, and that the classification be placed at M-33 (\$113,775 to \$149,720 annually) on the Management Salary Schedule.

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

## **BOARD POLICIES**

**Item 16:** Moved by Trustee Ortell to divide the question.

No second was made – the motion failed.

**Item 17:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the second and final reading of, and adopt, BP 2715 Code of Ethics/Standards of Practice.

3 Yes. (Dickerson, Keith, Montgomery).  
1 No. (Ortell).  
1 Absent. (Rasmussen).

## **BOARD OF TRUSTEES**

**Item 18:** Moved by Trustee Dickerson and seconded by Board President Keith to select Joanne Montgomery and Barbara R. Dickerson as the Board of Trustees ad hoc committee to review applications for the student representative on the Measure G Citizens' Oversight Committee and make a recommendation to the full Board for appointment to the Measure G Citizens' Oversight Committee.

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

## GOALS

### Item 18:

Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the Board of Trustees' Goals for 2019-2020 as follows.

1. Through written staff reports, documents and/or presentations, the Board of Trustees will monitor:
  - a. The goals of the Strategic Plan through the implementation of the activities and outcomes of the Annual Implementation Plan.
  - b. The locally-aligned goals of the State Vision for Success
  - c. The advancement of the strategies of the "College of Completion" agenda to facilitate students in meeting their education goals.
  - d. Strategies and practices which support the aims and goals of the California Community Colleges:
    - Student Equity and Achievement Program (SEAP)
    - Strong Workforce/CTE Curriculum Development
    - AB 705 (Multiple Measures and new English and Math Curriculum)
    - Guided Pathways.
  - e. The effective uses of resources in promoting a college culture committed to sustainability.
  - f. Efforts to enhance collaboration with the college's K-14 educational partners (Early Decision, IWCC, Promise, Dual Enrollment).
  - g. The District's budget and irrevocable trusts.
  - h. Adherence to the college's Mission.
  - i. The ongoing monitoring and updating of the District's Policies.
  - j. The status of accreditation.
  - k. The status of campus safety.

The Board of Trustees will:

2. Publicly and financially support the Citrus College Foundation and/or help with the identification and cultivation of potential donors and alumni.
3. Be engaged in a continuous process of professional development to fulfill the role of the Board of Trustees through conference attendance, workshops, etc.
4. Participate in the development of the 2020-2030 Educational and Facilities Master Plan by providing input on future directions for the college.
5. Assess the District's position with regard to a future bond measure and take action accordingly.
6. Develop an orientation for new Board members. (Ad hoc committee to be formed)



7. The Board of Trustees will carry out the following activities, as aligned with the Focus Areas and Strategies in the college's 2016-2021 Strategic Plan.
  - a. Focus Area 10: Image
    - Trustees will identify community members and invite them to attend Community Day.
  - b. Focus Area 11: Community Relations (Ad hoc committee to be formed)
    - Trustees will work to advocate for key legislative actions which advance the mission and enhance the funding of California's community colleges and support regional initiatives aligned with the college such as the Gold Line extension.
  - c. Focus Area 11: Community Relations
    - Trustees will be actively involved and maintain good relationships with the community leaders within their respective trustee area by attending community events, inviting community members to campus, etc.
    - Trustees will articulate city/school district educational concerns.
  - d. Focus Areas 10 & 11: Image/Community Relations
    - Trustees will promote college programs (e.g., Early Decision, Dual Enrollment, Promise Program, STEM, Study Abroad, Honors Program, Visual and Performing Arts) at City Council, school board, PTA/parent, or other civic group meetings and by use of emails, calls, social media, columns, press releases and distribution of college accolades brochures.

#### Student Trustee

1. Focus Area 2: Enrollment
  - The student trustee will request the ASCC to host events to encourage students to become full-time at Citrus College.
  - The student trustee will request the ASCC to consider awareness towards first-generation students at Citrus College.
  - The student trustee will work with the ASCC to become a more inclusive campus.
2. Focus Area 6: Safe Environment
  - The student trustee will request the ASCC to consider awareness event(s) on campus safety, sexual harassment/assault, safe sex practices, and safe relationships and boundaries.

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

**CLOSED SESSION:** At 5:32 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.**

**Per Section 54957: Public Employee Performance Evaluation  
Title: Superintendent/President**

**Per Section 54957.6: Conference with Labor Negotiator, Susan M. Keith, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.**

**RECONVENE IN OPEN SESSION:** At 6:15 p.m., Board President Keith reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:15 p.m., it was moved by Trustee Dickerson and seconded by Trustee Ortell to adjourn the meeting. 4 Yes. (Dickerson, Keith, Montgomery, Ortell).  
1 Absent. (Rasmussen).

September 3, 2019  
Date

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Edward C. Ortell