

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

September 15, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, September 15, 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 Academic Affairs; Robert Sammis, Director of Human Resources; 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, Kim Holland, Sylvia Smythe, and Linda Welz

Faculty: Jack Call

Supervisors/Confidential: Leigh Buchwald and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Oscar Fernandez, Michael Kruggel, and Barbara Truong

VISITORS: None

COMMENTS FROM THE AUDIENCE

Ms. Kathy Bakhit, CCFA President, announced that CCFA will sponsor a candidates' forum for the November 3, 2009, Board election. The forum will be held on September 29, 2009, beginning at 2:30 p.m. The location will be announced.

Geraldine M. Perri, Ph.D., Superintendent/President, thanked the members of the Convocation Planning Committee who contributed their creative talents and efforts to organize a very upbeat and informative Convocation. She expressed confidence that the event set the stage for a year in which Citrus College will not only "Stay Alive," but will also thrive. She expressed her appreciation to the campus leadership for their work in making it a success. Dr. Perri also thanked Board President Keith, Trustee Rasmussen, and Trustee Montgomery for attending.

Dr. Perri was pleased to announce that Citrus College has been awarded a new Title V Hispanic Serving Institution Strengthening Institutions Grant, which will begin October 1, 2009. The grant will create a mentoring system for college success students; develop new pathways and resources for degree completion; and enable Citrus to create a Resource Development Office to pursue other grants. A Bridge to Success Advisory Committee is now being formed. Dr. Perri thanked Ms. Irene Malmgren, Vice President of Academic Affairs, Ms. Sylvia Smythe, Director of Basic Skills, and the entire team who worked on the grant application.

The Community College League of California is beginning an information and advocacy campaign aimed at informing the public of the successes of community colleges and the potential harm of further budget cuts that are being threatened. Over the next few weeks, Citrus College will be working to get the word out to our local communities through op-ed pieces in our local newspapers.

Dr. Perri was pleased to note that our new flier "Got Curiosity?" is being well received. The flier invites the college community to learn about our new Organization and Governance Handbook. She credited Mr. Greg Hinrichsen, Director of Performing Arts, for the idea and for serving on the handbook committee.

Dr. Perri announced two upcoming all-campus forums. On September 17, 2009, there will be a budget forum in CI 159 at 2:40 p.m. On September 30, 2009, there will be a forum on accreditation in CI 159 at 2:45 p.m.

Irene Malmgren, Vice President of Academic Affairs, said the Automotive Technology Department has achieved an important milestone by hiring their first female adjunct instructor.

Ms. Malmgren reported that College Success continues to develop its Success Center. In addition to their College Success/Early Alert Workshops, they are now offering half hour "English Clinics" each day to help students with areas of English that are problematic for them.

Ms. Malmgren provided an update on STEM activities. The first STEM learning community has been formed with the pairing of READ 99 and BIO 105. Dr. Beverly Van Citters, Language Arts instructor and Dr. June Han, Physical and Natural Sciences instructor, have created a dynamic, interactive community that promises to be a model learning community. The STEM complex, which opened this fall, is already filled each day with students participating in supplemental instruction sessions, calculus workshops, and chemistry and anatomy tutoring. The first transfer coach has been selected and will be hired, following Board approval.

Ms. Malmgren said the Faculty Learning Institute will present the first event of the fall, "Coffee and Conversation." It will take place on September 24, 2009, at 2:40 p.m. in CI 159.

Jeanne Hamilton, Ph.D., Vice President of Student Services, provided an update on accreditation. A work session has been scheduled for September 22, 2009, to update campus leaders on the major findings of the self study and the college's status on SLOs, program review and planning. Last week Dr. Brian King, Superintendent/President of Cabrillo College and visiting team chair, and his Administrative Assistant, Ms. Pat Borden, met with Dr. Perri; Ms. Roberta Eisel, Accreditation Co-chair; Dr. Jack Call, Academic Senate President; Ms. Cathy Napoli, CSEA President; Ms. Malmgren; and Ms. Linda Welz, Chief Information Services Officer. They discussed the self-study process; the campus climate; technical details and needs; the schedule of meetings with the Board and open forums. Dr. Rasmussen thanked Dr. Hamilton and Ms. Eisel for their diligent work on accreditation, including their presentation at Convocation.

Dr. Hamilton reported that Ms. Lucinda Over, Dean of Counseling, and Ms. Kristie Shimokawa, Coordinator of Non Credit Matriculation, have been working with TeCS and the Cynosure Corporation to complete the final phases of our new online counseling tool. Over the last year they have met with college constituency groups to discuss the feasibility of implementing online mandatory orientation. In addition, over the summer the Counseling and Advisement Center working with Mr. Gerald Helm, Instructional Lab Technician used a pilot program for new student orientation to provide testing and orientation for over 3,000 students.

Dr. Hamilton said, in honor of Hispanic Heritage Month, ASCC and the Latina Leadership Network will be co-sponsoring "Portraits of Courage: Latinos Shaping a Nation," on October 7, 2009, in the Haugh Performing Arts Center.

Robert Sammis, J.D., Director of Human Resources, reported that the Human Resources Advisory Committee will begin working to update the first 11 Board Policies and Administrative Procedures. All of the ones they will be working on pertain to employees and/or items within the scope of bargaining. They expect to work on updating Board Policies and Procedures throughout the year.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to three agenda items, including the GANN Appropriation Limit, the Quarterly Financial Status Report for the fiscal quarter that ended June 30, 2009, and the Revised 2009-2010 Budget Calendar, which moves the 2009-2010 budget adoption date to October 6, 2009. Mrs. Horton also remarked that federal stabilization funds for California will be much less than what was initially anticipated. It is estimated they will only be about 28 percent of the original amount.

Jack Call, Ph.D., Academic Senate President, said the Academic Senate met on September 9, 2009, and made considerable progress on a number of items. The senators signed up to serve as representatives on the 11 Program Review Committees that are up for the six-year cycle this year. They received a report from Ms. Shimokawa and Mr. Helm on mandatory orientation for new students and will take action on a proposed new policy at their next meeting. They reviewed the proposed revisions to the Program Review Handbook and template, made a few minor revisions, and will make this an action item at their next meeting. They also reviewed a number of Board Policies and Administrative Procedures from the Office of Academic Affairs, passing some and holding others for further discussion.

Cathy Napoli, CSEA President, said she and several CSEA representatives met with the accreditation team chair and his staff last week. Ms. Napoli said they had many questions regarding our classified staff.

Karine Ponce, Student Trustee, reported on several ASCC activities. The ASCC Board held a two-day retreat, and she thanked Ms. Malmgren and Mr. Sam Lee, Dean of Language Arts, for speaking with them. Ms. Ponce said ASCC will be donating \$500 to *A Taste of Autumn*. In addition, ASCC and the Latina Leadership Network co-sponsored "An Afternoon with the Latina Leadership Network." She thanked Dr. Perri for her support of the event.

Joanne Montgomery, Member, Board of Trustees, commented on the excellent newspaper publicity received by our Cosmetology students at the recent Foothill Unity Back-to-School Event. She said our Cosmetology students and faculty provided an extraordinary service to the community at this event. She also remarked that the Vocational Nursing Graduation was a wonderful ceremony, and she was impressed with the gratitude expressed by the students for the instruction they received from our nursing faculty.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, complimented faculty and staff for the smooth and successful opening of the new academic year. She expressed her appreciation to the faculty for their efforts to accommodate as many students as possible, and she added that she is hopeful that the high demand for classes will translate into a higher rate of student persistence. Dr. Rasmussen appreciated the safety letter that was distributed campus-wide and said, even though we have a very safe campus, it is good that we are being proactive with regard to safety.

Edward C. Ortell, Member, Board of Trustees, attended the swearing-in ceremony for Congresswoman Judy Chu, representative for the 32nd Congressional District. The oath was administered by Secretary of Labor Hilda Solis, and the ceremony took place at East Los Angeles College. Dr. Ortell remarked that Citrus College is extremely fortunate to have close ties with important federal officials who have a background in community college education.

Susan M. Keith, President Board of Trustees, said Convocation was a “wonderful experience” and she thanked everyone who contributed to the event. She expressed her special appreciation to the entire campus community for their dedication, hard work, and keeping an upbeat attitude in spite of the hardships placed upon us by the state budget situation. She acknowledged the leadership of Dr. Perri and thanked her for her numerous communications that keep everyone informed.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the August 18, 2009, regular meeting minutes. 5 Yes.

PUBLIC HEARING

Board President Keith opened a public hearing at 4:46 p.m., for the purpose of hearing public viewpoints regarding the District’s proposed 2009-2010 GANN Appropriation Limit. Hearing no comments, she declared the public hearing closed at 4:47 p.m.

INDEPENDENT CONTRACTORS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

INSTITUTIONAL MEMBERSHIP

- Item 6:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve a \$120.00 one year membership to the Association of Community and Continuing Education. 5 Yes.

SURPLUS

- Item 7:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to dispose 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.

CONSTRUCTION – CAPITAL PROJECTS

- Item 8:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Change Order #1 in the amount of \$8,000.00 for Project #04-0809, Campus Walkway Replacement Project, Phase 2. 5 Yes.

- Item 9:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Change Order #3 in the amount of \$127,013.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Mrs. Montgomery 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 11: Moved by Mrs. Montgomery 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 12: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTIONS

Item 13: Moved by Dr. Rasmussen and seconded by Dr. Woods to adopt Resolution #2009-10-01 to establish the District's GANN Appropriation Limit of \$86,943,228 for the 2009-2010 fiscal year. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 14: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2009, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

Item 15: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the Revised 2009-2010 Budget Calendar that was approved by the Financial Resources Committee on September 2, 2009, moving the 2009-2010 Budget Adoption date to October 6, 2009. 5 Yes.

AGREEMENTS

Item 16: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the agreement between Citrus Community College and Mt. San Antonio College. 5 Yes.

Item 17: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the agreement between Citrus Community College and Rio Hondo College. 5 Yes.

EMPLOYMENT – FACULTY

Item 18: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of Mr. Alvin Cao as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 28, 2009 and end on December 19, 2009 at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule (pending

verification of qualifications and experience) totaling \$25,359.00 annually (pro rated) plus \$7,695.01 in health and statutory benefits. 5 Yes.

Item 19: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of Ms. Renee Payne as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department to begin on August 28, 2009 and end on December 19, 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 \$7,861.61 in health and statutory benefits. 5 Yes.

GOALS

Item 20: Moved by Dr. Rasmussen and seconded by Dr. Woods to adopt the 2009-2010 Board Goals. 5 Yes.

CLOSED SESSION: At 4:54 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 and Citrus College Faculty Association/CTA/NEA (CCFA).

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 5:55 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES WORK SESSION – ADMINISTRATION BUILDING BOARD ROOM REMODEL PROJECT

The Board participated in discussions regarding the remodel of the Administration Building Board Room. Representatives from R²A Architecture (Lucien Runge and Todd Balicki) presented a PowerPoint pointing out the

existing building design factors, existing floor plans, and proposed floor plans for the Administration Building.

ADJOURNMENT: At 7:00 p.m., it was moved by Dr. Woods and seconded by Mrs. Montgomery to adjourn the meeting.

October 6, 2009

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees