

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

March 2, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 2, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:15 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, Sylvia Smythe, and Edward Trickey

Faculty: Jack Call

Supervisors/Confidential: Leigh Buchwald, Eric Magallon, and Adrienne Thompson

Classified Employees: Stacy Armstrong

Adjunct Faculty: None

Students: None

VISITORS: None

Geraldine M. Perri, Superintendent/President, reported that the Chancellor of the California Community Colleges, Jack Scott, held a press conference last week and announced that after five years of enrollment growth, enrollment projections for 2009-2010 indicate a decrease of nearly 1 percent or 21,000 students. This enrollment

forecast parallels historical data that shows community colleges suffer enrollment declines and loss of student access when funding is decreased. Chancellor Scott stressed that enrollment is not dropping due to a lack of demand, but rather to the decrease in class offerings. He noted that last year nearly 3 million students enrolled in the California Community Colleges system.

Dr. Perri said the college has received a letter from CSU Fullerton advising us of their enrollment management plan. The CSU system has declared statewide impaction, and CSU Fullerton has received 20,000 applications for an estimated 3,500 upper division transfer slots." Their plan to address this problem is to permit students from Orange County community colleges who meet CSU transfer requirements to enroll with a 2.0 GPA, while those from community colleges outside Orange County must have an elevated GPA of 3.8. Dr. Perri has e-mailed SanFACC President, Dr. John Nixon, to ask that a letter be sent to CSU Fullerton, CSU Chancellor Charles Reed, Chancellor Scott, and CCLC President Scott Lay, to call their attention to this situation. Board President Woods called into question the legality of CSU Fullerton's decision to base their enrollment decisions on region rather than GPA. Trustee Keith said this practice could affect which community colleges students choose to attend. Dr. Perri remarked that the CSU system may be set up regionally, but it is funded statewide. Dr. Perri will continue to keep the board informed on the matter.

Dr. Perri was pleased to announce that our Cosmetology Program has received national recognition by being selected to the President's Higher Education Community Service Honor Roll. Cosmetology students, faculty, and staff were recognized for their participation in the Foothill Unity Center's Back-to-School event; the Fred Jordan Mission's Back-to-School and Mother's Day events; and last October's "A Night of Mystical Dreams" hair show that benefited breast cancer. Dr. Perri said this is an outstanding recognition. She thanked the faculty, staff, and students in the Cosmetology Program. She also thanked Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education; and Ms. Gus Brooks, Director of Cosmetology; for their leadership and service orientation.

Dr. Perri said the college is pleased to be the host site for the celebration of the sign unveiling ceremony for the Azusa-Citrus Station of the Metro Gold Line. The event will take place on March 5, 2010.

Irene Malmgren, Vice President of Academic Affairs, reported that our enrollment is at 106 percent. She added, "Our classes are full and that is exciting."

Ms. Malmgren said the instructional deans are currently working on developing an entire year of class offerings. Dr. Perri commented that we are currently over the state workload level. Trustee Rasmussen expressed concern about the number of students we are turning away. She said there are undoubtedly many students who wish to attend, but cannot find classes. Trustee Montgomery thanked the faculty for being so positive and stepping up during these difficult financial times.

Ms. Malmgren said STEM activities are up and running for spring. The STEM Guest Speaker Series has resumed and will present, "The Best Job in America," which highlights careers in the actuary profession.

Citrus College has been awarded a grant from the Mathematical Association of America. The TENSOR—MAA grant will provide \$6,000 for a program entitled, "Support and Inspire Mentoring Program for Women in Mathematics at Citrus College." Ms. Lucia Riderer, Mathematics instructor, wrote and submitted the grant. Ms. Malmgren said this grant is one of the first grants we have received that was initiated by a faculty member. The grant is designed to provide female students with a support network as they make the transition to upper level mathematics courses.

Ms. Malmgren said Citrus College set up a DNA extraction booth for La Fetra Elementary School students at their recent science fair. Ninety-eight students performed the last two steps in the procedure to extract DNA from strawberries and took a vial of the DNA home with them.

Our Men's Basketball team continues in the state championship playoffs and will play Cuesta College on March 6, 2010. Ms. Malmgren said the entire college is rooting them on.

Jeanne Hamilton, Vice President of Student Services, reported that the annual high school counselor breakfast was very well coordinated and well attended. The high school counselors in attendance received information from Citrus College representatives from admissions, counseling, basic skills, honors, outreach, athletics, and financial aid. Dr. Hamilton thanked Ms. Claudia Castillo, Counselor, for coordinating the event, and ASO, Student Life, and the Owl Bookstore for their contributions.

The UMOJA Program had a successful kickoff on February 24, 2010. Approximately 15 students and several faculty members participated. Dr. Hamilton thanked Ms. Monica Peters, assistant Women's Basketball Coach; and Mr. Dominic Jacquet, Educational Advisor; for coordinating the event.

Dr. Hamilton reported that she and Dr. Perri participated in an ASCC retreat, where they discussed the role of students in shared governance.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that on February 25, 2010, the Legislative Analyst's Office (LAO) released its analysis of the education proposals contained in the Governor's 2010-2011 budget. This annual report is significant in that it provides a starting point for legislative deliberations on the state budget. The LAO recommends that the Legislature consider suspending Proposition 98. Regarding community colleges, the LAO recommends that student fees be raised to \$40 per credit unit to fund the 2.2 percent growth proposed in the budget. The LAO also recommends a rejection of the negative COLA and cuts to EOPS and part-time faculty compensation, as well as a reduction to \$48 million for SB 70 CTE

rather than the \$68 million proposed by the Governor. In addition, the LAO recommends increased flexibility by suspending the full-time faculty obligation; the 50 percent law; and limitations on contracting out for non-instructional activities. The LAO recommends additional flexibility in categorical programs. Mrs. Horton said there is already so much flexibility; colleges cannot budget accurately, as there are no guarantees.

Mrs. Horton said a bill in the Legislature, AB X8 5, will defer our March apportionment from the state until May 1st. She added that we continue to monitor our cash flow on a monthly basis, and we have not had to borrow from the county.

Jack Call, Academic Senate President, said the first Academic Senate meeting of the spring semester would take place on March 10, 2010. They will receive a report from Ms. Roberta Eisel, Accreditation Co-Chair, on the reaffirmation of our accreditation and the follow-up reports that need to be done.

The Department Chairs Task Force will issue a report of their findings by the end of this week. At their last meeting, they worked to fill in the details of the duties that would be performed by a chair in any department, while leaving it open to individual departments to define department-specific duties. The duties fall under the headings of ensuring academic quality; participating in oversight of adjunct faculty, including hiring, evaluations, and mentoring; fostering collegiality; and facilitating student success.

Karine Ponce, Student Trustee, said the recent ASCC meeting was very productive. They approved three new board members who will be an asset to ASCC this semester. They are also planning some excellent spring events, such as a St. Patrick's Day event; the Cesar Chavez blood drive; Social Justice Week; and V-day, which is an event Ms. Ponce is planning, for the support and empowerment of women. Ms. Ponce also thanked Trustee Keith for attending the ASCC meeting, saying the students greatly appreciated the information she contributed.

Several ASCC representatives will be flying to Sacramento to participate in the "March in March" rally on March 22, 2010, against budget cuts.

Edward C. Ortell, Member, Board of Trustees, said that, in light of the recent natural disasters around the world, he would like to thank all of the individuals who participated in last year's emergency preparedness training.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she attended the LVN graduation and it was a wonderful event. She had the opportunity to speak to many students and their family members. They were all very complimentary regarding their experience at Citrus College.

Susan M. Keith, Member, Board of Trustees, reported that she was very impressed with the ASCC meeting she attended. She has volunteered to serve as an advisor during their trip to Sacramento for "March in March."

Trustee Keith also complimented the students, faculty, and staff who were involved in the production of *Hello Dolly*. She noted the spontaneous standing ovation that the cast received.

Board President Woods attended the Men's Basketball game on February 27, 2010. Although the Owls were behind at the beginning of the game, they caught up by half time. Trustee Woods said it was a very exciting and interesting game, with Citrus College winning 81-65 over Santa Ana College. Dr. Woods added, "Congratulations to our Fighting Owls."

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of February 16, 2010. 5 Yes.

INFORMATION AND DISCUSSION

Student Services Administrative Procedures – Jeanne Hamilton, Vice President of Student Services

Administrative Procedure 5075 Course Adds and Drops – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton noted several administrative procedures for Student Services that were part of the agenda for information only.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

SURPLUS PROPERTY

Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen 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.

PERSONNEL RECOMMENDATIONS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 8: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the attached budget revisions for funds 01.0, 01.3 and 33.0 for the fiscal year 2009-2010. 5 Yes.

EMPLOYMENT – FACULTY

Item 9: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Reduced Work Load Agreement between the Citrus Community College District and Ms. Marilyn Eng a full-time counselor, commencing July 1, 2010, and ending on June 30, 2011. The agreement decreases Ms. Eng's counseling load by 25% and specifies additional conditions on the status of her employment. The agreement complies with the eligibility requirements of the State Teachers' Retirement System, the California Education Code, and the notification requirements of the Los Angeles County Office of Education. 5 Yes.

Item 10: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the employment of Mr. Alvin Cao as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 16, 2010, and ending on June 12, 2010, at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$25,359.00 annually (pro rated) plus \$10,521.58 in health and statutory benefits. 5 Yes.

Item 11: Moved by Trustee Keith and seconded by Trustee Ortell to approve the employment of Ms. Angela Clark as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 16, 2010, and ending on June 12, 2010, at a salary placement of Class 2, Step 5 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$29,448.00 annually (pro rated) plus \$11,012.26 in health and statutory benefits. 5 Yes.

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the employment of Ms. Stephanie Dingwall as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on February 16, 2010, and ending on June 12, 2010, at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$25,359.00 annually (pro rated) plus \$10,521.58 in health and statutory benefits. 5 Yes.

CLOSED SESSION: At 5:00 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

Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

RECONVENE OPEN SESSION: At 5:39 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:40 p.m., it was moved by Trustee Keith and seconded by Trustee Ortell to adjourn the meeting.

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>