

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

April 7, 2020

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, April 7, 2020, via Zoom (Meeting ID: 789 469 586).

Board President Rasmussen called the meeting to order at 4:15 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, Patricia A. Rasmussen, and Nancy Gonzalez-Villatoro, Student Trustee. Absent: Edward C. Ortell (ill).

Board President Rasmussen explained that, while taking into account public health guidelines set by county, state, and federal officials, the entire meeting was being broadcast on the Internet, via Zoom, as a result of the COVID-19 outbreak. Members of the community also had an opportunity to participate remotely, via Zoom. Members of the Board of Trustees, administrators, faculty and staff participated remotely, via Zoom.

In order to maintain order during the meeting, Board President Rasmussen asked her fellow trustees to please raise their hand in order to be recognized during the meeting being conducted via Zoom.

COMMENTS FROM THE AUDIENCE

Terry Miles, Citrus College Faculty Association (CCFA) President, provided a written comment, which was read aloud by Christine Link, Executive Assistant to the Superintendent/President and Recording Secretary to the Board of Trustees. In his note, he emphasized working conditions for full-time faculty, and asked the Board of Trustees to seek faculty input during this uncertain time. He also mentioned a temporary memorandum of understanding (MOU) in response to COVID-19 emergency measures, as well as specific faculty stories and experiences about transitioning to remote delivery of instruction.

Geraldine M. Perri, Superintendent/President, thanked the Board of Trustees and the public for participating via Zoom. She recapped the challenging times facing the nation, as well as the college, due to the COVID-19 pandemic. Superintendent/President Perri acknowledged individuals throughout the nation in critical leadership positions and those providing health care and other vital services. She thanked the college community for their flexibility, commitment and willingness to make students a priority, especially in light of the decision to extend the campus closure through June 12, 2020. The college continues to collaborate on future plans regarding summer session, commencement and other key activities and events, and logistical concerns related to

this remote environment. Superintendent/President Perri thanked Dr. Shauna Bigby, Director of the Student Health Center, for her leadership and guidance. Dr. Bigby has been working closely with the Los Angeles County Department of Public Health to ensure the health and safety of Citrus College.

Arvid Spor, Vice President of Academic Affairs, mentioned a memo that he and Dr. McDonald sent to faculty that discussed pass/no pass options for classes, withdrawals and additional resources for students. He also spoke of two annual reports that were completed and submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC), which cover student outcomes and the fiscal status of the college.

Martha A. McDonald, Vice President of Student Services, shared that all Student Services programs are answering phones, conducting workshops and meeting with students remotely via Zoom and/or phone appointments. The Career/Transfer Center is partnering with university representatives to hold virtual student appointments and workshops; Extended Opportunity Programs and Services (EOPS) and California Work Opportunity and Responsibility to Kids (CalWORKs) counselors have hosted several Zoom meetings with students; and CalWORKs staff members have contacted students who are eligible to request funding from the county to purchase laptops. Dr. McDonald also noted that a "Hootie" chatbot tool is now live on the Counseling webpage.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported that Payroll and Fiscal Services are continuing to process financial aid and scholarships for students. The Sustainability Plan will go to the Steering Committee later this month, and Ms. Dain looks forward to sharing the plan with the Board of Trustees in May. She also mentioned that the college should expect a bare bones budget for the May Revise. The college submitted its request for public assistance through the California Governor's Office of Emergency Services. Lastly, Ms. Dain shared that the college continues to monitor all expenses.

Robert L. Sammis, Director of Human Resources, informed the Board of Trustees that a Human Resources newsletter for April contained important information about the District's employee assistance program (EASE), as well as a link to the National Institute for Staff and Organizational Development, where faculty and staff may participate in webinars on a wide range of educational topics. Dr. Sammis also thanked his staff for keeping all Human Resources functions running.

Nickawanna Shaw, Academic Senate President, thanked the Board of Trustees for their work and communicated some curriculum updates, including the Chancellor's Office recently allowing a pass/no pass grade option, which she said is good for Citrus College students as it doesn't harm GPA or transfer opportunities. She shared some of the difficulties that have developed during this transition, specifically with course scheduling, while also highlighting the opportunity to work collaboratively to meet the needs of students. She stressed that this transition is just one component, but quality student outcomes are the Academic Senate's primary concern. Ms. Shaw then read

portions of a letter that was shared with college leadership related to scheduling coursework during emergency instruction.

Jorge Cortez, CSEA President, informed the Board of Trustees that the CSEA Executive Board met remotely on April 7, 2020 and decided to not hold a chapter meeting for April. He noted that the CSEA negotiating committee is going over the survey that was distributed to its membership in preparation for negotiations with the District. Mr. Cortez thanked Superintendent/President Perri, the Board of Trustees, and college leadership for their support and communication to classified staff. He also thanked Dr. Sammis for his help with the MOU between CSEA and the District.

Nancy Gonzalez-Villatoro, Student Trustee, thanked everyone who worked diligently to make the transition to remote instruction as smooth as possible. She reported that ASCC elections will still take place online via WingSpan beginning April 20, 2020. She announced that the first meeting with club representatives will take place on April 20, 2020 via Zoom. Finally, as this was Ms. Gonzalez-Villatoro's last Board of Trustees meeting, she expressed appreciation for the opportunity to work alongside everyone to ensure that the student experience is considered in the college's decision-making process.

Susan M. Keith, Vice President, Board of Trustees, expressed her appreciation to the college's faculty, staff and administration for carrying a huge workload during this difficult time. She thanked everyone and hopes that the college community stays healthy and safe.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked everyone for their hard work and wished Ms. Gonzalez-Villatoro good luck in her future endeavors.

Barbara R. Dickerson, Member, Board of Trustees, expressed appreciation to Human Resources for providing tools to faculty and staff who may be experiencing anxiety and depression during this time. She also thanked Student Services for helping students with mental health needs. Trustee Dickerson acknowledged Mr. Miles and Ms. Shaw for representing the needs of faculty. In conclusion, she noted that the Los Angeles County School Trustees Association (LACSTA) will be hosting a webinar on May 4, 2020 that will discuss best practices.

Patricia A. Rasmussen, President, Board of Trustees, thanked Ms. Gonzalez-Villatoro for serving as Student Trustee. She shared an article that she read on EdSource about nursing waivers, which is a critical consideration during this health crisis. Board President Rasmussen also mentioned those programs that have hands-on learning, such as cosmetology, and how important it is for everyone to receive a proper education.

MINUTES

- Item 1:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve the regular meeting Minutes of March 17, 2020, as submitted.
4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

HEARING

Board President Rasmussen opened a public hearing at 5:01 p.m. for the purpose of hearing from the public with regard to the initial proposals for negotiations as submitted by the Citrus College Adjunct Faculty Federation (CCAFF) and the Citrus Community College District.

Hearing no comments, Board President Rasmussen declared the public hearing closed at 5:02 p.m.

INFORMATION AND DISCUSSION

College of Completion Update – Arvid Spor, Ed.D., Vice President of Instruction

Dr. Spor introduced Dr. Marianne Smith, Director of the Institute for Completion and Grant Development/Oversight, who provided a College of Completion update, which was focused on encouraging and supporting students as they endeavor to complete their college education, transfer to baccalaureate degree programs, and enter career fields of their choice. The Institute for Completion supports these goals via a multi-pronged approach: research, resource development, innovative strategies, professional development and grants oversight.

Citrus College Foundation Presentation – Christina M. Garcia, Director of the Foundation

Ms. Garcia presented highlights and updates that demonstrate the support the Foundation provides to the college community. She reported on current and future fundraising plans, as well as new additions to the Foundation Board, financial holdings and major outreach efforts.

Program Review – Student Services Comprehensive Report – Martha A. McDonald, Ed.D., Vice President of Student Services

Dr. McDonald presented the EOPS/Cooperative Agencies Resources for Education (CARE) comprehensive program review.

Student Services Committee – Administrative Procedure Revision

AP 5075 Course Adds and Drops

Dr. McDonald provided an overview of revisions from the Student Services Committee to AP 5075 Course Adds and Drops.

INDEPENDENT CONTRACTORS

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

PERSONNEL RECOMMENDATIONS

- Item 3:** Moved by Trustee Keith 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, Rasmussen).
1 Absent. (Ortell).

- Item 4:** Moved by Trustee Keith 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, Rasmussen).
1 Absent. (Ortell).

PLANS

- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second and final reading and adopt the 2020 – 2030 Educational and Facilities Master Plan (EFMP). 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

ACADEMIC CALENDAR

- Item 6:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the 2021-2022 Academic Calendar. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

SUPERVISOR/CONFIDENTIAL PERSONNEL RECOMMENDATION

- Item 7:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve, effective April 8, 2020, the creation of a new supervisor/confidential position, Payroll/Benefits Supervisor, allocated to Range 15 (\$7,890.00/month to \$10,573/month) on the Supervisor/Confidential Salary Schedule. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

COLLECTIVE BARGAINING

Item 8: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Citrus Community College District's initial proposal with the Citrus College Adjunct Faculty Federation (CAFF).

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

BOARD POLICIES

Item 9: Moved by Trustee Dickerson and seconded by Trustee Keith to approve the first reading of BP 5070 Attendance.

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

BOARD OF TRUSTEES

Item 10: Moved by Trustee Dickerson and seconded by Trustee Montgomery to select up to nine individuals from the list of candidates for election to the California Community College Trustees Board of Directors.

1. Adrienne Grey, West Valley-Mission CCD (incumbent)
2. Andra Hoffman, Los Angeles CCD (incumbent)
3. Suzanne Lee Chan, Ohlone CCD
4. Barbara Jean Calhoun, Compton CCD
5. Cindi Reiss, Peralta CCD
6. Marisa Perez, Cerritos CCD (incumbent)
7. Larry Kennedy, Ventura CCD (incumbent)
8. Barry Snell, Santa Monica CCD
9. Loren Steck, Monterey Peninsula CCD (incumbent)

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

Item 11: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the **revised** dates, time, and place for regular meetings of the Board of Trustees for the period of April 24, 2020, through December 15, 2020:

Date/Time: April 24, 2020 @ 8:00 a.m. (K-14 Forum)

May 5, 2020 @ 4:15 p.m.

May 19, 2020 @ 4:15 p.m.

June 16, 2020 @ 4:15 p.m.

July 21, 2020 @ 4:15 p.m.

August 18, 2020 @ 4:15 p.m.

September 1, 2020 @ 4:15 p.m.

October 6, 2020 @ 4:15 p.m.

October 20, 2020 @ 3:15 p.m.

November 17, 2020 @ 3:15 p.m.

December 15, 2020 @ 4:15 p.m. (Organizational/Regular 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, Montgomery, Rasmussen).
1 Absent. (Ortell).

CLOSED SESSION: At 6:03 p.m., Board President Rasmussen adjourned the meeting to closed session, per the following sections of the Government Code:

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student # AXXXXXX60.

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 7:10 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

STUDENT EXPULSION, SUSPENSION, DISCIPLINE, ETC.

Item 12: Moved by Trustee Keith and seconded by Trustee Dickerson, per Section 72122 of Education Code and Administrative Procedure 5520, for members of the Governing Board to uphold the expulsion of Student #AXXXXXX60. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

ADJOURNMENT: At 7:11 p.m., it was moved by Trustee Dickerson and seconded by Trustee Keith to adjourn the meeting.
4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

May 19, 2020

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees