

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

July 15, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 15, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:15 p.m. Board President Ortell led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Andrew Cress (Student Trustee).
Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Instruction; Robert Sammis, Interim Director of Human Resources; John Vaughan, Academic Senate President; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Mickie Allen, Gene Bohatch, Paula Green, Lan Hao, Kim Holland, Samuel Lee, Jim McClain, Sylvia Smythe, and Linda Welz

Faculty: Terry Miles, Michelle Plug

Supervisors/Confidential: Marti DeYoung, Marilyn Grinsdale, Glenna Johnson, and Eric Magallon

Classified Employees: Linda Merlo

Adjunct Faculty: None

Students: Ariel Carmona

VISITORS: Jennetta Harris

Comments from the audience: Terry Miles, CCFA President and Physical Sciences Instructor, welcomed Dr. Geraldine M. Perri, on behalf of CCFA. Mr. Miles announced

the slate of CCFA officers for 2008-09: Ms. Kathy Bakhit, Vice President/President Elect; Ms. Lisa Villa, Secretary; Ms. Gailynn White, Treasurer; and Mr. Dave Brown, Chief Negotiator. He commented that one of CCFA's goals for the 2008-09 academic year is to maintain good communications with the District and expending the collective bargaining process.

Geraldine M. Perri, Ph.D., Superintendent/President, thanked the members of the Board for supporting her candidacy as Superintendent/President of Citrus College. She also expressed her gratitude to the search committee for their endorsement of her and all of their hard work, and to the faculty and staff for a very warm welcome. She said she is honored to join the Citrus College community. Dr. Edward C. Ortell, President, Board of Trustees, welcomed Dr. Perri on behalf of the board.

Dr. Perri provided an update on the state budget. She said the Conference Committee closed out action on the 2008-09 spending plan on July 8, 2008. The plan is better than the Governor's May Revise and includes a \$75 million backfill; 2 percent for growth; \$12.5 million for green-collar technology; and a 2.45 percent COLA. However, it relies on \$8.2 million in increased revenue, and must be passed by both houses of the Legislature. Dr. Perri said Citrus College will continue to monitor developments on the state budget and remain attentive to issues impacting our own tentative budget, including cash flow and potential revenue decreases.

Irene Malmgren, Vice President of Instruction, reported that the Title V HSI STEM grant was submitted on June 27, 2008. She thanked Ms. Sylvia Smythe, Director of Basic Skills, for her efforts. If Citrus College is awarded the grant, it will provide significant services and resources for students.

As part of faculty development, all adjuncts who teach a basic skills class have been asked to attend a two hour, paid orientation on August 29, 2008. Ms. Malmgren said the orientation, funded by the Title V HSI solo grant, includes course information from faculty leads, teaching tips, and instruction on the new on-line Early Alert system.

The inaugural Glendora Gifted and Talented Education (GATE) Science Academy took place the week of July 14, 2008 at Citrus College. Twenty students, grades 3-6, and 25 students, grades 6-8, from Glendora Unified School District are scheduled to attend. Ms. Malmgren said Citrus faculty have some wonderful activities planned.

Citrus College is the fiscal agent/lead college for the Tech Prep Regional Coordination Project. As part of this project, Ms. Marti DeYoung, Career/Technical Education Supervisor, has invited a speaker, Mr. Jim Brazell, to present "The Future is Here," a message focused on emerging technologies and how the education and workforce communities should respond. Assistant superintendents, administrators, and staff from local high school districts will be invited.

Via the Board's approval later in the meeting, Ms. Malmgren welcomed Ms. Marion Dunkerley, Nursing Instructor. Ms. Dunkerley holds a bachelor's degree from Biola

University, a master's degree in education from Azusa Pacific University and is currently pursuing a second master's degree in nursing. She has a background in teaching and nursing and is fluent in Dutch and Spanish.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that registration started July 14, 2008, for students with priority registration, and 684 students registered compared to 580 last year. In addition, probation flags were put in place for the first time since implementing BANNER.

Dr. Hamilton said EOP&S Summer Bridge Program, which provides orientation and community building for disadvantaged students, continues to grow. This year 84 students were enrolled in three classes.

Financial Aid is in the midst of implementing BANNER. They went live in April, downloading financial aid applications from the federal site and are now close to completing Phase 1. Dr. Hamilton also reported that Financial Aid was very successful last year and provided 18% more students with Pell grants and 23% more students with BOG waivers. This success was a result of increased outreach to high schools and "inreach" with class presentations and campus events.

Counseling is working with TeCS to adapt an existing Web-based program for secure online counseling, which should be ready in early fall. She thanked Mr. Leigh Buchwald, Network Central Computer and Telecommunications System Supervisor, and Ms. Lisa Villa, Counselor, for their efforts.

Robert Sammis, Interim Director of Human Resources, expressed his gratitude for the warm welcome he received. He said he is impressed with the many talented and hard-working staff in Human Resources.

Mr. Sammis had a productive meeting with Mr. Terry Miles, CCFA President. He also met with CSEA representatives, Ms. Cathy Napoli, CSEA President, and Ms. Peggy Olsen, CSEA First Vice President/Chief Negotiator, to discuss issues facing their chapter. Mr. Sammis plans to meet with adjunct faculty leaders next week.

Carol R. Horton, Vice President of Finance and Administrative Services, referred the Board to action items on the agenda for change orders for the Softball Field and the Center for Innovation. She said Citrus College has an excellent management team that provides detailed oversight of change orders. The change orders for the Center for Innovation were at 3.2%, in contrast to what is considered normal for this type of construction, at 6 to 7%. She credited the work of Mr. Jim Scinocca, Project Manager, in keeping the percentage low.

Mrs. Horton said construction on the new Student Services Building should begin in mid-August.

John Vaughan, Academic Senate President, said the Academic Senate and the entire faculty are pleased to welcome Dr. Perri, and they look forward to her leadership.

Mr. Vaughan announced the incoming ASCC Executive Board: Ms. Dana Hester, Past President; Dr. Senya Lubisich, Secretary; Ms. Sarah Spangler, Treasurer; and Dr. Jack Call, Vice President/President Elect.

Over the next month Mr. Vaughan will be working with Dr. Lan Hao, Director of Institutional Research, on a team that is evaluating and making recommendations concerning Program Review data. He will also be working with Ms. Smythe in the development of the Faculty Learning Institute.

Cathy Napoli, CSEA President, on behalf of the classified staff, welcomed Dr. Perri, and said the classified staff is looking forward to working with her.

Andrew Cress, Student Trustee, said several new members have been appointed to the ASCC Board, and the Board is nearing the optimum number. The Board has several team-building events scheduled throughout the summer.

Mr. Cress plans to attend the *2008 Student Trustee Conference* hosted by the Community College League of California in August. He plans on returning with many fresh ideas.

Dr. Gary L. Woods, Clerk/Secretary, Board of Trustees, reported on the recent SanFACC meeting at Pasadena City College. Dr. Woods said all six districts were in attendance and the group discussed many important topics, including advocating for passage of favorable legislation. Dr. Woods said lobbying as a regional caucus opens doors in Sacramento and Washington, D.C.

Mrs. Joanne Montgomery, Member, Board of Trustees, also attended the meeting and said she was impressed with a proposal for a SanFACC leadership consortium, where the districts will work together to mentor and train future college managers and leaders. Dr. Perri chaired a similar regional caucus, the San Diego and Imperial Counties Community College Association (SDICCCA) for two years.

Dr. Patricia Rasmussen, Member, Board of Trustees, said she met with Dr. Steve Lindsey, Dean of Business, CSIS, and Distance Education, regarding distance education. She said the program has grown tremendously and now provides many extra student services to ensure student success. The demand for distance education continues to grow, and high schools are now showing interest. Dr. Rasmussen suggested the possibility of partnering with them.

Dr. Rasmussen expressed concern about the currency of our textbook policies and said the college must do whatever it can to help students acquire textbooks at reasonable prices.

Dr. Rasmussen congratulated Mr. Cress for being featured in a recent article in the San Gabriel Valley Examiner.

Mrs. Susan M. Keith, Vice President, Board of Trustees, reported on the very successful Foundation event, "Watercolor Alive!," featuring Mr. Chris Van Winkle, renowned watercolorist and Citrus College adjunct faculty. The event was hosted and underwritten by Mr. Ivan Misner, a local successful businessman, best-selling author, and alumnus of Citrus College. The event received an entire page of coverage in the *Inland Valley Daily Bulletin*. Mr. Van Winkle created a beautiful watercolor painting during the event, which was auctioned at the end. In addition, Mr. Misner made a challenge to the Foundation to raise matching funds of up to \$5,000 to be donated for scholarships for Citrus students.

Mrs. Keith thanked Dr. Perri for attending the Foundation event and for riding with her in Claremont's July 4th parade. The parade was a good opportunity to talk with many elected officials and community leaders in attendance. Mrs. Keith thanked Ms. Linda Merlo, College Promotions Specialist, for handling parade logistics and Mr. Tom Gerfen, Foundation President-Elect, for providing and driving his car in the parade.

Mrs. Montgomery attended the dental assisting graduation, and she commented on what the great job Ms. Claudia Pohl and Ms. Dora Arredondo, Dental Assisting instructors, do for students. Most of the graduating students already have jobs.

MINUTES:

Item 1: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the June 17, 2008, meeting minutes as corrected. 5 Yes.

INFORMATION AND DISCUSSION

Foundation Presentation — Jennetta Harris, President, Citrus College Foundation

Ms. Harris presented an update on Foundation accomplishments during the 2007-08 fiscal year. She said the Foundation's portfolio is currently at an all-time high of \$6.2 million, and the Foundation has achieved many milestones in the past year.

INDEPENDENT CONTRACTORS

Item 2: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

Item 3: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT ETC.

- Item 4:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve A & B Warrants for June 2008. 5 Yes.
- Item 5:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve purchase orders for June 2008. 5 Yes.

FIELD TRIPS

- Item 6:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the 2008 Fall Sports Transportation schedule. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 8:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 9:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

SIGNATURE AUTHORIZATION

- Item 10:** Moved by Mrs. Keith and seconded by Dr. Woods to approve the Certification of Signatures for Citrus Community College District deleting Michael Viera, Ph.D., Sandra Lindoerfer and Thomas O. Hippie and adding Robert Iverson, Robert L. Sammis and Geraldine M. Perri, Ph.D. and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.
- Item 11:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the specified signatures for Citrus Community College District business functions and bank accounts deleting Michael J. Viera, Ph.D., Sandra Lindoerfer and Thomas O. Hippie and adding Geraldine M. Perri, Robert Iverson and Robert L. Sammis for the period of July 1, 2008, through November 30, 2008. 5 Yes.

SURPLUS PROPERTY

- Item 12:** Moved by Dr. Woods and seconded by Mrs. Montgomery to dispose of the enclosed list of surplus items by public auction by the liquidation Company or donation to another public entity. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 13:** Moved by Mrs. Keith and seconded by Dr. Woods to approve Change Order One in the amount of \$58,255.44 and add nine (9) days to the time for completion for project number 11-0607, Softball Fields Complex. 5 Yes.
- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Change Order Three in the amount of \$102,154.00 and add fifty (50) days to the time for completion for project number 12-0506, Center for Innovation. 5 Yes.

RESOLUTIONS

- Item 15:** Moved by Mrs. Keith and seconded by Dr. Woods to adopt Resolution No. 2008-09-01, certifying Geraldine M. Perri, Ph.D., Superintendent/President, as Board authorized representative of Citrus Community College District to approve a \$300,000 contract with the California Department of Education for the Tech Prep Regional Project from September 1, 2008 through June 30, 2009. 5 Yes.
- Item 16:** Moved by Dr. Rasmussen and seconded by Mrs. Keith to approve Resolution No. 2008-09-02 and accept contract CCTR-8121 in the amount of \$1,250,000 for early education and care services for the period of July 1 2008 to June 30, 2009, for the Child Development Center. 5 Yes.
- Item 17:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve Resolution No. 2008-09-03 and accept contract CFDP-8026 in the amount of \$201,887 for early education and care services for the period of July 1 2008 to June 30, 2009, for the Child Development Center. 5 Yes.

AGREEMENTS

- Item 18:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Agreement between Citrus Community College District (District) and Mt. San Antonio College. 5 Yes.
- Item 19:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the Agreement between Citrus Community College District (District) and Rio Hondo College. 5 Yes.
- Item 20:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the addition and/or deletion of courses as recommended by the Curriculum Committee. 5 Yes.

BOARD POLICIES

- Item 21:** Moved by Dr. Woods and seconded by Mrs. Keith to approve the first reading of revisions to P-5117, Credit by Examination and R-5117, Credit by Examination. 5 Yes.

- Item 22:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the first reading of new policy P-5125, Withdrawal from Courses and new regulation R-5125, Withdrawal from Courses. 5 Yes.
- Item 23:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the first reading of new policy P-6011, Educational Master Plan.
- Item 24:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the first reading of revisions to P-6050, Grading Policy, and the first reading of new regulation, R-6050 Grading System. 5 Yes.
- Item 25:** Moved by Dr. Woods and seconded by Mrs. Keith to approve the first reading of revisions to P-6121, Graduation Requirements and R-6121 Graduation Requirements. 5 Yes.

EMPLOYMENT – FACULTY

- Item 26:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the employment of Ms. Marion Dunkerley, effective August 29, 2008, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 4, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$67,349.00 annually plus \$21,208.95 in health and statutory benefits. 5 Yes.

CLOSED SESSION: At 5:25 p.m., Board President Ortell adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Faculty Association/CTA/NEA; Adjunct Faculty United Local 6106, and California School Employees Association (CSEA) Chapter 101.

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

RECONVENE OPEN SESSION: At 5:55 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

BOARD RETREAT

The Board participated in discussions, facilitated by Dr. Cindra Smith, in regard to protocol.

ADJOURNMENT: At 8:15 p.m. Dr. Ortell adjourned the meeting.

August 19, 2008

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees