

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

November 18, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, November 18, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:17 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, Sam Lee, Martha McDonald, Lois Papner Bob Slack, Sylvia Smythe, and Linda Welz

Faculty: David Casey, Robert Eisel, Rich Ghidella, Terry Miles, Joanne Morrison, and Paul Swatzel

Supervisors/Confidential: Marilyn Grinsdale and Eric Magallon

Classified Employees: None

Adjunct Faculty: Jeff Gordon

Students: Aaron Castrejon, Joshua Gaglia, and Andrew Vasquez

VISITORS: None

COMMENTS FROM THE AUDIENCE

Terry Miles, CCFA President and Physical Sciences instructor, expressed his concern regarding the challenging economic times and the potential need to make cuts

in course offerings, which will negatively impact students and faculty. Mr. Miles asked the District to consider several variables in the decision-making process, and to notify all parties of those decisions at the earliest possible opportunity.

Jeff Gordon, Vice President and Chief Negotiator for Citrus College Adjunct Faculty Federation (CAFF), introduced himself to the Board and said CAFF is looking forward to working with the District on a new collective bargaining contract.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that Citrus College was one of ten colleges in the nation to receive a \$100,000 grant from the Wal-Mart Foundation for our Veterans' Program. The grants were awarded to colleges and universities that currently have successful veteran's education programs.

Dr. Perri reported on continuing efforts regarding emergency preparedness. Citrus participated in the "Southern California Great Shake-Out" event on November 13 and 14, 2008, with an Emergency Operations Center (EOC) drill for EOC members and an emergency communications drill for emergency information officers. Dr. Perri said, with minor exceptions, the drills went smoothly and provided an opportunity to identify problems. Our emergency training series began on November 6 and 7, 2008, with 30 staff members in attendance.

Dr. Perri reported that the state budget situation grows graver, and the Governor is now proposing to cut community colleges \$39.8 million along with a 5 percent reduction to each district's general apportionment. Dr. Perri said this cut to community colleges will ultimately result in a loss of 165,000 FTES, or nearly a quarter of a million students. She anticipates that the reductions to Citrus College will be significant. The Financial Resources Committee has begun to identify college priorities and possible strategies for cutting the budget and generating additional revenue.

Irene Malmgren, Vice President of Instruction, reported that the Faculty Learning Institute met and chose two chairpersons, Behavioral Sciences instructors, Ms. Gailynn White and Ms. Kathy Bakhit. They will now begin planning for Flex Day, which will take place on February 17, 2009.

Ms. Malmgren said the Science, Technology, Engineering and Mathematics (STEM) Advisory Committee held their first meeting this week.

Ms. Malmgren announced that Ms. Claudia Pohl, Dental Assisting instructor, has been named national secretary for the 15,000-member American Dental Assistants Association. Ms. Malmgren congratulated her on this honor.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the Salute to Veterans event on November 6, 2008, was very successful. She credited Dr. Bruce Solheim, Social and Behavioral Sciences instructor, with planning and organizing the event. Congresswoman Hilda Solis provided keynote remarks and made a presentation of medals to a local veteran. This year, the City of Glendora and Azusa

Pacific University co-hosted the event. Dr. Edward C. Ortell, President, Board of Trustees, congratulated Dr. Solheim for his outstanding efforts and Dr. Hamilton on her role as master of ceremonies and he thanked everyone involved in the event.

Dr. Hamilton said winter and spring registration will begin on December 1, 2008.

Robert Sammis, J.D., Interim Director of Human Resources, said the process to allow members of the public to review the collective bargaining proposals of the District and the unions began in October. On the agenda are actions to accept the initial collective bargaining proposals of the Citrus College Faculty Association (CCFA) and the Citrus College Adjunct Faculty Federation (CAFF) and actions to approve the District's initial collective bargaining proposals to CAFF, CCFA, and the California School Employees Association (CSEA). CSEA's initial proposal will appear on the December agenda. Dr. Sammis said the District has formed their negotiating team and they look forward to working with the unions in a collegial and positive manner.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the Legislative Analyst has proposed state budget cuts that are less drastic for community colleges than what the Governor has proposed. Mrs. Joanne Montgomery, Member Board of Trustees, questioned Mrs. Horton regarding the Legislative Analyst's proposal to raise student fees to \$26, effective January 1, 2009, and to \$30, effective July 1, 2009. Mrs. Horton said the situation is extremely serious and the only thing that is certain is that we must be prepared for large cuts. She suggested we develop a campus strategy for advocacy.

Mrs. Horton said work on the three buildings currently under construction is going very well. Dr. Patricia Rasmussen, Member Board of Trustees, complimented staff for the upgrades to the gymnasium, adding that it is now a stellar facility and venue for our championship basketball team.

John Vaughan, Academic Senate President, said that he and Dr. Jack Call, Social and Behavioral Sciences faculty, attended the Statewide Academic Senate Plenary Session. He said it was an informative session with many important topics. There was much discussion of a letter authored by Mr. Miles regarding the use of student learning outcomes for faculty evaluations. Mr. Vaughan praised Ms. Marilyn Eng, Counselor, for her workshop presentation on information competency.

Mr. Vaughan expressed the appreciation of the Academic Senate for a presentation provided by Mrs. Horton on the state's fiscal crisis; an overview provided by Ms. Malmgren of the Annual Program Review process; and information from Dr. Lan Hao, Director of Institutional Research, regarding last spring's CCSSE survey.

Cathy Napoli, CSEA President, announced that the Annual CSEA Dessert Buffet will take place on December 10, 2008, from 12:30 to 2:00 p.m. Ms. Napoli said this event serves as a fundraiser for scholarships and she invited everyone to attend.

Andrew Cress, Student Trustee, said the ASCC textbook subcommittee had met four times this past month. Today, he assisted them in conducting focus groups to gather student opinions regarding the textbook issue on our campus.

ASCC has approved the “Readers to Leaders” scholarship and Board Policy 3200 on accreditation. They also passed a recommendation for the date and time for graduation for the 2010-2011 school year.

ASCC will host a Disability Awareness day on November 19, 2008, thanks largely to the efforts of Mr. Quinn Klingerman, ASCC Commissioner of DSP&S. Mr. Cress invited everyone to attend the festivities.

Patricia Rasmussen, Member, Board of Trustees, said the Salute to Veterans was a very meaningful and respectful affair, and she was pleased to see many members of the community in attendance. She was also pleased to speak with a student who contrasted her husband’s negative experience at UC and CSU as a returning veteran, with a wonderful experience at Citrus.

Dr. Rasmussen commented on a recent media report that CSU is planning to cut 10,000 students. She said many will turn to community colleges such as Citrus, only to find that we too have had to reduce offerings due to budget cuts. Dr. Rasmussen said she is gratified to know that we are already working on ways to maximize resources.

Dr. Rasmussen and Mrs. Montgomery have met again with Community College League of California (CCLC) consultant, Dr. Jane Wright, to revise and update Board policies. She said in a month the Board has completed its work on the policies and she encouraged others, with the help of Dr. Wright, to move as swiftly. Dr. Rasmussen proposed that policies receive a yearly review to keep them current.

As the Thanksgiving holiday approaches, Dr. Rasmussen remarked that she is thankful for faculty, managers, and staff who work so hard to make Citrus College an outstanding institution. The entire Board echoed Dr. Rasmussen’s comments.

Susan M. Keith, Vice President, Board of Trustees, commented on the numerous budget updates she had received recently. She said it is remarkable that the Governor’s proposed budget will cut 250,000 students from California’s community colleges — which equals the entire population of the University of California system. Mrs. Keith said community colleges deliver exceptional value and she is proud of the contributions of community colleges to higher education.

Mrs. Keith reported that the Foundation Board has two new members, both of whom are community leaders and Citrus College graduates. The board is committed to hosting a very successful *A Taste of Autumn* for 2009. They will begin planning in April and will be very proactive and involved.

Joanne Montgomery, Member, Board of Trustees, attended the Faculty Learning Institute's presentation on Blackboard. She said she learned a great deal from Dr. Beverly Van Citters, Language Arts instructor, who did a wonderful job with the presentation.

Edward C. Ortell, President, Board of Trustees, congratulated Dr. Perri for being recognized in the Community College Honor Roll section of CCLC's publication, *The News*, Fall 2008. This weekend, the entire Board and Dr. Perri will attend CCLC's Annual Convention in Anaheim, and Dr. Ortell anticipates they will return with the latest information and analysis concerning the state budget crisis.

MINUTES

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the November 4, 2008, regular meeting minutes. 5 Yes.

PUBLIC HEARING

Board President Ortell opened a public hearing at 5:00 p.m. for the purpose of hearing public comment on initial proposals from Citrus College Adjunct Faculty Federation and the Citrus College Faculty Association.

Mr. Miles credited Mr. Dave Brown, CCFA Chief Negotiator and Automotive Technology instructor, and his team for an outstanding job and many hours of work in putting their proposal together. He said their monetary demands recognize the state's financial situation. They are proposing to clean-up language in several areas of the contract and are looking forward to cordial negotiations, which they hope to conclude by the end of the academic year.

Mr. Brown introduced two members of his negotiating team, Mr. Richard Ghidella, Business instructor, and Ms. Claudia Pohl, Dental Assisting instructor. Mr. Brown said they will approach negotiations in the spirit of problem solving.

Mr. Tom Gerfen, CCAFF President, said CCAFF is looking forward to negotiating with the District and will work to complete the process in a timely manner.

Hearing no additional comments, Board President Ortell declared the public hearing closed at 5:08 p.m.

INFORMATION AND DISCUSSION

Accreditation Discussion – Jeanne Hamilton, Ph.D., Vice President of Student Services and Accreditation Co-Chair/Robert Eisel, Language Arts instructor and Accreditation Co-Chair

Accreditation Co-Chairs, Dr. Hamilton and Ms. Eisel, provided the Board with an update on our progress in completing the accreditation self-study. This fall, the committees will complete a first draft of their sections and work will begin on the

many supplementary sections of the self-study. The committee co-chairs have been meeting each month and will continue to meet in the spring. Dr. Hamilton and Ms. Eisel commended the co-chairs for suggesting they continue to meet and work on the draft as it is developed. They have also suggested that accreditation standards become an ongoing part of the Steering Committee agenda.

INDEPENENT CONTRACTORS

Item 2: Moved by Mrs. Keith and seconded by Dr. Rasmussen 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. Rasmussen to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

Item 5: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve purchase orders for October 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

CONSTRUCTION – CAPITAL PROJECTS

Item 9: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to accept Project #13-0708, Scoreboards for Stadium & Softball Fields as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$172,042.71. 5 Yes.

Item 10: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve Change Order #1 in the amount of \$12,387.00 for Project #06-0708, LB Classroom Remodel and Restroom Modernization. 5 Yes.

- Item 11:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to accept Project #06-0708, LB Classroom Remodel and Restroom Modernization as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$441,187.00.
5 Yes.

COLLECTIVE BARGAINING

- Item 12:** Moved by Dr. Woods and seconded by Mrs. Keith to accept CCFA's initial proposal to the District, and to present that proposal to the public at its November 18, 2008, Board meeting.
5 Yes.

- Item 13:** Moved by Mrs. Keith and seconded by Dr. Woods to approve the District's Initial Proposals to the Citrus College Adjunct Faculty Federation, the Citrus College Faculty Association, and the California School Employee's Association (CSEA), and to present these proposals to the unions.
5 Yes.

BOARD POLICIES

- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the second 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 5:23 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 (CAFF); and California School Employees Association (CSEA) Chapter 101.

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

RECONVENE OPEN SESSION: At 6:05 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 2430	Delegation of Authority to the Superintendent/President
BP 2431	Superintendent/President Selection
BP 2432	Delegation of Powers and Duties in the Superintendent/President's Absence
BP 2435	Evaluation of Superintendent/President
BP 2510	Participation in Local Decision-Making
BP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest
BP 2712	Conflict of Interest Code
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 2735	Board Member Travel
BP 2740	Board Education
BP 2745	Board Self-Evaluation

ADJOURNMENT: At 7:53 p.m., it was moved by Dr. Rasmussen and seconded by Mrs. Keith to adjourn the meeting.

December 2, 2008

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees