

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

May 18, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 18, 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 Alejandra Delgado (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; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Lan Hao, Steve Lindsey, Sylvia Smythe, and Linda Welz

Faculty: None

Supervisors/Confidential Team: Leigh Buchwald, Marilyn Grinsdale, Lari Kirby, Eric Magallon, and Adrienne Thompson

Classified Employees: Stacy Armstrong

Adjunct Faculty: Bill Zeman

Students: Alonso Ramirez

VISITORS: Tom Gerfen and Kathy Kilmer

RECOGNITION OF TENURED FACULTY

Prior to the Board meeting being called to order, Dr. Perri congratulated the following faculty members for earning tenure:

Susan Bautista, Cosmetology
 Shauna Bigby, Health Center
 Dr. Rick Brown, Psychology
 Dr. Timothy Durfield, Business
 Jeanette Ellis, Nursing/Health Sciences
 Badieh Farahani, Chemistry
 Rudy Gonzalez, Mathematics
 David Greene, Nursing/Health Sciences
 Alicia Longyear, Counseling/Athletics
 Jennifer McLeod, DSPS
 Rachel Mead, Cosmetology
 Esmeralda Medrano, Mathematics
 Michelle Plug, Counseling
 Rebecca Rudd, English
 Nickawanna Shaw, Physical Education and Athletics
 Kristie Ann Shimokawa, Noncredit Counseling

PRESENTATION OF PROCLAMATIONS TO RETIREES

Proclamations were prepared for all staff retiring during the 2009-10 academic year. After the tenuree's were honored, Board President Woods presented retirement proclamations for retirees in attendance (identified by italics):

Pamela Aggers – Classified
Jennie Avila – Classified
 Gene Bohatch – Management
Louie Caldwell – Supervisors/Confidential
Sally Contreras – Classified
 William Cornett – Faculty
Donna Hill – Classified
Elanie Moore – Faculty
 James Pierce – Supervisors/Confidential
 Jose Ramirez – Classified
Barbara Rugeley – Faculty
Marsh Shumaker – Supervisors/Confidential

Geraldine M. Perri, Superintendent/President, introduced new Student Trustee, Ms. Alejandra Delgado. Student Trustee Delgado is a first generation college student. She is a biopsychology major and plans to obtain a master's degree in public health. She is also aspiring to complete the Honors Program. Student Trustee Delgado has already achieved success as a student leader, as she was instrumental in coordinating Citrus College's participation in the 2010 National Cesar Chavez Blood Drive. Out of 114 colleges and universities across the nation, Citrus College took 36th place by collecting 97 pints of blood. Dr. Perri welcomed her to the Board.

The week of May 17 - 21, 2010, is Classified Staff Appreciation Week. Dr. Perri said the college is looking forward to hosting an Appreciation Pancake Breakfast for all

classified staff on Friday, May 21, 2010. The evening classified staff will be honored with a pizza party. Dr. Perri thanked and recognized our classified staff for their many contributions to the college. She added that the college community appreciates their hard work and leadership in advancing our college mission.

Dr. Perri remarked that this is the “season of celebration,” with many events planned between now and the end of the semester. “It is with pride that Citrus College celebrates the accomplishments of students and the hard work and efforts of our faculty and staff,” she said.

Dr. Perri said the Governor’s May Revise came out on Friday, and the college is considering its ramifications. She said Mrs. Horton would share highlights during her report.

Irene Malmgren, Vice President of Academic Affairs, reported that the college catalog for 2010-2011 is in the final stages of production. Producing the catalog requires a great deal of coordination between various college departments.

The requests for 2010-2011 Vocational Technical Education, or “VTEA,” funding have been submitted. Dr. Malmgren said the college is qualified for and hoping to receive more funding than last year.

The CDC sold over 400 books and earned over \$2,000 in their recent book sale. The books were sold to CDC families and friends. The CDC will also receive \$1,400 in books for the center.

Dr. Malmgren reported that plans for the summer Power Math program have been finalized. This eight day, interactive, intensive math session will provide students who place into lower level math courses the opportunity to brush up on their skills. It will be sponsored by the STEM grant and headed by Ms. Kristie Shimokawa, Matriculation Coordinator/Counselor. Something new for this year will be “Power Blast!,” a four hour refresher for Power Math students that will take place in the fall. Mr. Paul Swatzel, Mathematics instructor, will once again be the instructor for these students.

STEM Days will begin on May 21, 2001, with participation from Glendora and Claremont middle schools. They are expecting about 150 students to come to campus.

The Faculty Learning Institute is conducting its planning retreat for the next academic year. They look forward to another year of workshops, guest speakers and FLEX day activities.

Jeanne Hamilton, Vice President of Student Services, reported that the Accreditation Oversight Committee held its first meeting. There was good participation from students, classified staff, supervisors, faculty, and managers. The committee will be following up on seven recommendations, including six from the visiting team and one from the college self study.

Robert Sammis, Director of Human Resources, complimented our classified staff and the college's local CSEA chapter. He said our CSEA chapter is an outstanding organization. He thanked them for their professionalism and efforts on behalf of the college.

Dr. Sammis attended the 12th Annual Don Montgomery Golf Tournament held Friday, May 14, 2010. He said it was great fun and a wonderful event. He added that his team took first place in the tournament, which was a "personal first."

Carol R. Horton, Vice President of Finance and Administrative Services, reported on the Governor's May Revise and its impact on Citrus College. She said the May Revise estimates a budget shortfall of \$19.1 billion and makes deep cuts in health and human services programs. Funding for community colleges essentially mirrors the Governor's January budget proposal, with the exception that it restores funding for Competitive Cal Grants. The Governor has said he will veto any budget that provides less funding for higher education than he proposed in January. The Legislature will now begin deliberations on the final budget, and it is expected that it will be a very long and difficult process. Community college districts are being advised to make certain they have available cash resources through September.

Steve Siegel, CSEA President, thanked Dr. Perri for her kind words of support for the classified staff. He said he has worked for Citrus College for 13 years, and it is a great place to work. The classified staff members are looking forward to the breakfast on Friday.

Mr. Siegel said there will be a CalPERS workshop on May 28, 2010.

Alejandra Delgado, Student Trustee, thanked Dr. Perri and the Board for their warm welcome. She said for the last three months she has been attending Board meetings to observe. She hopes to fully represent all Citrus College students and she is looking forward to working with the Board this year.

Patricia Rasmussen, Vice President, Board of Trustees, commented on recent college events and activities. She said the Cosmetology and Esthetician graduation ceremonies took place in the Haugh Performing Arts Center before a full house. She added it was good to see the camaraderie between the Cosmetology faculty and their students. Trustee Rasmussen congratulated the retirees and commented that the combined length of their careers equaled many decades of service to Citrus College.

Susan M. Keith, Member, Board of Trustees, attended the 12th Annual Don Montgomery Golf Tournament. She said it was a very worthwhile event, with proceeds going toward scholarships for students. Trustee Keith also attended a Cuyamaca College Foundation event where Dr. Perri was honored along with several other former Cuyamaca presidents. She said the event was very well done, and it was good to see what other community college foundations are doing with regard to fundraising events.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked all those at Citrus College who supported the 12th Annual Don Montgomery Golf Tournament. She said she is pleased that the funds raised by this annual event go toward helping students.

Trustee Montgomery thanked Dr. Hamilton for accompanying her in the Monrovia Day parade celebrating the city's 124th anniversary and the Monrovia Fire Department's 100th anniversary. The event provided her the opportunity to receive some very positive feedback on Citrus College from many members of the community.

Trustee Montgomery commented that the campus looks beautiful, and she thanked the classified staff for their efforts in that regard, as well as all of the other work done by classified staff on behalf of the college.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the regular meeting minutes of May 4, 2010, as revised. 5 Yes.

INFORMATION AND DISCUSSION

ARCC 2010 Presentation – Lan Hao, Director of Institutional Research

Dr. Lan Hao, Director of Institutional Research, presented data specific to Citrus College from the 2010 Accountability Reporting for the Community Colleges (ARCC). The California Community College System Office produces this report each year to inform decision makers and the public about system and college performance in specific areas. The Board reviewed and discussed the ARCC data. Dr. Hao also provided raw data and explanation to questions regarding basic skills successful completion rate and basic skills course improvement rate. The Board was very glad to hear that Citrus College exceeded the peer group average in all of the seven performance indicators.

Attached to these meeting minutes is a copy of the 2010 Accountability Reporting for the Community Colleges.

Administrative Procedure – AP 5070 Attendance – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton briefly described the administrative policy on attendance, AP 5070, which was on the agenda for information only.

School Relations and Outreach Program Review – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton provided highlights of the School Relations and Outreach non-instructional program review. She said the program coordinates the college's outreach and recruitment activities with area high schools and serves as a liaison

with the local community for events such as, parades, fairs, and other community activities. Program strengths include a website with an outreach calendar and active participation at area high schools. Areas for growth include the implementation of the Banner module for recruitment, which would assist in tracking prospects, follow-up, etc. and the need for additional staff.

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.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve A & B Warrants for April 2010. 5 Yes.

Item 5: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for April 2010. 5 Yes.

PERSONNEL RECOMMENDATIONS

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 academic 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.

CLAIMS

Item 8: Moved by Trustee Montgomery and seconded by Trustee Keith to reject the claim, submitted on May 3, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BOARD POLICIES

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve a second reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus. 5 Yes.

Item 10: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of Board Policies BP 4100 – Graduation Requirements; BP 4226 – Multiple/Overlapping Enrollment; and BP 4270 – Minimum Class Size. 5 Yes.

PROCLAMATIONS

Item 11: Moved by Trustee Keith and seconded by Trustee Rasmussen to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 17-21, 2010, as Classified School Employees Week. 5 Yes.

CLOSED SESSION: At 5:08 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

Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

Student Grievance Appeal: Denial of Petition to Enter Class Late

RECONVENE OPEN SESSION: At 6:48 p.m., Board President Woods reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES SELF EVALUATION WORK SESSION

The Board participated in discussions regarding the following:

- Review and assessment of External Survey results
- Review and assessment of Board of Trustees Self Evaluation – 2010

ADJOURNMENT: At 7:19 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

June 8, 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>