

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

April 6, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 6, 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).

**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 President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Sam Lee, Sylvia Smythe, Edward Trickey, and Linda Welz

**Faculty:** Jack Call, Natalie Mendoza, Carolyn Perry, Lisa Telesca, and Brian Waddington

**Supervisors/Confidential Team:** Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

**Classified Employees:** Debra Cruz and Roy La Bomme

**Adjunct Faculty:** Bill Zeman

**Students:** Alejandra Delgado, Aaron Gaikar, Joseph Patito, Chloe Perry, Christian Ramirez, Eric Sanzon, Allen Tung, Viktoryia Veryha, and Jennifer Wright

**VISITORS:** None

**Geraldine M. Perri, Superintendent/President,** began her report by introducing several members of the Citrus College men's basketball team, and she commended them for an outstanding season. The team finished the season with a 29-3 record. This

season marks the second time in three years that the team has advanced to the state tournament. Along with many successes on the court, Coach Rick Croy has encouraged the team to achieve academically. Since 2008, the program has successfully transferred 100 percent of its players to four-year colleges and universities. Dr. Perri applauded Coach Croy for being named Western State Conference Coach of the Year for the third straight year and the leadership and hard work of our fine coaches; support staff; and Ms. Jody Wise, Dean of Physical Education and Athletics.

Dr. Perri was pleased to announce that *Hispanic Outlook in Higher Education* magazine has just published its annual community college issue. Out of approximately 1,200 community colleges in the nation, Citrus College ranked in the top 50 of the three categories measured by the magazine.

Citrus College has begun the process of developing a new college strategic plan. This process will begin with a careful examination of the college's internal strengths and weaknesses and external threats and opportunities. Dr. Perri said the process will afford us the opportunity to reaffirm our mission, vision, and values and identify key focus areas and activities for the next five years.

**Ms. Irene Malmgren, Vice President of Academic Affairs**, introduced several members of the Phi Theta Kappa Beta Nu Eta chapter and their faculty mentors and advisors. Students Mr. Christian Ramirez and Mr. Allen Tung were selected to Phi Theta Kappa's (PTK) All-State Community College Academic Team. Mr. Ramirez, Mr. Tung, and Ms. Viktoryia Veryha also collaborated with PTK chapters at other local community colleges on research in human trafficking. They gave presentations on their research to raise awareness of this issue at Mt. San Antonio College, Citrus College, and the University of California, Irvine Honors Student Research Conference. Ms. Carolyn Perry, Social and Behavioral Sciences instructor, and Ms. Lisa Telesca, Language Arts instructor, mentored the students. Ms. Malmgren congratulated the students and their advisors.

Ms. Malmgren also introduced honors students Ms. Jennifer Wright, Ms. Chloe Perry, Mr. Tung, Mr. Joseph Patito, and Mr. Erick Snazon. These students presented research done at Citrus College at the Honors Student Research Conference. The students were mentored by Ms. Telesca and Mr. Brian Waddington, Social and Behavioral Sciences instructor. Ms. Wright and Mr. Tung have had their research accepted at the Bay Area Honors Consortium Research Conference hosted by the University of California, Berkeley, and plan to present at the conference in May.

Mr. Patito also won the prestigious Juan Lara Scholarship at the Honors Student Research Conference. Only one student in the state wins this award. Mr. Patito donated the \$800 monetary portion of the award to the Citrus College Foundation for a scholarship for students who are struggling financially.

Ms. Malmgren reported that our evening cosmetology students hosted an "Evening of Glamour" for mothers and daughters from the Allen Avenue Elementary School in La

Verne. The event was organized by Allen Avenue's PTA, and it raised \$400 for scholarships for Citrus College cosmetology students.

Our federal VTEA (Carl D. Perkins Vocational/Technical Education Act) funds will be increased for next year by about \$79,000. Ms. Malmgren credited the increase to receiving additional information from our career/technical students. She thanked Ms. Kim Holland, Director of Workforce Development, for constantly surveying students to gather more data. She also credited Ms. Linda Welz, Chief Information Services Officer, and Mr. Leigh Buchwald, Network and Telecommunications System Supervisor, for improved technology that facilitated the data collection process.

**Jeanne Hamilton, Vice President of Student Services**, reported that the Transfer Task Force met on March 25, 2010, following the spring Transfer Fair. CSU and UC representatives provided an update on the application process for transfer students for next fall's admissions.

Dr. Hamilton said at the last Student Services Committee meeting they discussed an alternate date for commencement in the event of rain. The date and time selected was June 14, 2010, at 6:30 p.m.

Dr. Hamilton and Ms. Roberta Eisel, Accreditation Co-Chairs, will chair an Accreditation Oversight Committee to monitor college progress on the recommendations from the commission.

Dr. Hamilton introduced Ms. Debra Cruz, Recruiter, and Ms. Natalie Mendoza, Counselor, who made a presentation of the Latina Leadership Network (LLN) Region of the Year Award, which was recently awarded to our region. In addition, LLN employee grants were awarded to Ms. Cruz and Ms. Joanne Hinojosa, EOP&S/CARE Supervisor, to fund a special project to develop and promote Latina leadership.

**Jack Call, Academic Senate President**, said at the last Academic Senate meeting they heard three reports, including a college update from Dr. Perri; a report on custom textbooks by Ms. Barbara Rugeley, Librarian; and a report on the Community College Survey on Student Engagement (CCSSE) by Dr. Lan Hao, Director of Institutional Research. The Senate also approved academic calendars for 2012-2013 and 2013-2014.

Dr. Call attended the statewide Academic Senate Area C meeting on March 27, 2010, where discussions took place on several resolutions that will be voted on at the upcoming Plenary Session in April. Topics included the creation of transfer degrees; a change in Title 5 regarding equivalency for associate degree program instructors where no master's degree is required; a possible vote of "no confidence" in the current leadership of the ACCJC; and one regarding an MOU with Kaplan University signed by Chancellor Jack Scott. Dr. Call said he looks forward to representing Citrus College at the Plenary Session and will report back to the college.

**Steve Siegel, CSEA President,** reported on the CSEA Chapter 101 meeting on April 6, 2010. He was pleased to announce that Ms. Cathy Napoli, CSEA Past President, received the CSEA Unsung Hero Award for serving nine years as the chapter president. He also announced that CSEA has awarded 5 scholarships of \$200 each to CSEA members and members of their families.

**Karine Ponce, Student Trustee,** said ASCC participated in the “March in March” in Sacramento, and it was a very rewarding experience. They met with two of our legislators and several legislative staffers.

ASCC has several entertaining activities planned for Social Justice Week, including the movie *Precious*, a performance of V-Day by the Citrus College Theatre Arts Department and a movie depicting the holocaust.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees,** commented on the recent issue of the *Clarion*, saying, in her opinion, it was one of their most outstanding editions. She added that the photos of the “March in March” and the “Evolution of Hair” event were excellent. She thanked the student editors and journalists for their very professional work.

**Edward C. Ortell, Member, Board of Trustees,** also commended the *Clarion* for an excellent year. He congratulated Trustee Montgomery, Trustee Rasmussen, and Trustee Keith for being featured in the *Clarion's* April 1, 2010, edition, as part of Women’s History Month.

Trustee Montgomery congratulated Dr. Perri for being honored by Hostos Community College of The City University of New York’s Dental Hygiene Program at their upcoming 40<sup>th</sup> anniversary celebration. Trustee Montgomery said this is a wonderful recognition of Dr. Perri’s many professional accomplishments.

**Patricia Rasmussen, Vice President, Board of Trustees,** reported on several college events. She said the “Evolution of Hair” event was “phenomenal.” She also attended Senator Bob Huff’s Third Annual Education Summit. All segments of education were present to hear experts discuss current issues, and Trustee Rasmussen said it is clear that all segments are suffering from the current budget crisis. Trustee Rasmussen also commented on the campus tour provided for Congressional Representative Judy Chu. Trustee Rasmussen said Representative Chu was very impressed with our college, and she added that Representative Chu could be a great ally for us.

Trustee Rasmussen commented on the worsening access problem for transfers to UC and CSU institutions. She said, due to financial considerations, the UCs are now planning to enroll more students from out of state and to provide more courses online.

**Susan M. Keith, Member, Board of Trustees,** commented on the Education Summit’s pre-event, where Mr. Ken Kay, President of the Partnership for 21<sup>st</sup> Century Skills, made a presentation to parents, teachers, and administrators from area K-12 school

districts. She said that the pre-event was very well attended and that Mr. Kay's presentation about potential changes in K-12 education to meet the needs of the 21<sup>st</sup> Century workplace was very thought-provoking.

Trustee Keith reported on the recent Citrus College Foundation Board retreat. She said one of the topics discussed was the need to provide greater recognition to Citrus College's many supporters.

Trustee Keith thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for her efforts and those of her staff that have contributed to savings on electricity. Mrs. Horton gave credit to Mr. Bob Bradshaw, Project Manager, for his work on the California Community Colleges and Investor-Owned Utility Energy Efficiency Partnership committee in helping to develop numerous programs for offering financial incentives for community college districts implementing energy saving projects.

**Board President Woods** commented on the recent communication from Dr. J. Michael Ortiz, President of Cal Poly Pomona, regarding transfer. He said the \$30.8 million cut Cal Poly absorbed for 2009-2010 is indicative of the tremendous financial problems state funded universities are facing, which is making an impact on our transfer students.

## **MINUTES**

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

## **INFORMATION AND DISCUSSION**

### **Educational Programs Committee Administrative Procedures – Irene Malmgren, Vice President of Academic Affairs**

The APs for the 4000 series Education Programs Committee Board Policies were submitted as information items. All of the related BPs have previously been Board approved.

### **Counseling and Advisement Center Program Review – Jeanne Hamilton, Vice President of Student Services**

Dr. Hamilton provided some highlights of the Counseling Department Program Review. The Counseling Department provides numerous services, including individual appointments, courses, workshops, classroom visits, orientations, assessment interpretations, and many specialized counseling services. The review indicates that many services are doing very well. It also contains suggestions for improved communications on several topics and areas of resource needs.

### **Program Review – Natural History 2009-2010 – Irene Malmgren, Vice President of Academic Affairs**

Ms. Malmgren provided highlights of the Natural History Program Review. The review has been an opportunity for the Natural History program to better understand current and future parameters of the discipline. It makes several recommendations, including consideration of offering a natural history course as part of a learning community with a class in art or photography; evaluation of labor market data for market trends in natural history; and establishing contact with the Los Angeles County Office of Education to determine if the program might be an asset in training outdoor education specialists. Ms. Malmgren added that Mr. Robert Goodman, Natural and Physical Sciences instructor, continually strives to make connections between program content and employment opportunities.

**Purchasing, Warehouse, Transportation, and Risk Management Departments Program Review – Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton commented on the Purchasing, Warehouse, Transportation, and Risk Management Program Review. This program review includes all service areas of the college and includes information on who is served and various other data.

**INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Keith and seconded by Trustee Montgomery 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 Montgomery to approve facility rentals and usage. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

**Item 4:** Moved by Trustee Keith and seconded by Trustee Montgomery to authorize W & N Luxor Construction, Inc. to substitute Wesco Fire Protection Company of Glendale, CA for Century Fire Protection of Glendale, California, the listed subcontractor. 5 Yes.

**BIDS**

**Item 5:** Moved by Trustee Keith and seconded by Trustee Montgomery to allow staff to prepare specifications and formally bid Project #04-0910, Campus Safety Landscape Project. Funding will be from bond funds. Award of contract will be by Board action. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

**Item 6:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

**Item 7:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

**Item 8:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

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

**Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the 2010-11 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 3, 2010. 5 Yes.

### **RESOLUTION**

**Item 10:** Moved by Trustee Keith and seconded by Trustee Rasmussen to adopt Resolution No. 2009-10-05, certifying Geraldine M. Perri, Ph.D., Superintendent/President, as the Board authorized representative of Citrus Community College District to approve a contract with the California Department of Education for the Tech Prep Regional Coordination Project – Region 7 for 2009-2010. 5 Yes.

### **GRANTS**

**Item 11:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the reimbursement of actual cost for busing and substitute teachers with Azusa USD, Claremont USD, Duarte USD, Glendora USD and Monrovia USD, for STEM Days 2010. 5 Yes.

**Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to establish purchase orders with Monrovia USD, Los Angeles County Office/ROP, and ABC USD to reimburse costs for the delivery of Strengths Based Leadership content. 5 Yes.

### **AGREEMENTS**

**Item 13:** Moved by Trustee Keith and seconded by Trustee Montgomery to accept, and execute, the agreement between Cabrillo College and Citrus Community College in the amount of \$20,000 for the March 1, 2010 – June 30, 2010 time period. 5 Yes.

### **SALARIES**

**Item 14:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2010/2011 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

**BOARD POLICIES**

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the first reading of Board Policy BP 3720 - Computer and Network Use. 5 Yes.
- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the first reading of Board Policies BP 4100 – Graduation Requirements; BP 4226 – Multiple/Overlapping Enrollment; and BP 4270 – Minimum Class Size. 5 Yes.
- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions. 5 Yes.

**BOARD OF TRUSTEES**

- Item 18:** Moved by Trustee Keith and seconded by Trustee Ortell to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

**CLOSED SESSION:** At 5:13 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); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**

**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 5:54 p.m., Board President Woods reconvened the meeting to open session with no action taken.



**ADJOURNMENT:** At 5:55 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

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Date

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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>