

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

October 20, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 20, 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 Pamela Sewell, Recording Secretary.

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

Management Team: Paula Green, Lan Hao, Sylvia Smythe, and Linda Welz

Faculty: Jack Call and Kristie Shimokawa

Supervisors/Confidential: Leigh Buchwald and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Oscar Fernandez

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, reported on the accreditation site visit and said the college can truly be proud of the hard work, dedication, and leadership that went into preparing for the visit and self study. The visit validated the college's strengths and has set the path for future enhancement through the team's recommendations. Dr. Perri commended all 175 faculty members, staff, and students who were a part of this rich process. She extended special thanks to the Board for their support and involvement.

Dr. Perri gave kudos to our outstanding students and fine faculty and staff for a wonderful "Night of Music from Film." She acknowledged the talents of Mr. Bill Hoehne, Fine and Performing Arts instructor, in arranging and directing the performance.

Close to 200 Citrus College alumni attended the all-class Alumni Association reunion last weekend. Dr. Perri commended the Alumni Association and Mr. Eric Magallon, Bookstore Supervisor; Mr. Tom Gerfen, Foundation Board President; and Citrus College alumni, Ms. Joyce Dill and Ms. Sharon Lewis, for their efforts in organizing this very special event.

Dr. Perri said that the Citrus College Foundation and the college is extremely pleased to be the recipients of a \$10,000 donation from Senator Bob Margett's Hands, Hearts and Horizons Foundation. The donation will help Citrus establish a book reserve program to assist our students who are unable to afford the cost of textbooks. The college community is invited to a reception on October 27, 2009, to acknowledge Senator Margett's gift.

Irene Malmgren, Vice President of Academic Affairs, provided a reminder for the All-Campus Book Event, "*The Art of Possibility*." Discussions on the book will take place November 5 and 6, 2009.

The STEM Complex Open House will take place November 3, 2009, at 3:00 p.m. The STEM Center is now serving over 500 students weekly, and they may need to explore options to expand the center. STEM representatives have met with the Claremont USD assistant superintendent and faculty to discuss possible partnerships. Students from Claremont participated for the first time in last summer's PAGE program.

Ms. Malmgren said there will be a science workshop at Citrus for Azusa middle school students on November 7, 2009, from 9:00 a.m. to 12:00 noon. Seventy middle school students have registered to participate in a physics, chemistry or biology workshop. The workshops will be led by Citrus faculty, along with five faculty members from Azusa

USD. After school tutoring is up and running in four schools in three of our K-12 USDs, Glendora, Azusa and Duarte.

Faculty leads are creating new “learning paths” for English 30 and 40 students. These learning paths will guide students through the lab requirement with specific PLATO; directed learning materials; writing clinics; and workshop activities that tie into the class curriculum. Ms. Malmgren said Ms. Sylvia Smythe, Director of College Success, and the faculty leads have worked very hard to coordinate this program.

Ms. Malmgren said the musical *Chicago* will be performed in the Haugh Performing Arts Center next weekend. The production showcases Citrus’ own Musical Theatre Workshop performers and musicians.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that her staff is meeting to review registration issues from the past few registration periods. They are focusing on problems with linked classes, such as learning communities and fast track classes, and roll out for non-payment of fees. They are working collaboratively with Academic Affairs and Fiscal Services to make sure all points of view are considered in decision making. They are also planning to do a focus group on registration with students in December.

Robert Sammis, J.D., Director of Human Resources, made some brief comments about the recommendations made at the conclusion of the accreditation site visit. He said the team cited areas already self-identified by our self study. Human Resources is expediting the work to the extent possible. Where items are within the scope of bargaining, they will reach out and consult with the bargaining groups.

Dr. Sammis said the District has reached a conceptual agreement with CCFA and there are only a few details left to work out. He anticipates a tentative agreement shortly that will go out to the faculty for ratification and then to the Board for approval.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that she, Dr. Sammis, and Ms. Brenda Fink, Staff Diversity Officer, are working on calculating the full-time faculty obligation number as it relates to the workload reduction imposed by the Chancellor’s Office. The Chancellor’s Office has not yet provided a number or the necessary forms. Her staff is also working on budget revisions to the restricted general fund.

Mrs. Horton reported on three agenda items, including the change of three subcontractors by the prime contractor; the remodel of the Physical Education Building; and a request to go to bid on the remodel of the main Gymnasium.

Jack Call, Ph.D., Academic Senate President, reported on the last Academic Senate meeting. They heard two reports from Academic Senate Vice President/President-Elect, Ms. Roberta Eisel. Ms. Eisel explained how the Faculty Needs Identification Committee conducts its work. The committee met to rank requests for faculty positions on October 19, 2009. She also gave an update on the current status of SLOs and assessments. In addition, Mr. Dave Kary, Curriculum Chair, reported on the importance of making sure course outlines of record are kept current, including the list of textbooks. There was follow-up discussion on the issue of the “free market” in add codes. He said Dr. Hamilton has suggested a change to AP 5075 that would prohibit students from exchanging add codes. This revision will be sent to the constituent groups for approval. The Academic Senate has reviewed 11 APs and BPs and approved all of them. They also reviewed a number of other APs and BPs as old business and ultimately approved 23 of them.

Dr. Call and Ms. Malmgren held interviews with three candidates for the position of Program Review Coordinator. Mr. Jim Woolum, Social and Behavioral Sciences instructor, was selected.

The Sabbatical Policy Review Committee met and worked to finalize the application and scoring rubric, which will be distributed with the application. The rubric will assist applicants in knowing how their applications will be evaluated. The Department Chairs Task Force will meet again on October 30, 2009. Dr. Call anticipates they will discuss a proposal to reorganize duties that are currently supported by faculty reassigned time or stipends.

Karine Ponce, Student Trustee, said ASCC continues to work on APs and BPs. ASCC had a discussion on AP 5075, Course Adds and Drops, and they were in agreement that add codes should not be sold. The ASCC has also approved \$6,000 for students to attend the State Senate for California Community Colleges General Assembly.

Ms. Ponce said many of the ASCC members have been involved with STEM and will be attending the STEM Open House. She strongly supports the STEM programs, such as the Supplemental Instructor, where the instructor is another student. She said this makes the learning environment very comfortable.

Joanne Montgomery, Member, Board of Trustees, commented on the enormity of the task of creating the Accreditation Self-Study, and she expressed her appreciation to all of those who contributed. She also thanked External Relations, including Ms. Paula Green, Director of Communications, and Mr. Rocky Reynolds, Reprographics Supervisor, and their staffs for providing the notebook with all of the college brochures and fliers. She said it is nice for Board members to see what is going out to the college and the community. She also expressed her appreciation for the new Photo Directory.

Mrs. Montgomery attended "Night of Music from Film," and said it was a wonderful program. The show was presented by 200 Citrus students, and Mrs. Montgomery said it was good to see the house packed with so many students supporting their peers.

Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, echoed Mrs. Montgomery's comments and Board President Keith agreed, saying it was a fabulous performance, and one she was proud to take friends to see.

Dr. Rasmussen attended the All-Class Alumni Reunion, and said everyone who attended loves this institution and had a great time. She recognized the efforts of Mr. Gerfen and Mr. Magallon in organizing the event.

Dr. Rasmussen commented on recent publicity in the local media on the Senator Bob Margett Book Reserve Program. She said Senator Margett has been a long-time friend of Citrus College.

Susan M. Keith, President, Board of Trustees, said it was good to see two Citrus College graduates recently featured in the *Claremont Club* magazine.

Board President Keith also said she has spent considerable time reading an article in the Statewide Academic Senate publication, the *Senate Rostrum*, entitled: "What Does Proficiency Look Like on the ACCJA Rubric." She said it is a very complex subject to understand, and she saluted everyone at Citrus who is working to achieve some very difficult accreditation standards.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the September 30, 2009, special meeting minutes. 5 Yes.

Item 2: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the October 6, 2009, regular meeting minutes. 4 Yes. 1 Abstain (Board President Keith).

- Item 3:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the October 13, 2009, special meeting minutes. 5 Yes.

INFORMATION AND DISCUSSION

New Online Orientation Presentation – Lucinda Over, Dean of Counseling Programs and Services

Ms. Over provided a presentation on the new mandatory online orientation which will be taken by all new students. Ms. Linda Welz, Chief Information Services Officer, and Ms. Kristie Shimokawa, Coordinator of Non Credit Matriculation, assisted with the presentation. Board President Keith thanked everyone who collaborated on the project.

INDEPENDENT CONTRACTORS

- Item 4:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 6:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve A & B Warrants for September 2009. 5 Yes.
- Item 7:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve purchase orders for September 2009. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 8:** Moved by Dr. Woods and seconded by Dr. Rasmussen to authorize Inland Empire Builders to substitute Cucamonga Plumbing Co. of Alta Loma, California for Fidelity Construction Plumbing, Inc. of Upland, California, the listed subcontractor. 5 Yes.
- Item 9:** Moved by Dr. Woods and seconded by Dr. Rasmussen to authorize Inland Empire Builders to substitute Verdin Concrete of Riverside, California for Eti Vista Concrete, Inc. of Rancho Cucamonga, California, the listed subcontractor. 5 Yes.

- Item 10:** Moved by Dr. Woods and seconded by Dr. Rasmussen to authorize Inland Empire Builders to substitute Protection One of Riverside, California for Riley Electric of Upland, California, the listed subcontractor. 5 Yes.

FIELD TRIPS

- Item 11:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve a field trip/tour for approximately forty-four (44) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, up to four (4) faculty members, one (1) staff member and one (1) accompanist to travel to New York City, New York on June 4, 2010 through June 13, 2010. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 12:** Moved by Dr. Woods 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 13:** Moved by Dr. Woods 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 14:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BIDS

- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Woods to allow staff to prepare specifications and formally bid Project 02-0607, Main Gymnasium Remodel. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

BOARD POLICIES

- Item 16:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the second 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. 5 Yes.

EMPLOYMENT – MANAGEMENT

Item 17: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the hiring of Mr. Edward Trickey effective November 1, 2009, as the Executive Director of Development and External Relations at a salary placement of \$117,444.00 annually, plus \$37,715.29 in health and statutory benefits.

5 Yes.

CLOSED SESSION: At 5:02 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).

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

Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1155 W. Foothill Boulevard, Glendora, CA 91741

Negotiating Parties: Carol R. Horton

Under Negotiation: Price and terms of payment

RECONVENE OPEN SESSION: At 5:47 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:48 p.m., it was moved by Dr. Woods and seconded by Mrs. Montgomery to adjourn the meeting. 5 Yes.

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>