The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 21, 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; Robert Sammis, Interim Director of Human Resources; James McClain, Dean of Mathematics (representing Irene Malmgren, Vice President of Instruction); John Vaughan, Academic Senate President; Cathy Napoli, Classified Employees; and Christine Link, Recording Secretary.

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

Management Team: Paula Green, Lan Hao, Sam Lee, Sylvia Smythe, and Linda Welz

Faculty: Terry Miles

Supervisors/Confidential: Tedd Goldstein, Marilyn Grinsdale, Joanne Hinojosa, and Lari Kirby

Classified Employees: Tanya Brooks

Adjunct Faculty: Bob Orso

Students: None

VISITORS: None

COMMENTS FROM THE AUDIENCE

Terry Miles, CCFA President and Physical Sciences faculty member, said the recent Community College Association Fall Conference was very informative. Topics ranged
from negotiation strategies to contractual ramifications of SLOs. Recently, Mr. Marty Hittleman, president of the California Federation of Teachers, sent a letter to the Accrediting Commission for Community and Junior Colleges (ACCJC) requesting they amend ACCJC standards that may impact contractual matters such as faculty evaluations and the content of course syllabi. Mr. Miles is looking forward to the response from ACCJC.

**Dr. Geraldine M. Perri, Ph.D., Superintendent/President**, reported that on October 22, 2008, Citrus College will be one of several colleges in the state to broadcast live Governor Arnold Schwarzenegger and First Lady Maria Shriver's *Women’s Conference*. The event will feature global opinion leaders such as Warren Buffet, Condoleezza Rice, Madeleine Albright, Bono, and Campbell Brown. Dr. Perri credited Ms. Paula Green, Director of Communications, and Ms. Linda Welz, Chief Information Services Officer, with facilitating the broadcast of the event.

Dr. Perri said the Governor will call a special legislative session in November at which he may call for emergency cuts and tax increases to deal with the growing budget deficit, which is already at $3 billion. Dr. Perri said it is likely that community colleges will receive a mid-year cut, and she has begun a dialog with Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, regarding possible cuts in our local budget.

Beginning next week, Citrus College will begin developing a new Educational Master Plan. The process will be outlined at the next Steering Committee meeting. The plan will be informed through a survey; town halls with business and community leaders and students; an external environmental scan; and an internal data analysis. Dr. Perri said the process will provide an opportunity for the college to review our mission, vision, and values and help us identify college priorities based on board goals. It will also highlight our needs for staffing, equipment, facilities, and funds and ultimately link our priorities to budget allocation and facilities planning.

Dr. Perri said the college will hold two mandatory information meetings this week for close to one hundred staff members to review their role in emergency preparedness. At the meeting, each staff member will receive an individualized orange folder outlining their specific role in an emergency.

Mr. James McClain, Dean of Mathematics, reported on the All-Campus Book Event presented by the Faculty Learning Institute. One hundred ten copies of *The Last Lecture*, by Dr. Randy Pausch, were distributed, and 73 Citrus College faculty and staff members attended one of five discussion groups. The event was very well received, with evaluations highlighting the value of faculty and staff across disciplines meeting informally and exchanging ideas on a topic to which everyone can relate. Mr. McClain thanked the organizers and said there will be a second book event in the spring.

Mr. McClain reported that the next Faculty Learning Institute event will be a presentation by Dr. Beverly Van Citters, Language Arts faculty member, entitled “Powering Up with
Blackboard,” on November 13 and 14, 2008. He invited the Board to participate in this high-energy workshop, as Dr. Van Citters demonstrates the innovative ways she reaches students in her reading classes using Blackboard.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the accreditation co-chairs and subcommittees have been meeting monthly. She will provide another accreditation update to the Board in November.

Dr. Hamilton said they are experiencing some challenges with transcripts brought about by the transition to BANNER. There was a large campus forum yesterday with counselors, educational advisors and representatives of admissions and TeCS to discuss possible solutions.

Dr. Hamilton said the entire Student Services team paid a visit to TeCS to present them with a framed certificate of appreciation for helping them with the BANNER conversion. It read, “We couldn’t do it without you.” Dr. Edward C. Ortell, President, Board of Trustees, expressed the appreciation of the Board for the work of the entire campus to implement the new computer system. He said their many long hours “have not gone unnoticed.”

John Vaughan, Academic Senate President, said at the next meeting of the Academic Senate they will complete discussion of the final three accreditation themes — Institutional Commitments, Institutional Integrity and Evaluation. They will also continue to discuss SLOs and assessment as they relate to setting a completion date for course and program level SLOs. The 2009-2010 academic calendar will be on the agenda for action.

Andrew Cress, Student Trustee, said the ASCC continues to promote student involvement in the political process. They hosted a final “debate watch” and held two voter registration days, during which 140 students registered.

Members of the ASCC Executive Board attended the California Community College Student Affairs Association leadership conference in San Diego. Mr. Cress said the conference was very educational and provided an opportunity for students to further develop their leadership skills.

ASCC continues to participate in accreditation by serving on committees and engaging in dialog with other groups.

Homecoming week is underway. Mr. Cress announced several campus activities, including a pre-game tailgate party in the stadium parking lot prior to the game on Saturday.

Patricia Rasmussen, Ed.D., Member, Board of Trustees, congratulated Mr. John Vaughan, Fine and Performing Arts Instructor, for the outstanding production of Cabaret. She commented that the student performances were particularly outstanding.
Dr. Rasmussen said she and Mrs. Joanne Montgomery, Member, Board of Trustees, are currently working to update 37 board policies. She thanked Dr. Jane Wright, special consultant from the Community College League of California, for assisting them and providing numerous samples.

Dr. Rasmussen commented on a recent report regarding the low percentage of males entering the teaching profession. The report cited the low status of male elementary teachers and highlighted the need for male role models in the classroom. Dr. Rasmussen is hopeful our teacher preparation program will help to mitigate this trend.

Regarding the upcoming election, Dr. Rasmussen said it is important that everyone is informed, reads the ballot measures carefully, and votes.

Susan M. Keith, Vice President, Board of Trustees, attended the Night of Music from Film with Dr. Rasmussen, and she said it was very entertaining and well done. Dr. Ortell also attended and he congratulated those involved for an outstanding production.

Mrs. Keith thanked the Faculty Learning Institute for the all-campus book event, The Last Lecture. While the book focused on the teaching profession, Mrs. Keith said it would benefit people in any profession.

Joanne Montgomery, Member, Board of Trustees, praised the recent edition of the Clarion, saying it exemplified why the publication has won so many awards.

Mrs. Montgomery thanked all those who are working so hard on accreditation. She said it is exciting to see the enthusiasm exhibited by faculty, staff, and students for making our upcoming accreditation successful.

MINUTES:
Item 1: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the October 7, 2008, regular meeting minutes. 5 Yes.

INFORMATION AND DISCUSSION

Grant Award – Jim McClain, Dean of Mathematics/Sylvia Smythe, Director of College Success

Mr. McClain introduced Ms. Sylvia Smythe, Director of College Success, who announced that Citrus College has been awarded a College Cost Reduction and Access HSI grant from the Department of Education in the amount of $3,430,976. This two-year grant provides funds to increase the number and success of Hispanic and other under-represented students in STEM (science, technology, engineering, and Math) majors and provide a pathway from high school to university for those students.
Sabbatical Report, Fall 2007, Toby Guebert, Foreign Language Instructor – Jim McClain, Dean of Mathematics

Mr. McClain introduced Mr. Toby Guebert who provided a report on his Fall 2007 sabbatical. Mr. Guebert teaches ESL courses in composition; reading and vocabulary; and grammar. He used his sabbatical to travel to Japan, Korea, and Taiwan to learn more about Asian cultures. Mr. Guebert holds Master’s Degrees in Spanish Literature and the Teaching of English as a Second Language from the University of Illinois.

Program Plan for Extended Opportunities Programs and Services 2008-2009 – Jeanne Hamilton, Vice President of Student Services/Art Briones, Interim Director of Extended Opportunities Programs and Services

Dr. Hamilton introduced Ms. Joanne Hinojosa, EOP&S/CARE Supervisor, and Ms. Tonya Brooks, EOP&S Administrative Secretary. Ms. Hinojosa provided a brief overview of the Annual Program Plan for Extended Opportunities Programs and Services.

INDEPENDENT CONTRACTORS

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

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

Item 4: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve A & B Warrants for September 2008. 5 Yes.

Item 5: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve purchase orders for September 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

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 academic employees. 5 Yes.

Item 7: 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 8: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.
CONSTRUCTION – CAPITAL PROJECTS
Item 9: Moved by Dr. Woods and seconded by Mrs. Keith to approve Change Order #1 in the amount of $85,784.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.

FIELD TRIP
Item 10: Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve a field trip for three (3) students and one (1) faculty member to attend the ACP/CMA National College Media Convention in Kansas City, Missouri, on October 29, 2008, through November 2, 2008. 5 Yes.

CURRICULUM
Item 11: Moved by Mrs. Keith and seconded by Dr. Woods to approve the updated Two-Year Heating and Air Conditioning Program Review. 5 Yes.

IMMUNIZATION
Item 12: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of $17.00 per injection. 5 Yes.

BOARD POLICIES
Item 13: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the second and final reading of the revisions to P-5126 Course Repetition Policy and the new R-5126 Course Repetition Regulation. 5 Yes.

Item 14: Authorization is requested to approve the second and final reading of revisions to P-5127 Probation and Dismissal Policy and the new R-5127 Probation and Dismissal Regulation. 5 Yes.

COLLECTIVE BARGAINING
Item 15: Moved by Mrs. Keith and seconded by Dr. Woods to accept CCAFF’s initial proposal to the District, and to present that proposal to the public at its November 4, 2008, Board meeting. 5 Yes.

GOALS
Item 16: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to adopt the 2008-2009 Board Goals. 5 Yes.

CLOSED SESSION: At 5:00 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;
Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE OPEN SESSION: At 6:05 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

BOARD POLICY WORK SESSION
The Board participated in discussions, facilitated by Dr. Jane Wright, in regard to the following Board Policies being developed:

BP 2010 Board Membership
BP 2015 Student Member(s)
BP 2100 Board Elections
BP 2105 Election of Student Member(s)
BP 2110 Vacancies on the Board
BP 2130 Term Limits
BP 2200 Board Duties and Responsibilities
BP 2210 Officers
BP 2220 Committees on the Board
BP 2305 Annual Organizational Meeting
BP 2310 Regular Meetings of the Board
BP 2315 Closed Sessions
BP 2320 Special and Emergency Meetings
BP 2330 Quorum and Voting
BP 2340 Agendas
BP 2345 Public Participation at Board Meetings
BP 2350 Speakers
BP 2355 Decorum
BP 2360 Minutes
BP 2365 Recording
BP 2410 Policy and Administrative Procedures
BP 2430 Delegation of Authority (CEO)
BP 2431 CEO Selection
BP 2432 CEO Succession
BP 2435 Evaluation of (CEO)
BP 2510 Participation in Local Decision Making
BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 2710 Conflict of Interest
BP 2715 Code of Ethics/Standards of Practice
BP 2716 Political Activity
BP 2717 Personal Use of Public Resources
BP 2720 Communications Among Board Members
BP 2725 Board Member Compensation
BP 2730  Board Member Health Benefits
BP 2735  Board Member Travel
BP 2740  Board Education
BP 2745  Board Self-Evaluation

ADJOURNMENT: At 8:14 a.m., it was moved by Dr. Rasmussen and seconded by Mrs. Keith to adjourn the meeting.

November 4, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees