

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

October 7, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 7, 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; Ms. Irene Malmgren, Vice President of Instruction; John Vaughan, Academic Senate President; and Christine Link, Recording Secretary.

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

**Management Team**: Mickie Allen, Rosalinda Buchwald, Paula Green, Lan Hao, Martha McDonald, and Sylvia Smythe

**Faculty**: Terry Miles

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

**Classified Employees**: Linda Merlo

**Adjunct Faculty**: None

**Students**: Savannah Dominguez, Joshua Gaglia, and Andrew Vasquez

**VISITORS**: None

**COMMENTS FROM THE AUDIENCE**

**Terry Miles, CCFA President and Physical Sciences faculty member**, said CCFA is looking forward to beginning negotiations with the District. Members of their team are Mr. Dave Brown, Chief Negotiator; Mr. Rich Ghidella, Negotiator; and Ms. Claudia Pohl,

Negotiator. Mr. Miles is confident that this team of talented faculty members will proceed with a very professional and efficient cycle of negotiations.

Mr. Miles, Mr. Brown, and Ms. Gailynn White, CCFA Treasurer, will attend the Community College Association Fall Conference where they will attend workshops and receive information on the state budget and salary comparison data.

**Geraldine M. Perri, Ph.D., Superintendent/President**, thanked the Citrus College Foundation, members of the board, and the many volunteers whose efforts made this year's *A Taste of Autumn* a success. The food, talented performances by the Citrus Singers, Jazz Band and Night Shift, and the beautiful setting made it a wonderful evening. Dr. Perri said it was good to see so many people working together for our students.

Dr. Perri thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her team for their efforts in putting together the 2008-2009 District budget, during a time when there were many uncertainties regarding the state budget. Dr. Perri is pleased they are able to present a budget that funds the college at last year's expenditure level while meeting increased expenses related to personnel and benefits.

Dr. Perri congratulated Mr. Bob Bradshaw, Project Manager, for his efforts in partnering with the Chancellor's Office and Southern California Edison to kick off a five-part series of workshops on energy conservation. She said it was wonderful to see Citrus College serve as the host institution for this event, which is broadcast to several colleges throughout the state.

Dr. Perri commended the Latina Leadership Network and ASCC for their combined efforts to coordinate a recent presentation by Mr. Sal Castro, motivational speaker and former teacher. Mr. Castro did an excellent job of inspiring and motivating our students regarding the value of education.

**Irene Malmgren, Vice President of Instruction**, reported that the winter/spring class schedule is complete and was sent to the printer last Monday. This is a combined effort by Instruction and External Relations, and she thanked everyone for their efforts.

The Office of the Vice Chancellor of Academic Affairs in the state Chancellor's Office has requested a summary of our basic skills action plan. Our plan has been selected as an exemplary plan, based on the strong integration of student services and instruction. The co-chairs of the basic skills committee are Ms. Gina Hogan, Language Arts faculty member, and Ms. Sylvia Smythe, Director of Basic Skills. Ms. Malmgren congratulated them and their committee for their hard work and commitment to serving students in creative ways.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, said the 3<sup>rd</sup> annual *Saluting our Veterans* event will take place on November 6, 2008. This year the City of Glendora and Azusa Pacific University are co-sponsors.

The Career/Transfer Center organized a trip to Sacramento for 20 students to attend a conference for those interested in medical careers. They are also planning workshops for the upcoming fall application period for four-year schools, including 19 workshops for CSU applications and 9 workshops for UC applications. They will hold open forums for students who can't attend one of the group workshops.

The Counseling Department has completed 113 basic skills classroom visits, where they encouraged students to see a counselor to develop an academic plan.

On September 19, 2008, the Student Services team met at Dr. Hamilton's home for their annual planning meeting. Each department prepared a list of goals for the coming year, along with a progress report on last year's goals. Each department also submitted their student learning outcomes (SLOs) and assessment plan for this coming year. Dr. Lan Hao, Director of Institutional Research, and Ms. Roberta Eisel, Student Learning Outcomes coordinator, provided training on effective assessment of SLOs.

**John Vuaghan, Academic Senate President**, said the Academic Senate is set to take action on the Pre-requisite Challenge Form as well as the Board Policy and Regulation that revises their Academic Renewal Policy. They will also discuss recommendations from the HOTSHOTS Committee regarding benchmarks for course and program level SLOs and assessment and the general theme of SLOs and assessment as it relates to our accreditation self-study.

Academic Senate ad-hoc committees have started working, and as a result they will soon have a first read of the Textbook and Procurement Policy and Regulation. The committee to establish an "in-house" book scholarship has met twice.

**Andrew Cress, Student Trustee**, continues to work closely with ASCC President Stefano Saltalamacchia to involve the ASCC Executive Board in his goal to increase availability of textbooks for Citrus students. ASCC has adopted the textbook issue as one of their goals for this year. Mr. Cress has met with Ms. Martha McDonald, Dean of Students; Mr. Eric Magallon, Bookstore Supervisor; Ms. Malmgren and Dr. Perri to discuss textbooks.

ASCC has partially funded the Chicanos/Latinos for Community Medicine, enabling the members to attend a medical conference in Sacramento. In addition, ASCC will provide \$2,000 to support the Citrus College Open House event.

Mr. Cress, along with several other members of the ASCC board, will attend the California Community Colleges Student Affairs Association's leadership conference and the Student Senate for California Community College's (SSCCC) Fall General Assembly.

Mr. Cress was pleased to announce that Ms. Savannah Star Dominguez, former ASCC President and current Student Ambassador, is a candidate for one of two open SCCC senator-at-large positions. He said she would represent Citrus well.

**Edward C. Ortell, President, Board of Trustees**, commented on the excellence of this year's *A Taste of Autumn*. He also reported on meetings with local legislators, including Senator Bob Margett, Senator Jack Scott and Assembly Members Bob Huff and Anthony Adams. Dr. Ortell said Citrus College has been successful this past legislative session in working with elected officials to educate them on our issues, and we were able to gain support on important legislation, such as SB 890 (Scott) Early College Commitment Program.

**Gary L. Woods, Clerk/Secretary, Board of Trustees**, praised *A Taste of Autumn*, saying the event surpassed other fund-raising events he has attended recently, which were put on by much larger organizations.

**Joanne Montgomery, Member, Board of Trustees**, thanked all of the staff and volunteers who worked tirelessly to put on *A Taste of Autumn*, including the maintenance and grounds staff; the Student Ambassadors; the performers and many others.

**Patricia Rasmussen, Member, Board of Trustees**, agreed with the comments of her fellow board members regarding *A Taste of Autumn*. She was pleased to see comments from student recipients of Foundation scholarships in the vendor booklet, which linked the event to the benefit received by students.

Dr. Rasmussen attended the Farewell Roast for Senator Margett, along with Dr. Perri, Mrs. Montgomery, Dr. Ortell, and Dr. Woods. She said Citrus was the only community college in attendance, even though Senator Margett has several community colleges in his district.

Dr. Rasmussen thanked Mrs. Horton for the 2008/2009 college budget, describing the entire printed budget as a "tome." She said it is important to drill down into the document and ask a lot of questions.

*Glendora Day at the Fair* was attended by 10,000 K-12 students, and Dr. Rasmussen appreciated the opportunity to represent Citrus College, along with Dr. Perri. She noted the large number of Halloween tick or treat bags that were distributed to school children by Citrus Student Ambassadors, and added that it was a great way to promote Citrus College. She thanked Ms. Linda Merlo, College Promotions Specialist, for organizing our participation in the Community Expo.

**Susan M. Keith, Vice President, Board of Trustees**, attended the Student Services retreat. She commended Student Services for working together and for their dedication to our students. She expressed her appreciation for Dr. Hamilton's leadership.

At the Foundation Board meeting on September 15, 2008, the Foundation Board decided to stay with their current investment strategies, which Mrs. Keith said are conservative.

Ms. Keith congratulated Ms. Dominguez for all she has done for students and on her current candidacy for the SSCCC senator-at-large seat. She added we need more people in the state and federal government who have attended community colleges, and students like Ms. Dominguez, who have exhibited leadership skills, might consider a future career in politics.

Ms. Keith commented on the good article in the Claremont *Courier* on Dr. Perri's inauguration. She commended Ms. Paula Green, Director of Communications, and everyone in External Relations for their work.

#### **MINUTES:**

**Item 1:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the September 9, 2008, regular meeting minutes. 5 Yes.

**Item 2:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the September 23, 2008, special meeting minutes. 5 Yes.

#### **PUBLIC HEARING**

Board President Ortell opened a public hearing at 4:48 p.m. for the purpose of hearing public comment on the District's proposed 2008-2009 District Budget. Hearing no comments, he declared the public hearing closed at 4:49 p.m.

#### **INFORMATION AND DISCUSSION**

##### **PowerPoint Presentation of the 2008-2009 Budget – Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton made a PowerPoint presentation on the 2008-2009 District budget. She thanked Ms. Rosalina Buchwald, Director of Fiscal Services, and Ms. Carol Cone, Budget Supervisor, for their work to provide this budget in a timely fashion, despite the historical 85-day delay in the state's budget. Dr. Perri provided information regarding how the budget supports college planning priorities. Mrs. Horton discussed the growth in FTES over the past few years, and commented that Citrus has managed to maintain their ending balance during this time through prudent budget practices. Mrs. Keith expressed concerns regarding continued economic decline and the prospect of mid-year cuts by the state.

##### **Introduction of Student Ambassadors – Jeanne Hamilton, Vice President of Student Services/Martha McDonald, Dean of Students**

Ms. McDonald introduced Ms. Merlo who presented the Student Ambassadors for the coming year. Each student introduced him or herself and presented an interesting fact about the Student Ambassador program. These eight students, who represent a cross-section of the Citrus College campus, are the official student hosts of the college.

**Sabbatical Report, Fall 2007, Rob Everest, Mathematics Instructor – Irene Malmgren, Vice President of Instruction**

Ms. Malmgren introduced Mr. Robert Everest, Mathematics instructor. Mr. Everest has a master's degree in Secondary Education: Advanced Mathematics from Southern Oregon University and, as a result of his sabbatical leave in fall 2007, he was able to complete a master's degree in Educational Technology from Azusa Pacific University. Mr. Everest demonstrated his website, [www.matheverest.com](http://www.matheverest.com), which he uses in his Mathematics for Elementary Teachers courses, where he serves as lead instructor.

**INDEPENDENT CONTRACTORS**

- Item 3:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

**FACILITY USAGE**

- Item 4:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve facility rentals and usage. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 5:** Moved by Mrs. Keith 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 6:** Moved by Mrs. Keith 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 7:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

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

- Item 8:** Moved by Dr. Woods and seconded by Mrs. Keith to approve the attached budget for all District funds for the 2008-2009 fiscal year. 5 Yes.
- Item 9:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2008, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order #1 in the amount of \$78,049.03 for Project #14-0607, Field House and Concessions Buildings. 5 Yes.
- Item 11:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order #3 in the amount of \$71,961.00 for Project #07-0708, Energy Services Contract for Installation of HVAC Equipment. 5 Yes.
- Item 12:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order #1 in the amount of \$4,280.00 for Project #13-0708, Scoreboards for Stadium & Softball Fields. 5 Yes.
- Item 13:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to accept Project #09-0708, Gymnasium Floor Replacement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$217,726.00. 5 Yes.

**BOARD POLICIES**

- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve a first reading of the revisions to P-5126 Course Repetition Policy and the new R-5126 Course Repetition Regulation. 5 Yes.
- Item 15:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the first reading of revisions to P-5127 Probation and Dismissal Policy and the new R-5127 Probation and Dismissal Regulation. 5 Yes.
- Item 16:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to delete Citrus College Board Policy P-6070, Credit/No Credit Grading Option. 5 Yes.

**CLOSED SESSION:** At 5:45 p.m., Board President Ortell adjourned the meeting to closed session per the following sections of the Government Code:

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

**RECONVENE OPEN SESSION:** At 5:54 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 5:55 p.m., it was moved by Mrs. Keith and seconded by Dr. Woods to adjourn the meeting.

October 21, 2008  
Date

\_\_\_\_\_  
Gary L. Woods  
Clerk/Secretary  
Board of Trustees