

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

October 6, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 6, 2009, in the Administration Building Board Room.

Board Clerk/Secretary Rasmussen called the meeting to order at 4:15 p.m. Board Clerk/Secretary Rasmussen led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Student Trustee Ponce. Gary L. Woods joined the meeting at 4:25 p.m. Absent: Susan M. Keith.

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: Sara Gonzales-Tapia, Lan Hao, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Oscar Fernandez, Gabriel Smith, and Andrew Vasquez

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, thanked the members of the Board and the college community for supporting the annual *A Taste of Autumn* event. She said it was a wonderful evening and the college community can be very proud of our talented students and dedicated faculty and staff who participated. She congratulated and thanked the Citrus College Foundation for their dedication and hard work.

Dr. Perri presented the Board with a binder of college information and brochures that provides a snapshot of departmental promotional pieces for the last academic year. She thanked Ms. Paula Green, Director of Communications, and her staff for assembling the information.

Dr. Perri thanked the Board and the faculty and staff who attended the All-Campus Accreditation Forum last week. The forum presented highlights of our Institutional Self Study 2009. Dr. Perri thanked accreditation co-chairs, Dr. Jeanne Hamilton, Vice President of Student Services, and Ms. Roberta Eisel, Language Arts Instructor, Student Learning Outcomes Coordinator, for overseeing the forum and leading the self study process. She also thanked the many faculty, staff, and students who enthusiastically participated in the self study.

Irene Malmgren, Vice President of Academic Affairs, reported that the Faculty Learning Institute will hold their Fall Book Event November 5 and 6, 2009. The book they have chosen is *The Art of Possibility: Transforming Professional and Personal Life*, by Rosamund Stone Zander.

Ms. Malmgren said data from the Office of Institutional Research indicates there is a higher success rate in all learning community courses as compared to the same courses with no learning communities. The majority of fast track classes also show a better rate of success. In addition, Math Success Center data shows that students who participated in the spring student survey believed that the center helped them improve their grades, but over 50 percent said there were not enough tutors. Tutors have been added for the fall semester, and the Math Success Center is filled with students each day.

Use of the STEM Center, which opened the first day of the fall semester, is growing rapidly, with 157 students the first week and 414 by week four. That headcount does not include all of the Calculus Enrichment Workshops, Calculus Readiness Workshops, and Supplemental Instruction sessions.

Over 500 students from Azusa, Claremont, Duarte, Glendora, and Monrovia participated in the summer PAGE (pre-algebra, algebra, and calculus enrichment) program. Ms. Malmgren said this program promotes student success for grades 6 through 12 and grows future teachers in the process.

The Saturday Science Physics Workshops for Glendora GATE students will be held on October 24, 2009, and the Saturday Science Workshop for Azusa students will be held on November 7, 2009.

The STEM open house will take place on November 3, 2009.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the annual Student Services planning meeting was held at her home last week. Highlights of the meeting included a discussion of new goals; progress on last year's goals; and current SLOs and assessment. Dr. Hamilton said it was a good opportunity to assess where they are and focus on where they are going. She thanked those who contributed to the meeting, including Ms. Eisel; Dr. Lan Hao, Director of Institutional Research; Ms. Sylvia Smythe, Director of College Success; and Ms. Linda Welz, Chief Information Services Officer.

Dr. Hamilton said the accreditation visiting team will arrive on Monday, October 12, 2009. Ms. Pam McGuern, Administrative Assistant, is finalizing appointments and arrangements for the visit.

Robert Sammis, J.D., Director of Human Resources, reported that the Human Resources Advisory Committee held their first meeting and has begun the process of reviewing Board Policies and Administrative Procedures. He said it will be a very busy year for the committee.

Dr. Sammis reported that CSEA and the District have formed a committee consisting of two representatives from each group to begin reviewing classified job descriptions.

Carol R. Horton, Vice President of Finance and Administrative Services, provided a presentation on the 2009-2010 District Budget. Board Clerk/Secretary Rasmussen commented that future cuts to our budget should reflect our primary goal of providing instruction to students. Board Member Ortell said the budget represents a tremendous amount of work, and he expressed appreciation for the efforts of Mrs. Horton and her staff. Board Member Montgomery commended the college community for their collegiality and positive attitude during the current budget crisis. Mrs. Horton credited

the work of her staff and Ms. Carol Cone, Budget Supervisor, and Ms. Rosalinda Buchwald, Director of Fiscal Services, in producing the 2009-2010 District budget.

Jack Call, Ph.D., Academic Senate President, reported on the recent Academic Senate meeting. He said Dr. Perri presented an update on the budget situation; Dr. Hamilton provided an update on the accreditation self study and visit; and Ms. Malmgren took part in a discussion on keeping down the cost of photocopying. Several senators volunteered to take part in an ad hoc committee on photocopying. They also approved mandatory orientation for new students as recommended by the Matriculation and Assessment Committee and revisions to the Program Review Handbook and template. In addition, they reviewed 16 Board Policies and Administrative Procedures.

At the September 18, 2009, meeting of the Department Chairs Task Force, Ms. Dana Hester, Physical and Natural Sciences instructor, reported on her research into how a department chair structure works at other colleges.

A discussion on the sabbatical procedures took place during the Sabbatical Policy Review Committee meeting on September 28, 2009.

Dr. Call said a memo was sent to all faculty members inviting them to apply for the stipend/reassigned opportunity to serve as Program Review Coordinator, and that five faculty members have already either applied or expressed interest.

Karine Ponce, Student Trustee, said the Math Success Center is a big success. It is consistently filled with students, and many students, including her, are seeing direct benefits of the free tutoring.

ASCC is busy with a number of activities. They approved 15 Board Policies and Administrative Procedures at their last meeting, and tabled 5, pending further clarification. They have started planning for the Student Senate of the California Community Colleges general assembly. They are also collaborating with the Latina Leadership Network to host Dia de los Muertos on October 29, 2009.

Joanne Montgomery, Member, Board of Trustees, commented that *A Taste of Autumn* was a wonderful event. She gave special thanks to Mr. Tom Gerfen, Foundation Board President. Mrs. Montgomery said everything went off beautifully, and it was nice to see the support of Citrus faculty, staff, and administrators.

Edward C. Ortell, Member, Board of Trustees, said it has been a busy couple of weeks for Board members, with a Budget Forum, an Accreditation Forum, a

Candidates' Forum and *A Taste of Autumn*. He said it was nice to see so many local leaders at *A Taste of Autumn*, and the event was a good opportunity to build relationships with the community and show off our college and the accomplishments of our students.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, reported on a recent legislative forum featuring Senator Bob Huff. Senator Huff said there is no good news on the state budget. He discussed the state's prison dilemma and the expense of housing prisoners, overcrowding, and the push for early release of some categories of prisoners. He also discussed the state's ability to access funding from President Obama's "Race to the Top," which uses student data to evaluate faculty.

Dr. Rasmussen commended the Supervisors/Confidential team for staffing information booths the first two days of the semester. She said this is a wonderful service for our students.

Gary L. Woods, Vice President, Board of Trustees, said he enjoyed the chance to talk with local legislators at *A Taste of Autumn*, and he particularly enjoyed the opportunity to talk with the Citrus faculty and staff who attended the event.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the September 15, 2009, regular meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

Item 2: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the September 17, 2009, special meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

PUBLIC HEARINGS

Board Vice President Woods opened a public hearing at 4:40 p.m., for the purpose of hearing public viewpoints regarding the 2009-2010 District Budget. Hearing no comments, he declared the public hearing closed at 4:41 p.m.

Board Vice President Woods opened a public hearing at 4:41 p.m., for the purpose of hearing public viewpoints regarding the Energy Service contract for the Installation of Energy Efficient Glazing in the Library Study Lounge project. Hearing no comments, he declared the public hearing closed at 4:42 p.m.

INFORMATION AND DISCUSSION

2008-2009 Strategic Plan Progress Report and 2009-2010 Annual Implementation Plan – Lan Hao, Ph.D., Director of Institutional Research

Dr. Hao presented two Strategic Plan documents: the 2008-2009 Strategic Plan Progress report and the 2009-2010 Annual Implementation Plan. Dr. Hao said developing these reports has been a meaningful process and a worthwhile effort for the college, as well as a good learning experience. She thanked the many departments and committees who contributed to the reports, including Student Services, the instructional deans, the College Success Committee, the Financial Resources Committee, and the Steering Committee. She also thanked Ms. Lucinda Over, Dean of Counseling; Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education; Ms. Smythe; Ms. Green; and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer; for their assistance, and Dr. Perri for her leadership and guidance throughout the process.

Program Reviews: Esthetician, Commercial Dance, Recording Technology, and Digital Web Design – Irene Malmgren, Vice President of Academic Affairs

INDEPENDENT CONTRACTORS

Item 3: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Mrs. Keith).

FACILITY USE

Item 4: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve facility rentals and usage. 4 Yes. 1 Absent (Mrs. Keith).

INSTITUTIONAL MEMBERSHIP

Item 5: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve a \$100.00 one year membership to the California Organization of Associate Degree Nursing Program Directors. 4 Yes. 1 Absent (Mrs. Keith).

CONSTRUCTION – CAPITAL PROJECTS

Item 6: Moved by Dr. Rasmussen and seconded by Dr. Ortell to accept Project #04-0809, Campus Walkway Replacement Project, Phase 2 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$116,335.00. 4 Yes. 1 Absent (Mrs. Keith).

- Item 7:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to accept Project #05-0809, Re-roofing of Professional Center and Technology C Buildings as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$40,880.00.
4 Yes. 1 Absent (Mrs. Keith).

PERSONNEL RECOMMENDATIONS

- Item 8:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Mrs. Keith).
- Item 9:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Mrs. Keith).
- Item 10:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Mrs. Keith).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the attached budget for all District funds for the 2009-2010 fiscal year. 4 Yes. 1 Absent (Mrs. Keith).

CONSTRUCTION – CAPITAL PROJECTS

- Item 12:** Moved by Dr. Ortell and seconded by Dr. Rasmussen to approve the award of a contract for project #01-0910, Energy Service Contract for Installation of Energy Efficient Glazing in the Library Staff Lounge to Liberty Glass & Metal of Upland, California in the amount of \$47,500.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. This project is part of the campus wide HVAC energy upgrades to be funded by Measure G Bond funds. 4 Yes. 1 Absent (Mrs. Keith).

BOARD POLICIES

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of Board Policies BP 4010 – Academic Calendar, BP 4070 – Auditing, BP 4110 – Honorary Degrees, BP 4223 – Withdrawal from Courses, BP 4230 – Grading and Record Systems, BP 4232 –

Pass/No Pass, BP 4240 – Academic Renewal, and BP 4250 – Probation/Dismissal. 4 Yes. 1 Absent (Mrs. Keith).

LIQUOR LICENSE

Item 14: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at a private reception to be held November 11, 2009, from 4 to 7 p.m. on the Citrus College campus. 4 Yes. 1 Absent (Mrs. Keith).

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held December 11, 2009, from 6 to 8 p.m. on the Citrus College campus. 4 Yes. 1 Absent (Mrs. Keith).

CLOSED SESSION: At 5:12 p.m., Board Vice President Woods 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).

Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

RECONVENE OPEN SESSION: At 5:40 p.m., Board Vice President Woods reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES ACCREDITATION WORK SESSION

Dr. Hamilton and Ms. Eisel provided an overview of the Institutional Self Study 2009 document, the site visit calendar, and other details.

ADJOURNMENT: At 6:42 p.m., it was moved by Dr. Rasmussen and seconded by Mrs. Montgomery to adjourn the meeting. 4 Yes. 1 Absent (Mrs. Keith).

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees