The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, August 19, 2008, in the Administration Building Board Room.

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


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; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Paula Green, Lan Hao, and Linda Welz

Faculty: Roberta Eisel, Denise Kaisler, and Michelle Plug

Supervisors/Confidential: Tedd Goldstein, Marilyn Grinsdale, Glenna Johnson, Lari Kirby, and Eric Magallon

Classified Employees: Pam McGuern

Adjunct Faculty: Bob Orso

Students: None

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the college responded well to the recent Chino Hills earthquake. She commended Mrs. Carol R. Horton, Vice President of Finance and Administrative Services; Mr. Michael Harrington, Director of Facilities and Construction; and Mr. Anthony Giannone, Campus Security Supervisor; for their leadership during this emergency. She also thanked the faculty,
staff, and managers who provided support. Dr. Perri said the earthquake gave us an opportunity to review our broader emergency procedures. As a result, Citrus College is beginning a series of actions to ensure that the college is fully trained for potential emergencies and disasters. A new information brochure outlining procedures for earthquake, fire, and sniper/shooter emergencies has been distributed to the college community. She thanked Ms. Paula Green, Director of Communications; Mr. Rocky Reynolds, Reprographics Supervisor; Mrs. Horton, and Mr. Harrington for working to produce this document. Dr. Patricia Rasmussen, Member, Board of Trustees, said the earthquake provided a good opportunity to test our new emergency notification system, ConnectEd. Six thousand students were reached with notification of the campus closure.

Dr. Perri noted an agenda item for a contract with the Community College League of California (CCLC) to update and review board policies. This is consistent with the Board’s priority to review existing policies and administrative procedures. Also on the agenda is a contract for services to update the Education Master Plan. Title 5 mandates that our Education Master Plan be updated periodically. Vice President Keith suggested connecting with our local chambers of commerce for a regional perspective.

Citrus College was pleased to host a regional event: "The Future is Here: The Evolving Role of Education in Workforce Development" on August 14, 2008. Dr. Perri thanked the Trustees who attended and Mr. James Lancaster, Dean of Career/Technical and Continuing Education; and Ms. Marti DeYoung, Career/Technical Education Programs Supervisor; for organizing the event.

Dr. Perri thanked the Trustees who attended the Ice Cream Social, which was held to thank faculty and staff for all their hard work.

Dr. Perri reported that there is still no state budget. As a result, we will adjust our college budget adoption timeline.

Irene Malmgren, Vice President of Instruction, commented on the faculty and staff’s professional response to the earthquake. She noted the calm and organized manner in which the Child Development Center ushered their children to safety.

Mr. Eric Fox, a Citrus College graduate and Key of Knowledge award winner, has received Beta Alpha Psi’s first Medal of Inspiration Award at their national meeting. The award is given to a student who has experienced extreme hardship and demonstrated an unusually high level of achievement. It includes a $5,000 scholarship, which Mr. Fox will use towards his MBA.

The Supervisor/Confidential group will once again staff campus information booths in the morning and evening during the first week of school. Ms. Malmgren thanked Mr. Tedd Goldstein, Student Employment Services Supervisor; and Ms. Lari Kirby, Distance Education Supervisor; for their leadership in organizing this effort, which she said is “a tremendous help to our new students.”
A “Back to School Welcome” is being planned in conjunction with the Adjunct Faculty Association on August 28, 2008. The event will provide adjunct faculty a venue for increased engagement and information sharing.

The graduation of our first nursing class was the topic of an article in Nurseweek magazine. Ms. Malmgren thanked Ms. Green and her staff for the supportive press release. She added that all five students who have attempted the Nursing Boards have passed.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that a comparison of registration numbers with last year is difficult to make due to the new calendar, with its later start date, and extended registration for Cosmetology and athletic programs. She added that there is an unusually large number of probation and dismissal notices, due to Banner’s inability to issue notices last year. Counseling and Admissions have been working all summer to clear probation students, and workshops have been set up to handle the remainder of students who need to be cleared.

Ms. Lucinda Over, Dean of Counseling, and program heads for EOP&S, DSP&S, matriculation, and non-credit matriculation have worked together to respond to a few compliance issues, most of them minor in nature, identified in a System Office site visit in May.

The summer Power Math program just concluded under the leadership of Mr. James Swatzel, Mathematics instructor; Ms. Kristie Shimokawa, Coordinator of Non Credit Matriculation; and Mr. Steve Avalos, Counselor for Non Credit Matriculation. Students who participated dramatically improved their math placement scores, advancing up to three levels.

The new ASCC leaders have been meeting over the summer, developing goals and planning Homecoming and “welcome back” activities for the first week of school. Dr. Hamilton said ASCC summer meetings are not the norm, and ASCC has a very dynamic board this year.

Dr. Hamilton invited the Board to attend “Welcome Day” on August 28, 2008. This will be the first year for this event, which is designed to increase engagement of new students and their parents with the institution. It will include entertainment, tours, a student club zone, giveaways, and survival workshops.

Robert Sammis, Interim Director of Human Resources, praised his staff for their willingness to explain and discuss Human Resources processes and procedures, with the ultimate goal of streamlining and making them more “user-friendly.” He added that he continues to work cooperatively with campus constituent groups.

Carol R. Horton, Vice President of Finance and Administrative Services, provided the Board with an updated College Budget Calendar. As there is still no state budget, the System Office has determined that the District can adopt a budget prior to October
15, 2008, instead of September 15, 2008. Citrus prefers the later date, as we have a tentative budget in place, which can be used to monitor expenditures.

Mrs. Horton said agenda item H-2, a bid for four basketball side court goals, had only one bidder. This item went through all legal requirements for advertising and seeking bids and is within cost estimates.

Cathy Napoli, CSEA President, expressed the classified staff’s appreciation to Dr. Perri for hosting the Ice Cream Social.

Andrew Cress, Student Trustee, said he attended CCLC’s Student Trustees Workshop held on August 8-9, 2008, in San Francisco. He described it as an invaluable experience, as it enabled him to meet with and learn from other student leaders from around the state. With the new information he brought back, he plans to look at what Citrus College can do to lower the cost of textbooks for all students. Mr. Cress added that student trustees are looking into forming a statewide organization.

Patricia R. Rasmussen, Ed.D., Member, Board of Trustees, reported that she and her family participated in the recent Household Waste Collection held at Citrus College. She thanked Mr. Jeffrey Eichler, Environmental Health Program Supervisor, for helping to organize this event.

Dr. Rasmussen had the opportunity to observe Glendora school children involved with the GATE pilot science program held at Citrus College. She said the program is a great way to promote science studies to school children, and she thanked Mr. Eric Rabitoy, Dean of Science, Engineering, and Health Sciences, and science faculty and staff for giving up a week to host this valuable program.

Dr. Rasmussen thanked Ms. Jody Wise, Dean of Physical Education and Athletics, for the new Student Athletic Handbook and Athletic Schedule. She added that the first home football game of the season will take place on September 13, 2008.

Dr. Rasmussen attended “The Future is Here,” a regional forum on the role of education in workforce development. The presentation stressed the need for workforce preparation to keep pace with the rapidly evolving technological demands of the workplace to prevent the export of high-paying jobs to other countries. Dr. Rasmussen suggested the possibility of Citrus College becoming leaders in this area.

MINUTES

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the July 15, 2008, meeting minutes. 4 Yes. 1 Absent (Dr. Ortell)
INFORMATION AND DISCUSSION

Accreditation Discussion – Jeanne Hamilton, Ph.D., Vice President of Student Services, and Roberta Eisel, Language Arts Instructor and SLOAC Coordinator – Accreditation Co-Chairs

Dr. Hamilton introduced Ms. Roberta Eisel, Accreditation Faculty Co-Chair. Dr. Hamilton and Ms. Eisel provided the Board with an update on requirements of the accreditation process and our progress in completing the self-study.

INDEPENDENT CONTRACTORS
Item 2: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Dr. Ortell).

FACILITY USE
Item 3: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve facility rentals and usage. 4 Yes. 1 Absent (Dr. Ortell).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.
Item 4: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve A & B Warrants for July 2008. 4 Yes. 1 Absent (Dr. Ortell).

Item 5: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve purchase orders for July 2008. 4 Yes. 1 Absent (Dr. Ortell).

INSTITUTIONAL MEMBERSHIP
Item 6: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve a $75.00 one year membership to the California Community Colleges Soccer Coaches Association. 4 Yes. 1 Absent (Dr. Ortell).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.
Item 7: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve participation in the 2009 District Participation in the 2009 Chancellor’s Office Tax Offset Program. 4 Yes. 1 Absent (Dr. Ortell).

CONSTRUCTION – CAPITAL PROJECTS
Item 8: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order Two in the amount of $7,935.00 for Project #07-0708, Energy Services Contract for Installation of HVAC Equipment. 4 Yes. 1 Absent (Dr. Ortell).

SURPLUS PROPERTY
Item 9: Moved by Mrs. Montgomery and seconded by Dr. Woods to dispose of the enclosed list of surplus items by public auction by The Liquidation Company or donation to another public entity. 4 Yes. 1 Absent (Dr. Ortell).
PERSONNEL RECOMMENDATIONS

Item 10: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Dr. Ortell).

Item 11: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Dr. Ortell).

Item 12: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Dr. Ortell).

BIDS

Item 13: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the award of bid #01-0809, Gymnasium Basketball Goals to Tomark Sports of Corona, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of $93,550.00 is within budget and will be funded from District funds. 4 Yes. 1 Absent (Dr. Ortell).

CONSTRUCTION – CAPITAL PROJECTS

Item 14: Moved by Dr. Rasmussen and seconded by Dr. Woods to accept Project #12-0506, Center for Innovation as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is $11,787,321.23. 4 Yes. 1 Absent (Dr. Ortell).

BOARD POLICIES

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the second and final reading of revisions to P-5117, Credit by Examination and R-5117, Credit by Examination. 4 Yes. 1 Absent (Dr. Ortell).

Item 16: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the second and final reading of new policy P-5125, Withdrawal from Courses and new regulation R-5125, Withdrawal from Courses. 4 Yes. 1 Absent (Dr. Ortell).

Item 17: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the second and final reading of new policy P-6011, Educational Master Plan. 4 Yes. 1 Absent (Dr. Ortell).

Item 18: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the second and final reading of revisions to P-6050, Grading Policy, and R-6050 Grading System. 4 Yes. 1 Absent (Dr. Ortell).
Item 19: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the second and final reading of revisions to P-6121, Graduation Requirements and R-6121 Graduation Requirements. 4 Yes. 1 Absent (Dr. Ortell).

LIQUOR LICENSE
Item 20: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine at the Foundation’s “A Taste of Autumn” event to be held on campus on October 5, 2008. 4 Yes. 1 Absent (Dr. Ortell).

CLOSED SESSION: At 5:23 p.m., Vice President Keith 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 6:49 p.m., Vice President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:50 p.m., it was moved by Dr. Woods and seconded by Mrs. Montgomery to adjourn the meeting. 4 Yes. 1 Absent (Dr. Ortell)

September 9, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees