

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

May 5, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, May 5, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:16 p.m. Student Trustee Cress 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; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Lan Hao, Kim Holland, Sam Lee, Lois Papner, and Sylvia Smythe

Faculty: Holly Colville, Roberta Eisel, and Terry Miles

Supervisors/Confidential: Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Christian Gonzalez, Abigail Thomson, and Stefano Saltalamacchia

VISITORS: None

COMMENTS FROM THE AUDIENCE

Terry Miles, CCFA President, said he; Mr. John Fincher, CCFA Past President and PAC chair; and Mr. Richard Ghidella, CCFA Negotiation and Retirement Research Committee Chair; attended the recent CCA Spring Conference. They attended sessions on district budget analysis and accreditation. There was a spirited discussion

of the May 19th ballot propositions, which ultimately resulted in CCA endorsing Props 1 A-E.

Mr. Miles said local negotiations continue as the teams share counter-proposals. If there is any hope to conclude negotiations before the end of the semester, a tentative agreement will have to be reached by May 22, 2009.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the college activated a small-scale Emergency Operations Center (EOC) last week to deal with a possible case of the H1N1 (Swine Flu) virus on campus. While a subsequent investigation did not lead to a confirmed case of H1N1, Dr. Perri said she was very pleased with the quick response of the Emergency Operations Team. In addition to updating our website with announcements and links, we sent e-mails to faculty, staff, and students. Dr. Perri thanked Ms. Malmgren and the deans for their work to make it possible for instruction to continue online, if it became necessary to close the college. She also thanked Ms. Shauna Bigby, Health Center Nurse, for quickly investigating the report of the virus. Because of work done on this incident, Dr. Perri said we are now better prepared for a college emergency. Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, commended the staff for their effective response to this emergency.

Approximately 60 faculty, staff, and students attended a second all-campus forum on emergency preparedness on April 29, 2009. Dr. Perri said that those in attendance indicated that campus forums are critical to the college and should be continued.

Dr. Perri was pleased to note the recent article in the *San Gabriel Valley Tribune*, where Citrus College was cited for its favorable statistics in the 2009 Accountability Report for Community Colleges. The report indicates that Citrus College exceeds its peer colleges in 6 of the 7 outcomes.

Recent reports from the State Chancellor's Office indicate that enrollments are up at 103 of the 110 community colleges. Statewide enrollment has increased by 6.4 percent, or over 150,000 students. Dr. Perri commented that the surge further confirms that community colleges are in high demand given the current statewide unemployment of 11.2 percent and the inability of students to gain access to the UC and CSU systems.

Dr. Perri said the latest report from the Community College League of California (CCLC) indicates that the situation on the state budget continues to worsen. The League notes that after the final April tax revenues were tallied, the state revenues are \$1.8 billion below projection. This is on top of a \$7.8 billion deficit projected by the Legislative Analyst's Office in March. If the May 19th ballot propositions do not pass, the deficit will be \$15.4 billion and could increase if unemployment continues to climb and revenues remain sluggish. Dr. Perri added that the May Revise is expected on May 28, 2009, after which the Legislature is certain to revisit the 18-month budget adopted in February.

Board President Keith said ramifications of the state budget were discussed with other colleges in our region at the recent CCLC conference. Citrus' planning and action, with

regard to our local budget, has put us ahead of many of our neighboring institutions in preparing for the loss of state revenue. Board President Keith said all colleges are working for innovative ways to handle the situation. She is confident we have the will to weather this storm.

Dr. Gary L. Woods, Vice President, Board of Trustees, commented on the fact that UC and CSU are limiting their admissions. He has recently written letters for reconsideration for two of his students who, given their high GPAs, would have easily been admitted in prior years.

Dr. Edward C. Ortell, Member, Board of Trustees, said the surging demand for classes coupled with the budget crisis points out the significant problem of unfunded students. Community colleges will get the overflow, but no extra funding. Dr. Ortell credited our faculty, who work to serve as many students as possible.

Dr. Perri acknowledged the exemplary work of Mr. Andrew Cress, Student Trustee, over the past year. She thanked him and said he has demonstrated dedication and commitment as a student leader.

Irene Malmgren, Vice President of Instruction, reported that the Green Team's inaugural Earth Day Celebration was very successful. The event featured 50 displays, 11 workshops and tours to highlight some of the green aspects of our campus. Dr. Birute Galdikas, Primatologist and Environmentalist, provided keynote remarks to 140 attendees.

Reporting on campus activities, Ms. Malmgren said that staff development presented two Stress Buster Workshops to faculty and staff, which were very well-received. She thanked Mr. John Vaughan, Academic Senate President, for acting as facilitator. In addition, the Staff Development Classified Committee has booked a hands-on survival skills workshop, which will take place on June 10, 2009. The Faculty Learning Institute held its first planning retreat to plan for the 2009/10 year. They will also present a second all-campus book event featuring *Letters from a Life in Literature*, by Dr. Dale Salwak, language arts instructor.

Regarding emergency preparedness, Ms. Malmgren said an e-mail was sent to students asking them to update their information on WingSpan. In addition, she thanked all of her planning team who worked on the recent emergency. She also recognized Mr. Bruce Langford, Fine and Performing Arts Instructor and faculty Coordinator for Distance Education, for his continuous reminders to prepare for emergencies by creating Blackboard shells for all classes. This will mean that classes can continue online in the event of an emergency that requires closing the campus. Ms. Malmgren thanked the Distance Education staff for their work in creating the shells.

Ms. Malmgren received an e-mail from a patient who had recently been in the care of some of our vocational nursing students while at Foothill Presbyterian Hospital. He gave the students and their instructor, Ms. Connie Boquiren, an "A" for making his

hospital experience a pleasant one. Ms. Malmgren said, since 2006, Dr. Maureen Estrada, Director of Nursing, has procured 15 health sciences grants totaling \$1,773,408.00.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that many activities are coming up between now and the end of the semester, including the DSPS recognition ceremony, Veterans Center dedication, Honors reception, EOPS recognition ceremony, transfer reception, achievement awards, and commencement.

The Career/Transfer Center recently sponsored a northern tour of colleges and universities for transfer students. Dr. Hamilton said over 40 students participated, and the tour was very successful. She thanked educational advisors, Mr. Raul Sanchez and Mr. Robert Gamboa, for chaperoning the trip.

Robert Sammis, J.D., Director of Human Resources, said HR has just completed another round of training. This time the topic was sexual harassment. They explored ways to prevent sexual harassment and ways to deal with and respond to complaints. The trainings were well-attended and there was a lot of good discussion. The next training will deal with collective bargaining agreements. Board President Keith thanked Dr. Sammis for the trainings, and said they add a new dimension to our Human Resources program.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to agenda items H.2 through H.6. The college is beginning the process to issue \$30 million in bonds to fund Measure G projects, such as the Fine Arts Complex and the Administration Building remodel. Mrs. Horton also discussed some of the possible ramifications to the budget if the May 19th ballot propositions fail at the polls.

John Vaughan, Academic Senate President, said the Academic Senate passed 47 Board policies and administrative procedures at their last meeting. They intend to complete work on the remaining 26 before the end of the semester. He thanked Mrs. Horton, Dr. Hamilton, and Ms. Malmgren for their support and collaboration during the process.

Ms. Malmgren will attend the next Academic Senate meeting to answer questions about the process for dealing with possible further budget cuts from the state. She will also join him in presenting the most current draft of our new Educational Master Plan.

Mr. Vaughan, Dr. Jack Call, Academic Senate Vice President/President Elect, attended the Spring Plenary Session of the Academic Senate. The "hot topic" of the session was concern with the accrediting commission, ACCJC, over sanctions and other issues, and they passed several resolutions asking for clarification.

Andrew Cress, Student Trustee, reported on recent ASCC activities, including the successful Springfest 2009. At the Student Senate for California Community Colleges (SSCC) Spring General Assembly, ASCC President Mr. Stefano Saltalamacchia was

elected as SSCCC senator-at-large. ASCC continues to work on Board policies and administrative procedures, recently approving 14 pairs. Mr. Cress said ASCC has approved expending \$15,000 for a new Campus Center marquee and \$65,000 for a new sound system for the Campus Center.

Mr. Cress thanked the entire college community for a great experience serving as Student Trustee. He said he learned many valuable lessons that he will carry with him. Board President Keith presented Mr. Cress with a plaque on behalf of the Board, and remarked that Mr. Cress has shown himself to be an outstanding Student Trustee, student advocate, and student leader. He has demonstrated his commitment to many important student issues, such as the cost of textbooks and student involvement in the political process. Board members added their compliments and thanked Mr. Cress for his service.

Joanne Montgomery, Member, Board of Trustees, commented on recent Citrus College events. She thanked Ms. Kim Holland, Director of Workforce Development, for organizing the Earth Day Celebration. She said it was a wonderful program and it is good to see all that Citrus College is doing to use resources responsibly. She enjoyed the recent Pathways to Success event, co-hosted by Citrus College, to honor the new Secretary of Labor Hilda Solis. She said our Citrus College career/technical displays at the event were excellent.

Mrs. Montgomery said the CCLC conference was very informative. She attended a session on accreditation and, after listening to the panel, Mrs. Montgomery concluded that we are doing a great job at Citrus. She especially appreciates the collegiality demonstrated by those working on our teams. Mrs. Montgomery said Dr. Woods was recognized at the conference for his more than 25 years serving as a community college trustee.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, remarked on the excellent Earth Day program and keynote address by Dr. Galdikas. Dr. Rasmussen commented that the Glendora Citizen of Year event was another opportunity to show support for our local communities. She commended Food Services for their good work in catering the event.

Gary L. Woods, Vice President, Board of Trustees, reported on two informative and timely CCLC conference workshops, one on cash flow and the budget and one on collective bargaining.

Edward C. Ortell, Member, Board of Trustees, reported on the SanFACC meeting, which took place during the CCLC conference. SanFACC voted to endorse Propositions 1 A-F, in large part to support a governor who has been very supportive of community colleges. He added that the conference was very effective and demonstrated that all California community colleges are addressing the same problems.

Board President Keith said the Pathways to Success event was very inspirational, with Secretary Solis providing her life story as an example of how education is truly the pathway to success. Dr. Ortell complimented Board President Keith for her remarks at the reception that followed the event.

Mrs. Keith commented on two new brochures on softball and basketball camps organized by Citrus College. She thanked our basketball and softball coaches for putting these camps together to provide training for young people in our area.

MINUTES

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the April 7, 2009, regular meeting minutes. 5 Yes.

INFORMATION/DISCUSSION

Accreditation Update – Jeanne Hamilton & Roberta Eisel, Accreditation Co-Chairs

Accreditation co-chairs, Dr. Hamilton and Ms. Eisel, presented an update on the progress of accreditation. The board will receive the entire self-study document at their meeting on June 8, 2009, for a first reading. Mrs. Montgomery serves as the Board's representative to the Accreditation Committee, and she thanked the committee for their hard work and commended them for working so well together.

Presentation of New Web-Based Class Schedule – Irene Malmgren, Vice President of Instruction

Ms. Malmgren provided an overview of the new online class schedule. The online schedule has many advantages, including reduced mailing and printing costs and the ability to update information every 24 hours. Ms. Malmgren thanked Ms. Paula Green, Director of Communications, and her staff for their work.

Sabbatical Report, Fall 2008 – Linda Holly Colville, Spanish Instructor

Sam Lee, dean of language arts, introduced Ms. Holly Colville, Spanish instructor, who presented a report on her fall 2008 sabbatical. Ms. Colville has been a professor of Spanish at Citrus College for 18 years. Mr. Lee described Ms. Colville as an expert classroom practitioner who is devoted to student success and seamlessly integrates listening, speaking, reading, and writing in such a way that makes learning enjoyable for her students. Ms. Colville visited countries in South America and created two PowerPoint presentations to use in the classroom that demonstrate the unique aspects of South American culture and life.

**Registered Dental Assisting Program Review 2008-2009 – Irene Malmgren,
Vice President of Instruction**

INDEPENDENT CONTRACTORS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve A & B Warrants for March 2009. 5 Yes.

Item 5: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve purchase orders for March 2009. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Dr. Woods 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 7: Moved by Dr. Woods 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 8: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2009, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

RESOLUTION

Item 10: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to adopt Resolution No. 2008-09-11 authorizing the issuance of Citrus Community College District, Los Angeles County, California General Obligation Bonds, Election of 2004, Series 2009C. 5 Yes.

BOND

- Item 11:** Moved by Dr. Ortell and seconded by Dr. Woods to approve the Contract of Purchase for Citrus Community College District County of Los Angeles California General Obligation Bonds, Election of 2004, Series 2009C. 5 Yes.

RESOLUTION

- Item 12:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve Resolution No. 2008-09-12 declaring the intention of the Board of Trustees to dedicate a portion of the District's property to the City of Glendora as set forth in the accompanying Resolution No. 2008-09-12 and fixing the public hearing to consider such dedication to be held on May 19, 2009. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Change Order One in the amount of \$56,499.00 and add five (5) days to the time for completion for bid #10-0607, Student Services Building. 5 Yes.

CONTRACTS

- Item 14:** Moved by Dr. Woods and seconded by Mrs. Montgomery to change the contract length for faculty serving as Assistant Athletic directors from 10 to 11 month duration. 5 Yes.

MEMORANDUM OF UNDERSTANDING

- Item 15:** Moved by Dr. Ortell and seconded by Dr. Woods to approve the attached Memorandum of Understanding between Duarte Unified School District and Citrus College, establishing the initial Early College program parameters. 5 Yes.
- Item 16:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the Memorandum of Understanding regarding the *Even Start Family Literacy* grant between Monrovia Unified School District and Citrus College. 5 Yes.

ACADEMIC CALENDAR

- Item 17:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the proposed 2010-2011 and 2011-2012 Academic Calendars. 5 Yes.

COLLECTIVE BARGAINING

- Item 18:** Moved by Dr. Rasmussen and seconded by Dr. Woods that the Board accept CCAFF's subsequent proposal, and to make CCAFF's subsequent proposal available to the public at its May 5, 2009, Board meeting. 5 Yes.

WORK WEEK

Item 19: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the modified summer 4-day workweek schedule consisting of nine (9) hour days, for a total of 36 hours per week during a nine (9) week time period beginning Friday, June 19, 2009, and ending Friday, August 21, 2009, for CSEA bargaining unit (classified) employees, and unrepresented management and supervisor/confidential employees. 5 Yes.

BOARD POLICIES

Item 20: Moved by Dr. Woods and seconded by Mrs. Montgomery for a first reading of BP 5020 Nonresident Tuition; BP 5050 Matriculation; BP 5500 Standards of Conduct; BP 5550 Speech: Time, Place, and Manner; and BP 5570 Student Credit Card and Other Solicitations. 5 Yes.

ELECTION – BOARD OF TRUSTEES

Item 21: Moved by Dr. Ortell and seconded by Dr. Woods to increase the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. 5 Yes.

CLOSED SESSION: At 5:55 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 (CCFA); Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; 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 6:45 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE

Item 22: The Board of Trustees, by a vote of 5-0 took action to dismiss a classified employee in the position of Executive Director of Development and External Relations/Director of Foundation. The dismissal is effective May 7, 2008.

ADJOURNMENT: At 8:00 p.m., it was moved by Dr. Woods and seconded by Dr. Ortell to adjourn the meeting.

May 19, 2009

Patricia Rasmussen
Clerk/Secretary
Board of Trustees