

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

June 8, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 8, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:16 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).

**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, Kim Holland, Robert Iverson, Sylvia Smythe, and Linda Welz

**Faculty:** Jack Call, Rich Ghidella, and Esmeralda Medrano

**Supervisors/Confidential Team:** Leigh Buchwald, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

**Classified Employees:** Stacy Armstrong and Roy LaBomme

**Adjunct Faculty:** None

**Students:** Ruben Haro

**VISITORS:** None

**Geraldine M. Perri, Ph.D., Superintendent/President,** began her report by thanking the members of the Board for attending Achievement Awards. Dr. Perri thanked Dr. Jeanne Hamilton, Vice President of Student Services, and her team, in particular Ms. Teri Shamhart, Administrative Secretary, for coordinating the event. She also thanked

Ms. Philomena O'Shea, Cafeteria Supervisor, and her staff for the excellent dinner. Dr. Perri complimented the Citrus Singers for their wonderful performance during the event.

Dr. Perri gave kudos to the many students, faculty, and staff who were honored at end-of-the-year college events such as the Honors Program, PTK and PSI Beta events; EOP&S/CARE and CalWORKs Recognition Ceremony; the Transfer Reception; and the ASCC Awards Dinner. She also expressed her appreciation for the opportunity to participate in the Faculty Association's end-of-the-year celebration.

Dr. Perri said the tentative budget for 2010-2011 was included in the Board agenda. She said the document reflects a long process of planning and assessment of college priorities and budget mitigation strategies. She thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her team, as well as President's Cabinet members and their teams, for their efforts in preparing this document.

Dr. Perri expressed her appreciation to the leaders of all of the college constituent groups for their service during the 2009-2010 academic year, including Dr. Jack Call, Academic Senate President; Ms. Kathy Bakhit, CCFA President; Ms. Martha McDonald, Management Team President; Mr. Leigh Buchwald, Supervisors/Confidential Team President; Mr. Steve Siegel, CSEA President; and Mr. Karlyn Bradley, ASCC President. She said she looks forward to working with the new, incoming leadership in the fall, Ms. Roberta Eisel, Academic Senate President; Mr. John Fincher, CCFA President; Mr. Greg Hinrichsen, Management Team President; Ms. Carol Cone, Supervisors/Confidential Team President; Ms. Chrissy Concannon, ASCC President; as well as Mr. Siegel, who will return as CSEA President.

Dr. Perri reported on upcoming speaking engagements. She has been invited by her alma mater, Fielding Graduate University, to moderate a panel of college chancellors and presidents who will respond to a keynote address on "preparing community college leaders of the future" by Under Secretary of Education Dr. Martha Kanter. The YMCA San Gabriel Valley's 26<sup>th</sup> Annual Women of Achievement Awards Luncheon will be held in conjunction with the "Life and Leadership in a Diverse and Changing World" conference. Dr. Perri will serve as a panelist.

Dr. Perri thanked the members of the Board, CSEA, ASCC, the Citrus College Foundation, the Supervisors/Confidential Team, and the Management Team for their special recognition of her in the program for the recent City University of New York's 40<sup>th</sup> Anniversary Celebration of the Dental Hygiene Program, from which she graduated. Dr. Perri was honored at the event and received a proclamation from the New York State Assembly that mentioned her leadership role at Citrus College.

Dr. Perri was also invited to the annual Cuyamaca College Foundation event, where former college presidents are honored. She thanked the Citrus College Foundation for recognizing her in the program.

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 winner was Mr. Jose Berroteran, who is a tutor in the Math Success Center.

Dr. Perri presented a "Citrus College Fast Facts" sheet listing various noteworthy accomplishments by the college over the past year, including both statewide and national honors.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported that work on the new college catalog is progressing. This is a comprehensive task, requiring input and collaboration by many college departments.

Summer enrollment was at 87 percent last week, and all classes are nearly full. Dr. Malmgren said students are aware of the scarcity of classes and have responded by registering promptly.

Dr. Malmgren was pleased to report that one of our former automotive technology students, Ms. Priscilla Ruiz, has been hired by Bonita High School as their new full-time automotive technology teacher.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that Dr. Lucinda Over, Dean of Counseling, and Mr. Rafael Herrera, Center for Teacher Excellence Coordinator, have been working with Ms. Sylvia Smythe, Director of College Success, to write a new grant for teacher preparation with an emphasis on technology.

Dr. Hamilton said our "Citrus College Man of the Year," Mr. Christian Ramirez, has been selected as the Chief Student Services Officers (CSSO) Region 8 nominee for the statewide CSSO scholarship.

Campus Safety has moved into their new building. Dr. Hamilton commented that the facility is beautiful. There will be a building dedication later in the year.

**Robert Sammis, J.D., Director of Human Resources**, attended Achievement Awards. He said he was amazed at the accomplishments of the students. He added that the event is a nice reminder for the college community of "why we do what we do."

**Carol R. Horton, Vice President of Finance and Administrative Services**, commented on the college's 2010-2011 tentative budget. She also noted that the California legislature has moved discussions on the state budget to the conference committee, but adoption of the final state budget is expected to come very late in the year. Mrs. Horton's department will be working through the summer to close the books.

**Jack Call, Ph.D., Academic Senate President**, reported that the Academic Senate has installed the new officers for the 2010-2011 academic year. They are: Ms. Roberta

Eisel, President; Ms. Nicki Shaw, Vice President/President-Elect; Ms. Sheryl Walz, Secretary; and Mr. Paul Swatzel, Treasurer.

The Academic Senate and CCFA leaders met to discuss two recommendations of the accrediting commission, ACCJC. Dr. Call said the group seemed to accept the recommendation to include SLOs in course syllabi. However, regarding the recommendation to include consideration of the SLO assessment process in evaluation of all personnel, the position of the Academic Senate leaders was that it is up to CCFA and the district to negotiate any changes to the evaluation process.

The Department Chairs Task Force met on May 28, 2010. They agreed to ask for another year to work out recommendations as to how establishing department chairs could be implemented. They proposed asking Academic Senate representatives to take the discussion to division meetings in the fall and get faculty input. Mr. Robert Slack, Dean of Fine and Performing Arts, volunteered to write up a report of the meeting, which will serve as the report mentioned in the MOU that established the task force.

Dr. Call and Dr. Malmgren, along with other individuals with responsibilities in the various areas, have begun interviewing candidates for four reassigned time positions: Student Learning Outcomes and Assessment Coordinator; Learning Communities Coordinator; Honors Coordinator; and Distance Education Coordinator.

This was Dr. Call's last Board meeting as Academic Senate President. He thanked Dr. Perri and the Board for the opportunity to report on the Academic Senate's work, and he said, "It has been an honor to serve this fine college." Dr. Perri and members of the Board thanked Dr. Call for his leadership and collaborative spirit.

**Steve Siegel, CSEA President**, said the Classified Development Committee has selected three employees to receive tuition reimbursement awards. The recipients are Ms. Karen Mosher, Library Media Technician, and Mr. Ken Shimauchi, Instructional Computing Technician, who are pursuing bachelor's degrees, and Mr. Andrew Wheeler, Sports Information Coordinator, who is pursuing his master's degree.

Mr. Siegel reported on CSEA activities for the year including, promoting a "wellness" theme through quarterly newsletters; hosting four workshops at FLEX day; hosting a PERS retirement workshop; and participating in an upcoming Health Fair in August.

**Alejandra Delgado, Student Trustee**, said she enjoyed attending Achievement Awards, and she is proud of all of the students who are continuing on with their educational pursuits. She also expressed her hope that, as the semester comes to a close, students are taking advantage of all of the college support services available to them.

**Susan M. Keith, Member, Board of Trustees**, commented on several end-of-the-year events including Achievement Awards; EOP&S/CARE/CalWORKs Recognition Ceremony; the "Razor's Edge" dance concert, and Citrus Singers 2010. Trustee Keith

said we have amazing and talented students and our faculty and staff are doing an outstanding job of teaching and guiding them.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, said she enjoys this time of year, as it gives her the opportunity to hear students' stories at the various recognition events and their comments regarding the dedication of our faculty and staff in helping them achieve success. She congratulated all of the students who have accomplished their goals for career and academic preparation.

Trustee Montgomery reported on the recent Los Angeles School Board Association meeting. Much of the discussions at the meeting were focused on the state budget situation.

**Patricia Rasmussen, Vice President, Board of Trustees**, commented that each year, the Citrus Singers seem to top the previous year's annual Citrus Singers production. She added that the Fine and Performing Arts staff have done a wonderful job of creating an exhibit in the Recording Arts foyer that highlights the accomplishments of the Citrus Singers and their former Director, Mr. Ben Bollinger.

Trustee Rasmussen thanked the Citrus College Foundation for the Bright Futures Scholarship, which she was pleased to present recently to a Glendora student.

**Edward C. Ortell, Member, Board of Trustees**, remarked on Achievement Awards, saying that it is always gratifying to see the students from the trustee area he represents receive recognition, and he is sure his colleagues on the Board feel the same.

## MINUTES

**Item 1:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of May 18, 2010, as submitted. 5 Yes.

## INFORMATION AND DISCUSSION

### **Office of External Relations Recipient of 2010 CCPRO Awards – Paula Green, Director of Communications**

Ms. Green said it was her honor to report that the External Relations staff have won four awards from the Community Colleges Public Relations Organization (CCPRO). Ms. Stacy Armstrong, Publications Specialist, and Mr. Roy LaBomme, Photographer, were each awarded first and third place honors for their work.

### **CCRAA Stem Grant Update Presentation – Sylvia Smythe, Director of College Success and Project Director for the STEM Grant**

Ms. Smythe provided an update on successes of the CCRAA STEM grant program "Citrus Connect!" for 2010. The program has achieved numerous positive outcomes for our students, and Ms. Smythe presented four students who gave testimonials on how it has changed their lives. Trustee Rasmussen suggested compiling data and student testimonials to present to our Congressional representatives as evidence of how these grants are making a difference.

**Business Education Statewide Advisory Committee (BESAC) Report and Award – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren introduced Mr. Richard Ghidella, Business instructor, who, along with three of his students, made a presentation on their recent award at the Business Education Statewide Advisory Committee conference. Citrus College won "Best Mini-Grant Project Presentation." The students competed against professors from several 4-year institutions.

**Program Review – Business – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren presented highlights of the Business Program Review.

**Program Review – Dance – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren presented highlights of the Dance Program Review.

**INDEPENDENT CONTRACTORS**

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

**SURPLUS PROPERTY**

**Item 4:** Moved by Trustee Montgomery 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.

**BIDS**

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the award of bid #04-0910, Campus Safety Landscape Project, to Kasa Construction of Ontario, California and authorize the Vice President

of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$89,900 is within budget and will be funded from Measure G Bond Funds. 5 Yes.

### **PERSONNEL RECOMMENDATIONS**

**Item 6:** Moved by Trustee Montgomery 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 Montgomery 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 8:** Moved by Trustee Montgomery 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 9:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the 2010-2011 tentative budget. 5 Yes.

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Resolution 2009-10-06 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2010-2011 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$50,116,660. 5 Yes.

**Item 11:** Moved by Trustee Keith and Trustee Ortell to approve Resolution 2009-10-07 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2010-2011 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

**Item 12:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2009-2010 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.

### **INSTITUTIONAL MEMBERSHIPS**

**Item 13:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the 2010-2011 institutional membership list. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

**Item 14:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Change Order Number Two in the amount of \$35,056.80 and add 21 days to the time for completion for project number 01-0607, Campus Security Building. 5 Yes.

**Item 15:** Moved by Trustee Ortell and seconded by Trustee Keith to accept Project #01-0607, Campus Security Building as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$1,120,985.87. 5 Yes.

**MEMORANDUM OF UNDERSTANDING**

**Item 16:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the attached memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College, establishing the second Summer Research Experience. 5 Yes.

**Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the attached Memorandum of Understanding between UCR and Citrus College, establishing the first summer Scientific Teaching Workshop. 5 Yes.

**CURRICULUM**

**Item 18:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the new courses, new programs, deleted courses, deleted programs, and program changes. 5 Yes.

**AGREEMENTS**

**Item 19:** Moved by Trustee Ortell and seconded by Trustee Keith to approve Institutional Articulation Agreements with Alhambra, Antelope Valley Union, Bonita, and Chaffey Union USDs. 5 Yes.

**BOARD POLICIES**

**Item 20:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the first reading of the amended Board Policy BP 2720 Communications Among Board Members. 5 Yes.

**Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of BP 7109 – Health Examinations. 5 Yes.

**CLOSED SESSION:** At 5:20 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**

**RECONVENE OPEN SESSION:** At 6:29 p.m., Board President Woods reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:30 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

July 13, 2010  
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>