

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

August 17, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, August 17, 2010, in the Administration Building Board Room.

Board Vice President Rasmussen called the meeting to order at 4:16 p.m. Board Vice President Rasmussen led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Alejandra Delgado (Student Trustee). Absent: Gary L. Woods.

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; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Lan Hao

Faculty: None

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

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Bill Zeman

Geraldine M. Perri, Ph.D., Superintendent/President, reported on the status of SB 1440, the transfer legislation that would align degree requirements between the California Community College and the California State University systems. SB 1440 is moving through the legislature, and Citrus College has been active in supporting the measure, while opposing amendments that would be problematic.

Dr. Perri said the college continues to monitor the state budget, which has seen little action until recently. On August 3, 2010, the Democratic leaders unveiled their most recent budget proposal. Dr. Perri provided highlights of the plan, including 2.2% growth, rejection of the negative COLA, \$35 million to backfill one-time federal funds received last year, and a \$25 million augmentation to support workforce training.

Dr. Perri said the college is busy preparing for the fall semester. At Convocation on August 27, 2010, we will celebrate Citrus College's "Shining Stars" — those who exemplify the vision and values of the college. We will also celebrate longevity milestones and meet new faculty and staff. An important component of Convocation will be a Strategic Planning work session, which will give the college community the opportunity to provide input on activities to advance our new Strategic Plan.

On August 19, 2010, the Citrus College Foundation will host a special reception to honor scholarship recipients and donors. Over 300 individuals have confirmed their attendance. Dr. Perri said this event will be a nice opportunity to recognize our scholarship recipients and to publically thank our donors.

Dr. Perri was pleased to share information on an upcoming Foundation fundraiser called "The Valley's Got Talent." The event, which will take place on January 30, 2011, in the Haugh Performing Arts Center, has already raised \$21,000 in sponsorships.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the college's latest enrollment numbers reflect an average capacity of 92%, and classes in most divisions are nearly full.

A "Back to School Meeting" for adjunct faculty has been planned for August 26, 2010. It will feature an overview of college services for faculty and students, as well as breakout sessions for each division.

Dr. Malmgren said Mr. James Lancaster, Dean of Career, Technical and Continuing Education, and Ms. Debra Vanschoelandt, Continuing Education Supervisor, have developed a Fall 2010 Community Education Brochure. They credited Ms. Paula Green, Director of Communications, for providing the assistance of Ms. Stacey Donaldson, Publications Specialist, who was instrumental in modifying the layout of the brochure. Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked Mr. Lancaster for the many wonderful opportunities in Continuing Education for the students and the community, as reflected in the brochure.

Dr. Malmgren provided an update on STEM, Bridges to Success, and College Success news and activities. Dr. Malmgren was pleased to report that the college's request for a third-year extension of the STEM grant was approved for federal funding. "Power into Fall" is a new twist on Power Math. Students will attend a Power Blast refresher on August 26, 2010. They can then sign up for use of a textbook, if they agree to see a counselor and attend tutoring in the Math Success Center. The Writing Café, which piloted during the summer, provided 175 writing consultations to students from several

disciplines. The Writing Café will open again this fall, with a new Citrus College Writing Guide, a book discussion group, workshops, and discussions lead by college poets and authors. Supplemental Instruction was offered in English 030 and English 101. The attendance was excellent, and it is hoped that the students' grades will reflect the value of this resource.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Campus Safety has developed a new online system for employees to register for parking permits. This new system transfers vehicle information into a database for campus safety records.

Dr. Hamilton thanked Ms. Martha McDonald, Dean of Students; Dr. Lucinda Over, Dean of Counseling; Ms. Ivon McCraven, Coordinator of School Relations; and Dr. Al Solano, Grant Consultant; for putting together an excellent grant proposal for our veterans program on a very short timeline.

Ms. Stephanie Yee, Counselor, has created an orientation program for two graduate students from Azusa Pacific University and one student from Cal State Northridge, who are seeking internships. The students will provide support to Student Services programs that are short handed due to budget cuts.

Dr. Over is working with deans and vice presidents from several colleges to present the Community College Job Application Workshop for Counselors in September. Azusa Pacific University is a co-sponsor of this event.

Robert Sammis, J.D., Director of Human Resources, said his department held their retreat last week, and it was a very productive day. They used "process mapping" to look at the process of hiring classified staff. The technique helps to identify problems and bottlenecks. He said they developed many good ideas for new procedures. He and his staff agreed to make the retreat an annual event.

Carol R. Horton, Vice President of Finance and Administrative Services, said the books are closed, thanks to 25 of her staff in the business office working to complete the two-month process. The auditors will be on campus for the next two weeks.

Mrs. Horton commented on the state budget. She said all forecasts are predicting a very late state budget this year. The Chancellor's Office has given the college a one-month extension for filing our local budget. Mrs. Horton said, Ms. Carol Cone, Budget Supervisor, has been very busy with the entire process, and she is now working on the college budget for 2010-2011.

Roberta Eisel, Academic Senate President, said the Executive Board of the Academic Senate met to discuss plans for their meeting during Convocation and to identify key issues for next year. They have discussed ways to strengthen faculty engagement at the committee level so that the broader body of the senate council can be even better informed.

Ms. Eisel and Ms. Nicki Shaw, Vice President/President-Elect, will participate in the orientation of new faculty on August 26, 2010. They look forward to sharing with them the joys of teaching at Citrus College, as well as the importance of the shared governance relationship that the college enjoys.

The Academic Senate is planning to relay the latest news on SB 1440 at Convocation and proposed changes to prerequisites, as well as other timely matters. They will also report on suggested changes to our local program review practices that are the culmination of the work of the summer task force.

Alejandra Delgado, Student Trustee, said she attended CCLC's Annual Student Trustees Conference. At the conference they received information on the successful parcel tax that was passed by voters in the Foothill-De Anza Community College District.

ASCC held their first meeting. This year there is a preponderance of women on the Executive Board.

Student Trustee Delgado said she attended the meeting between SanFACC and Senator Bob Huff and provided the student perspective on the issue of raising fees to \$40 per unit. She appreciated the opportunity to express student concerns.

Edward C. Ortell, Member, Board of Trustees, reported that 16 out of 20 parcel taxes on the ballot were passed at the 66 2/3% level. He said he recently attended the California Community Colleges Centennial Celebration where he had the opportunity to talk with Chancellor Jack Scott and Assemblymember Paul Fong about efforts to lower the percentage rate to pass parcel taxes to 55%. Chancellor Scott was instrumental in lowering the rate to pass general obligation school bonds when he was in the legislature.

Susan M. Keith, Member, Board of Trustees, commented that the number of parcel taxes passed by the voters is remarkable. She said K-12 districts often have a difficult time passing these taxes, and their return is much less than the return for community colleges. She added that, even though the amount of tax per parcel is very small, community college parcel taxes draw revenue from several communities, and the funds can be used for college operating expenses.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, expressed her appreciation to the Cosmetology Department for once again volunteering to participate in Foothill Unity's Back to School event. The event serves over 1,000 children from throughout our region. This year, the event takes place before the start of the new semester, and Trustee Montgomery thanked Mr. Albert Graciano, Cosmetology instructor, and Ms. Gus Brooks, Director of Cosmetology, for their dedication in coordinating Citrus College's participation. Trustee Keith thanked Trustee Montgomery for her service on the Foothill Unity Board of Directors.

Patricia Rasmussen, Vice President, Board of Trustees, commented on the new Foundation publication, *The Owl's Nest*. She said it is beautifully done and rivals similar publications by foundations at 4-year institutions.

Vice President Rasmussen attended the performance of *Anything Goes*, put on by the Citrus Summer Conservatory. The conservatory is a five-week curriculum designed for high school and community college students. Vice President Rasmussen said the house was packed and the performance was well done.

Vice President Rasmussen commented on two articles that appeared in the *San Gabriel Valley Tribune*. One article described Charter Oak's new "virtual school," which provides the opportunity for distance education for high school students. The other article discussed the partnership between El Monte High School and Rio Hondo College, where El Monte students receive priority registration.

Vice President Rasmussen had the opportunity to meet Dr. Robert Voors, the new Superintendent for Glendora Unified School District. She is hopeful of new partnership opportunities between Glendora Unified School District and Citrus College.

Vice President Rasmussen thanked all those who worked to coordinate the Back to School Meeting for adjunct faculty, including Mr. Eric Rabbitoy, Dean of Physical and Natural Sciences.

MINUTES

Item 1: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the regular meeting minutes of the July 13, 2010, as submitted.
4 Yes. 1 Absent (Trustee Woods).

INFORMATION AND DISCUSSION

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

Dr. Malmgren provided an overview of the Humanities Program Review. Humanities courses provide an excellent foundation for academic and professional careers, and they prepare students to transfer to 4-year institutions. Next steps for the program include conducting SLO assessments and revising course outlines.

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

Dr. Malmgren also provided an overview of the Reading Program Review. The program offers courses from pre-collegiate through college level, and employs a variety of delivery systems. All full-time faculty members are certified reading

specialists. In the future, the program will place more emphasis on program-level SLOs, including measurement and assessment.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Trustee Woods).

FACILITY USE

Item 3: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve facility rentals and usage. 4 Yes. 1 Absent (Trustee Woods).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve A & B Warrants for June and July 2010. 4 Yes. 1 Absent (Trustee Woods).

Item 5: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve purchase orders for June and July 2010. 4 Yes. 1 Absent (Trustee Woods).

CONSTRUCTION – CAPITAL PROJECTS

Item 6: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Change Order #7 in the amount of \$77,016.00 for Project #06-0506, Vocational Technology Complex. 4 Yes. 1 Absent (Trustee Woods).

Item 7: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Change Order #4 in the amount of \$81,670.00 for Project #10-0607, Student Services Building. 4 Yes. 1 Absent (Trustee Woods).

Item 8: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Change Order #1 in the amount of \$7,691.77 for Project #04-0910, Campus Safety Landscape. 4 Yes. 1 Absent (Trustee Woods).

PERSONNEL RECOMMENDATIONS

Item 9: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Trustee Woods).

Item 10: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Trustee Woods).

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Trustee Woods).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 12:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve participation in the 2011 Chancellor's Office Tax Offset Program (COTOP) program. 4 Yes. 1 Absent (Trustee Woods).

CONSTRUCTION – CAPITAL PROJECTS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Keith to authorize W & N Luxor Construction, Inc. to substitute Commercial Roofing System of Arcadia, California, for M&M Construction of Pasadena, California, the listed subcontractor. 4 Yes. 1 Absent (Trustee Woods).

- Item 14:** Moved by Trustee Keith and seconded by Trustee Ortell to authorize W & N Luxor Construction, Inc. to substitute Marc Anthony Glazing of San Dimas, California for Sam's Glass of Murrieta, California, the listed subcontractor. 4 Yes. 1 Absent (Trustee Woods).

EMPLOYMENT – FACULTY

- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Mr. Raul Sanchez effective August 18, 2010, in a full-time tenure track position (a first year contract of 175 days through June 30, 2011) in the discipline of Counseling, 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 \$24,516.21 in health and statutory benefits. 4 Yes. 1 Absent (Trustee Woods).

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the employment of Ms. Karla Parsons as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 27, 2010 and ending on December 18, 2010 at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$30,766.00 annually (pro rated) plus \$8,859.61 in health and statutory benefits. 4 Yes. 1 Absent (Trustee Woods).

BOARD POLICIES

- Item 17:** Moved by Trustee Ortell and seconded by Trustee Keith to approve the second reading of Board Policies BP4231 – Grade Changes; BP4235 – Credit By Exam; BP3518 – Child Abuse Reporting. 4 Yes. 1 Absent (Trustee Woods).

GOALS

Item 18: Moved by Trustee Keith and seconded by Trustee Ortell to adopt the 2010-2011 Board Goals. 4 Yes. 1 Absent (Trustee Woods).

CLOSED SESSION: At 5:08 p.m., Board Vice President Rasmussen 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, (CAFF) 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 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

RECONVENE OPEN SESSION: At 5:37 p.m., Board Vice President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:38 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery 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>