

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

December 1, 2009

The Board of Trustees of the Citrus Community College District met for the Organizational Meeting on Tuesday, December 1, 2009, in the Administration Building Board Room.

Outgoing Board President Keith called the meeting to order at 4:17 p.m. Outgoing 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.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Rosalinda Buchwald, Paula Green, Lan Hao, Robert Iverson, Martha McDonald, Edward Trickey, and Linda Welz

Faculty: Badieh Farahani

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

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Tom Gerfen

OATH OF OFFICE

Geraldine M. Perri, Ph.D., Superintendent/President, administered the Oath of Office to Dr. Edward C. Ortell, Duarte/Arcadia/Azusa/Monrovia representative; and Dr. Gary L. Woods, Azusa/Covina/Glendora/Irwindale representative; who were re-elected to the Board of Trustees in the general election held November 3, 2009. Their terms will end November 30, 2013.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the college has received a draft of the accreditation report, and it is currently under review for factual errors and omissions. The accrediting commission will take action regarding the final report in January.

Dr. Perri extended best wishes to the Board of Trustees and the college community for a happy and healthy holiday season. She said, in spite of significant fiscal challenges, we have continued to serve many students well. Dr. Perri commended the leadership of the various constituent groups, including the Academic Senate, CSEA, ASCC, the Supervisors/Confidential Team, and the Management Team, for all of their hard work throughout 2009. She also expressed appreciation to all of the many friends and supporters of Citrus College from our local communities.

As we look to 2010, Dr. Perri said the college will continue to monitor the state fiscal situation closely. We will also prepare to implement the college and the visiting team recommendations regarding accreditation.

Irene Malmgren, Vice President of Academic Affairs, reported that the Theatre Arts Department just concluded a very successful and well attended production of *Lysistrata*. During one performance, they received adjudication by the American College Theatre Festival, and two students were nominated to compete in the upcoming festival in February. In addition, a Citrus College student director, Mr. Jeremy Lewis, was selected to participate in their student director competition during the festival. This is a noteworthy honor, as only 16 student directors are chosen from colleges in the region, which includes California, Nevada, Utah, and Arizona.

Ms. Malmgren said Academic Affairs is reviewing next year's course offerings. They are working to balance programs and make sure new students are able to move through their programs of study.

In response to faculty concerns regarding copyright infringement when duplicating materials for course instruction, there will be a copyright forum on December 8, 2009.

Mr. Warren Kinsler, an expert on copyright law from the firm of Atkinson, Andelson, Loya, Ruud and Romo, will be the presenter.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that, as part of the 2009 transfer application cycle, the Career/Transfer Center has been very busy assisting transfer students. They visited 72 classes to alert students about the fall timeline; offered 30 application workshops attended by 170 students; held 3 application forums—or “panic rooms”—where they assisted 82 students with applications; offered individual counseling; and conducted a Personal Statement Reader Project, where 9 faculty members and one college representative volunteered to read student personal statements.

Dr. Hamilton said registration has begun, and she was pleased to report that they are experiencing fewer problems than in the past.

Jack Call, Ph.D., Academic Senate President, said the Academic Senate met on November 25, 2009. They discussed section cuts made in response to the budget crisis. Mr. Sam Lee, Dean of Language Arts and Enrollment Management, has made available a list of all sections cut, comparing the 2008-09 and 2009-10 academic years. In addition, Mr. Lee and Ms. Malmgren will attend the next Academic Senate meeting on December 9, 2009, to answer questions. The senators also considered a total of 36 board policies and administrative procedures from TeCS and Human Resources. Mr. Leigh Buchwald, Network and Telecommunications System Supervisor, and Dr. Robert Sammis, Director of Human Resources, were there to answer questions. The Academic Senate passed a motion to have their officers meet with officers of CCFA to decide on a process for determining which board policies and administrative procedures should be reviewed by CCFA with regard to collective bargaining matters.

The Sabbatical Leave Committee met and considered six applications for next year. They carefully reviewed the applications in accord with the current board policy and regulation on sabbatical leave, and ranked them according to merit and seniority. The Sabbatical Policy Review Committee has also finalized their recommendations for revisions to the sabbatical policy and procedures and forwarded them to Ms. Malmgren.

Cathy Napoli, CSEA President, extended an invitation to the Board and the college community to the All College Holiday Celebration on December 10, 2010. The event will once again feature wonderful food and entertainment and a table-decorating competition.

Karine Ponce, Student Trustee, commented that students are busy preparing for finals. To assist them, ASCC will be hosting “Night Owls” from December 7-15, 2009, in the Campus Center. The Campus Center will stay open each evening until 11:00 p.m. to provide students a place to study.

Ms. Ponce said ASCC has donated \$1,000 to the Leaders to Readers scholarship fund. They are also discussing a proposal made by business students to place benches in the LB building.

Edward C. Ortell, Member, Board of Trustees, said our men's basketball team continues to do very well, and recently won the regional championship. He said the college owes a great deal to students and staff who come out during the holiday season to volunteer their time and contribute to the success of our athletic program. Dr. Ortell added that these types of activities help build teamwork and leadership qualities in our students.

Joanne Montgomery, Member, Board of Trustees, attended the recent kickoff and billboard unveiling for Phase 2A of the Gold Line at the site of the future station in Monrovia. She said the event was well-attended by many elected officials, including Congressional Representatives David Dreier and Judy Chu, Assemblyman Anthony Portantino, and many city council members from various communities. Mrs. Montgomery said construction on Phase 2A is slated to begin in June 2010, with completion as far as the Citrus Avenue station in 2013.

Mrs. Montgomery thanked Dr. Perri for her leadership and a wonderful year in which the college had accomplished much.

Patricia Rasmussen, Outgoing Clerk/Secretary, Board of Trustees, commented that this is an excellent time to observe the learning outcomes of our students. There are many seasonal events taking place, such as the production of *Christmas Is...* by our vocal, instrumental, and dance programs and the annual Ceramics Sale, featuring many beautiful and unique pieces.

Dr. Rasmussen expressed her condolences to the Maher family on the sudden passing of Mr. Tim Maher, Reprographic Technician. Dr. Rasmussen said Tim was an outstanding employee and will be greatly missed.

On behalf of the Board, **Outgoing Board President Keith** wished the entire college community a very happy, safe, and relaxing holiday season.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the November 17, 2009, meeting minutes as submitted. 5 Yes.

CLOSED SESSION:

Item 2: At 4:47 p.m. it was moved by Dr. Rasmussen and seconded by Mrs. Montgomery to adjourn the meeting to closed session per the following sections of the Government Code: 5 Yes.

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).

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

RECONVENE OPEN SESSION: At 5:06 p.m., Outgoing Board President Keith reconvened the meeting to open session with no action taken.

INFORMATION AND DISCUSSION

Audit Report Presentations by Vicenti, Lloyd, and Stutzman, Certified Public Accountants – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Ms. Renee Graves, CPA/CGFM, and Ms. Heather McGee, CPA, from the firm of Vicenti, Lloyd and Stutzman, Certified Public Accountants, who presented the 2008-09 audit reports. At the conclusion of the report, Mrs. Horton thanked Ms. Rosalinda Buchwald, Director of Fiscal Services. She added that it takes a team to achieve this type of report, and she expressed her appreciation to her entire staff. Outgoing Board President Keith expressed the appreciation of the Board to Mrs. Horton and her department.

Career/Transfer Center Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services

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

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

Dr. Hamilton noted the work of Student Services staff in preparing program reviews for the Career/Transfer Center, Food Services, and Student Employment Services, which were presented for information only. She said much is learned in the detailed process of preparing program reviews that ultimately leads to improvement.

INDEPENDENT CONTRACTORS

- Item 3:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

- Item 4:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 5:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 6:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 7:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes as revised. 5 Yes.

BOARD OF TRUSTEES

- Item 8:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to elect **Gary L. Woods** for the office of President of the Board of Trustees for the period from December 1, 2009, through November 30, 2010. 5 Yes.

On behalf of the Board, Incoming Board President Woods presented Outgoing Board President Keith with a plaque in honor of her service and leadership throughout 2009.

- Item 9:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to elect **Patricia Rasmussen** for the office of Vice President of the Board of Trustees for the period from December 1, 2009, through November 30, 2010. 5 Yes.
- Item 10:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to elect **Joanne Montgomery** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2009, through November 30, 2010. 5 Yes.

- Item 11:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to elect **Susan M. Keith** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 5 Yes.
- Item 12:** Moved by Dr. Ortell and seconded by Trustee Rasmussen to select **Joanne Montgomery** as an Annual Representative to the Los Angeles County School Trustees Association for 2010. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.
- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2010. 5 Yes.
- Item 14:** Moved by Dr. Ortell and seconded by Mrs. Keith to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2008, through November 30, 2009, as follows and revised:
Date: 1st & 3rd Tuesdays
Time: 4:15 p.m.
Place: Citrus Community College District Board Room (AD 202)
5 Yes.
- Item 15:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to select **Edward C. Ortell** and **Susan M. Keith** as the Board of Trustees ad-hoc committee for 2010 to determine the instrument or process to be used in Board self-evaluation. 5 Yes.

AUDITORS

- Item 16:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2009. 5 Yes.

SIGNATURES AUTHORIZATION

- Item 17:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 1, 2009, through November 30, 2010. 5 Yes.

Item 18: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

Item 19: Moved by Mrs. Keith and seconded by Mrs. Montgomery to authorize the Director of Performing Arts to sign contracts for the 2010-11 schedule of events for the Haugh Performing Arts Center. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 20: Moved by Dr. Rasmussen and seconded by Mrs. Keith to approve the award of bid #02-0607, Main Gymnasium Remodel to W & N Luxor Construction, Inc. of Whittier, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$3,400,000.00 is within budget and will be funded from Measure G Bond Funds. 5 Yes.

SABBATICAL – FACULTY

Item 21: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve Faculty 2010-11 Sabbatical Leave recommendations as follows:

Sandra Johnson **Spring 2011 Semester**
Full-time graduate level course load at CSU Los Angeles.

Dana Hester **Spring 2011 Semester**
Research recruitment, retention, and success of STEM majors, particularly for underrepresented groups.

5 Yes.

BOARD POLICIES

Item 22: Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the second reading of Board Policy 4280 – Final Exams. 5 Yes.

ADJOURNMENT: At 5:58 p.m., it was moved by Mrs. Keith and seconded by Dr. Rasmussen to adjourn the meeting.

January 19, 2010
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees