

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

March 17, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, March 17, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:15 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 (arrived at 4:56 p.m.), 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; 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, Lois Papner, and Linda Welz

**Faculty**: Timothy Durfield, Rhoda James, and Terry Miles

**Supervisors/Confidential**: Marilyn Grinsdale and Eric Magallon,

**Classified Employees**: None

**Adjunct Faculty**: None

**Students**: Korine Ponce, Abigail Thomson, and Andrew Vasquez

**VISITORS**: None

**Geraldine M. Perri, Ph.D., Superintendent/President**, reported that participating in the Susan G. Komen Race for the Cure as a member of the Citrus College team was a wonderful experience. Their team was composed of current faculty, retirees, students, and alumni and was led by Ms. Holly Colville, Language Arts instructor. Dr. Perri said there was a lot of positive energy exhibited; they raised close to \$2,000 and generated a

great deal of support for the cause. Reporters from the *Clarion* were there to cover the event.

Dr. Perri visited the Social and Behavioral Sciences Department and met with faculty and staff. They discussed their professional backgrounds and their history of working at Citrus College. Dr. Perri was particularly impressed with two reoccurring themes—their passion for teaching and how much they valued being part of Citrus College.

Dr. Perri also visited the Dental Assisting Program during their special open house for children in honor of Children's Dental Health Month. Children from our CDC had the opportunity to visit with a local dentist and receive some dental health tips from students. She thanked the faculty, staff, and students in the Dental Assisting Program for coordinating this effort.

On March 19, 2009, Citrus College will host the 29<sup>th</sup> Senate District Education Summit. We are working with Senator Bob Huff's office to organize the event. The keynote speaker will be Ms. Kathryn Radtkey-Gaither, the California Undersecretary of Higher Education. Dr. Perri said there will also be a panel of education leaders, including Mrs. Joanne Montgomery, Member, Board of Trustees.

**Irene Malmgren, Vice President of Instruction**, reported that spring enrollment is good and our student retention rate is high.

All departments are engaged in program reviews, either annual or 6-year. This information will be used during budget preparation.

On March 23, 2009, Ms. Malmgren will accompany Mr. Brian Waddington, Social and Behavioral Sciences instructor, and two students to Sacramento where they will attend a luncheon, sponsored by the Community College League of California. The luncheon will celebrate the success of Phi Theta Kappa All-California Academic Team winners. The Citrus winners are Mr. Joshua Gaglia and Mr. Angel Cruz.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, called attention to an article in the *Community College Journal*, a publication that features articles by leading experts, coverage of higher education issues, and profiles community college leaders. Dr. Bruce Solheim, Social and Behavioral Sciences instructor and volunteer Veterans' Coordinator, was featured in an article about the educational needs of returning veterans entitled, "Home at Last." Dr. Hamilton commended Dr. Solheim for his leadership in serving this special student population and for his abilities to effectively advocate for their needs.

**Robert Sammis, J.D., Director of Human Resources**, reported that Human Resources has completed training on leaves of absence for managers and supervisors. The topic of their next training is classified staffing, where they will discuss how to process requests for staffing, procedures for staffing and limitations. Those interested in attending can take the training on March 23, 2009, or March 26, 2009.

**John Vaughan, Academic Senate President**, said the Academic Senate has acted on the Instructional Materials and Textbook Adoption and Procurement procedure. Faculty members, led by Academic Senate Vice-President Jack Call, sought input from management and Mr. Eric Magallon, Bookstore Supervisor, to formulate the procedures. They have forwarded the procedures to the Educational Programs Committee which will then submit them to the Steering Committee. Mr. Vaughan said they look forward to additional input from those groups, and he thanked everyone who has participated in the process thus far. Mr. Vaughan added that the Academic Senate continues to work on approving Board policies and administrative procedures and they have developed procedures to expedite the process. Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, thanked Mr. Vaughan for his leadership in moving the policies and procedures through the process.

Mr. Vaughan said the survey on finals week indicated that 52% of respondents prefer to keep finals week as it is currently scheduled. However, the Senate Council has requested that the committee responsible for scheduling finals continue to search for ways to facilitate the issues that have been brought forward.

**Cathy Napoli, CSEA President**, said the CSEA Board continues to review Board policies and administrative procedures in the most expeditious manner possible.

**Andrew Cress, Student Trustee**, said 18 Citrus College students attended the "March in March" on March 16, 2009, in Sacramento. The event provided a forum in which they could make their voices heard, and they received good media coverage. ASCC President, Mr. Stefano Saltalamacchia, and some of our Citrus students were featured in a video clip on the Sacramento Bee website.

The ASCC Executive Board continues their review of Board policies and administrative procedures.

**Patricia Rasmussen, Clerk/Secretary, Board of Trustees**, commented on the progress of the new Student Services Building. With the super-structure now up, the building looks very impressive. She said there will be much planning ahead as the college prepares to transition to this new facility.

Dr. Rasmussen referred to an article in the *San Gabriel Valley Tribune* regarding the stimulus package and monies that will be directed toward higher education. While President Obama is proposing that by 2020, the United States will lead the world in college graduation rates, our own statistics show California ranked 41<sup>st</sup> nationally, and by 2020 it is projected that only one-third of California workers will have a college degree. Dr. Rasmussen said, as a college, we should make certain we are doing all we can to move students through the pipeline.

## **MINUTES**

**Item 1:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the March 3, 2009, regular meeting minutes.

**PUBLIC HEARING**

Board President Keith opened a public hearing at 4:33 p.m. for the purpose of hearing public comment on the Energy Service Contract.

Hearing no comments, Board President Keith declared the public hearing closed at 4:34 p.m.

**INFORMATION AND DISCUSSION****2009 Engineering Excellence Merit Award for the Central Plant – Carol R. Horton, Vice President of Finance and Administrative Services.**

Mrs. Horton presented the Board with the *2009 Engineering Excellence Merit Award*, which was recently awarded to Citrus College by the American Council of Engineering Companies for our Central Plant. The award is given to recognize projects that are unique, original, and have technical, economic, and social value. Mrs. Horton commended the efforts of Mr. Mike Harrington, Director of Facilities and Construction, and Mr. Jim Pierce, Chief Engineer.

**Sabbatical Report, Fall 2008, Dennis Korn, Automotive Technology Instructor – Irene Malmgren, Vice President of Instruction.**

Ms. Malmgren introduced Mr. Dennis Korn, Automotive Technology instructor, who presented his sabbatical report for Fall 2008. Mr. Korn has been a Citrus faculty member since 1991. He holds a master of arts degree from Vermont College of Norwich University and a master of education degree and a bachelor of vocational education degree from California State University, San Bernardino. Mr. Korn spent his sabbatical writing a textbook for the engine design class he teaches. In the past there has not been a suitable textbook for this course. He thanked the Board for supporting his sabbatical and his colleagues for working “double duty” to cover his classes.

**Umoja Program Presentation – Jeanne Hamilton, Ph.D., Vice President of Student Services.**

Dr. Hamilton introduced Mr. James Rose, adjunct Counselor, who along with Mr. Dominic Jacquet, Educational Advisor, and Dr. Rhoda James, Business instructor, presented an overview of the Umoja Program. Students, Mr. Ryan Diaz and Ms. Joyce Brigham, provided a student perspective. The Umoja Program is designed to support the success of African American students, with an emphasis on males. However the program is open to all Citrus College students. Mrs. Montgomery commended this worthwhile program and said she hopes it continues to grow. Her sentiments were echoed by members of the Board. Board President Keith said this program could help to increase the number of college graduates, as California seeks to improve college success

rates. Dr. Rasmussen said mentoring is an important component of the program and is critical to student success.

### **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.  
4 Yes. 1 Absent (Dr. Ortell).

### **FACILITY USE**

- Item 3:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve facility rentals and usage.  
4 Yes. 1 Absent (Dr. Ortell).

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

- Item 4:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve A & B Warrants for February 2009.  
4 Yes. 1 Absent (Dr. Ortell).
- Item 5:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve purchase orders for February 2009.  
4 Yes. 1 Absent (Dr. Ortell).

### **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.  
4 Yes. 1 Absent (Dr. Ortell).
- 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.  
4 Yes. 1 Absent (Dr. Ortell).
- Item 8:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes.  
4 Yes. 1 Absent (Dr. Ortell).

### **BIDS**

- Item 9:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the award of bid #15-0708, Landscape and Irrigation Improvements to Mega Way Enterprises of Pomona, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$139,000.00 is within budget and will be funded from Measure G Funds.  
4 Yes. 1 Absent (Dr. Ortell).

### **CONSTRUCTION – CAPITAL PROJECTS**

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Woods approve the award of a contract for project #03-0809, Energy Service Contract for Installation of heating, ventilation and air conditioning (HVAC) energy efficiency equipment and controls at the library and upgrade controllers

and software on the district-wide system to Dynalectric Service & Systems Group of San Diego, California in the amount of \$358,809.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. These projects are part of the planned campus wide HVAC energy upgrades to be funded by scheduled maintenance funds. 4 Yes. 1 Absent (Dr. Ortell).

- Item 11:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to allow staff to prepare specifications and formally bid the Campus Security Building project. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 4 Yes. 1 Absent (Dr. Ortell).

### **FIELD TRIP**

- Item 12:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve a field trip/tour for thirty-five (35) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra), and five (5) staff members to perform in Hawaii on June 21 through July 11, 2009. 4 Yes. 1 Absent (Dr. Ortell).

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve a field trip for one (1) faculty member, three (3) staff members, and three (3) students to travel to Phoenix Arizona for a six (6) day period for the NCECA workshop and conference. All expenses will be covered by the participants. 4 Yes. 1 Absent (Dr. Ortell).

### **AGREEMENTS**

- Item 14:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the contract services agreement of the Los Angeles/Orange County Regional Consortium grant by and between Citrus College Community College District and United Way of Greater Los Angeles. District will reimburse United Way of Greater Los Angeles actual costs for the performance of work under this agreement in the amount not to exceed \$99,890 based on the workplan and budget incorporated into this agreement. 4 Yes. 1 Absent (Dr. Ortell).

### **BOARD POLICIES**

- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of the following Board Policies: Board Policy 2015 Student Trustee, Board Policy 2315 Closed Session, Board Policy 2715 Code of Ethics Standards of Practice and Board Policy 2720 Communications Among Board Members. 4 Yes. 1 Absent (Dr. Ortell).

### **AGREEMENTS**

- Item 16:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the Performance Agreement Number OSR 2008-101 between the University of La Verne and Citrus College, which runs from October 1, 2008 through September 30, 2010. 4 Yes. 1 Absent (Dr. Ortell).

*At 4:54 p.m. Dr. Ortell joined the meeting.*

**CLOSED SESSION:** At 4:55, 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 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

**Chief Information Services Officer  
Dean of Admissions and Records  
Dean of Business, CSIS, and Distance Education  
Dean of Career, Technical and Continuing Education  
Dean of Counseling  
Dean of Fine and Performing Arts  
Dean of Language Arts  
Dean of Library and Information Services  
Dean of Mathematics  
Dean of Physical Education and Athletics  
Dean of Science, Engineering, and Health Sciences  
Dean of Social and Behavioral Sciences  
Dean of Students  
Director of Basic Skills  
Director of Center of International Trade and Development  
Director of Child Development Center  
Director of Communications  
Director of Cosmetology  
Director of EOPS, CARE, and Cal WORKs  
Director of Facilities and Construction  
Director of Financial Aid  
Director of Fiscal Services  
Director of Health Sciences  
Director of Human Resources and District Chief Negotiator  
Director of Institutional Research  
Director of Performing Arts Center**

**Director of Purchasing and Warehouse  
Director of Vocational Education  
Human Resources and Staff Diversity Officer  
Vice President of Finance and Administrative Services  
Vice President of Instruction  
Vice President of Student Services**

**RECONVENE OPEN SESSION:** At 6:20 p.m., Board President Keith reconvened the meeting to open session with no action taken.

**BOARD OF TRUSTEES WORK SESSION**

The Board participated in discussions regarding the following:

- Accreditation Chapter 4B
- Administrative Procedures
- California Community College Trustees Ballot

**ADJOURNMENT:** At 7:18 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting.

April 7, 2009  
Date

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Patricia Rasmussen  
Clerk/Secretary  
Board of Trustees