

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

July 13, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 13, 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).

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; Roberta Eisel, 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 and Greg Hinrichsen

Faculty: Roberta Eisel

Supervisors/Confidential Team: Carol Cone, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Tom Gerfen and Bill Zeman

COMMENTS FROM THE AUDIENCE

Ms. Sandy Orduno, Ms. Tricia Kyle, Mr. Alan Crick, and Mr. Stefano Saltalamacchia spoke in support of the college's aquatics program and Coach Tim Kyle. They each expressed concerns regarding cuts to the program, which have been necessitated due to college wide budget cuts.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that Community College Week has again named Citrus College to several of their lists of “Top 100” community college degree and certificate producers in the nation. Our rankings and their respective categories are as follows: 82nd in the number of associate degrees awarded to minority students; 51st in the number of associate degrees awarded to Hispanic students; 28th in the number of associate degrees awarded for multi interdisciplinary studies (liberal arts); and 49th in the number of two year certificates awarded to Asian students.

Dr. Perri reported that the Strategic Plan committee has been meeting to formulate the college’s new Strategic Plan. After completing a detailed SWOT analysis, the committee identified major focus areas for the college for the next five years. They are: academic excellence, student support and success, college resources, learning environment, institutional effectiveness, and community/college relations. The entire college community will be invited to a planning session to identify the activities the college will undertake to advance each of the key focus areas at Convocation on August 27, 2010.

Dr. Perri reported on three pieces of legislation. **SB 1440** (Padilla), Transfer/Associate’s Degree Efficiency, is intended to simplify the transfer process between the California community colleges and the California State University. **AB 220** (Brownley), Kindergarten-University Public Education Facilities Bond Act, would provide for the issuance of over \$6 billion in general obligation bonds to construct and modernize education facilities. It would become operative only if approved by the voters in November. **AB 2682** (Block), Centralized Student Assessment, would require the Board of Governors to establish a pilot project for a centrally-delivered system of student assessment for community college placement and advisement.

Dr. Perri was pleased to report that several faculty, staff, and community members will be recognized at Convocation. The “Shining Star Awards” will be given to those individuals who have excelled in meeting the college’s values of excellence, collaboration, diversity, life-long learning, integrity, technological advancement, student focus, and also to those who have helped to advance the college vision.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that one of our STEM students, Mr. Craig Stremel, has achieved the remarkable accomplishment of being accepted into the National Community College Aerospace Scholars program at NASA. Next, he will be required to complete additional lessons to determine if he will receive a full invitation to the Johnson Space Center this fall. Dr. Malmgren added that Mr. Stremel is among an elite group of students.

Dr. Malmgren reported that the Program Review Task Force has been meeting during the summer. Their goal is to increase value by creating a more meaningful connection between program review, budget, and planning. The task force has gathered feedback throughout the year and will incorporate it into a revised template for the 2010-2011 academic year.

Summer session is at the halfway point, and Dr. Malmgren said our data indicates that students are valuing their seats. The retention rate for most classes is 90% or above.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that last week the college was notified of a grant opportunity for community college veteran's programs. A group is now working to meet the July 30, 2010, application deadline. Dr. Hamilton said this funding could provide critically needed services.

Regarding Student Services, Dr. Hamilton said the Counseling and Advisement Center is offering 10 probation workshops a week to students who are on probation, so they can be cleared to register. New students are now required to attend an orientation either in person or online, and many student orientations are taking place. Our new, more sophisticated online orientation has been available since spring. The number of applications from new international students is up as compared to this time last year. International student fees are more important than ever, because they enable us to offer courses that are taken by everyone.

The Owl Bookstore is now compliant with the Higher Education Opportunity Act requirement that textbook information be linked to the course schedule of classes. Dr. Hamilton thanked TeCS and Academic Affairs for assisting the college in meeting this new requirement.

A new "Standards of Student Conduct and Student Disciplinary Procedures" handbook was provided to the Board. Dr. Hamilton said copies will be distributed to staff, students, and faculty. She thanked External Relations for assisting with the new handbook.

Dr. Hamilton was pleased to report that Ms. Martha McDonald, Dean of Students, received a scholarship from the Executive Board of the CCC Student Affairs Association to assist with her graduate education.

Robert Sammis, J.D., Director of Human Resources, said he was pleased to join Dr. Rasmussen for the Glendora July 4th Parade, held on July 5, 2010. It was a fun event, and they had the opportunity to ride in the college's 1915 Chevrolet.

Human Resources (HR) will again hold a one-day summer retreat. They are planning to do process mapping on one HR function. The function they have chosen is the processing of new employees. They will also be working on their HR procedures manual.

Carol R. Horton, Vice President of Finance and Administrative Services, said budget talks continue in Sacramento; however, most legislators have returned to their districts. Her department is working with the Community College Facility Coalition (CCFC) for passage of the facilities bond measure. If passed by the voters, these funds will be used in the renovation of Hayden Hall.

This is the busiest time of year for Finance and Administrative Services, as they are closing their books for 2009-2010. Given the budget situation, they are also carefully monitoring cash flow.

Mrs. Horton spoke to Action Item H2, an Emergency Resolution to repair the damaged stage. The damage was accidentally caused by a vendor testing the fire suppression system.

Roberta Eisel, Academic Senate President, said the Academic Senate is gearing up for a year of effective leadership. She will be working with Vice President/President-Elect, Nicki Shaw, to discuss plans for orientation of new faculty members and training of new and continuing senate council members.

Ms. Eisel has been serving on the Program Review Task Force, along with Mr. James Woolum, Program Review Coordinator, and Dr. Jack Call, Academic Senate Past President.

Ms. Eisel said the senate has been making good use of the leadership development resources of the Academic Senate of the California Community Colleges. Mr. Paul Swatzel, Academic Senate Treasurer, attended the Leadership Institute; she and Mr. Woolum attended the Curriculum Institute; and Mr. Woolum attended the Student Learning Outcomes Institute. At the Curriculum Institute there was much discussion on proposed changes to prerequisites; connections between curriculum concerns and enrollment management; and relationships between curriculum and program review and planning processes.

Alejandra Delgado, Student Trustee, said she is enrolled in classes for the summer session. She is also planning to attend a conference for student board members in August.

Patricia Rasmussen, Vice President, Board of Trustees, praised the student performers, staff, and faculty who provided entertainment this summer at two hotels on Maui. She said the performances were excellent, and the college received positive recognition and many compliments on the professionalism of the performances.

Trustee Rasmussen thanked Dr. Sammis for accompanying her during the Glendora July 4th parade and Mr. James Callahan, Skilled Maintenance Technician, for driving the 1915 Chevrolet.

Trustee Rasmussen commented on several end of the year events. She said Commencement went exceedingly well. She also was pleased to attend the Registered Dental Assisting graduation and the Associate Degree in Nursing pinning ceremony.

Trustee Rasmussen complimented Dr. Perri on her role as keynote speaker at the Life and Leadership in a Diverse and Changing World Conference, which took place in

conjunction with the YWCA San Gabriel Valley's Annual Women of Achievement Awards.

Susan M. Keith, Member, Board of Trustees, thanked Dr. Hamilton for accompanying her at the July 4th parade in Claremont. She also thanked Mr. Tom Gerfen, Citrus College Foundation Board President, for driving the parade car.

Trustee Keith commented on the end of the year events, including the Registered Dental Assisting graduation and the Associate Degree in Nursing pinning ceremony. She thanked everyone college wide who helped the students reach their goals.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, was also pleased to attend the dental assisting and nursing ceremonies, in addition to Commencement and many other end of the year events.

Edward C. Ortell, Member, Board of Trustees, congratulated Trustee Montgomery on her reappointment by Governor Schwarzenegger to serve on the Board of Directors for California's Schools' Agriculture and Nutrition Program. The organization oversees programs that encourage students to learn about agriculture and nutrition.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of the June 8, 2010, as submitted.

5 Yes.

Program Review – Health Occupations: Nurse Assistant – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the Health Occupations Nurse Assistant Program Review. This program prepares students to provide basic nursing care to residents of long-term care facilities and is often the beginning step in a nursing career.

Program Review – English – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the English Program Review. The English Program provides a full range of writing and literature classes from placement to graduation and/or transfer. The review revealed that the faculty takes seriously their impact on the college community; however, they realize that the importance of writing to college success needs to be better articulated to and supported by all departments.

Student Health Center Program Review – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton provided an overview of the Student Health Center Program Review. The center provides numerous ambulatory care services and is able to meet the needs of about 85% of students seeking care. They are currently investigating the use of an appointment system to reduce student wait time.

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.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

SURPLUS PROPERTY

Item 6: 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.

INSTITUTIONAL MEMBERSHIPS

Item 7: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a \$175.00 annual membership to the Community College Public Relations Organization. 5 Yes.

Item 8: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a \$600.00 annual membership to the California Child Development Administrators Association. 5 Yes.

FIELD TRIP

Item 9: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a field trip/tour for approximately forty-five (45) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, four (4) faculty members, and one (1) accompanist to travel to Italy on June 9, 2011 – June 19, 2011. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 10:** 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 11:** 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 12:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTION

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve Emergency Resolution #2010-11-01 for Performing Arts Center Stage repairs and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the stage without advertising or inviting bids pursuant to Public Contract Code Section 20654. 5 Yes.

CLAIMS

- Item 14:** Moved by Trustee Keith and seconded by Trustee Montgomery to reject the claim, submitted on June 11, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

RESOLUTION

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Resolution #2010-11-02 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2011, 2012, and 2013, and authorizing the execution and delivery of related documents and actions. 5 Yes.

PARKING

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve an increase in the semester parking fee to \$40.00 per full semester, and \$20.00 per Summer and Winter sessions. 5 Yes.

RESOLUTION

- Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept adopt Resolution #2010-11-03 and contract CCTR-0092 in the amount of \$562,678 for early education and care services for 2.5 and 3 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. 5 Yes.

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Keith to adopt Resolution #2010-11-04 and accept contract CSPP-0175 in the amount of \$876,926 for early education and care services for 4 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. 5 Yes.

EMPLOYMENT – FACULTY

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of Ms. Maria Fischer effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$58,625.00 annually plus \$24,018.98 in health and statutory benefits. 5 Yes.

- Item 20:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Ms. Sally “Sarah” Bosler effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Public Services, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$67,685.20 annually plus \$25,126.13 in health and statutory benefits. 5 Yes.

- Item 21:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the employment of Ms. Lanette Granger effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Technical Services, at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,988.60 annually plus \$24,185.61 in health and statutory benefits. 5 Yes.

- Item 22:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Wendy Deras effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,374.21 in health and statutory benefits. 5 Yes.

BOARD POLICIES

- Item 23:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of the amended Board Policy BP 2720 Communications Among Board Members. 5 Yes.

Item 24: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of Board Policies BP4231 – Grade Changes; BP4235– Credit By Exam; BP3518--Child Abuse Reporting. 5 Yes.

Item 25: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the second read of BP 7109 – Health Examinations. 5 Yes.

BOND

Item 26: Moved by Trustee Keith and seconded by Trustee Montgomery to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2012):

1. Jon Hart, Bona-Fide Taxpayers Association
2. Nikki Hull, Senior Citizen's Organization
3. Joe Guarrera, Business Organization

5 Yes.

Item 27: Moved by Trustee Ortell and seconded by Trustee Rasmussen to appoint Chrissy Concannon, as the student representative, to the Measure G Oversight Committee for a one-year term. 5 Yes.

CLOSED SESSION: At 5:42 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

PUBLIC EMPLOYEE APPOINTMENT: Executive Director of Development and External Relations

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

RECONVENE OPEN SESSION: At 6:40 p.m., Board President Woods reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES GOAL SETTING WORK SESSION

The Board participated in discussions regarding the following:

- Assessment of 2009-2010 Board Goals

- Establishment of 2010-2011 Board Goals

ADJOURNMENT: At 7:08 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith 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>