

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

July 21, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 21, 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, 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; Jack Call, 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 Jim Williams

Faculty: Dave Brown and Roberta Eisel

Supervisors/Confidential: Marilyn Grinsdale and Lari Kirby

Classified Employees: Jane Cole

Adjunct Faculty: None

Students: Karlyn Bradley, Oscar Fernandez, Stefano Saltalamacchia, and Andrew Vasquez

VISITORS: Tom Gerfen and Jennetta Harris

Upon calling the meeting to order, Board President Keith presented a plaque to Ms. Jennetta Harris, Foundation board past president. Board President Keith thanked Ms. Harris for her dedication and service to Citrus College and her commitment to the success of our students. Ms. Harris has been a member of the Foundation board since 2003.

Geraldine M. Perri, Ph.D., Superintendent/President, presented the Citrus College Strategic Plan Progress Report 2007-2008 and the Citrus College Strategic Plan Annual Implementation Plan 2008-2009 to the Board. She said these documents demonstrate a culture of evidence and effectiveness in achieving our Strategic Plan goals. She thanked Dr. Lan Hao, Director of Institutional Research; Ms. Paula Green, Director of Communications; and members of President's Cabinet for their work on these documents.

Dr. Perri noted the recent article in the *San Gabriel Valley Tribune* on President Obama's American Graduation Initiative. She had the opportunity to provide comments for the article and to highlight some of Citrus College's programs and activities.

Convocation will take place on August 28, 2009, and the theme will be "Stayin' Alive." Dr. Perri invited the Board members to attend saying it should be informative and entertaining.

Irene Malmgren, Vice President of Instruction, referred the Board to the docket, noting ten program reviews. She said they represent a campus-wide effort to connect budget and planning through the effective use of the program review process. She thanked the Academic Senate for their leadership in this area. Joanne Montgomery, Member, Board of Trustees, said the program reviews are impressive and represent a great deal of hard work. Board President Keith gave kudos to all those who have worked on program reviews.

Ms. Malmgren noted several action items, including approval of nine new associate degrees and three new certificates; a revised Cooperative Work Experience Plan; and two CDC annual reports, which will be filed with the Chancellor's Office.

Ms. Malmgren read the biography of Mr. Christopher Eckoard, whose name was on the agenda for approval as the new instructor of automotive technology. Mr. Eckoard has taught automotive technology at Chaffey College and Antelope Valley College.

Jeanne Hamilton, Ph.D., Vice President of Student Services, referred the Board to several 5000 series revised Board Policies that are on the agenda for a second reading. She thanked the Student Services committee who worked on the policies and the Academic Senate and ASCC for the significant investment of time they made in reviewing these documents.

Dr. Hamilton said she and Ms. Roberta Eisel, Accreditation Co-Chair, are giving the Accreditation Self Study a final edit. She said the finalized document will be printed and mailed to the accrediting commission on August 13, 2009. Board President Keith commented that the self study has taken an incredible amount of effort, and she thanked everyone who has participated in the process.

Robert Sammis, J.D., Director of Human Resources, congratulated all those who have been working to revise Board Policies and Administrative Procedures, and he said Human Resources will begin to work on theirs in the fall.

Dr. Sammis was pleased to announce that Human Resources will hold a department retreat on July 29, 2009, where they will discuss their department procedures, Banner, and staffing issues. Their goal is to increase the efficiency of their department procedures and campus communications.

Carol R. Horton, Vice President of Finance and Administrative Services, reported on several facilities projects. She said the Security Building bid opening will take place on July 24, 2009. The Foothill/Citrus intersection project is proceeding ahead of schedule and the walkway replacement around the Lecture Halls and Campus Center will begin on August 6, 2009. Both projects will be completed prior to the start of the fall semester. In addition, they are preparing for occupancy of the Vocational Technology Building and Field House by the beginning of the fall semester.

The state has come to a tentative agreement on the budget, and Mrs. Horton said it will go to a vote by the end of the week. There are no details, but it is believed that community colleges will receive cuts similar to the cuts previously projected by the Community College League of California. Mrs. Horton is hopeful we will have information on revisions to the 2008-2009 and 2009-2010 budgets prior to closing our books for the fiscal year and proceeding to prepare our 2009-2010 budget for adoption in September.

Jack Call, Ph.D., Academic Senate President, said the Academic Senate will hold their first meeting of the year in September and the agenda will be very full.

Karine Ponce, Student Trustee, reported that ASCC has discussed the makeup of their Board and also the possibility of hosting a "Diversity Week." They will take an official vote on Diversity Week at their August 6, 2009, meeting.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, participated in the recent hazardous waste collection event that took place on campus. She said this is a great service that we provide to our community.

Dr. Rasmussen commented on several college projects, including the STEM summer project, where local elementary and Citrus College instructors work side-by-side to provide science instruction to elementary students. The program inspired a letter to the editor in a local newspaper from one of the parents. Dr. Rasmussen complimented Mr. Robert Slack, Dean of Fine and Performing Arts, for producing a CD of the music that was performed this summer in Hawaii by Citrus College students. Dr. Rasmussen also commented on the College Planning Guide, saying it was well done, and she congratulated those who worked on the publication.

Edward C. Ortell, Member, Board of Trustees, reported on the recent SanFACC meeting at Mt. San Antonio College. He said the SanFACC membership discussed several joint initiatives, and they exhibited tremendous excitement and enthusiasm for the organization's future. Dr. Ortell added that this is particularly gratifying, as Citrus College initially spearheaded the formation of this organization. The meeting lead to an article published in the *San Gabriel Valley Tribune*, which gave positive press to all of the SanFACC colleges.

Board President Keith attended the play *Love Letters*, recently performed by our Theatre Arts Department in the Little Theatre. She said the performance was excellent and she complimented Ms. Cheri Brown, Fine and Performing Arts instructor.

Board President Keith commented on several publications, including the *Glendoran Magazine*, which featured Mrs. Sharon Lewis, Foundation board member. In the article, Mrs. Lewis' work in the community was highlighted, including her impressive record of service to Citrus College. Board President Keith also commented on recent articles regarding community college education, including a *Daily Bulletin* article about fees and funding, and an article in *Time Magazine*, entitled, "Can Community Colleges Save the U.S. Economy?"

Board President Keith said the Citrus College instrumental and vocal performance groups once again brought renown to the college with their recent performances in Hawaii. She said this is a wonderful work experience for our students. Dr. Perri added that Citrus College has a stellar performing arts program.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Dr. Ortell to approve the June 16, 2009, regular meeting minutes. 5 Yes.

INFORMATION AND DISCUSSION

Confirmation of Bond Sale Costs — Carol Horton, Vice President of Administrative Services

Mrs. Horton discussed the sale of 2009 Series C bonds on June 20, 2009. This sale is consistent with Measure G, which was passed by the voters in 2004.

Instructional Support Program Review College Success 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Instructional Support Program Review College Success 2008-2009 for information only.

Instructional Support Program Review Continuing Education 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Instructional Support Program Review Continuing Education 2008-2009 for information only.

Instructional Support Program Review Honors 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Instructional Support Program Review Honors 2008-2009 for information only.

Instructional Support Program Review Learning Center 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Instructional Support Program Review Learning Center 2008-2009 for information only.

Instructional Support Program Review Library Services 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Instructional Support Program Review Library Services 2008-2009 for information only.

Administration of Justice Program Review 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Administration of Justice Program Review 2008-2009 for information only.

History Program Review 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the History Program Review 2008-2009 for information only.

Music (Vocal) Program Review 2008-2009 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Music (Vocal) Program Review 2008-2009 for information only.

Sociology Program Review 2007-2008 — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Sociology Program Review 2007-2008 for information only.

Career/Technical Two Year Program Review 2006-2008 Accounting and Office Technologies — Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Career/Technical Two Year Program Review 2006-2008 Accounting and Office Technologies for information only.

INDEPENDENT CONTRACTORS

- Item 2:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the attached list of independent contractor/consultant agreements as revised.
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 June 2009.
5 Yes.

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

SURPLUS PROPERTY

- Item 6:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the disposal of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity.
5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** 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 as revised.
5 Yes.

- Item 8:** 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 9:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of short-term, non-academic employees, substitutes and professional experts as revised.
5 Yes.

CURRICULUM

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the program of study leading to the following degrees and certificates:
- Biological Science Associate in Science Degree
 - Child Development Associate in Arts Degree

- Dance Associate in Arts Degree
- Energy Systems Technology Associate in Science Degree
- Mathematics Associate in Science Degree
- Music Associate in Arts Degree
- Building Systems Design Technology Certificate of Achievement
- Building Systems Maintenance and Operations Technology Certificate of Achievement
- Motorcycle Service, Diagnosis and Repair Technician Certificate of Achievement
- Theatre Arts Associate in Arts Degree
- Theatre Arts Technical Theatre/Design Emphasis Associates in Arts Degree
- Recording Technology Associate in Arts Degree

5 Yes.

COOPERATIVE WORK EXPERIENCE

Item 11: Moved by Dr. Rasmussen and seconded by Dr. Woods to adopt the revised Cooperative Work Experience Education Plan. 5 Yes.

CHILD DEVELOPMENT CENTER

Item 12: Moved by Dr. Woods and seconded by Dr. Rasmussen to acknowledge the completion of the Child Development Center Agency Annual Report General Child Development Contract. 5 Yes.

Item 13: Moved by Dr. Rasmussen and seconded by Dr. Woods to acknowledge the completion of the Child Development Center Agency Annual Report Full Day Preschool Contract. 5 Yes.

STUDENT SERVICES

Item 14: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve changing the ASCC Student Services fee to a single fee of \$14, rather than the \$16/\$9 split fee. 5 Yes.

EMPLOYMENT – FACULTY

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the employment of Mr. Christopher Eckearde effective August 28, 2009, in a full-time tenure track position (a first- year contract of 175 days) in the discipline of Automotive, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$50,718.00 annually plus \$21,043.16 in health and statutory benefits. 5 Yes.

BOARD POLICIES

Item 16: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the second reading of Board Policies BP 4020 Program, Curriculum, and Course Development, BP 4025 Philosophy and Criteria for Associate

Degree and General Education, BP 4030 Academic Freedom, BP 4040 Library and Other Instructional Support Services, BP 4050 Articulation, and BP 4080 Instructional Materials. 5 Yes.

Item 17: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the second reading of BP 5010 Admissions and Concurrent Enrollment, BP 5015 Residence Determination, BP 5030 Fees, BP 5035 Withholding of Student Records, BP 5040 Student Records and Directory Information, BP 5052 Open Enrollment, BP 5055 Enrollment Priorities, BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5140 Disabled Student Programs and Services, BP 5150 Extended Opportunity Programs and Services, BP 5210 Communicable Disease, BP 5300 Student Equity, BP 5400 Associated Students Organization, BP 5530 Student Rights and Grievances, and BP 5700 Athletics. 5 Yes.

Item 18: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the second reading of the following Board Policies: BP 6100 Delegation of Authority, BP 6150 Designation of Authorized Signatures, BP 6250 Budget Management, BP 6320 Investments, BP 6330 Purchasing, BP 6340 Bids and Contracts, BP 6400 Audits, BP 6500 Property Management, BP 6540 Insurance, BP 6550 Disposal of District Property, BP 6600 Capital Construction, BP 6620 Naming of Buildings and Facilities, BP 6700 Civic Center and Other Facilities Use, BP 6740 Citizens' Bond Oversight Committee, BP 6750 Parking, BP 6800 Safety, and BP 6900 Bookstore. 5 Yes.

ACCREDITATION

Item 19: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the second reading of the Accreditation Self-Study. 5 Yes.

CLOSED SESSION: At 5:08 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 Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and, California School Employees Association (CSEA) Chapter 101.

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

RECONVENE OPEN SESSION: At 5:25 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES ANNUAL RETREAT

The Board participated in discussions regarding the following:

- Assessment of 2008-2009 Board Goals
- Establishment of 2009-2010 Board Goals
- Address Superintendent/President's input to the Board regarding the Board's self evaluation

ADJOURNMENT: At 7:08 p.m., it was moved by Dr. Woods and seconded by Dr. Ortell to adjourn the meeting.

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees

Complete minutes and supplemental documents available at:
<http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Minutes>