

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

December 2, 2008

The Board of Trustees of the Citrus Community College District met for the Organizational Meeting of Tuesday, December 2, 2008, in the Administration Building Board Room.

Outgoing Board President Ortell called the meeting to order at 4:15 p.m. Outgoing 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: Rosalinda Buchwald, Paula Green, Lan Hao, Martha McDonald, Lois Papner, and Linda Welz

Faculty: Terry Miles

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

Classified Employees: None

Adjunct Faculty: Tom Gerfen

Students: Joshua Gaglia

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, observed that it has been a very productive semester and one in which the mission and goals of the college have

been greatly advanced. She commended the faculty, staff, students, and administrative leadership for their many accomplishments in the areas of: academic and student services program reviews; student learning outcomes; our strategic plan; our academic master plan; the accreditation self-study; planning; facilities; budget development; emergency preparedness; and technology implementation.

Dr. Perri commended the Board for their diligent efforts in governing the District, including participating in Board development workshops; setting their goals and college vision; updating Board policies; conducting a self-evaluation; participating in the accreditation self-study process; attending college events and ceremonies; and for their advocacy on behalf of Citrus College and our students.

Dr. Perri also commended Student Trustee, Mr. Andrew Cress, and the ASCC leadership for their professionalism; their commitment as student leaders; the impressive number of activities they have been engaged in; and the wonderful campus spirit that has evolved under their leadership.

Mrs. Susan M. Keith, Outgoing Vice President, Board of Trustees, thanked Dr. Perri for her leadership since assuming the role of Superintendent/President and for continuing to advance the college vision and commitment to excellence.

Irene Malmgren, Vice President of Instruction, reported that there have been adjustments to the winter and spring schedule, based on anticipated state budget shortfalls and the resulting cuts in apportionment. The deans, in consultation with faculty, have worked diligently to reduce the overall size of the schedule, while maintaining pathways for students to complete degree and transfer programs. They are now working to notify students of the changes and provide a list of cancelled classes to advisors. She thanked Ms. Linda Welz, Chief Information Services Officer, and TeCS for working to get the new schedule posted on the web. Ms. Malmgren said they are now rebuilding the spring and summer schedule in a similar manner.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that winter and spring registration has begun and all is going well, with only minor glitches reported.

The Career/Transfer Center is offering a creative new service this fall called the "Fall 2009 Application Panic Room" to help transfer students complete last-minute UC and CSU applications. They assisted 84 students in completing applications over 3 afternoons, and they reviewed numerous personal statements for the UC application.

The Owl Bookshop will host a Holiday Open House on December 3, 2008, with special discounts, giveaways, and refreshments.

Robert Sammis, J.D., Interim Director of Human Resources, reported that, with this Board meeting, the District will complete the public notice process for the Classified Staff Employees Association (CSEA) initial collective bargaining proposal. They will

then be ready to begin negotiations with CSEA and Dr. Sammis is hopeful for a speedy resolution.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the new Legislature in Sacramento was sworn in on December 1, 2008. The Governor has once again declared a fiscal emergency, giving them 45 days to act on the budget crisis. She expressed her appreciation to the campus community for working to adjust the college budget. She said budget development must come from the bottom up, and everyone has pulled together as they always do. Because we do not know what the state cuts will amount to, the revised college budget targets mid-range reductions.

John Vaughan, Academic Senate President, said the Academic Senate has passed their new constitution and by-laws and the first new board policy and procedure concerning accreditation. At the last meeting of 2008, they will take action on the textbook procurement policy and procedure; have a training session for the new incomplete grade process; review the six accreditation themes; and discuss last spring's student engagement survey.

On behalf of the Academic Senate senators and the faculty, Mr. Vaughan thanked the Board for their continued support. Mrs. Keith thanked Mr. Vaughan for the Academic Senate minutes that are posted on the Internet and the tremendous amount of work they exhibit. Mr. Vaughan gave kudos to Ms. Linda Swan, Administrative Secretary II, for her invaluable assistance throughout the year.

Cathy Napoli, CSEA President, provided the program, for the Annual CSEA Holiday Dessert Buffet, which will include food, entertainment, a table decorating contest, and prizes. The Dessert Buffet will take place on December 10, 2008.

Andrew Cress, Student Trustee, said the ASCC Textbook Committee hopes to have a recommendation for ASCC Executive Board action by the end of the semester. He recognized the committee for their efforts in regard to this important issue that impacts access to education.

Regarding other ASCC activities, ASCC will host a candidate's forum for student government hopefuls; Chicanos and Latinos for Community Medicine held a "Locks of Love" event to benefit cancer patients; the ASCC Food and Toy Drive continues through December 12, 2008; and the Disability Awareness Day was very successful. Mr. Cress said that ASCC Vice President, Mr. Joshua Gaglia, drafted a speech regarding campus parking, which student government members will deliver to their classes.

Commenting on the recent Community College League of California (CCLC) annual conference, **Dr. Patricia Rasmussen, Member, Board of Trustees**, said she and Mrs. Joanne Montgomery, Member, Board of Trustees, attended a very informative session on the UMOJA program for African American students.

Dr. Rasmussen attended a student government meeting and was very impressed with the highly professional manner in which the meeting was conducted. She added that Mr. Cress has done a great job of representing the students on the Board of Trustees.

Dr. Rasmussen reported that, as a result of damage to their campus from the July 2008 earthquake, Mt. San Antonio College has been forced to use reserve funds to make repairs to their campus. She said these types of unanticipated emergencies illustrate how important it is for community colleges to have funds in reserve.

Dr. Rasmussen thanked the entire college community for the wonderful work they have done this past year.

Joanne Montgomery, Member, Board of Trustees, attended the Esthetician Tea and said it was a lovely event. Mrs. Montgomery has also attended recent basketball games, and she expressed her appreciation for the beautiful upgrades to the gymnasium.

Edward C. Ortell, Outgoing President, Board of Trustees, commented on the very exciting basketball game last weekend, in which Citrus prevailed against Chaffey. He added that the Thanksgiving Tournament is a great tradition.

Susan M. Keith, Incoming President, Board of Trustees, reported on the well-attended San Gabriel/Foothill Association of Community Colleges (SanFACC) meeting, which took place during the CCLC annual conference. She said it is SanFACC's goal to increase collaboration between the nursing programs in the SanFACC colleges. SanFACC is also working to develop a leadership consortium to train managers to fill the many expected vacancies in the coming years. She said planning is underway for SanFACC colleges to lobby together in Sacramento in January. Dr. Ortell added that SanFACC was organized largely through the efforts of Citrus College and it has been very successful, with packed meetings and an agenda that continues to grow. He said the organization will help us relay important messages to our elected officials in the trying financial times ahead.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the November 18, 2008, regular meeting minutes. 5 Yes.

PUBLIC HEARING

Outgoing Board President Ortell opened a public hearing at 4:47 p.m. for the purpose of hearing public comment on the initial proposal from California School Employee's Association. Hearing no comments, he declared the public hearing closed at 4:48 p.m.

INFORMATION AND DISCUSSION

**Audit Report by Vicenti, Lloyd and Stutzman, Certified Public Accountants
– Carol R. Horton, Vice President of Finance and Administrative Services.**

Mrs. Horton introduced Ms. Heather McGee, Manager, and Ms. Renee Graves, Partner, from the firm of Vicenti, Lloyd and Stutzman, Certified Public Accountants, who presented the 2007-2008 audit report. The report shows a clean, unqualified audit with no findings. Mrs. Horton commented that Citrus College has outstanding audits due to the diligent work of many, including, Ms. Rosalinda Buchwald, Director of Fiscal Services, Ms. Lucia Blades, Accounting Supervisor, the entire business office staff, and Ms. Lois Papner, Dean of Admissions and Records.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

PERSONNEL RECOMMENDATIONS

Item 4: Moved by Dr. Rasmussen 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 5: Moved by Dr. Rasmussen 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 6: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD OF TRUSTEES

Item 7: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to elect **Susan M. Keith** for the office of President of the Board of Trustees for the period from December 1, 2008, through November 30, 2009. 5 Yes.

Mrs. Keith thanked Dr. Ortell for his service as Board President over the past year. She said he did a great job of leading the college through the important process of hiring a new Superintendent/President. Dr. Ortell said it was his privilege to work with a wonderful team, and he praised his fellow Board members for their professionalism. He added that it has been a pleasure to watch Citrus grow over the years, into the fine institution it is today, and he is honored to work with the wonderful Citrus staff who always put students first.

- Item 8:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to elect **Gary L. Woods** for the office of Vice President of the Board of Trustees for the period from December 1, 2008, through November 30, 2009. 5 Yes.
- Item 9:** Moved by Mrs. Montgomery and seconded by Dr. Woods to elect **Patricia Rasmussen** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2008, through November 30, 2009. 5 Yes.
- Item 10:** Moved by Dr. Rasmussen and seconded by Dr. Woods to elect **Susan M. Keith** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 5 Yes.
- Item 11:** Moved by Dr. Woods and seconded by Mrs. Montgomery to select **Edward C. Ortell** as an Annual Representative to the Los Angeles County School Trustees Association for 2009. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.
- Item 12:** Moved by Dr. Woods and seconded by Mrs. Montgomery to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2008. 5 Yes.
- Item 13:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2008, through November 30, 2009, as follows:
Date: 1st & 3rd Tuesdays
Time: 4:15 p.m.
Place: Citrus Community College District Board Room (AD 202)
5 Yes.
- Item 14:** Moved by Dr. Ortell and seconded by Dr. Woods to select **Joanne Montgomery** and **Patricia Rasmussen** as the Board of Trustees ad-hoc committee to determine the instrument or process to be used in Board self-evaluation. 5 Yes.

AUDITORS

- Item 15:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2008. 5 Yes.

SIGNATURES AUTHORIZATION

- Item 16:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 1, 2008, through November 30, 2009. 5 Yes.
- Item 17:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.
- Item 18:** Moved by Dr. Woods and seconded by Dr. Ortell to authorize the Director of Performing Arts to sign contracts for the 2009-2010 schedule of events for the Haugh Performing Arts Center. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 19:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Change Order Two in the amount of \$5,290.50 and add eight (8) days to the time for completion for project number 11-0607, Softball Fields Complex. 5 Yes.
- Item 20:** Moved by Dr. Ortell and Dr. Woods to accept Project #11-0607, Softball Fields Complex as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$4,136,964.94. 5 Yes.
- Item 21:** Moved by Dr. Woods and Dr. Ortell to approve the award of bid #13-0607, Recording Arts Console to Solid State Logic of Los Angeles, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$549,358.00 plus applicable sales tax is within budget and will be funded from District and Measure G Funds. 5 Yes.

SABBATICAL

- Item 22:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve Faculty 2009-2010 Sabbatical Leave recommendations as follows:
- John Fincher** **Fall 2009 Semester**
Research and document how effectively university-level football coaches communicate with student athletes.
- Theresa Villeneuve** **Fall 2009 Semester**
Collaborate with independent film producer/director Jeff Borgus to complete a documentary film on Alfred Hitchcock and his film techniques.
- Richard Fernandes** **Spring 2010 Semester**
Assess student transfer in the Architectural, CAD, CGI, Drafting, and Engineering Programs at local transfer institutions and develop more formal articulation pathways for Citrus College students.
- 5 Yes.

ACADEMIC CALENDAR

- Item 23:** Moved by Dr. Rasmussen and seconded by Dr. Montgomery to approve the Citrus College 2009-2010 Academic Calendar. 5 Yes.

COLLECTIVE BARGAINING

- Item 24:** Moved by Dr. Rasmussen and seconded by Dr. Woods to accept CSEA's Initial Proposal to the District, and to present that proposal to the public at its December 2, 2008, Board meeting. 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 25:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the hiring of Robert L. Sammis effective December 3, 2008, as Director of Human Resources and District Chief Negotiator at a salary placement of \$139,718.00 annually, plus \$42,031.55 in health and statutory benefits. 5 Yes.

- Item 26:** Moved by Dr. Ortell and seconded by Dr. Woods to approve the hiring of Ms. Sara Gonzales-Tapia effective January 1, 2009 as the Director of EOP&S, CARE and CalWORKs at a salary placement of \$96,246.00 annually, plus \$26,506.52 in health and statutory benefits. 5 Yes.

AGREEMENTS

- Item 27:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Blackboard contract in the amount of \$437,721, December 30, 2008, through December 29, 2011. 5 Yes.

BOARD POLICIES

- Item 28:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the first reading of the following Board Policies: BP 2430 – Delegation of Authority to Superintendent/President; BP 2431 – Superintendent/President Selection; BP 2432 – Delegation of Powers/Duties in the Superintendent/President's Absence; BP 2435 – Evaluation of Superintendent/President; BP 2610 – Presentation of Initial Collective Bargaining Proposals; BP 2710 – Conflict of Interest (*revised*); BP 2712 – Conflict of Interest Code; BP 2716 – Political Activity; BP 2717 – Personal Use of Public Resources (*revised*); BP 2725 – Board Member Compensation; BP 2735 – Board Member Travel; BP 2740 – Board Education; BP 2745 - Board Self-Evaluation (*revised*); and BP 3200 - Accreditation. 5 Yes.

FACULTY PERSONNEL RECOMMENDATIONS

- Item 29:** Moved by Dr. Ortell and seconded by Dr. Woods to approve and accept the rank order of the full-time faculty positions recommended by the Faculty Needs Identification Committee. Consistent with the District's hiring obligation, the Board of Trustees authorizes recruitment of two (2) full-time faculty positions (Nursing Instructor and Automotive Instructor) effective fall 2009. Each job posting will bear the statement, "Position is contingent upon funding and final Board approval." 5 Yes.

CLOSED SESSION: At 5:23 p.m., Incoming Board 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; 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 5:28 p.m., Incoming Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:52 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting.

January 13, 2009
Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees