

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

September 14, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, September 14, 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; 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: Lan Hao, Martha McDonald, Lucinda Over, and Sylvia Smythe

Faculty: Roberta Eisel and John Fincher

Supervisors/Confidential: Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Eric Magallon, and Adrienne Thompson

Classified Employees: None

Adjunct Faculty: None

Students: Matthew Arellano, Karlyn Bradley, Nohemi Camacho, Chrissy Concannon, Elisha Corona, Patricia Gonzalez, Alejandra Gutierrez, Julie Henderson, Yu Hou, Robert Lucero, Thania Lucero, Stephanie Matthews, Ashley Melvin, Richard Morales, Eric Sanzon, and Cherry Villanueva

VISITORS: Tom Gerfen

COMMENTS FROM THE AUDIENCE

John Fincher, CCFA president, announced the new CCFA officers for 2010-2011. They are: Mr. Fincher, president; Mr. Ken Guttman, vice president; Ms. Badieh Farahani, secretary; Mr. Gerhard Peters, treasurer; and Ms. Kathy Bakhit, Past President.

Mr. Fincher commented on the current economic situation in the state and the college budget, and he expressed the hope that the college would be able to fund additional classes for students in the future.

Geraldine M. Perri, Ph.D., Superintendent/President, thanked the members of the Board for participating in Convocation. She also thanked Mr. Greg Hinrichsen, Director of Performing Arts Center; Mr. Eric Rabitoy, Dean of Physical and Natural Sciences; Ms. Christine Link, Confidential Executive Assistant; Mr. Bruce Langford, Fine and Performing Arts instructor; and many others for their efforts in making the Convocation program very successful and entertaining. Dr. Perri also acknowledged the efforts of Ms. Philomena O'Shea, Cafeteria Supervisor, and her team in preparing a wonderful breakfast, as well as Dr. Lan Hao, Director of Institutional Research, and Mr. Steve Siegel, CSEA President, for coordinating the excellent All-College Strategic Planning Session.

During the first few days of the Fall semester, students were able to access information, maps, and directions at information booths located on campus. Dr. Perri thanked Mr. Tedd Goldstein, Student Employment Supervisor, and Ms. Lari Kirby, Distance Education Supervisor, for planning and coordinating the booths, which were staffed by the Supervisors/Confidential Team and the Management Team.

Dr. Perri gave kudos to Ms. Paula Green, Director of Communications; Mrs. Carol R. Horton, Vice President of Finance and Administrative Services; Dr. Irene Malmgren, Vice President of Academic Affairs; Mr. James Lancaster, Dean of Career, Technical and Continuing Education; and all those who participated in the development and the dedication of the beautiful new Technology Engineering and Technician Development (T&E/TD) facility. She also thanked the Board members for attending the dedication ceremony.

The college experienced a smooth opening of the Fall semester, and Dr. Perri thanked the faculty and classified staff that helped to accommodate our students, either in the classroom or the many other areas of the college where they needed assistance.

Dr. Perri introduced and welcomed the new Executive Director of Development and External Relations, Ms. June Stephens. Ms. Stephens has an extensive background in community college administration. For the past five and a half years she served as Executive Director of the Foundation and Institutional Advancement for Cuesta College. In addition, Ms. Stephens served two years as the Director of Advancement and Executive Director of the Foundation for Shasta College and seven years as Executive Director of the College of the Desert's Alumni Association. Ms. Stephens holds a master's degree in education and a bachelor's degree in business and management

from the University of Redlands. She also holds a Pupil Personnel Services Credential and is a Certified Fund Raising Executive (CFRE). Dr. Perri said Ms. Stephens' impressive educational and professional background will be a great asset to Citrus College.

Dr. Perri announced that there will be only one Board of Trustees meeting in November, and that meeting will be held on November 16, 2010.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Writing Café in the College Success Center is open. Students from any class on campus can now schedule a writing consultation appointment online. She also reported that data from Spring and Summer has revealed that students who attended Supplemental Instruction were more likely to pass their English classes, as compared to students who did not.

Dr. Malmgren provided an update on two of our STEM students. Ms. Marissa Caringella attended the STEM Cal State Fullerton summer research program, which has led to an undergraduate research fellowship opportunity next year at Cal Poly Pomona, her transfer institution. Another STEM student, Mr. Craig Stremel, is performing extremely well in the first phase of the National Community College Aerospace Scholars Program.

Dr. Malmgren provided a preliminary introduction to the college's new Educational Master Plan. In response to an accreditation recommendation, she has assembled a small team to work on the project. The new plan will include both instructional and student services components. Once the Educational Master Plan is in place, they will develop a Facilities Plan. The team will work with a consultant on an integrated planning model, which will ultimately result in a new Educational and Facilities Master Plan for the college.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that this week she will host the annual student services planning meeting at her home. Each department will present their new goals for 2010-2011, progress on their 2009-2010 goals, and a report on their SLOs. Mr. Robert Iverson, Director of Purchasing and Warehouse, will provide an update on the move to the new Student Services Building; Dr. Hao will discuss the strategic planning process and SLO assessment; and Mr. James Woolum, Program Review Coordinator, will discuss program review.

Student Services is working with Mr. Richard Ghidella, Business instructor, and his students to facilitate student focus groups for input to the Educational and Facilities Master Plan. They have identified approximately 10 student groups that will be given structured, but open-ended questions. Mr. Ghidella and his students will facilitate the groups, take notes, and analyze the responses.

Dr. Hamilton said that this remains a busy time for Counseling Programs and Services. They have scheduled 102 class visits for students enrolled in College Success/Basic

Skills, and sent letters to 2,328 students inviting them to meet with a counselor and reminding them to complete orientation. The Counseling and Advisement Center continues to see students for "in person" orientation. This summer, 1,312 students participated in a pretest and posttest for "in person" orientation, and over 1,600 students have logged onto the online orientation since March.

Carol R. Horton, Vice President of Finance and Administrative Services, commented on the Gann Appropriation Limit Calculation Resolution, agenda item. She also commented on agenda the revised 2010-2011 Budget Calendar agenda item, which moves the 2010-2011 budget adoption date to October 5, 2010, due to the state budget situation.

Mrs. Horton said the new T&E/TD building is a beautiful facility. She expressed her appreciation to her staff, saying it is the aim of her department to serve the college.

Roberta Eisel, Academic Senate President, said the Academic Senate held their first meeting of the year. The major item before them was the review and discussion of proposed changes to the annual and six year program review process. Mr. Woolum and Mr. John Vaughan, Fine and Performing Arts instructor, explained the changes and fielded questions. Another report was provided by Ms. Dana Hester, Physical and Natural Sciences instructor, regarding the Department Chairs Task Force. Ms. Hester summarized the recent work of the task force. The topic will continue to be on the agenda as representatives share ideas and questions.

Ms. Eisel said the Academic Senate looks forward to welcoming Dr. Perri, Dr. Malmgren, and Ms. Stephens for special reports in the near future.

Alejandra Delgado, Student Trustee, reported on ASCC activities. This week, ASCC held Club Rush, which provided an opportunity for all of the college clubs to introduce themselves to new students. ASCC also hosted Constitution Day. Student Trustee Delgado plans attend a Legislative Power Lunch in Covina, along with ASCC Legislative Liaison Cherry Villanueva, and she will participate in Duarte's Tribute to Route 66 Parade.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, provided details of a letter from Mr. Duke Freyermuth, Tutor Coordinator for Monrovia Schools. Mr. Freyermuth extended kudos to the offices of Financial Aid and Student Employment Services for providing young Monrovia students with over 18,000 tutorial hours by Citrus College students. He said Citrus College is a stellar example of what a college should be in support of the communities it serves.

Trustee Montgomery again expressed her appreciation to the Cosmetology Department for their commitment to community service in providing over 2,000 haircuts to local school children at the Foothill Unity's Back to School event.

Trustee Montgomery said the Convocation program was outstanding, and she congratulated Citrus College's "Shining Stars."

Edward C. Ortell, Member, Board of Trustees, congratulated President Woods, on his appointment as Acting Dean of the Business and Computer Technology Department at Pasadena City College.

Trustee Ortell thanked the Supervisors/Confidential Team and the Management Team for staffing the information booths that are so helpful to new students in the first few days of the semester.

Susan M. Keith, Member, Board of Trustees, thanked everyone who participated in Convocation. She said it is a great way to start the new academic year.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of August 17, 2010, as submitted. 5 Yes.

HEARINGS

Board President Woods opened a public hearing at 4:40 p.m., for the purpose of hearing public viewpoints on the District's proposed 2010-2011 GANN Appropriation Limit. Hearing no comments, he declared the public hearing closed at 4:41 p.m.

INFORMATION AND DISCUSSION

ASCC Executive Board Fall 2010 – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton introduced Ms. Martha McDonald, Dean of Students, who presented the ASCC Executive Board for Fall 2010.

Karlyn Bradley – Treasurer
 Nohemi Camacho – Commissioner at Large
 Chrissy Concannon – President
 Elisha Corona – Vice President
 Patricia Gonzalez – Senator
 Alejandra Gutierrez – Senator
 Julie Henderson – Commissioner of Public Relations
 Joanna Hou – Senator
 Thania Lucero – Senator
 Leo Marroquin – Commissioner at Large
 Stephanie Mathews – Senator
 Ashley Melvin – Recording Secretary
 Erick Sanzon – Senator
 Cherry Villanueva – Legislative Liaison

The students introduced themselves and provided the cities they live in and their majors. Several of the Board members complimented and encouraged the students regarding their involvement in college activities. Board President Woods said their involvement would provide them with many important skills and some great memories. Patricia Rasmussen, Vice President, Board of Trustees, asked the students to keep the Board informed of their activities. Trustee Ortell commented that the students are tremendously effective advocates in Sacramento. Trustee Keith said she hoped many of them would eventually run for public office and continue to be a voice for community colleges.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

CONSTRUCTION – CAPITAL PROJECTS

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve Change Order #2 in the amount of \$509.18 for Project #04-0910, Campus Safety Landscape. 5 Yes.

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Keith to allow staff to prepare specifications and formally bid Project #01-1011, Classroom AV Equipment. The projects will be funded from various District accounts. Award of contract will be by Board action. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 8: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve a \$2,500.00 annual membership to the San Gabriel Valley Economic Partnership. 5 Yes.

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve a \$105.00 annual membership to the Society for News Design. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Keith 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 Rasmussen and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 12:** Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTIONS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Ortell to adopt Resolution No. 2010-11-05 to establish the District's GANN Appropriation Limit of \$76,854,527 for the 2010-2011 fiscal year. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2010, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools, as revised. 5 Yes.
- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Revised 2010-2011 Budget Calendar that was approved by the Financial Resources Committee on September 13, 2010 moving the 2010-2011 Budget Adoption date to October 5, 2010. 5 Yes.
- Item 16:** Moved by Trustee Ortell and seconded by Trustee Montgomery to increase the Bookstore Fund revolving fund account from \$6,000.00 to \$7,000.00. 5 Yes.
- Item 17:** Moved Trustee Keith and seconded by Trustee Rasmussen to increase the Cafeteria Fund revolving fund account from \$2,100.00 to \$3,000.00. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 18:** Moved by Trustee Keith and seconded by Trustee Montgomery to accept Project #04-0910, Campus Safety Landscape as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$98,100.95. 5 Yes.

BOND

Item 19: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to appoint the following individual to the Measure G Oversight Committee for a two-year term (until September 2012):

1. Helen A. Storland, Member At Large

5 Yes.

CLOSED SESSION: At 4:50 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 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.

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>