

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

November 17, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 17, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:21 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; and Christine Link, Recording Secretary.

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

Management Team: Lan Hao, Lilia Medina, Linda Welz, Jim Williams

Faculty: Jack Call

Supervisors/Confidential: Eric Magallon

Classified Employees: Jane Cole and Cheryl Greer

Adjunct Faculty: None

Students: Anazarry Danganan and Oscar Fernandez

VISITORS: None

Board President Keith, on behalf of the entire Board, expressed appreciation to Mr. Jim Williams for his dedication to Citrus College as most recently demonstrated by serving as Interim Director of the Foundation and External Relations for the last year and a half. Mr. Williams retired after serving the District for 40 years in various capacities, but has returned several times to fill in and provide leadership.

Geraldine M. Perri, Ph.D., Superintendent/President, expressed her appreciation to the members of the Board and the college community for attending the special celebration of the new Field House and Gate House facilities, which immediately preceded the Board meeting. She said with the addition of these new facilities, the educational experience and learning environment of Citrus College continues to grow. Dr. Perri thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for her efforts and leadership and for keeping the projects “on time, on task, and on budget.”

Dr. Perri thanked the members of the Board for supporting and attending the Community College Facilities Coalition’s Meet and Greet, which was held in the new Field House On November 11, 2009. They had an excellent turnout of over 70 individuals, including representatives from the SanFACC colleges. The event was held to garner support for the next statewide educational facilities bond measure.

Dr. Perri was pleased to report that Ms. Lucinda Over, Dean of Counseling, has received word that Cal Poly Pomona had re-categorized Citrus College as a Tier I transfer institution. Dr. Perri thanked the many individuals who quickly lent a voice to advocate for this change, including Dr. Jack Call, Academic Senate President; Mr. Karlyn Bradley, ASCC President; Dr. Jeanne Hamilton, Vice President of Student Services; Ms. Over; and Ms. Justina Rivadeneyra, Career/Transfer Center Coordinator. Dr. Call and Mr. Bradley placed resolutions on the matter before their statewide organizations.

In keeping with the Thanksgiving season, Dr. Perri thanked the Board and the college community for their leadership, vision, and care and concern for the college and our students. She said we have experienced an extremely busy fall, as we prepared for our accreditation site visit, updated policies, prepared for emergencies, and engaged in a great deal of planning. Dr. Perri extended her thanks for “a job well done,” and wished everyone a wonderful Thanksgiving.

Irene Malmgren, Vice President of Academic Affairs, reported that the winter and spring schedules have been posted online and are now available to students.

Regarding the agenda item on the Study Abroad Program Review, Ms. Malmgren said Citrus College is the lead college for one of the largest study abroad consortiums in the state. This program helps students gain an international perspective and become more effective citizens in an increasingly global society. As part of this program, Citrus College has sent students to study in London for 21 semesters.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that EOPS was originally established in 1969, and our own EOPS will be celebrating the 40th anniversary with a party on November 24, 2009. The entire college is invited to stop by for refreshments, meet the staff, and learn more about EOPS services.

The CARE program will offer an Adopt an Angel gift opportunity to provide Christmas gifts for the children of CARE students. The gifts will be distributed at a holiday party on December 10, 2009.

Dr. Hamilton said now that the winter and fall schedules are on the web, students will be able to view their appointments for registration, which will begin on November 30, 2009.

The college conduct team will present a workshop as part of the Faculty Learning Institute on "Classroom Emergencies" on November 19, 2009. The focus will be on methods for dealing with students who are experiencing emotional distress, as well as other emergency situations.

Robert Sammis, J.D., Director of Human Resources, was pleased to officially announce that a tentative agreement has been reached with the Citrus College Faculty Association. He introduced Mr. Dave Brown, CCFA Chief Negotiator, and thanked him for bringing a great deal of integrity to the process.

Mr. Brown thanked the Board and Dr. Perri for setting a collegial tone for negotiations. He said the District team addressed concerns throughout the process, and he is hopeful that the new contract will be ratified. Mr. Brown added that, in spite of our current economic struggles, he is looking toward a bright future for Citrus College.

Carol R. Horton, Vice President of Finance and Administrative Services, commented on the Field House and Gate House grand opening celebration. She expressed her appreciation to Mr. Bob Bradshaw, Project Manager, who oversaw the project. She also thanked Mr. Mike Harrington, Director of Facilities and Construction; Mr. Jim Pierce, Chief Engineer; and the entire facilities team. Mrs. Horton said the college received rave reviews on the new facilities from other construction professionals during the Meet and Greet. Mrs. Horton also expressed her appreciation to TeCS and Mr. Leigh Buchwald, Network Central Computer and Telecommunications System Supervisor, who she considers an honorary member of her team. Mrs. Horton said it is important to work closely with the end-users in this type of project, and she

complimented Ms. Jody Wise, Dean of Physical Education and Athletics, saying she has been a wonderful person with which to work.

Members of the Board commented on these new athletic facilities, which were funded by Measure G. Mrs. Montgomery commented that the Field House was a modern and beautiful facility. Board President Keith thanked all those who worked tirelessly for passage of Measure G in 2004, especially Mrs. Horton. Dr. Ortell remarked that we have outstanding athletic teams and that the facilities are a good way to recognize and promote excellence.

Regarding other construction projects, Mrs. Horton said the walls of the Student Services Building will soon be in place, and in January the remodel of the Gym will begin.

Jack Call, Ph.D., Academic Senate President, reported that the Academic Senate met on November 11, 2009. They briefly discussed section cuts for this academic year and had a first reading of several board policies and administrative procedures.

Dr. Call and Academic Senate officers, Ms. Marilyn Eng, Past President; Ms. Roberta Eisel, Vice President/President-Elect; and Ms. Sheryl Walz, Secretary; attended the plenary session of the statewide Academic Senate. They heard several presentations and panel discussions on a variety of important topics. Ms. Eng was a presenter at a breakout session on the "rules of engagement" for dealing with outside entities that seek to "fix" the community college system. In addition, the delegates voted to approve a resolution with an amendment authored by Dr. Call on eliminating discriminatory practices by the California State Universities, which unfairly disadvantage our students. The delegation also passed a resolution authored by Ms. Eng regarding faculty primacy in implementing the CLASS (California Leadership Alliance for Student Success) initiative.

Dr. Call was pleased to announce that his book, *God is a Symbol of Something True*, has been published. There will be a book signing in the Owl Bookshop on December 7, 2009.

Karine Ponce, Student Trustee, reported on the recent ASCC activities. ASCC approved 11 administrative procedures and 2 board policies at their last meeting. They initially had concerns about several of them, but Dr. Sammis was able to provide clarification. In addition, ASCC has approved \$5,000 for a new rotisserie for the Stuffed Owl Café. Elections for new student representatives will be held December 2-3, 2009, and the students are looking forward to new leaders with fresh ideas. "Citrus Week" was very successful, and Ms. Ponce thanked all of the faculty and staff who participated.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, expressed her appreciation to Dr. Bruce Solheim, Social and Behavioral Sciences instructor, for his leadership with regard to the annual Saluting Our Veterans event. She said it is a wonderful community event that is growing each year.

Dr. Rasmussen commented on a communiqué from Mr. Scott Lay, President and CEO of the Community College League of California, regarding “The Master Plan at 50” report. She said the focus for community colleges is moving from access to student learning outcomes, and she applauded our efforts in that regard.

Dr. Rasmussen wished the entire college community a Happy Thanksgiving.

Susan M. Keith, President, Board of Trustees, praised the 4th Annual Saluting Our Veterans event and thanked all of the faculty and staff who work with our student veterans to help them succeed.

Board President Keith commented on a report entitled *California’s Forgotten Middle-Skill Jobs*, written for the Skills2Compete-California campaign by The Workforce Alliance in Washington, D.C. She said the report contains a lot of data and good information regarding need for workforce training to fill “middle-skill” jobs in California in the next ten years. She added that training for middle-skill jobs—those that require more than a high school diploma but less than a bachelor’s degree—is something community colleges do well.

Board President Keith thanked Dr. Perri for her leadership regarding the reclassification of Citrus College to Tier 1 for transfer to Cal Poly. She expressed her appreciation to all those who had a part in resolving this issue, which is so important for our students.

Edward C. Ortell, Member, Board of Trustees, congratulated Mr. Jim Williams for his long history of service to Citrus College and said it is a testimony to his many talents.

Joanne Montgomery, Member, Board of Trustees, thanked all those who remembered her daughter in their thoughts with regard to her recent accident.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the November 3, 2009, regular meeting minutes. 5 Yes.

INFORMATION AND DISCUSSION

Introduction of Student Ambassadors – Jeanne Hamilton, Ph.D., Vice President of Student Services, & Martha McDonald, Dean of Students

Ms. Marta McDonald, Dean of Students, introduced Ms. Ivon McCraven, Coordinator of School Relations, who presented the Student Ambassadors for 2009-2010.

Student Success Report – Lan Hao, Ph.D., Director of Institutional Research

Dr. Lan Hao, Director of Institutional Research, presented data on the success and retention of Citrus College students, with regard to age, ethnicity, gender, and degree and certificate type.

Instructional Support Program Review: Study Abroad 2008-2009 – Irene Malmgren, Vice President of Academic Affairs

Program Plan for Extended Opportunities Programs & Services 2009-2010 – Jeanne Hamilton, Ph.D., Vice President of Student Services

Categorical Programs Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services

Financial Aid Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services

Board President Keith said a great deal of work goes into doing program reviews, and she expressed appreciation on behalf of the Board.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve A & B Warrants for October 2009. 5 Yes.

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

SURPLUS PROPERTY

Item 6: Moved by Dr. Woods and seconded by Mrs. Montgomery 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 7: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve Change Order #2 in the amount of \$89,024.48 for Project #14-0607, Field House and Concessions Buildings. 5 Yes.

Item 8: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve Change Order #4 in the amount of \$80,301.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 9: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

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

RESOLUTIONS

Item 11: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Emergency Resolution #2009-10-02 for Central Plant boiler repairs and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the central plan boilers without advertising or inviting bids pursuant to Public Contract Code Section 20654. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 12: Moved by Dr. Rasmussen and seconded by Dr. Woods to accept Project #14-0607, Field House and Concessions Buildings as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$7,617,073.51. 5 Yes.

BOARD POLICIES

Item 13: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of BP 4280, Final Examinations. 5 Yes.

Item 14: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the first reading of BP 5200, Student Health Services; BP 5205, Student Accident Insurance; BP 5410, Associated Students Elections; and BP 5420, Associated Student Finance. 5 Yes.

SUPERVISORS/CONFIDENTIAL SALARY

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the change to the Supervisor/Confidential Salary Schedule to lower the salary range of the Learning Center Supervisor from a Range 13 to a Range 11 effective December 1, 2009. 5 Yes.

CLOSED SESSION: At 5:26 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).

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

ADJOURNMENT: At 5:41 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees

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