

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

November 3, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 3, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:17 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; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Jack Call, Academic Senate President; and Christine Link, Recording Secretary.

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

**Management Team**: Rosalinda Buchwald, Paula Green, Lan Hao, Kim Holland, Sam Lee, Steve Lindsey, Jim McClain, Eric Rabitoy, Sylvia Smythe, and Linda Welz

**Faculty**: Jack Call, Denise Kaisler, Dave Kary, and Paul Swatzel

**Supervisors/Confidential**: Glenna Johnson

**Classified Employees**: Kay Nguyen,

**Adjunct Faculty**: Albert Loaiza

**Professional Experts**: Sunny Liu and Eleanor Tsark

**Students**: None

**VISITORS:** Bob Cruz, Southern California Gas Company; and Laura Jimenez, Office of Assemblymember Ed Hernandez.

### **COMMENTS FROM THE AUDIENCE**

**Ms. Laura Jimenez, Senior Field Representative for Assemblymember Dr. Ed Hernandez (AD 57)**, introduced herself and said Assemblymember Hernandez represents a large portion of our district, and he welcomes the opportunity to work with Citrus College in the future.

**Geraldine M. Perri, Ph.D., Superintendent/President**, introduced Mr. Edward Trickey, the new Executive Director of Development and External Relations. Dr. Perri said Mr. Trickey brings a strong educational background and a great deal of experience to the Executive Director position. Mr. Trickey holds a master of science degree in education from USC; a master's degree in international affairs from Columbia University; and bachelor of arts degree from UC Santa Barbara. He is also a community college graduate, having received an associate of arts degree from Modesto Junior College. He is currently working on a doctorate in education from UC San Diego. Mr. Trickey said he feels extremely privileged to join the Citrus College family and he has great goals and aspirations for the Citrus College Foundation.

Dr. Perri thanked the members of the Board who attended the reception to kick off the Bob Margett Book Reserve Program. She said the Senator was thrilled to see the college's excitement and commitment to this new Foundation project. Dr. Perri also thanked those who have contributed to the matching campaign, saying they had already received \$1,000 in matching funds.

Dr. Perri thanked Ms. Sylvia Smythe, Director of College Success, and the members of the Bridges to Success Advisory Team, who met last week to launch our new HSI grant. She said the many activities and projects scheduled as part of this new federal grant will go a long way in helping our students to meet their education goals.

Dr. Perri congratulated the members of the Board of Trustees and the members of the college and local community who have advocated for the past few years for the Foothill Extension of the Metro Gold Line. The project is tentatively scheduled for groundbreaking in June 2010, with completion slated for 2013. The light-rail extension will include a Citrus Avenue Station close to campus and will be a welcome transportation alternative for students and members of the community.

**Irene Malmgren, Vice President of Academic Affairs**, congratulated Dr. Rhoda James, Business instructor, who has been named recipient of the California Business Educators Association Outstanding Business Educator Award—Post Secondary Level.

Regarding college activities, Ms. Malmgren said “The Art of Hair,” a joint exhibit created by our Cosmetology and Photography programs, will be on display in the Hayden Library Gallery through December 2, 2009.

Ms. Malmgren also complimented the CDC staff and children who successfully executed their “Great Shake Out” earthquake exercise in 14 minutes, from drop and cover and evacuation to the Softball Fields to dismissal back to their classroom.

The Chancellor’s Office has approved the college’s request to revise our Associate in Arts degree in Liberal Arts to comply with Title 5. Ms. Malmgren acknowledged the work of the curriculum committee.

Ms. Malmgren congratulated Ms. Meg O’Neil, Language Arts instructor, and her students who recently participated in the Journalism Association of Community Colleges fall conference. The *Clarion* newspaper and the *Clarion* web edition won General Excellence awards—the highest honor given in the regional competition. The *Clarion* team also brought home ten individual achievement awards.

Glendora Unified School District (GUSD) has been awarded the Enhancing Education through Technology grant in the amount of \$253,800. The grant will be used to integrate technology into their fourth and fifth grade classrooms. Mr. Eric Rabbitoy, Dean of Physical and Natural Sciences, assisted GUSD in writing the grant. The grant was ranked number one in the region by the grant evaluators.

Ms. Malmgren was pleased to report that one of our Water Technology students was recently hired by Southwest Water, and two more of our students are in the final interview process for the company.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that at the last program review, the Student Services Committee approved program reviews for Financial Aid and Student Employment Services. They will go to the Board of Trustees at their next meeting.

A team composed of representatives from Academic Affairs, TeCS, Finance, students, and Student Services are working to revise our process for handling the registration of students who do not pay for their classes in a timely manner. Dr. Hamilton said this is a complex problem with lots of complicating factors.

The Transfer Fair took place last week, followed by the Transfer Task Force meeting. At the meeting there was a great deal of discussion regarding the impact of budget cuts on admissions to UC and CSU. Dr. Hamilton said it is more important than ever for students who plan to transfer to work with the Transfer Center.

**Robert Sammis, J.D., Director of Human Resources**, provided an update on the schedule for future Human Resources trainings. In November they will provide initial training on reviewing classified job descriptions; in January they will focus on effective methods for classified evaluations; in February they will provide training on understanding the classified contract; in March they will provide training on understanding the full-time faculty contract; in April they will discuss methods for handling employee absences; and in May they will provide training on discrimination and harassment.

**Jack Call, Ph.D., Academic Senate President**, reported that the Academic Senate met on October 28, 2009. They heard three special reports on the topics of College Success/Early Alert Workshops/Student Education Plans, presented by Ms. Marilyn Eng, Counselor; the Basic Skills Initiative 2009-2010 Action Plan and Expenditure Plan, presented by Ms. Smythe; and a report on how vendors are approved, by Ms. Rosalie Sayre, Bookstore Evening Coordinator.

The Academic Senate also discussed several administrative procedures and board policies, approving some and tabling others for further investigation and clarification. The Sabbatical Policy Review Committee has also met and worked on suggested changes to the administrative policy on sabbaticals.

The Department Chairs Task Force has met and discussed a proposal to reorganize duties that are currently supported by faculty reassigned time or stipends. They also agreed on a list of three main duties that could be carried out by department chairs.

**Karine Ponce, Student Trustee**, attended the Veteran's Breakfast and the STEM Open House and said both events were excellent. Reporting on ASCC activities, Ms. Ponce said they are preparing for Citrus Week, which will begin November 9, 2009. Also, the Advocacy Subcommittee will be hosting an Open Mic Night on November 18, 2009.

**Patricia Rasmussen, Clerk/Secretary, Board of Trustees**, complimented the Fine and Performing Arts students, faculty, and staff for the "phenomenal" production of *Chicago*. She said the performance provided an excellent example of student learning outcomes. Dr. Rasmussen also gave kudos to the STEM Center and suggested we

convey to our federal legislators how we have put the federal grant funding to work in such a positive way.

Dr. Rasmussen commented on a newspaper article regarding deep cuts Cal Poly Pomona is making in many of their programs. She said these cuts may have an impact on our students who are planning to transfer. She commended the collaboration of Citrus College's stellar departments in working to provide students with the classes they need.

**Joanne Montgomery, Member, Board of Trustees**, thanked Ms. Smythe and the students and staff who organized the STEM Open House and tour. She said it is exciting to see the enthusiasm of our students for the learning opportunities provided by the STEM Center.

Mrs. Montgomery also thanked Mr. Sam Lee, Dean of Language Arts and Enrollment Management, for his inspiring idea to feature Citrus College students in "My Citrus Story" exhibits, which now appear all over campus.

**Edward C. Ortell, Member, Board of Trustees**, said it is exciting to know that the Foothill Extension of the Gold Line is now scheduled for completion in 2013. He said the Citrus Station will be of tremendous value to our students and entire college community. He thanked his fellow board members for their work over the past several years to help make this happen.

**Susan M. Keith, President, Board of Trustees**, echoed the comments of her colleagues regarding recent college events and activities and said she is especially proud of our students at the STEM program who prove that community college students are as capable and dedicated as their counterparts at colleges anywhere. She also expressed pleasure that the Foothill Extension of the Gold Line has finally been approved for funding by the Metro Board of Directors.

## **MINUTES**

**Item 1:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the October 20, 2009, regular meeting minutes. 5 Yes.

## **INFORMATION AND DISCUSSION**

**Advanced Metering Infrastructure – Bob Cruz, Public Affairs Manager, The Gas Company**

Mr. Robert Cruz, Public Affairs Manager for The Gas Company, presented an overview of Advanced Metering Infrastructure that would provide for wireless communications modules to read residential gas meters. Mr. Cruz commended Citrus College for providing training in the area of public works.

**STEM Update Presentation – Irene Malmgren, Vice President of Academic Affairs, & Sylvia Smythe, Director of College Success and Grants Project**

Ms. Malmgren introduced Ms. Smythe who called forward faculty, staff, and students who are involved with the STEM Center and STEM programs. Each individual provided information on their role in the program and what it has meant to them personally.

**INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

**FACILITY USE**

**Item 3:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve facility rentals and usage. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

**Item 4:** 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 5:** 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 6:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

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

**Item 7:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended September 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.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 8:** Moved by Mrs. Montgomery and seconded by Dr. Woods to accept Project #03-0809, Energy Service Contract as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$358,809.00. 5 Yes.

**IMMUNIZATION**

- Item 9:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 10:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve, pursuant to Education Code Sections 87478, 87481 and 87482(a), the employment of Ms. Lori Nelson as a full-time temporary, one semester, non-tenure track instructor in the Language Arts Department to begin on October 7, 2009 and end on December 19, 2009 at a salary placement of Class 2, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,813.00 annually (pro rated) plus \$6,208.96 in health and statutory benefits. 5 Yes.

**CLOSED SESSION:** At 5:12 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**

**Student Grievance Appeal: Grade Change**

**RECONVENE OPEN SESSION:** At 5:35 p.m., Board President Keith reconvened the meeting to open with no action taken.

**ADJOURNMENT:** At 5:36 p.m., it was moved by Dr. Rasmussen and seconded by Dr. Woods to adjourn the meeting.

November 17, 2009  
Date

Patricia Rasmussen  
Clerk/Secretary  
Board of Trustees

**Complete minutes and supplemental documents available at:**

<http://www.citruscollege.edu/admin/bot/Documents/Board@20Meeting%20Meeting%20Minutes>