

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

February 3, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, February 3, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:14 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; and Christine Link, Recording Secretary.

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

Management Team: Paula Green, Lan Hao, Robert Iverson, Steve Lindsey, and Martha McDonald

Faculty: None

Supervisors/Confidential: Anthony Giannone, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Employees: Craig Smith

Adjunct Faculty: None

Students: Stefano Saltalamacchia and Abigail Thomson

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by thanking Mrs. Susan M. Keith, President, Board of Trustees; Mrs. Joanne Montgomery, Member, Board of Trustees; Dr. Edward C. Ortell, Member, Board of Trustees; Mr. Andrew Cress, Student Trustee; and Ms. Marilyn Grinsdale, Protocol and Government Relations

Supervisor; for their leadership and advocacy during the Community College League of California (CCLC) Legislative Conference. Dr. Perri said they met one-on-one with our legislators, and she believes they were effective in informing them of the vital role community colleges play in the economy. They urged legislators to support us in our mission of providing access to education.

Dr. Perri reported that CCLC indicates resolution of the budget could occur before the end of the week, when government workers will begin being furloughed. Legislators of both parties are being pressured not to accept a budget compromise. There is growing attention regarding the impact of the economy and budget situation on community colleges. Dr. Perri noted that an article in the *Los Angeles Times* cites the confluent forces of increasing unemployment and university cutbacks, which are driving up demand at community colleges that will go unfunded. In addition, the Legislative Analyst's Office (LAO) has once again proposed a 50 percent fee increase, but the LAO acknowledged this would result in a loss of 24,000 FTES.

Dr. Perri reported that the first edition of the "Citrus College Fact Book" is at the printer. The Fact Book provides information on the local community; data on our feeder school districts; and specific information on student demographics and performance trends. It also provides information on Citrus College employees and highlights the college's history. Dr. Perri said the Fact Book will be valuable in our planning and decision-making. She thanked Dr. Lan Hao, Director of Institutional Research; Ms. Paula Green, Director of Communications; and the Office of Institutional Research for their efforts in producing this publication.

Irene Malmgren, Vice President of Instruction, reported that over 150 books were given to our CDC children with the support of federal "Reading is Fundamental" funds. Through this program, the CDC will be able to give children books three times a year.

Ms. Malmgren said they are proposing a new Energy Systems Technology Program. Sample courses include water conservation and green building systems technology. This program would offer certificates for Building Systems Design Technician and Building Maintenance and Operations Technician.

The Glendora Unified School District (GUSD) has made note of our Science/GATE partnership in their newsletter. Ms. Malmgren said she is pleased for this recognition and credited our Physical, Natural, and Health Sciences Division for their excellent work with GUSD students. Ms. Malmgren said they are looking at continuing and expanding the program in the future.

Citrus College is participating in a statewide survey of distance education students. Research is designed to identify barriers to successful completion. Ms. Malmgren thanked Dr. Stephen Lindsay, Dean of Business, CSIS and Distance Education, for his leadership and Mr. Leigh Buchwald, Network Central Computer and Telecommunications System Supervisor; Ms. Linda Welz, Chief Information Services

Officer; Ms. Lari Kirby, Distance Education Supervisor; and Mr. Bruce Langford, Fine and Performing Arts instructor; for ensuring the survey went out to our students.

Ms. Malmgren provided an update on development of a new Citrus College Educational Master Plan. The Educational Master Plan Leadership Team, composed of Ms. Malmgren, Dr. Hao, Ms. Welz, and outside consultant, Dr. Katrin Spinetta, met in October and identified the necessary steps. An Educational Master Plan Task Force, which included members from all constituent groups, has conducted a SWOT analysis. The Leadership Team has determined that the intranet website should be expanded to include committee documents. Ms. Malmgren and Mr. John Vaughan, Academic Senate President, will present an Educational Master Plan workshop on Flex Day.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the new Veteran's Center recently opened. The center will begin operating for half-days and be furnished with donations from the Warehouse and grant funding from WalMart. The Veteran's Advisory Committee will meet this week to confirm what services will be provided by the center and determine further expenditure recommendations for the WalMart Grant.

Dr. Hamilton said the federal government has contacted the college about a role in hiring and training workers for the upcoming census. Mr. Tedd Goldstein, Student Employment Supervisor, is coordinating the effort for the college. He has met with a U.S. Census Bureau representative and says the Census Bureau has agreed to hire primarily Citrus College students for these temporary jobs, which pay well and provide excellent work experience.

Dr. Hamilton said Student Services is beginning to work on chapters of the Board policies that relate to their area.

Robert Sammis, J.D., Director of Human Resources, Human Resources, said Human Resources is busy working on the formidable task of revising Board policies that relate to their area. He said their committee is wonderful to work with and very enthusiastic.

Human Resources is continuing with training for deans, managers, and supervisors. Their next training session will focus on leaves of absence. They will hold three sessions beginning February 25.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that they continue to monitor the state budget situation. The Governor and Legislature missed another deadline on February 1st.

Mrs. Horton reported on the progress of the Organizational Structures and Governance Handbook. Mrs. Horton is heading the committee, which has identified the components of the handbook. Mr. Greg Hinrichsen, Director of Performing Arts Center, and Mr. Vaughan drafted a governance philosophy, which has been reviewed by the constituent

groups. The handbook will incorporate the various documents and procedures already in place at Citrus College. Mrs. Horton said the handbook should be completed in late spring. Mrs. Keith commented that the handbook will be a very useful resource for new faculty, staff and board members.

Andrew Cress, Student Trustee, attended the CCLC conference and said it was a very valuable experience. The time set aside to meet individually with our legislators was well-spent, and provided an opportunity to impress upon them the value of community colleges. Dr. Ortell said Mr. Cress played a very valuable role in the discussions with legislators, speaking to each one from a student perspective. He congratulated Mr. Cress for his excellent advocacy on behalf of Citrus College and our students.

Mr. Cress said, following the election and appointment of several new board members, ASCC is currently reorganizing and assigning members to committees in their respective areas of interest. ASCC goals will remain the same, but will be up for discussion in the spring.

Mrs. Montgomery reported on highlights of the CCLC conference. She attended an excellent session on California Forward, an organization dedicated to transforming our state government through citizen-driven solutions to provide better representation and smarter budgeting and fiscal management. She also attended the SanFACC meeting and said they have created a nice brochure that features Citrus College and the other five SanFACC colleges in our region.

Mrs. Montgomery said she and Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, are continuing their work to revise Board policies and procedures and will soon send drafts to the other Board members for their review. She thanked Dr. Lindsey for his excellent help in editing.

Dr. Ortell said he attended a meeting of the Los Angeles County Trustees Association where the speaker, Sheriff Baca, commended community colleges. Dr. Gary L. Woods, Vice President, Board of Trustees, also attended the meeting and was elected to serve on the committee to nominate candidates for the association's executive board.

Dr. Rasmussen said she attended the Vocational Nursing Class of 2008 commencement and commented that they have a wonderful program.

Dr. Rasmussen was pleased to note that the *Highlander* published an article on our exhibit in the Hayden Memorial Library Art Gallery entitled "Celebrating the Presidency," which displayed artwork and memorabilia regarding the American presidency. On inauguration day, live coverage of the inauguration celebration was broadcast in the gallery.

Dr. Rasmussen suggested it would be advisable to determine what criteria should be used to define “alumni” for Citrus College. A clear definition could allow us to recognize more of our former students.

Mrs. Keith said during the CCLC conference, Citrus College met with nine legislators. As part of SanFACC, they were able to present a united message and speak with one voice. Assemblymember Anthony Adams (AD 59) asked the group for low-cost ideas that would help community colleges serve more students. Mrs. Keith said two community college trustees, Mr. Paul Fong and Mr. Marty Block, were elected to the Assembly in November, and she stressed the importance of having legislators that understand the mission and value of community colleges.

MINUTES:

Item 1: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the January 13, 2009, regular meeting minutes as revised. 5 Yes.

INFORMATION AND DISCUSSION

Sabbatical Report, Spring 2008, Dr. James Skalicky, Psychology Instructor – Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced Dr. James Skalicky, Psychology instructor, who has taught at Citrus College since 1979 in our Social and Behavioral Sciences Department. Dr. Skalicky presented a report on his sabbatical leave for the spring 2008 semester, during which he worked with Mental Health America. His work focused on stigma in the educational setting and new teaching techniques.

Parking Update – Jeanne Hamilton, Ph.D., Vice President of Student Services; Martha McDonald, Dean of Students; Paula Green, Director of Communications; Robert Iverson, Interim Director of Purchasing

Mr. Robert Iverson, Interim Director of Purchasing; Ms. Martha McDonald, Dean of Students; Mr. Craig Smith, Transportation/Warehouse Coordinator; and Ms. Green presented an update and strategies to deal with problems related to parking. Strategies include free student parking in annex lots, shuttle service from annex lots for the beginning of the semester; discounted bus passes; and publicizing parking options through a variety of media.

INDEPENDENT CONTRACTORS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 4:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve A & B Warrants for December 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 5:** Moved by Mrs. Montgomery 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 6:** Moved by Mrs. Montgomery 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 7:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

SURPLUS PROPERTY

- Item 8:** 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.

BIDS

- Item 9:** Moved by Mrs. Montgomery and seconded by Dr. Woods to adopt the new bid limit of \$76,700 for equipment, materials, supplies, services, maintenance and repairs. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to accept Project #01-0809, Gymnasium Basketball Goals as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$93,550.00. 5 Yes.

CURRICULUM

- Item 11:** Moved by Dr. Woods and seconded by Dr. Ortell to approve the proposal by the Science, Engineering, and Health Sciences to change their name to the Physical, Natural and Health Sciences Division. 5 Yes.
- Item 12:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the addition and/or deletion of courses as recommended by the Curriculum Committee. 5 Yes.

RESOLUTION

- Item 13:** Moved by Dr. Woods and seconded by Dr. Rasmussen to adopt Resolution No. 2008-09-08 and approve Contract Number CIMS-8194 in

the amount of \$3,506 for instructional materials for the period of July 1, 2008 – June 30, 2009 for the Child Development Center. 5 Yes.

EMPLOYMENT – FACULTY

Item 14: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the recruitment of one additional full-time nursing faculty position to begin instruction in the 2009 fall semester. The job posting will bear the statement, "Position is contingent upon funding and final Board approval." 5 Yes.

BOARD POLICIES

Item 15: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the second and final reading of Board Policy 5128 Academic Renewal. 5 Yes.

Item 16: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the final 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 5:30 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 6:23 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:24 p.m., it was moved by Dr. Rasmussen and seconded by Dr. Woods to adjourn the meeting.

February 17, 2009
Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees