

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

June 16, 2020

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, June 16, 2020, via Zoom (Meeting ID: 931 6124 3697).

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Riggs 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 Austin Riggs, Student Trustee. Absent: None.

**COMMENTS FROM THE AUDIENCE**

The following comments regarding the Disabled Student Programs and Services (DSPS) and the fall schedule at Citrus College from Nick Rosales, Parent of DSPS student, Elena Escalera, ALMA Family Group, and Ashely Silva, San Gabriel/Pomona Regional Center, were read.

“Requesting an amendment from the board to approve several more classes at campus for DSPS students for fall. Presently there is only one course online this fall open for DSPS students. It is imperative we provide a fall schedule for the most vulnerable students, especially those with disabilities. As you know studies have shown students with learning difficulty succeed in a classroom setting than an online course. Recent pediatric reports state it mentally unhealthy for students especially for the learning impaired of not having a social setting with other students. We request that you look into and follow the University of Southern California model choice where the students decide whether to physically attend a class or take the course online.

We hope you take a proactive approach and reconsider our request for DSPS students this fall.

We welcome a meeting with you regarding this issue.”

**Geraldine M. Perri, Ph.D., Superintendent/President**, thanked those members of the college community who attended the two college forums in response to the death of George Floyd and the recent national social unrest. She noted that the forums provided a space for employees and students to share their personal stories, reflect, process and understand how we, as an institution, can actively influence the social change needed to move forward and make a difference. Dr. McDonald and the workgroup that helped organize these open forums were thanked. As a next step, a Diversity, Equity and Inclusion (DEI) Task Force is being formed, which will work on a comprehensive plan to

address the themes raised during the forums, as well as the California Community Colleges Chancellor's Call to Action and the elements identified in the resolution before the Board of Trustees on the docket for action. Dr. Perri acknowledged the Academic Senate for their resolution on anti-racism/anti-hate curriculum. Lastly, Superintendent/President Perri congratulated the class of 2020. She also thanked the college's dedicated faculty and staff for their continued commitment to student success, even when faced with a global pandemic.

**Arvid Spor, Ed.D., Vice President of Academic Affairs**, in a written report, shared that the California Community College Athletics Association (CCCAA) formed a workgroup to explore restarting competitive athletics throughout the state, and CCCAA leadership subsequently released three contingency plans. A final determination on which plan will be implemented and is expected on July 17, 2020. Dr. Spor then explained that there is an online assessment video for faculty, who are currently submitting plans to their deans in order to meet a June 15<sup>th</sup> deadline. Additional training opportunities include regular and effective contact, VoiceThread, student-to-student interaction and accessibility.

**Martha A. McDonald, Ed.D., Vice President of Student Services**, in a written report, shared that Student Services found creative ways to both celebrate student achievement and provide online resources. Examples include a webpage for the 57<sup>th</sup> annual Achievement Awards; a virtual Transfer Hall of Fame campaign; and virtual recognition ceremony for EOPS/CARE and CalWORKs students. Additionally, the Student Health Center has been hosting virtual grief sessions; Student Life and Leadership Development is busy processing over 1,200 basic needs applications; and Financial Aid worked with TeCS and Fiscal Services to distribute over \$2 million in CARES Act emergency grants to eligible students.

**Claudette E. Dain, Vice President of Finance and Administrative Services**, in a written report, thanked those who attended the Tentative Budget Forum on June 11, 2020. She welcomed Mr. Wade Ellis as the new Director of Fiscal Services and wished Ms. Rosalinda Buchwald the best on her upcoming retirement. Ms. Dain shared facilities project highlights: the Educational Development (ED) Center project plan review continues with the Division of the State Architect (DSA); the electric vehicle charging station project has been approved by DSA and is expected to commence this summer; and the information systems modular server project is in the design phase, and plans will be submitted to DSA later this month.

**Robert L. Sammis, J.D., Director of Human Resources**, in a written report, shared that Human Resources, in collaboration with the California School Employees Association (CSEA), launched an online professional development series for classified staff. The videos, produced by Keenan & Associates' SafeSchools initiative, discuss sexual harassment prevention, sensitivity awareness, boundary invasion, discrimination awareness, diversity and inclusion, email messaging safety, and communication styles and skills. Additional training will be provided to managers and supervisors/confidential

employees on employee leaves, with an emphasis on new federal leave provisions related to COVID-19.

**Nickawanna Shaw, Academic Senate President**, in a written report, shared that the Academic Senate adopted an expansive resolution on June 10, 2020 to explore the 11 areas of faculty responsibility (also referred to as 10+1), as well as to support anti-racist and no-hate education aims. Ms. Shaw encouraged everyone to meet the problems currently set before us. She applauded the Board of Trustees for publically addressing structural racism and championing equity. Ms. Shaw noted that the Academic Senate will invite faculty to engage and question their own practices. In conclusion, she thanked the Board of Trustees for their support of shared governance, hopeful that they have the information needed to successfully steer us toward a brighter future.

**Jorge Cortez, CSEA Chapter 101 president**, in a written report, shared that the CSEA had a chapter meeting on June 10, 2020, where they acknowledged and celebrated ABCD Award recipient Ms. Gutierrez for her 30-plus years of service to the District, and for representing classified staff in such a great manner. CSEA selected four delegates – Ms. Cathy Day, Ms. Kathy Goblirsch, Mr. Michael Bilbrey and Ms. Kai Wattree-Jackson – who will represent the Citrus College chapter at a virtual conference in late July. Finally, Mr. Cortez informed the Board of Trustees that the CSEA voted on an initial proposal to begin contract negotiations with the District.

**Austin Riggs, Student Trustee**, shared that the Associated Students of Citrus College (ASCC) finished a StrengthsQuest workshop, in partnership with the Career/Transfer Center. He also mentioned that the ASCC held its last “goodbye” meeting with members whose terms were over and/or students who are graduating.

**Susan M. Keith, Vice President, Board of Trustees**, echoed her thanks to faculty and staff during the constructive and positive open forum conversations held during the previous week. She also attended a similar event hosted by the Community College League of California (CCLC), which she found helpful and positive.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, praised the 2018-2019 Citrus College Annual Report, which was recently shared with the community. She congratulated all of the students who were honored during the virtual Achievement Awards celebration and attended the virtual Honors Transfer Program (HTP) Reception. She thanked Mr. Brian Waddington, Ms. Olivia Canales and the HTP staff for all the work they do. Lastly, she thanked Ms. Buchwald for her years of dedication to the college, wishing her a happy retirement.

**Barbara R. Dickerson, Member, Board of Trustees**, congratulated Ms. Gutierrez on receiving the ABCD Award, as well as the college’s 2020 graduates. She attended the online Azusa High School awards night, where Citrus College Bright Scholars were also recognized. Trustee Dickerson noted that the California Community College Trustees (CCCT) webinars have been informative, and thanked college staff for putting on our

own open forums to address racism. She is excited to see where we go from here with the new DEI Taskforce.

**Edward C. Ortell, Member, Board of Trustees**, shared an article from the Duarte Dispatch titled, “A Star is Trained: Studying Music at Citrus College.” He thanked Trustee Montgomery for getting the college good press.

**Patricia A. Rasmussen, President, Board of Trustees**, reported that the Foundation met on June 8, 2020, thanking outgoing President Celeste Palmer for her work and welcoming incoming President Aaron Ralph. They have been working diligently to fund the Joyce McClendon Dill Memorial Scholarship, raising \$75,000 so far. She also thanked everyone for participating in the open forums and for participating in the Board of Trustees’ meetings via Zoom.

## **MINUTES**

**Item 1:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of May 19, 2020, as submitted.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **INFORMATION AND DISCUSSION**

### **Above and Beyond Classified Development (ABCD) Award – Dr. Geraldine M. Perri, Superintendent/President (Page 12)**

Dr. Perri presented the “Above and Beyond Classified Development” (ABCD) Award to Tina Gutierrez, Library Media Technician II.

### **PowerPoint Presentation regarding Resolution Authorizing the Issuance and Sale of 2020 Series A Refunding Bonds, in an Aggregate Principal Amount Not to Exceed \$78,000,000 – Claudette E. Dain, Vice President of Finance and Administrative Services**

Ms. Dain introduced Mr. Trennis Wright from Piper Sandler, Mr. Blake Boehm from KNN Public Finance, and Ms. Lisel Wells and Mr. Graham Beck from Nixon Peabody (part of the college’s municipal team), who shared a PowerPoint presentation on a proposed resolution authorizing the issuance and sale of 2020 series A refunding bonds in an aggregate principal amount not to exceed \$78 million. Conditions in the financial markets have become favorable for refunding all or portions of the prior bonds. Under current market conditions, the sale of the refunding bonds is currently estimated to save taxpayers over \$7.7 million by lowering the debt service on the prior bonds by approximately 12.27%.

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

Student Life and Leadership Development (SLLD)  
Veterans Success Center (VSC)

Dr. McDonald provided a summary of a comprehensive Student Services program review. In fall 2019, Student Life and Leadership Development and the Veterans Success Center each completed six-year comprehensive program reports, which were reviewed by representatives of the Program Review Committee using the rubrics developed to assess completeness of responses, analysis of data and consistency within discussion. Suggestions and comments from the rubric have been forwarded to the programs for consideration and improvement.

**Educational Programs Committee – Administrative Procedures Revision – Arvid Spor, Ed.D., Vice President of Academic Affairs**

AP 4025 Philosophy and Criteria for Associate Degree &  
General Education  
AP 4100 Graduation Requirements for Degrees and Certificates  
AP 4230 Grading and Academic Record Symbols

Dr. Spor presented revised administrative procedures (APs), as updated by the Educational Programs Committee.

**INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Dickerson and seconded by Trustee Keith to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

**Item 3:** Moved by Trustee Dickerson and seconded by Trustee Keith to ratify purchase orders issued during May 2020.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 4:** Moved by Trustee Dickerson and seconded by Trustee Keith to ratify A & B Warrants issued during May 2020, totaling \$11,221,676.31.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**PERSONNEL RECOMMENDATIONS**

**Item 5:** Moved by Trustee Dickerson and seconded by Trustee Keith 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 Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

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

**Item 7:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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

### **CONSTRUCTION – CAPITAL PROJECTS**

**Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the Five-Year Construction Plan priority list of upcoming projects, in the following order: Educational Development Center Renovation, Science/STEM Building, Career Technical Education Building and the Kinesiology Building Complex.

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

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

**Item 9:** Moved by Trustee Ortell and seconded by Trustee Keith to approve the 2020-2021 Tentative Budget and to set a public hearing for October 20, 2020, at the Citrus College Administration Building Board Room, 1000 W. Foothill Blvd., Glendora, California 91741, at or about 4:15 p.m., pursuant to Section 58301 of Title 5, California Code of Regulations, as modified by Executive Order 2020-06, to provide the public with an opportunity to comment on the budget prior to adoption.

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

### **SIGNATURES AUTHORIZATION**

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the attached revised list of General Signature Authorizations and Certification of Signatures for Citrus Community College District business functions and bank accounts, in accordance with the California Community College Budget and Accounting Manual, §84030 and §84040 of the Education code, and §58311 of Title 5 of the California Code of Regulation. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

### **INSURANCE**

**Item 11:** Moved by Trustee Dickerson and seconded by Trustee Ortell to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) 2020-2021 at the estimated amount of \$544,373. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policies on behalf of the District. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 12:** Moved by Trustee Keith and seconded by Trustee Montgomery to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2020-2021 at the estimated amount of \$874,155. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policy on behalf of the District.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Montgomery to allow the Los Angeles County Office of Education to make all necessary appropriation transfers at the close of the 2019-2020 fiscal year, in order to permit payment of obligations incurred by the District during the fiscal year.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 14:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve Resolution 2019-20-14 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2020-2021 fiscal year, between District funds, as needed for cash flow purposes and to permit payment of obligations.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 15:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve Resolution 2019-20-15 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2020-2021 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$65,395,301. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to accept the Revised 2020-2021 Budget Calendar that was approved by the Financial Resources Committee on June 3, 2020.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOND**

- Item 17:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve Resolution 2019-20-16, authorizing the refunding of General Obligation Refunding Bonds, 2020 Series A of the Citrus Community College District, Los Angeles County, California, 2004 Election General Obligation Refunding Bonds, 2020 Series A, in an aggregate principal amount not to exceed \$78,000,000, by a roll-call vote.  
Trustee Ortell – Yes  
Trustee Montgomery – Yes  
Trustee Keith – Yes  
Trustee Dickerson – Yes  
Trustee Rasmussen – Yes

## **CURRICULUM**

- Item 18:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **EMPLOYMENT – FACULTY**

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of Mr. Matthew Parsons effective August 21, 2020, in a full-time tenure-track position (a first-year contract of 175 days) in the discipline of Information Technology and Information Systems, at a salary placement of Class 1, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,154.00 annually plus health and statutory benefits.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **EMPLOYMENT – MANAGEMENT TEAM**

- Item 20:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the employment of Ms. Victoria Dominguez beginning June 22, 2020, as Dean of Mathematics and Business at a salary placement of Range 77, Step 1, on the Management Salary Schedule totaling \$147,964 annually plus health and statutory benefits.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **SABBATICALS**

- Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery to postpone the previously approved fall 2020 sabbaticals for Ms. Patty Glover and Ms. Theresa Villeneuve until the spring 2021 semester. (Page 314)  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **BOARD POLICIES**

- Item 22:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the second and final reading of, and adopt, BP 3727 Information and Communications Technology Accessibility.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **BOARD OF TRUSTEES**

- Item 23:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the **revised** dates, time, and place for regular meetings of the Board of Trustees for the period of July 21, 2020, through December 15, 2020 as follows:  
Date/Time: 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.~~ 4:15 p.m.

November 17, 2020 @ ~~3:15 p.m.~~ 4:15 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. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 24:** Moved by Trustee Ortell and seconded by Trustee Montgomery to appoint Mr. Austin Riggs to the Measure G Citizens' Oversight Committee as the student member for a one-year term (September 1, 2020 – August 31, 2021). 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 25:** Moved by Trustee Ortell and seconded by Trustee Montgomery to select Barbara R. Dickerson as the annual representative to the Los Angeles County School Trustees Association from July 1, 2020, through June 30, 2021. The representative shall perform duties as described in the Los Angeles County School Trustees Association's Standing Rule #6: (a) vote on all association matters; and (b) communicate between the Executive Board, the Association, and the local Board. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 26:** Moved by Trustee Ortell and seconded by Trustee Montgomery to adopt Resolution No. 2019-20-17 to support the California Community Colleges call to action to address structural racism and champion equity in all college matters. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CLOSED SESSION:** At 5:27 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**

**Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (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.**

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

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

**RECONVENE IN OPEN SESSION:** At 6:28 p.m. Board President Rasmussen reconvened the meeting to open session with no action taken.

**BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION**

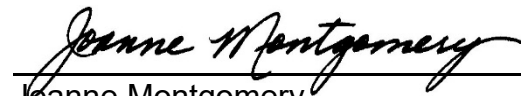
The Board reviewed and discussed the results of their self-evaluation survey.

The trustees look forward to the July 21, 2020 retreat where they will develop goals for the 2020-2021 academic year.

**ADJOURNMENT:** At 6:38 p.m., it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

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

July 21, 2020  
Date

  
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Joanne Montgomery  
Clerk/Secretary  
Board of Trustees