

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

May 19, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 19, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:19 p.m. Student, Jesus Sanchez, 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 Karine Ponce (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, Martha McDonald, Sylvia Smythe, and Linda Welz

**Faculty**: Rich Ghidella, Shelley Hahn, Terry Miles, and Barbara Rugeley

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

**Classified Employees**: None

**Adjunct Faculty**: None

**Students**: Elisha Corona, Michael Kruggel, Bernice Macias, Jesus Sanchez, Mark Sarroza, and Abigail Thomson

**VISITORS**: None

**PRESENTATION OF PROCLAMATIONS TO RETIREES**

Proclamations were prepared for all staff retiring during the 2008-09 academic year. Prior to the Board meeting being called to order, Board President Keith presented retirement proclamations for retirees in attendance (identified by italics):

Robert Evans – Management (represented by *Rebecca Evans*)  
Lillian LaSpina – Classified  
*Peggy Olson – Classified*  
*Susan Smith – Classified*  
*John Thompson – Management*

### **RECOGNITION OF TENURED FACULTY**

After the proclamations were presented and before the Board meeting was called to order, the following faculty members were congratulated for earning tenure.

Cynthia Cross – English as a Second Language  
Martin Green – Music  
Ghada (Gina) Hogan – Language Arts  
Natalie Mendoza – Counseling, EOP&S/CARE  
Scott Mondrala – Biology  
Lucia Riderer – Mathematics  
Sheryl Samoff Walz – Social and Behavioral Science

### **COMMENTS FROM THE AUDIENCE**

**Terry Miles, CCFA President**, said CCFA and District negotiating teams have been actively working to settle the contract. He described the tenor and collegial environment of negotiations as “outstanding.” If they are not able to wrap up the final details before the semester ends, Mr. Miles is confident that they will be able to do so very early in the fall semester.

Mr. Miles expressed concern regarding the state budget crisis, citing a report from the Community College League of California that estimates staggering cuts to community college budgets. He said he looks forward to meaningful dialogue between campus constituent groups on how the college will address the deepening crisis.

**Geraldine M. Perri, Ph.D., Superintendent/President**, began her report by introducing Ms. Karine Ponce, the incoming Student Trustee. Ms. Ponce is in her first year at Citrus. She is majoring in sociology with a goal of transferring to the University of California at Berkeley. She is a Student Ambassador and is enrolled in our Honors Program. Ms. Ponce hopes to eventually earn a master’s degree and join the Peace Corps.

Dr. Perri thanked Mr. John Vaughan, Academic Senate President, for his excellent leadership and collaborative spirit as president of the Academic Senate this past year. Dr. Perri said Mr. Vaughan has been extremely diligent in his efforts to advance the college mission and goals and to represent the faculty voice in academic and professional matters.

Dr. Perri reported that the state budget deficit continues to grow. The state is now forecasting another deferral of funding and deep cuts to both the 2008-2009 and 2009-2010 apportionments. The proposed reductions to community colleges are

disproportionately high, and there is no federal stimulus money being proposed for community colleges, even though stimulus funds are proposed for the K-12, UC, and CSU systems. Dr. Perri said Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, is in the process of running apportionment estimates based on this preliminary information. She proposed dialogue take place within the college community on ways to cope with impending cuts to programs and services.

Dr. Perri congratulated faculty members who were honored for receiving tenure and retiring faculty and staff members. She thanked them for their dedicated service to Citrus College.

**Irene Malmgren, Vice President of Instruction**, reported on the success of a returning adult student, Mr. Michael Rojas, who will graduate with an associate's degree on June 13, 2009. He credits the POWER Math Program for helping him to succeed in his mathematics courses. Mr. Rojas believes his associate's degree will result in career advancement in his job, and he plans to eventually transfer to a university. Ms. Malmgren thanked Ms. Kristie-Ann Shimokawa, Noncredit Counselor, and Mr. Paul Swatzel, Mathematics instructor, for helping our students achieve their goals.

The Strengthening Student Success Conference has selected Citrus College's presentation, "Basic Skills to College Success: Integration Makes the Difference," for the state conference in October.

Ms. Malmgren reported on STEM activities. The Science Summer Enrichment Program will take place at Citrus from June 15 through 25, 2009. Approximately 100 elementary and middle school students will participate. The after school tutoring pilot is going very well, with our students tutoring at Goddard and Sandburg Middle Schools and Whitcomb Continuation School in Glendora. Next fall they are hoping to expand the program to Azusa, Duarte, and Monrovia schools.

Ms. Malmgren reported that the Child Development Center's Hop-A-Thon netted over \$2,000 for the Muscular Dystrophy Association. The Child Development Center hosted its Spring Book Fair and all proceeds will be used to purchase books for their Reading is Fundamental book give-a-way. Each child should be able to choose two books to take home.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that the Veterans Center celebrated their grand opening last week. Dr. Bruce Solheim, History instructor and volunteer Veterans Coordinator; Mr. Manual Martinez, Boots to Books instructor; Ms. Teresa Ferri, Financial Aid Technician; Ms. Audrey Abas, Learning Disabilities Specialist; and Ms. Marilyn Eng, Counselor; are offering a training session for counselors on best practices in counseling and serving veteran students.

Dr. Hamilton reported on campus events, including a workshop hosted by the Career/Transfer Center where UC Riverside, Cal State L.A. and Cal State Fullerton explained their programs and services to 63 of our engineering students. The event

was organized by Educational Advisors, Ms. Susan Hensley and Ms. Naomi Avila. The Center for Teacher Excellence is sponsoring a workshop on pathways to teaching on May 29, 2009, and the Achievement Awards Ceremony is scheduled for June 4, 2009.

**Robert Sammis, J.D., Director of Human Resources**, expressed his appreciation for the professional and productive manner in which negotiations with the faculty have taken place. He said this has been an opportunity for him to better understand some of the challenges faced by the faculty. He is hopeful they will be able to finalize the process very soon.

**Carol R. Horton, Vice President of Finance and Administrative Services**, commented on the continued deferral of payments to community college districts by the state. She said her department is currently working to calculate what the proposed cuts will mean to each categorical fund for this year. She described the proposed cuts for next year as "massive."

Mrs. Horton spoke to the following agenda items: Budget Revisions and Dedication of Real Property for Street Purposes and Execution of a Grant Deed to the City of Glendora.

**John Vaughan, Academic Senate President**, said the Academic Senate passed the final three board policies and procedures related to finance at their last meeting. They also received special reports on the Educational Master Plan and the initiation of a new approach to advanced placement courses delivered by Ms. Michelle Plug, Counselor. Ms. Eng provided an update from the Statewide Senate and Ms. Malmgren led a collegial discussion on enrollment management and potential cuts that may occur in the summer session. The Academic Senate encourages the Board to support collegial consultation between the administration and the faculty in regard to reductions in courses.

As Mr. Vaughan's tenure as President is drawing to a close, he expressed his appreciation for the great atmosphere on campus, and he gave special thanks to Dr. Perri, Ms. Malmgren, Dr. Hamilton, and Mrs. Horton for their leadership and collegiality.

**Cathy Napoli, CSEA president**, said the classified staff are pleased to be celebrating Classified School Employees Week and are looking forward to the Classified Staff Appreciation Breakfast on Thursday, May 21, 2009. On behalf of the college, Board President Keith presented Ms. Napoli with a proclamation declaring the week of May 18-22, 2009, Classified School Employees Week at Citrus College.

**Karine Ponce, Student Trustee**, thanked everyone for the support they have given her as she begins her tenure as Student Trustee. She reported that, at their last meeting, ASCC discussed Board policies and administrative procedures and the Educational Master Plan. They also approved a donation to the Career/Transfer Center for their Transfer Reception and a donation of \$1,000 to the Library.

Ms. Ponce said she attended the recent Statewide Student Senate for the California Community Colleges General Assembly. She said it was a great learning experience, and it provided her the opportunity to become a member of the statewide student caucus.

**Patricia Rasmussen, Clerk/Secretary, Board of Trustees**, attended a performance of *The Grapes of Wrath* in the Little Theatre. She said it was excellent, and she commented that the play has particular meaning at this time when so many people are losing their jobs. Dr. Rasmussen also encouraged everyone to attend the beautiful exhibit of student art currently on display in the college's Library.

Dr. Rasmussen is pleased that the college is moving to a paperless class schedule. She believes our students will appreciate the ability to get accurate and current information at the moment they need it.

## **MINUTES**

**Item 1:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the May 5, 2009, regular meeting minutes. 5 Yes.

## **PUBLIC HEARING**

Board President Keith opened a public hearing at 4:48 p.m. for the purpose of hearing public comment on the District's intent to dedicate real property to the City of Glendora.

Hearing no comments, Board President Keith declared the public hearing closed at 4:50 p.m.

## **INFORMATION AND DISCUSSION**

### **Azusa Retail Study – Richard Ghidella, Business Instructor/Irene Malmgren, Vice President of Instruction**

Mr. Richard Ghidella, Business instructor, presented the results of a study of the retail buying habits of Citrus College and Azusa Pacific University (APU) faculty, staff, and students. Citrus and APU students compiled the data and interpreted the results of the study. Ms. Barbara Rugeley, Librarian, and Mr. Mark Sarroza, Citrus student, contributed to the presentation. Mr. Sarroza is working toward the requirements of the CPA exam.

### **Sabbatical Report, Fall 2008 – Shelley Hahn, Child Development Instructor/Irene Malmgren, Vice President of Instruction**

Ms. Shelley Hahn, Child Development instructor, reported on her Fall 2008 sabbatical leave. Ms. Hahn took courses at California State Polytechnic University on instructional design and did additional research on the current uses of technology in the classroom. She has already implemented many innovative ideas from her sabbatical studies in the classroom.

Ms. Hahn has worked at Citrus College for over 10 years. She earned her master of arts degree in psychology from California State University, Los Angeles, and her bachelor of arts degree from California State Polytechnic University, Pomona.

A synopsis of Ms. Hahn's sabbatical report is attached to these meeting minutes.

**Board Goals Presentation – Jeanne Hamilton, Vice President of Student Services, & Irene Malmgren, Vice President of Instruction**

Dr. Hamilton and Ms. Malmgren presented an overview of institutional activities that have supported the Board's goals for 2008-2009 over the last year. Dr. Perri thanked all those who participated for their efforts.

Attached to these meeting minutes is a copy of the 2008-2009 Board Goals.

**ARCC 2009 Presentation – Lan Hao, Ph.D., Director of Institutional Research**

Dr. Lan Hao, Director of Institutional Research, presented data specific to Citrus College from the 2009 Accountability Reporting for the Community Colleges. The CCC System Offices produces this report each year to inform decision makers and the public about system and college performance in specific areas. Citrus College exceeded the peer group average in six of the seven indicators.

Attached to these meeting minutes is a copy of the 2009 Accountability Reporting for the Community Colleges.

**Administrative Procedures – Geraldine M. Perri, Ph.D., Superintendent/President**

Dr. Perri presented updated administrative procedures to the Board for their review. The following procedures were submitted: AP 2510, Participation in Local Decision Making; AP 2610, Proposal of Initial Collective Bargaining Proposals; AP 2710, Conflict of Interest; AP 2712, Conflict of Interest Code; and AP 2715, Code of Ethics/Standards of Practice.

**INDEPENDENT CONTRACTORS**

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

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

- Item 4:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve A & B Warrants for April 2009. 5 Yes.
- Item 5:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve purchase orders for April 2009. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 6:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve Change Order #2 in the amount of \$27,886.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.

**STUDENT SERVICES**

- Item 7:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the name change from Student Activities to Student Life and Leadership Development. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Dr. Rasmussen 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 9:** Moved by Dr. Rasmussen 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 10:** Moved by Dr. Rasmussen 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 11:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the attached budget revisions for funds 01.0, 01.3, and 33.0. 5 Yes.

**BIDS**

- Item 12:** Moved by Dr. Woods and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid Project #05-0809, Re-Roofing Professional Center and Technology C Buildings. Funding will be from State Scheduled Maintenance funds. Award of contract will be by Board action. 5 Yes.
- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid Project #04-0809, Campus Walkway Replacement Project, Phase 2. Funding will be from State Scheduled Maintenance funds. Award of contract will be by Board action. 5 Yes.

**RESOLUTION**

- Item 14:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve Resolution No. 2008-09-13 dedicating real property and authorizing and directing the Superintendent/President, or designee, to execute and deliver a grant deed to the City of Glendora. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve recruitment of one (1) additional full-time nursing faculty position to begin instruction in August 2009. The job posting will bear the statement, "Position is contingent upon funding and final Board approval." 5 Yes.

**PROCLAMATIONS**

- Item 16:** Moved by Dr. Woods and seconded by Dr. Ortell to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 18-22, 2009, as Classified School Employees Week. 5 Yes.

**BOARD POLICIES**

- Item 17:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the first reading of Board Policy BP 2510 – Participation in Local Decision Making, and BP 3250 – Institutional Planning. 5 Yes.
- Item 18:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the second and final 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 Solicitation. 5 Yes.

**CLOSED SESSION:** At 5:50 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); and Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers.**

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

**RECONVENE OPEN SESSION:** At 7:17 p.m., Board President Keith reconvened the meeting to open session with no action taken.



**ADJOURNMENT:** At 7:18 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting. 5 Yes.

June 16, 2009  
Date

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Patricia Rasmussen  
Clerk/Secretary  
Board of Trustees