The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 19, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:17 p.m. Board President Woods 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; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

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

- **Management Team:** Paula Green, Lan Hao, Greg Hinrichsen, and Sylvia Smythe
- **Faculty:** Jack Call
- **Supervisors/Confidential:** Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby
- **Classified Employees:** None
- **Adjunct Faculty:** None
- **Students:** Karlyn Bradley

**VISITORS:** Mark Ferrari, Tom Gerfen, and Joe Guarerra

**Geraldine M. Perri, Ph.D., Superintendent/President,** began her report by welcoming everyone to the New Year at Citrus College.

Dr. Perri reported that she and Dr. Jack Call, Academic Senate President, participated in the State Chancellor’s Circle with Chancellor Jack Scott and Community College
League of California CEO, Mr. Scott Lay. The meeting was held at Chaffey College’s Community Center and included community colleges from Los Angeles, Riverside, and San Bernardino counties. Chancellor Scott stressed that this will be a very tough year for community colleges. He noted that the Governor’s budget is predicated on $6.9 billion in federal funds, which may not materialize. The Chancellor recommended that we keep our legislators informed of all we are doing to serve our students. Mr. Lay said CCLC is recommending support of the current tax system for one more calendar year, which would provide $2.2 billion for K-12 and community colleges, and an increase in student fees to $32 per unit, with a restoration of the 10-unit per semester cap on fees that existed in 1993.

Regarding our accreditation, the college has contacted the accrediting commission to inquire about recent actions. Dr. Perri said official notification from the commission will be sent the last week in January.

The Governor’s proposed budget was released on January 8, 2010. Dr. Perri said the budget presents serious concerns for California’s community colleges. It calls for the following reductions: a $10 million reduction to EOP&S; a $10 million reduction to part-time faculty compensation; no backfill of the $35 million in federal funds received in 2009/2010; potential suspension of competitive Cal Grants for fall 2010; and a $22.9 million reduction in apportionment to account for a -0.38% COLA. On the positive side, the Governor proposed $126 million for enrollment growth or 2.2%; an increase for career/technical education of $20 million; and student fees maintained at $26 per unit.

Regarding enrollment, Dr. Perri reported that our winter intersession has 3,308 students enrolled, which is a 28% decrease from last year. Our spring semester has 9,481 students enrolled, which is 665 less than last spring and equals a 6.56% decrease.

Dr. Perri introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who along with Ms. Lari Kirby, Distance Education Supervisor, presented the Student Worker of the Semester Award. The recipient was Ms. Amber Marrufo, who works in the Child Development Center (CDC) with the Foster Youth Program. Ms. Marrufo was presented a certificate and a check from the Supervisor/Confidential Team for $150.

Irene Malmgren, Vice President of Academic Affairs, reported that the instructional team is working on next year’s schedule and they are focusing on maximizing student access to courses they need to complete certificates and degrees. She said it is a delicate balancing act requiring a great deal of analysis.

As a result of STEM collaborations with Cal State Fullerton, the university has offered to make “special accommodations” for our STEM students who are transferring to their institution. In essence, they will be treated as Tier One transfers. In other STEM news, Ms. Malmgren said Mr. Eric Rabitoy, Dean of Physical and Natural Sciences, and Ms. Sylvia Smythe, Director of College Success, are planning to meet with the new Monrovia Unified School District Superintendent, Dr. Linda Wagner, to discuss STEM
collaborations. During the winter intersession, both Success Centers are operational and the Math Success Center is offering math clinics.

Ms. Malmgren said the CDC was able to serve 40 families during the winter break, allowing working parents to remain on the job.

Ms. Malmgren reported that the Chancellor’s Office will approve Citrus College’s two new Energy System Technology Associate in Science degrees and two new certificates of achievement. Developing these new AS degrees and certificates represents a tremendous amount of work, and Ms. Malmgren thanked Ms. Kim Holland, Director of Workforce Development, for her efforts in that regard. The Chancellor’s Office has also approved our Mathematics Associate in Science program.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Ms. Martha McDonald, Dean of Students, has worked with the Glendora Chief of Police to update a memorandum of understanding between the college and the Glendora Police Department. The memorandum addresses such issues as who will conduct investigations and how they will assist the college when they are needed. Ms. McDonald has included the Glendora Police Department in our contact team meetings, and our Security Department is very pleased with the increased support from the Glendora Police Department.

Carol R. Horton, Vice President of Finance and Administrative Services, reviewed various aspects of the Governor’s proposed budget. Some of the Governor’s proposed solutions to ease the crisis include increased categorical flexibility; suspension of some state mandates; and suspension of the full-time faculty obligation. Mrs. Horton said if the proposed growth funding of 2.2% does not materialize, we will face a very serious problem. She added that the final budget that is passed later in the year often looks very different than the budget that was proposed in January.

Mrs. Horton said our construction projects have been impacted by the rain. Work on the Voc Tech Building has been temporarily halted, but interior work on the Student Services Building is proceeding.

Jack Call, Ph.D., Academic Senate President, reported on the Academic Senate meeting of December 9, 2010. At the meeting, Mr. Sam Lee, Dean of Language Arts and Enrollment Management, and Ms. Malmgren explained the college’s decision-making process regarding section cuts. Accreditation co-chairs, Dr. Hamilton and Ms. Roberta Eisel, provided an update on the accreditation site visit. The senators continued to work on board policies and administrative procedures and approved the first 15 of 36 that were on the agenda. They will work on the remaining 21 at their first meeting of the spring semester on March 10, 2010.

Dr. Call said the Department Chairs Task Force met on January 14, 2010, and agreed to meet weekly though February. He also said that the Sabbatical Policy Review Committee has had feedback on its recommendations from Ms. Malmgren, the deans
and Dr. Robert Sammis, Director of Human Resources. They hope to have a final version to submit for the formal approval process at the beginning of the spring semester.

Cathy Napoli, CSEA Past President, introduced Mr. Steve Siegel, the new CSEA President. Mr. Siegel thanked Ms. Napoli for serving as CSEA President for the past nine years, and he complimented her for her dedicated service and hard work on behalf of the classified staff. Mr. Siegel announced the CSEA leadership team for 2010, including Ms. Marian Manfre, First Vice President; Mr. Steve Handy, Second Vice President; Ms. Rose Ann Manfre-Campillo, Treasurer; Ms. Lorry Williams, Secretary; Mr. Mike Ramos, Political Action Officer; Mr. Robert Coutts, Public Relations Officer; and Ms. Cathy Napoli, Past President.

Mr. Siegel said the classified staff are currently working on the job description project with Dr. Sammis.

Karine Ponce, Student Trustee, reported that the students have elected five new ASCC senators. The students have also elected a new Student Trustee, who Ms. Ponce will assist in training. Regarding other ASCC activities, ASCC is in the process of planning several spring events. They will be also be partnering with Sports Chalet to provide shoes for earthquake victims in Haiti. Ms. Eisel attended the recent ASCC meeting to discuss “Hot Shots.”

Patricia Rasmussen, Vice President, Board of Trustees, thanked Mrs. Horton for the update on construction and commented on the value of these new, modern facilities to our students. She also commented on the retirement of Mr. Jim Pierce, Chief Engineer, saying he has served the college for many years and will be greatly missed.

Susan M. Keith, Member, Board of Trustees, expressed her appreciation to the college community for their condolences on the passing of her father.

The Board’s Legislative Ad Hoc Committee, composed of Trustees Mrs. Keith and Dr. Ortell met on January 13, 2010. The meeting was also attended by Dr. Perri and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer. Mrs. Keith provided a report from the meeting. The committee has drafted talking points for SanFACC meetings with legislators during the CCLC Legislative Conference in Sacramento. The Citrus College delegation is planning to meet separately with Assemblymember Anthony Adams. The committee has proposed campus tours for Congressional Representative Judy Chu and Senator Bob Huff this spring, and the committee is considering an event to highlight a report entitled, “California Middle-Skills Jobs,” which describes job skills that will soon be demanded by many employers. The committee is also looking at possible federal appropriations as a way to bridge the cuts in state funding. Mrs. Keith said the committee will continue to develop advocacy strategies as the spring semester moves forward.
Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked Ms. Napoli for her many years of service as CSEA President. She also commented on the 2009 Report to Our Community, saying it was a wonderful public relations document. She thanked Ms. Paula Green, Director of Communications, and her staff for their work. Mrs. Montgomery reported that our men’s and women’s basketball teams are currently undefeated.

Edward C. Ortell, Member, Board of Trustees, complimented Mrs. Montgomery on her guest column that appeared in the Pasadena Star News over the holidays.

INFORMATION AND DISCUSSION

Measure G Citizens’ Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Mark Ferrari, chair of the Measure G Citizens’ Oversight Committee. Mr. Ferrari presented the Measure G Citizens’ Oversight Committee Annual Report. Mrs. Horton thanked Mr. Ferrari and the committee and said they have been a pleasure with which to work. Board President Woods said that the committee works many hours and does a tremendous amount of work in service to the college. He added that Mrs. Horton and her staff do an exemplary job of managing the many aspects of Measure G funding and construction projects. Dr. Perri and the entire Board expressed their appreciation to the committee.

Instructional Support Program Review: Performing Arts Center 2009-2010 – Irene Malmgren, Vice President of Academic Affairs

Ms. Malmgren referred the Board to the Instructional Support Program Review for the Performing Arts Center, which was part of the agenda for information only. The Board and Dr. Perri expressed their appreciation to Mr. Greg Hinrichsen, Director of the Performing Arts Center, for his leadership in preparing the detailed and thorough report.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the regular meeting minutes of December 1, 2009. 5 Yes.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve A & B Warrants for November and December 2009. 5 Yes.
Item 5: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve purchase orders for November and December 2009. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS
Item 6: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve Change Order Two in the amount of a decrease of $5,109.00 and add zero (0) days to the time for completion for bid #10-0607, Student Services Building. 5 Yes.

Item 7: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve Change Order Number One in the amount of $64,477.07 and add zero (0) days to the time for completion for project number 01-0607, Campus Security Building. 5 Yes.

SURPLUS PROPERTY
Item 8: Moved by Mrs. Keith 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.

FIELD TRIP
Item 9: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve a field trip for twelve (12) students and one (1) faculty to compete/supervise at the Kennedy Center American College Theatre Festival held in Saint George, Utah on Monday, February 8, 2010, through Saturday, February 14, 2010. 5 Yes.

PERSONNEL RECOMMENDATIONS
Item 10: Moved by Mrs. Keith 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 11: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 12: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTION
Item 13: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Resolution #2009-10-03 adopting a non-resident tuition fee of $183.00 per semester unit, plus a $37.00 capital outlay surcharge, effective for the 2010-2011 fiscal year (commencing with the summer term, 2010). 5 Yes.
**BIDS**

**Item 14:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to adopt the new bid threshold of $78,500 effective January 1, 2010, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. 5 Yes.

**CURRICULUM**

**Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the new courses, new programs, deleted courses, and deleted programs. 5 Yes.

**EMPLOYMENT – FACULTY**

**Item 16:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to accept the rank order of the full-time faculty positions recommended by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2010, it is requested that the Board of Trustees authorize recruitment of three (3) full-time faculty positions effective fall 2010. Per the Faculty Needs Identification Committee's recommendation, this will result in the hiring of two (2) Librarians and one (1) Cosmetology Instructor. Each job posting will bear the statement, “Position is contingent upon funding and final Board approval.” 5 Yes.

**BOARD POLICIES**

**Item 17:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the first reading of Board Policies BP4021 – Program Discontinuance; BP 4060 – Delineation of Functions Agreement; BP 4106 – Nursing Programs; BP 4220 – Standards of Scholarship; BP 4225 – Course Repetition; BP 4260 – Prerequisites, Co-requisites and Advisories; BP 4290 – Classroom Interference; BP 4300 – Field Trips and Excursions; and BP 4400 – Community Education Programs. 5 Yes.

**Item 18:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the second 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.

**CLOSED SESSION:** At 5:18 p.m., Board 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE OPEN SESSION: At 6:43 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:44 p.m., it was moved by Mrs. Keith and seconded by Dr. Rasmussen to adjourn the meeting.

February 2, 2010
Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees

For the supplemental documents as presented in this meeting, go to:
http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas