

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

January 13, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, January 13, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:16 p.m. Board President Keith 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, Director of Human Resources; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Mickie Allen, Gene Bohatch, Bob Bradshaw, Paula Green, Lan Hao, Kim Holland, Martha McDonald, and Linda Welz

**Faculty:** None

**Supervisors/Confidential:** Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

**Classified Employees:** None

**Adjunct Faculty:** None

**Students:** Dustin Call, Julia Kupisiewica, and Maria Lee

**VISITORS:** Mark Ferrari, Joseph Guarrera, Jon Hart, and Pat Myers

**Geraldine M. Perri, Ph.D., Superintendent/President,** introduced Mr. Tedd Goldstein, Student Employment Supervisor, who along with Ms. Lari Kirby, Distance Education Supervisor, presented the winner of the Fall 2008 Student Worker of the Semester award. The winner was Ms. Maria Lee, who works in the Vocational Education office.

Dr. Perri and Board President Keith congratulated Ms. Lee, and said she exemplifies the many outstanding Citrus College students of whom we are so proud.

Dr. Perri welcomed everyone to the start of a new year and the beginning of the winter intersession and spring semester. She said the college concluded the fall semester on a very positive note, and she acknowledged the hard work and leadership of many in reaching out to others in the college and the community. She gave numerous kudos to individuals and groups, including the CSEA for the Holiday Dessert Buffet; Language Arts faculty members, Mr. John Fincher and Ms. Roberta Eisel, for organizing the "Christmas in the Penthouse" holiday event; the ASCC for their holiday toy drive; Adapted PE and Adapted Aquatics for their year-end celebration; the CDC for organizing "Adopt a Family"; our CARE/CalWORKs programs for organizing the Annual Winter Workshop; our performing arts programs for *Holidance*, *Christmas Is...* and many Citrus Singers performances throughout Southern California; the Foundation for the 7<sup>th</sup> Annual Winter Dinner; and the graduates of the Esthetician and Cosmetology programs. Dr. Perri also thanked Mrs. Joanne Montgomery, member, Board of Trustees, and Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, for riding with her in Christmas parades in their respective communities, and Mr. Tom Gerfen, adjunct faculty member, and Ms. Linda Merlo, College Promotions Specialist, for assisting with these events.

Dr. Perri said the new year will be filled with a great deal of activity, as we complete our accreditation self-study and prepare for the accreditation site visit; draft our new educational master plan; continue with emergency training; advance the Board policy review process; and continue the construction of the Vocational Technology Building, Field House and Student Services Building.

**Irene Malmgren, Vice President of Instruction**, reported that Dr. Kim Holland, Director of Vocational Education, hosted a meeting on campus for the Maintenance Superintendent's Association, a professional organization for all public works managers in the western states. At the meeting, Dr. Holland presented on our Public Works and Water Technology programs and the University of La Verne discussed transfer options for a B.A. in Public Administration. Dr. Holland is an honorary member of the Maintenance Superintendent's Association and joined their Board of Directors in October 2008.

Ms. Malmgren reported on current Citrus activities. Mr. Robert Goodman, Science instructor, and his Natural History class are in Costa Rica inaugurating our Winter Study Abroad Program. Also, Ms. Marti De Young, Career Technical Education Programs Supervisor, has coordinated a two-day Career Pathways Leadership Training workshop, funded by Tech Prep. Preparation for Earth Day is moving forward, with 30 workshops planned. Ms. Malmgren said planning is underway for summer and fall, which must be done even though we are without details on the budget.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that winter intersession enrollment was down 3.47 percent. The decrease was anticipated due to

cuts in course offerings. Spring is currently up 16 percent over the same time last year; however this reflects students who fill seats early. The percentage is expected to decrease as the enrollment period continues.

Solutions to address spring parking problems include offering students free parking in the auxiliary lots.

The Counseling Department and the Learning Center are collaborating to offer a pilot mandatory orientation for students this winter. The departments will evaluate the pilot program and make recommendations for full implementation of a mandatory orientation program.

Dr. Hamilton introduced Ms. Sara Gonzales-Tapia, the new Director of EOPS, CARE, and CalWORKs, who began on January 5, 2009. Dr. Hamilton said the staff is thrilled to have her and she has already made significant progress on several projects.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported that the Governor released the 2009-2010 budget on December 31, 2008, ten days ahead of schedule. Interpreting the specifics of the budget at the present time is complicated by several factors. However, for community colleges the Governor has proposed no COLA; 3 percent enrollment growth; and funding Proposition 98 at a level that would maintain program spending at 2008-2009 levels. Mrs. Horton said Citrus College has done a great deal to prepare for the current state of the economy; however, she stressed that it is critical a state budget be passed soon.

Mrs. Horton provided a status report on the bond construction program. She commended Mr. Mike Harrington, Director of Facilities and Construction, for carefully planning the logistics of relocation associated with construction projects. She said he has employed no- or low-cost strategies, which have saved the college a tremendous amount of money and problems.

**Andrew Cress, Student Trustee**, said he attended a President's Cabinet meeting where he gave a presentation on Open Educational Resources (OER). Mr. Cress would like to see Citrus College increase our involvement in the development and implementation of OER. In that regard, Mr. Cress plans to speak to as many campus constituent groups as possible to garner support for OER.

**Patricia Rasmussen, Clerk/Secretary, Board of Trustees**, reported on the many very positive end-of-the-year programs and events, including Fine and Performing Arts programs such as *Holidance*, 50 performances by the Citrus Singers to over 28,000 people, the Women's Ensemble performance at the Glendora Tree Lighting Ceremony, and the New Year's Eve Candlelight Pavilion festivities; a good meeting with Charter Oak Unified School District; the Ceramics Sale; the Esthetician Graduation; and the most recent Community College Survey of Student Engagement (CCSSE) for Citrus.

**Board President Keith** reported that she and Dr. Perri met with the Dean of Education for Claremont Graduate University. They discussed various ways the university could collaborate with community colleges. Board President Keith said it was a positive meeting.

Board President Keith spoke with a lobbyist for the California Community Colleges at the federal level. She said community colleges may benefit from the stimulus package, and that our relationship with Congresswoman Hilda Solis, the incoming Secretary of Labor, may also be helpful in securing funding for job training. She suggested sending a letter to the Congresswoman emphasizing that California's community colleges are poised to produce immediate results in training and retraining the workforce.

**Edward C. Ortell, Member, Board of Trustees**, said he attended an event hosted by the San Gabriel Valley Economic Partnership, where he spoke with several local business leaders who are excited about the possibility of collaborating with Citrus on workforce development projects.

#### **MINUTES:**

**Item 1:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the December 2, 2008, organizational meeting minutes as revised. 5 Yes.

#### **INFORMATION AND DISCUSSION**

##### **Measure G Citizens' Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Mr. Mark Ferrari, Chair of the Measure G Citizens Oversight Committee (COC). Mr. Ferrari introduced his fellow committee members and presented an overview of the committee's annual report, the *2008 Report to Our Community*. Mr. Ferrari praised the District's excellent stewardship of Measure G funding, especially in these financially difficult times. Board President Keith thanked Mr. Ferrari and the committee for their work. Mrs. Horton expressed how much she appreciates the dedicated people who are serving on the COC.

#### **INDEPENDENT CONTRACTORS**

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

#### **FACILITY USE**

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

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

- Item 4:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve A & B Warrants for November 2008. 5 Yes.
- Item 5:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve purchase orders for November and December 2008. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

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

**RESOLUTIONS**

- Item 9:** Moved by Dr. Ortell and seconded by Mrs. Montgomery to approve Resolution #2008-09-07 adopting a non-resident tuition fee of \$189.00 per semester unit, plus a \$31.00 capital outlay surcharge, effective for the 2009-2010 fiscal year (commencing with the summer term, 2009). 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to accept Project #07-0708, HVAC Upgrades at Various District Locations as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$1,535,210.00. 5 Yes.

**SURPLUS PROPERTY**

- Item 11:** Moved by Dr. Woods and seconded by Dr. Rasmussen to dispose of the enclosed list of surplus items by public auction by The Liquidation Company or donation to another public entity. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 12:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of Ms Joanne Beach as a temporary, one semester, full-time, non-tenure track instructor in the Nursing Department to begin on February 17, 2009 and end on June 13, 2009 at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule totaling \$25,359.00 annually (pro rated) plus \$10,521.58 in health and statutory benefits. 5 Yes.

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of Ms Emily Burch as a temporary full-time, non-tenure track counselor to work in the Nursing Department to begin on January 14, 2009 and end on June 30, 2009 at a salary placement of Class 2, Step 2 on the Full-Time Faculty Salary Schedule totaling \$26,813.00 annually (pro rated) plus \$10,696.06 in health and statutory benefits. This position is grant funded. 5 Yes.

### **BOARD POLICIES**

- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the second 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; BP 2712 – Conflict of Interest Code; BP 2716 – Political Activity; BP 2717 – Personal Use of Public Resources; BP 2725 – Board Member Compensation; BP 2735 – Board Member Travel; BP 2740 – Board Education; BP 2745 - Board Self-Evaluation. 5 Yes.
- Item 15:** Moved by Dr. Ortell and seconded by Mrs. Montgomery to approve the first reading of Board Policy 5128 Academic Renewal. 5 Yes.
- Item 17:** Moved by Dr. Woods and seconded by Dr. Ortell to approve the first reading of the following Board Policies: BP 6200 Budget Presentation, BP 6300 Fiscal Management and BP 6520 Security for District Property. 5 Yes.

**CLOSED SESSION:** At 5:34 p.m., 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 (CCAFF); and California School Employees Association (CSEA) Chapter 101.**

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

**Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT**

**RECONVENE OPEN SESSION:** At 6:44 p.m., Board President Keith reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:45 p.m., it was moved by Dr. Ortell and seconded by Dr. Woods to adjourn the meeting.

February 3, 2009

Date

\_\_\_\_\_  
Patricia Rasmussen  
Clerk/Secretary  
Board of Trustees