

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

November 4, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 4, 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: Paula Green, Lan Hao, Kim Holland, Lois Papner, Eric Rabitoy, Sylvia Smythe, and Linda Welz

Faculty: June Han, Dana Hester, Arnold Kondo, and Terry Miles

Supervisors/Confidential: Marti De Young and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Tom Gerfen

Students: Joshua Gaglian

VISITORS: Lisa Bailey, Jayne Foote, and Melissa Germann

COMMENTS FROM THE AUDIENCE

Stephen Smith of 751 Invergarry, Glendora, California, expressed concerns regarding the lack of campus parking and the impact on neighborhoods in the surrounding community. He urged the District to take an active role in resolving these issues.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that it has been an extremely busy fall semester, and she commended the faculty, staff, students, and managers for embracing the six college priorities of accreditation, updating Board policies, emergency preparedness, planning, facilities, and community outreach. Dr. Perri said there has been significant progress in each area.

Dr. Perri thanked the Board for introducing her to leaders in their communities and supporting her community outreach efforts. Recently she has made presentations or provided tours for the Claremont Kiwanis; the Duarte City Council and City Commissioners; the Irwindale Chamber of Commerce; the Glendora Kiwanians; and the Monrovia Coordinating Council. Mrs. Joanne Montgomery, Member, Board of Trustees, thanked Dr. Perri for her informative letters to the college community on Board goals and college priorities.

Irene Malmgren, Vice President of Instruction, introduced Ms. Lisa Bailey, President and CEO of the Irwindale Chamber of Commerce, and Ms. Jane Foote, Technical Training Specialist for Veolia Environmental Services, who presented Citrus College with the Irwindale Chamber of Commerce Environmental Committee Solid Waste Reduction Award for 2008. Due largely to the efforts of Mr. Jeffrey Eichler, Environmental Health Program Supervisor, Citrus College reduced 79.4% of our solid carbon waste. Ms. Bailey and Ms. Foote also presented the District with certificates of recognition for our environmental efforts from Congresswoman Hilda Solis, Senator Gloria Romero, Assembly Member Ed Hernandez, and the City of Irwindale.

Ms. Malmgren reported that Citrus College was honored by the South Bay Workforce Investment Board for being one of the few training providers recognized for their job placement rate for career program completers in 2007-2008. Our Vocational Nursing Program (LVN) and our Automotive Technology Program (Toyota/Lexus) both had 100% placement. She congratulated our LVN and Toyota/Lexus students and faculty. Ms. Malmgren also gave kudos to the Cosmetology faculty and staff for the scores their students achieved on licensing exams. The students received an average pass rate of 98% on the practical exams and an average pass rate of 87% on the written exams.

The *Clarion* newspaper website has made student media history by winning the Associate Collegiate Press Pacemaker Award. The Pacemaker Award is the highest award in the country of its type, honoring programs that "set the pace" in student media. Citrus competed against other two- and four-year colleges and universities and was one of only two community colleges in the nation to receive this award.

Ms. Malmgren reported on other campus events. Over 125 children from the CDC enjoyed Trick-or-Treating on campus and singing for their treats. The Astronomy Night scheduled to take place near the Owl Fountain for November 3, 2008, was postponed due to cloudy skies, but will be rescheduled for next week. In preseason, our men's basketball team is ranked number one in the state on the first poll. Their first home game will be November 11, 2008, at 7:00 p.m. Dr. Beverly Van Citters, Language Arts

faculty member, will present the Faculty Learning Institute's last fall event, "Powering Up with Blackboard" on November 13, 2008, and November 14, 2008.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the Health Center administered 225 flu shots to staff over the last two weeks. She is hopeful that this will allow college employees to avoid some sick time later this winter.

The fall Transfer Fair was held last Thursday, with good representation from 40 colleges and universities. Immediately following the student fair, the Transfer Task Force met to give Citrus staff current information on transfer programs and transfer requirements for next year.

Dr. Hamilton said Ms. Linda Welz, Chief Information Services Officer, and Ms. Lois Papner, Dean of Admissions and Records, are working to implement CCCApply, the online uniform community college application. CCCApply will allow students to apply online in such a manner that data we need will automatically be transferred to the student database. They anticipate CCCApply will be available beginning January 2009.

Robert Sammis, J.D., Interim Director of Human Resources, reported that Human Resources is busy preparing trainings for managers and administrators. There will be three training sessions in November. Beginning in January, they will present training on a different topic each month. Some of the sessions will present new information and some will be a review of important information. Dr. Sammis said he and his staff will provide all of the training.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that she received a memo from Mr. Erik Skinner, Vice Chancellor for Finance for the California Community Colleges, in which he reports that Proposition 98 will likely face cuts of \$2 to \$4 billion. The Governor has declared a "fiscal emergency," which has triggered a special session of the Legislature. All of this is taking place at a time when community college districts statewide are reporting a surge of 10.2% in FTES. Mrs. Horton quoted comments from Assemblyman Charles Calderon, Chair of the Committee on Revenue and Taxation, contained in an article in the *San Gabriel Valley Tribune*. Assemblyman Calderon said "There are no new car sales and no retail sales, so sale tax is down; homeowners are having their home values reassessed, so property tax is down; capital gains tax is down because it comes from taxes on investment earnings...; and personal income tax is down because people are losing their jobs..."

John Vaughan, Academic Senate President, said he will be attending the Fall Plenary Session of the Statewide Academic Senate. He is anticipating discussion and voting on many resolutions and position papers, as well as discussion of the ramifications of the state budget crisis.

Mr. Vaughan said the Academic Senate has completed discussion of accreditation themes and voted to approve a 2009-2010 academic calendar.

Andrew Cress, Student Trustee, said he attended the Fall General Assembly of the Student Senate for California Community Colleges. It was a very productive meeting. They formed a caucus of the Community College League of California, which they will call the Student Trustees Association for California Community Colleges (STACC). In addition, Ms. Savannah Star Dominguez, Citrus College student and Student Ambassador, was elected to the position of Senator-at-Large. Ms. Dominguez authored a resolution encouraging community colleges to begin developing “green collar” programs, which was overwhelmingly passed by the delegates. Mr. Cress also received information on Open Educational Resources (OER), a free, mostly online source for educational materials. He is currently working to gather more information regarding the potential of developing an OER for Citrus College.

Mr. Cress said ASCC has created a textbook subcommittee, of which he is a member. At their first meeting they created a mission statement committing the subcommittee to “...increasing accessibility to and affordability of educational materials for all Citrus College students...”

Patricia Rasmussen, Member, Board of Trustees, commented that it was good to see the full page of information on Citrus College in the Literacy in Education section of the *San Gabriel Valley Tribune*, which is published each fall.

Dr. Rasmussen attended the Dia De Los Muertos event on October 30, 2008. She complimented the many cultural festivities, including the beautiful dancing and the food. She thanked Ms. Laura Villegas, Counselor, and Ms. Justina Rivadeneyra, Coordinator of the Career/Transfer Center, for organizing the event.

Susan M. Keith, Vice President, Board of Trustees, also attended the Dia De Los Muertos event and was very impressed with the young dancers. Mrs. Keith received her flu shot at the Health Center, and she complimented the fine nursing students and the nursing staff for a very professional job of administering the flu shots this year.

Edward C. Ortell, President Board of Trustees, attended the Duarte Unified School District Board of Education meeting. He said Citrus College was praised highly by the board, especially the services of our Financial Aid department, which works to make college possible for many returning and low-income students. He added that Citrus College is held in high regard by all of the K-12 districts in our area, much to the credit of our faculty and staff.

Joanne Montgomery, Member, Board of Trustees, congratulated all of the faculty, staff and students who have recently won awards. She said the number of Citrus College people who win awards from their professional organizations is remarkable.

MINUTES

Item 1: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the October 21, 2008, regular meeting minutes. 5 Yes

INFORMATION AND DISCUSSION

College Success Update Presentation – Irene Malmgren, Vice President of Instruction/Sylvia Smythe, Director of Basic Skills.

Ms. Malmgren introduced Ms. Sylvia Smythe, Director of Basic Skills, who provided an update on the College Success Program. Ms. Smythe said the success rates of students in the Fast Track classes and Learning Communities are exceptionally high.

Summer GATE Academy – Irene Malmgren, Vice President of Instruction/Eric Rabitoy, Dean of Science, Engineering, and Health Sciences, & Melissa Germann, Glendora Unified School District.

Ms. Malmgren introduced Mr. Eric Rabitoy, Dean of Science, Engineering and Health Sciences. Mr. Rabitoy, along with Ms. Melissa Germann, GATE coordinator for Glendora Unified School District, made a presentation on the Summer GATE Academy. The program was extremely popular with Glendora students and Ms. Germann praised Citrus College faculty and staff, saying she could not think of a better way to serve these gifted students. Mr. Rabitoy thanked the following faculty members for participating in the GATE academy: Greg Johansen, Arnold Kondo, Dana Hester, June Han, and Terry Miles. Mr. Rabitoy also thanked Ms. Marti DeYoung, Career/Technical Education Programs Supervisor, and Ms. Heather Solheim, Administrative Assistant, for helping to coordinate the program and Mr. Roy LaBomme, Photographer, for the beautiful photos.

Sabbatical Report, Fall 2007, Anna McGarry, Spanish Instructor – Irene Malmgren, Vice President of Instruction.

Ms. Malmgren introduced Ms. Anna McGarry, Language Arts faculty member, who presented her sabbatical leave report for Fall 2007. Ms. McGarry researched methods for success in learning a foreign language and personally explored the topic by taking a course in Russian. She subsequently authored a paper, *How to be a Successful Foreign Language Learner*. Ms. McGarry holds master's degrees in Spanish and Latin American history and has taught Spanish grammar, literature, and conversation at Citrus since 1999.

2006-2007 Counseling Instructional Program Review – Irene Malmgren, Vice President of Instruction.

The Counseling Instructional Program Review was included in the agenda for information only.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

PERSONNEL RECOMMENDATIONS

Item 4: Moved by Mrs. Keith and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 5: Moved by Mrs. Keith and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

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

BUDGET-WARRANTS-FINANCIAL STATEMENT, ETC.

Item 7: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended September 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 8: Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the Foothill Intersection Cooperation and Reimbursement Agreement with Azusa Pacific University, the City of Azusa, the City of Glendora to improve the Foothill Boulevard and Citrus Avenue intersection with Citrus contributing \$90,000.00 to the project. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 9: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve a \$275.00 annual membership to ISSA Interclean. 5 Yes.

GRANTS

Item 10: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the California High School Exit Exam (CAHSEE) Preparation Fund Grant RFA 08-0095-02 in the amount of \$99,788 from November 1, 2008 through October 31, 2009. 5 Yes.

BOARD POLICIES

Item 11: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the first reading of the following Board Policies: BP 1100 - Citrus Community College District, BP 1200 - Mission, BP 2000 - Board Policy and Administrative Procedure, BP 2010 - Board Membership, BP 2015 - Student Trustee, BP 2100 - Board Elections, BP 2105 - Election of

Student Trustee, BP 2110 - Vacancies on the Board, BP 2200 - Board Duties and Responsibilities, BP 2210 - Officers, BP 2220 - Committees of the Board, BP 2305 - Annual Organizational Meeting, BP 2310 - Regular Meetings of the Board, 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, and BP 2365 - Recording. 5 Yes.

CLOSED SESSION: At 5:40 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; Citrus College Adjunct Faculty Federation, AFT-6352 (CCAFF); and California School Employees Association (CSEA) Chapter 101.

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

RECONVENE OPEN SESSION: At 6:58 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

BOARD SELF-EVALUATION WORKSHOP

The Board participated in discussions regarding their self-evaluation. The completed self-evaluation document is included in these meeting minutes.

ADJOURNMENT: At 7:10 p.m., it was moved by Dr. Woods and seconded by Mrs. Keith to adjourn the meeting.

November 18, 2008

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees