

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

November 16, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, November 16, 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; 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, Lan Hao, Martha McDonald, and Sylvia Smythe

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Cecil Brower

Professional Experts: Suzanne Martinez

Students: Sydney Presley

VISITORS: Tom Gerfen

Geraldine M. Perri, Ph.D., Superintendent/President, expressed her appreciation to those who coordinated the Campus Safety ribbon cutting ceremony that preceded the Board meeting, including Ms. June Stephens, Executive Director of Development and External Relations; Ms. Paula Green, Director of Communications; Ms. Marilyn

Grinsdale, Protocol and Government Relations Officer; Ms. Jazmin Santillan, Administrative Secretary; and Ms. Martha McDonald, Dean of Students. Dr. Perri said it was a good event.

Dr. Perri was honored to participate in the Azusa Golden Days Parade on October 9, 2010, along with Board President Woods and Ms. Alejandra Delgado, Student Trustee. Citrus College won first place in the parade competition in the “pre-1920” auto division for our 1916 Chevrolet. Dr. Perri expressed appreciation to Mr. Mark Ferrari, Citrus College Foundation Board of Directors member, for donating the beautiful paint restoration work that was done on the car.

Dr. Perri was pleased to report that the college has received several good comments on the 5th Annual Saluting Our Veterans event. She said the event, which was featured in local news articles, was well organized and reflected positively on Citrus College. Dr. Perri also attended the first annual Veterans Breakfast where she said there was a spirit of fellowship among the guests. She said these events illustrate the value Citrus College places on our student veterans and our recognition of their service to our country.

The Steering Committee will be serving as the oversight committee for the college’s Educational Master Plan. They have identified two meeting dates before the end of the semester to begin the process.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that Bridges to Success has initiated a “Parent Ambassador Program.” The goal is to build positive links between the community and the college that will engage prospective students and their parents in activities that promote higher education and ease the transition to college. Fourteen parents from Azusa and Glendora participated in the first meeting, and an invitation has gone to all of our feeder schools.

Dr. Malmgren said 22 faculty and staff members were trained on the proper use of a fire extinguisher during a Fire Extinguisher Safety Training Workshop presented by Dr. Cliff Hadsell, EMT instructor.

Dr. Malmgren commended a 17-member committee that has been formed to explore a sustainable approach to textbooks. The committee has formed subgroups on various topics and will meet regularly.

Dr. Malmgren reported that the Licensed Vocational Nursing (LVN) program has received an award from the South Bay Workforce Investment Board for placing 100 percent of our LVN students in jobs.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Ms. Adrienne Thompson, Student Life and Leadership Development Supervisor, accepted an award on behalf of ASCC from the American Red Cross for the “highest per capita

participation” for their blood drive. ASCC received a second award from Huntington Hospital and the City of Hope for the most units of blood collected in the winter.

Dr. Hamilton said Admissions and Records is continuing to increase the number of online services available to students. An online non-credit application is being developed that will be similar to the credit application. In addition, students will soon be able to order transcripts online, 24 hours a day, seven days a week. Dr. Hamilton said a new online application for scholarships will also be available soon, replacing the paper application. This process will allow for automatic screening to match students with scholarships. The mandatory orientation requirement went into effect this fall. Dr. Hamilton said students who have not completed the orientation in person or online will not be given an appointment to register for winter or spring. When the student tries to find their appointment, they will be directed to in person and online orientation alternatives. When they complete the orientation, their appointment will become available.

Robert Sammis, J.D., Director of Human Resources, reported that Human Resources has completed two series of training workshops for managers and supervisor/confidential employees. One was on the classified hiring process and one was on the new supervisor/confidential evaluations.

Dr. Sammis said Human Resources continues to move forward on revising their Board policies and administrative procedures. His staff is also busy hiring five classified staff and seven faculty members for spring. He said the hiring committees have developed creative interview components.

Carol R. Horton, Vice President of Finance and Administrative Services, provided an update on the state budget. The Legislative Analyst’s Office (LAO) has recently reported that California will face a two-year budget shortfall of \$25.4 billion. Of this amount, \$6.1 billion is attributed to 2010-2011 and \$19.2 billion is attributed to 2011-2012. The governor has called a special session of the Legislature on December 6, 2010, to address the current year shortfall. Mrs. Horton said community colleges should be prepared for mid-year cuts in the current year. This could include a take-back of \$126 million in enrollment funding, which was part of the 2010-2011 budget. The specific fallout of the budget shortfall will depend on a number of factors including the extent and timing of revenue solutions. In light of this, Mrs. Horton said the college will not include growth dollars in our local budget.

Roberta Eisel, Academic Senate President, said Dr. Perri attended the Academic Senate’s November 10, 2010, meeting. They appreciated her update on several important topics, including the Strategic Plan, the Educational and Facilities Master Plan, responses to accreditation recommendations, the importance of engagement in the budgeting process through program review, the state budget, and possible impacts of the November election on Citrus College. Ms. Eisel also thanked Ms. Kim Holland, Director of Workforce Development, for an update on the “green” activities of the college.

Ms. Eisel was pleased to announce that Mr. John Vaughan, Academic Senate Past President, will be nominated for the Hayward Award for "Excellence in Education," sponsored by the Foundation for California Community Colleges.

The Sabbatical Committee members will meet this week to review eight sabbatical proposals.

Four Citrus College faculty members attended the recent fall plenary session of the Academic Senate for California Community Colleges. Mr. Vaughan and Ms. Eisel gave testimony at the hearing on disciplines list revision proposals. The breakout sessions included discussions on SB 1440 (Padilla: Transfer) and SB 1143 (Liu: Student Success and Completion).

Steve Siegel, CSEA President, extended an invitation to CSEA's annual Holiday Buffet on Thursday, December 9, 2010. The "table decorating contest" will return, and Mr. Siegel said Human Resources will no doubt be attempting to regain their title.

Alejandra Delgado, Student Trustee, said ASCC will host a Food and Toy Drive from November 16, 2010, through December 9, 2010. The proceeds will go to Foothill Unity.

December 6, 2010, through December 9, 2010, ASCC will host "Night Owls," which will provide extended Campus Center hours so students can study for finals.

ASCC Board elections for the spring semester will take place December 7, 2010, and December 8, 2010.

Susan M. Keith, Member, Board of Trustees, provided an update on the work of the Citrus College Foundation. She said the Foundation Board is planning to host a winter event prior to a performance of *Christmas Is...* for past and present Foundation donors. She reported that the financial status of the Foundation is good. Trustee Keith said they are fortunate to have a lively, engaged Board of Directors.

Trustee Keith and **Joanne Montgomery, Clerk/Secretary, Board of Trustees**, attended the Theatre Department production of *Twelve Angry Jurors*. Trustee Keith said the performances were excellent and the production will be entered in the Kennedy Center's annual competition. Commenting on the performance, Trustee Montgomery said the amazing talent of our students is a reflection on our faculty and the level of instruction they provide.

Trustee Montgomery complimented the *Clarion* newspaper on the latest edition and said she is continually impressed with the quality of the newspaper and the numerous awards and recognitions they garner.

Patricia Rasmussen, Vice President, Board of Trustees, commented on recent college events she has attended, including a performance of All Shook Up, A Night of Music from Film, the 5th Annual Saluting Our Veterans, and the Campus Safety ribbon

cutting ceremony. She expressed her appreciation to those who coordinated these events and productions. Trustee Rasmussen said our annual events grow more impressive each year.

Trustee Rasmussen also complimented the efforts of the college's newly-formed Transfer Task Force and the college's continued work on "My Citrus Story."

Edward C. Ortell, Member, Board of Trustees, congratulated our athletic teams for some very exciting fall sports events. Trustee Ortell complimented our players on their professional demeanor, and said these activities provide a great learning opportunity for students. Trustee Ortell also commented on the Campus Safety ribbon cutting ceremony, saying it was well done. He complimented Dr. Perri for the fine job she is doing in leading the college.

Trustee Ortell commented on the state budget situation and efforts taking place in the state to redefine the role of community colleges. He said it is important that community colleges remain comprehensive colleges. He said they will learn more on the implications of the state budget at the Community College League of California's annual convention this coming weekend.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of October 19, 2010, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Bridges to Success Grant Update Presentation – Irene Malmgren, Ph.D. Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Sylvia Smythe, Director of College Success. Ms. Smythe and Ms. Suzanne Martinez, Bridges to Success Project Coordinator, provided an update on the Bridges to Success Grant, including the six components of the program. Ms. Gina Hogan, Language Arts instructor and faculty mentor for the program, and Mr. Andrew Franco, Ms. Chelsea Lowe, and Ms. Jeannette Cabrera, students who work with other students as part of Supplemental Instruction, provided information and personal insights. Trustee Rasmussen commented on the Parent Ambassador component and the importance of parent involvement; Trustee Keith thanked faculty who spend time outside of the classroom to mentor students; and Trustee Ortell commented on the high unemployment numbers for returning veterans and inquired about the possibility of a component in Bridges to Success for veterans.

Campus Safety Report – Jeanne Hamilton, Ph.D., Vice President of Student Services

Dr. Hamilton introduced Ms. Martha McDonald, Dean of Students, who introduced Mr. Anthony Giannone, Campus Safety Supervisor; and Mr. Benjamin Macias, Campus Security Officer III, who presented an overview of the Campus Safety Report. The report indicates that crimes on campus are rare.

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

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

SURPLUS PROPERTY

Item 6: Moved by Trustee Keith and seconded by Trustee Montgomery 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.

PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 8: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 9: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended September 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. 5 Yes.

CONTRACTS

- Item 11:** Moved by Trustee Keith and seconded by Trustee Montgomery to authorize the Director of Performing Arts to sign contracts for the 2011-2012 schedule of events for the Haugh Performing Arts Center. 5 Yes.

BOARD POLICIES

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first reading of Board Policy BP 3540 Sexual Assaults on Campus. 5 Yes.
- Item 13:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the first reading of Board Policies BP 3280 – Grants; BP 3715 – Intellectual Property. 5 Yes.
- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first read of BP 7210 – Sabbatical Leave. 5 Yes.
- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the second read of BP 7602 – Evaluation: Supervisor/Confidential Employees. 5 Yes.

LIQUOR LICENSE

- Item 16:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held December 10, 2010, from 6 to 8 p.m. on the Citrus College campus. 5 Yes.

CLOSED SESSION: At 5:25 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

RECONVENE OPEN SESSION: At 6:14 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:15 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery to adjourn the meeting.

December 7, 2010

Date

Edward C. Ortell
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>