

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

February 17, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, February 17, 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; John Vaughan, Academic Senate President; and Christine Link, Recording Secretary.

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

Management Team: Lan Hao, Robert Iverson, Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: None

Supervisors/Confidential: Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Abigail Thomson

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, began her remarks by welcoming the entire campus community to the Spring 2009 semester. She reported that Flex Day was very successful, and she thanked the members of the Faculty Learning Institute Committee and Ms. Kathy Bakhit, Social and Behavioral Sciences

instructor; and Ms. Sylvia Smythe, Director of Basic Skills, who worked so hard to organize the day with its many interesting sessions.

Dr. Perri expressed her appreciation for the collaborative manner with which the college community discussed the college vision and values as we develop our new Educational Master Plan. She looks forward to continued progress in that regard.

To date, we are still awaiting passage of the state budget; however, the Community College League of California (CCLC) reports that they are nearing a resolution. Dr. Perri said there is some indication that the outlook for community colleges is not as dire as once projected. She said that a number of the issues we raised with our legislators in Sacramento in January are appearing in budget language, indicating that our advocacy has been effective. In particular, it appears that Competitive Cal Grants, once slated to be cut from the 2009-2010 budget, may be maintained. Mr. Andrew Cress, Student Trustee, spoke to this issue with each of the legislators we visited.

Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, raised the issue of continued state funding for the Vocational Technology Building, in light of the current budget crisis. Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, responded that the building is funded with Proposition 1D monies, and she did not anticipate any significant problems.

Dr. Perri said Congressman David Dreier will be on campus to speak with members of the Board of Trustees on Thursday, February 19, 2009. Dr. Edward C. Ortell, Member, Board of Trustees, said he is hopeful the Board will be able to reinforce the importance of federal aid for education during the Congressman's visit.

Irene Malmgren, Vice President of Instruction, reported on some of the highlights of Spring Flex Day. There were over 300 faculty and staff members at breakfast and lunch, and the workshops were very well attended. She said everyone was enthusiastic and invested.

Ms. Malmgren said this spring, Biology 105 will pilot Supplemental Instruction for biology students. The STEM grant will fund the tutoring, which uses previously successful biology students to tutor students who are currently enrolled in biology classes. Research has repeatedly shown Supplemental Instruction to be an effective instructional model.

The Glendora Unified School District has requested student math tutors for their middle and high schools. Ms. Esmeralda Medrano, Mathematics instructor, is coordinating this STEM-supported program. Once developed, the goal is to transfer the program to service learning so it can be sustained beyond the life of the STEM grant.

Ms. Malmgren said Citrus College is one of 10 community colleges selected for a Basic Skills Initiative visit from the Hewlett Foundation. We were chosen because of positive data reflected in our self-assessment tool submitted by the College Success Committee.

The site visit, which is similar to an accreditation site visit, will take place on April 1, 2009. Four colleges will eventually be selected as models of best practices.

Enrollment continues to grow, and Ms. Malmgren said that she anticipates we will have many more students seeking classes this spring than we are able to serve.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that we received a letter from the accrediting commission confirming that our comprehensive team visit will occur October 12 through October 15, 2009. We also received a report from the commission on the actions they took at their January meeting. Of the 13 colleges that received comprehensive visits, four received reaffirmed accreditation, six were placed on warning, two were placed on probation and one college was placed on "show cause."

Dr. Hamilton and the Student Services deans met with Dr. Jane Wright, CCLC consultant, to begin addressing revision of the Student Services policies.

On February 10, 2009, the college went live with CCCApply, an online application for California community colleges. Students report that the application is simpler than the BANNER online application. Another significant advantage is that CCCApply is written specifically for California's community colleges, and it includes all of the necessary data elements, which can be collected at the time of application. Dr. Hamilton said this will provide for a significant saving of staff time over BANNER and also greatly reduce the potential for errors.

Robert Sammis, J.D., Director of Human Resources, reported that the next training on "leaves of absence" for managers and supervisors will be on February 25, 2009. They will discuss both paid and unpaid leaves, District and employee responsibilities and other information.

Dr. Sammis said the District and CSEA held their first negotiating session and it was a positive exchange.

Carol R. Horton, Vice President of Finance and Administrative Services, reported on the status of state budget negotiations. The most current version under consideration includes zero COLA, a 3 percent growth factor, a cut in funding for state mandates, deferred apportionment payments, and continued funding for Competitive Cal Grants. She said part of the budget plan must go before voters, so a special election will be called on May 19, 2009. Three elements impacting community colleges will be on the ballot, including changes to the state lottery, budget stabilization, and the Proposition 98 maintenance factor. Board President Keith commented that Mr. Scott Lay, Executive Director of CCLC, has done a remarkable job of keeping the state's community colleges informed of both state and federal developments that impact our funding. She is hopeful that the new state budget and the federal stimulus package will allow us to continue to keep California's workforce well-trained and ready to meet the demands of industry.

John Vaughan, Academic Senate President, reported that over the winter intersession faculty continued to work on the accreditation process and the new Educational Master Plan. He said many of the Flex Day activities will be crucial in addressing those two documents. There will also be a campus-wide Flex Day forum in the afternoon to discuss textbook procedures consistent with their new policy passed in the fall.

The Academic Senate will hold their next meeting on February 25, 2009, where they will begin working on the academic calendar for 2010-2011; a model of our governance structure; a restructuring of finals week; and the first of many revisions to college policies and procedures.

Andrew Cress, Student Trustee, said he attended the ASCC Executive Board meeting on February 10, 2009, where several subcommittees reported on the progress they had made during the winter intersession. He gave kudos to ASCC President, Mr. Stefano Saltamacchia, for meeting during the intersession and keeping up the momentum. ASCC is planning for Springfest 2009 and discussing the possibility of donating to a new textbook scholarship, "Readers to Leaders." Mr. Cress said they are also discussing participating in an upcoming southern-region rally at Pasadena City College and a rally in Sacramento to highlight the importance of California's community colleges.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, thanked staff for their proactive approach in dealing with the parking situation for spring. She also congratulated all faculty and staff involved with Flex Day. She said all of the sessions she attended were very good, including a great session during lunch, presented by Ms. Malmgren and Mr. Vaughan.

Joanne Montgomery, Member, Board of Trustees, congratulated our winning basketball teams on their recent victories. She also complimented them for a beautiful program, which she said was a great tool for recruitment. Mrs. Montgomery commended 40 of our students for being "Scholar Ballers" –those student athletes who maintain a B average.

Board President Keith praised the Flex Day activities and noted the session on the new Educational Master Plan, which was very interactive. She was especially impressed with the way each group contributed to the vision statement.

MINUTES:

Item 1: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the February 3, 2009, regular meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

**2008 Community College Survey of Student Engagement – Lan Hao, Ph.D.,
Director of Institutional Research**

Dr. Hao presented a report on the results of the 2008 Community College Survey of Student Engagement (CCSSE). The CCSSE provides information about student engagement and the amount of time students invest in meaningful educational practices. This is the second survey in which Citrus College has participated, and this year the faculty participated in a CCSSE faculty survey.

INDEPENDENT CONTRACTORS

Item 2: Moved by Dr. Woods 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 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 January 2009. 5 Yes.

Item 5: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve purchase orders for January 2009. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 6: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve a \$595.00 one year membership to the Learning Resource Network (LERN). 5 Yes.

PERSONNEL RECOMMENDATIONS

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 academic employees. 5 Yes.

Item 8: 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 9: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT ETC.

Item 10: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2008, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

AGREEMENTS

- Item 11:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to accept the augmentation of \$99,890 for the LA/Orange County Regional Consortium. 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 12:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of Ms. Sylvia Smythe effective July 1, 2009, as the Director of Basic Skills at a salary placement of \$116,612.00 annually, plus \$28,950.44 in health and statutory benefits. The Director of Basic Skills is a year-to-year categorically funded position through Title 5 HSI Solo Grant. 5 Yes.

EMPLOYMENT – FACULTY

- Item 13:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of Mr. Ralph Meza for a temporary, year-to-year, categorically-funded non-tenure track, full-time faculty position, in the discipline of Counseling (Teacher Education) to begin on July 1, 2009, for a year-to-year categorically funded contract of 175 contract days over the twelve month period, at a salary placement of Class 1, Step 9 on the Full-Time Faculty Salary Schedule totaling \$66,529.00 annually plus \$22,940.48 in health and statutory benefits. Compensation for this position is supported by the Title 5 HSI Teacher Preparation Grant. 5 Yes.
- Item 14:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the employment of Ms. Renee Payne 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 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,676.00 annually (pro rated) plus \$10,679.62 in health and statutory benefits. 5 Yes.

- Item 15:** Authorization is requested to approve the granting of tenure to the following for the 2009/2010 academic year:
- Cynthia Cross, ESL
 - Martin Green, Music
 - Ghada (Gina) Hogan, English
 - Natalie Mendoza, Counseling
 - Scott Mondrala, Biological Sciences
 - Lucia Riderer, Mathematics
 - Sheryl Walz, Sociology

5 Yes.

CLOSED SESSION: At 5:29 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 (CAFF); and California School Employees Association (CSEA) Chapter 101.

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

Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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.

March 3, 2009
Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees