

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

December 7, 2010

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

Outgoing Board President Woods called the meeting to order at 4:16 p.m. Outgoing 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; Cathy Napoli, CSEA Past-President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Sara Gonzales-Tapia, Paula Green, Lan Hao, Kim Holland, Martha McDonald, and Sylvia Smythe

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Nancy Alkana and Susan Guitron

VISITORS: Tom Gerfen and Health McGee

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that Citrus College was one of the winners in the Beacon Newspaper Group's Annual Readers Choice Poll. The college was selected as first runner-up in the "Best Institution

of Higher Learning” category. Dr. Perri commended Ms. Paula Green, Director of Communications, and Ms. Stacy Armstrong, Publications Specialist, for their work with local media.

Dr. Perri received a letter from the Community College League of California (CCLC) thanking Citrus College for helping to make CCLC’s 2010 Annual Convention and Partner Conferences an outstanding success. Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs; Ms. Green; Mr. Robert Slack, Director of Fine and Performing Arts; Ms. Ann Heming, Fine and Performing Arts Program Supervisor; Mr. Mike LeBrun, Department Aide; Mr. Gino Munoz, Music Instructor; and Mr. Alan Waddington, Instructional Lab Technician III; for coordinating Citrus College’s participation at the convention.

Dr. Perri provided a handout on transfer legislation SB 1440, which requires community colleges to develop new associate degrees for transfer to the California State University system. The handout provides guidelines and answers questions about the requirements.

Dr. Perri was pleased to accompany Mrs. Joanne Montgomery, Outgoing Clerk/Secretary and Incoming Vice President, Board of Trustees at the Monrovia Holiday Parade. Dr. Perri looks forward to participating in the annual Glendora Christmas Parade on December 11, 2010 with Dr. Patricia Rasmussen, Outgoing Vice President and Incoming President, Board of Trustees.

Dr. Perri thanked Dr. Gary L. Woods, Outgoing President and Incoming Member, Board of Trustees; Trustee Montgomery; Dr. Edward C. Ortell, Incoming Clerk/Secretary, Board of Trustees; and Mrs. Susan M. Keith, Member, Board of Trustees; for attending Friday’s successful meeting and campus tour with Senator Bob Huff. She gave special thanks to Ms. Philomena O’Shea, Cafeteria Supervisor, for the delicious lunch; Ms. Marilyn Grinsdale, Protocol and Government Relations Officer; for coordinating the senator’s calendar; Mrs. Christine Link, Executive Assistant, for meeting and tour logistics; and Dr. Malmgren for leading the tour.

Dr. Perri reported that the Steering Committee has been working as the oversight committee for the Educational and Facilities Master Plan. The process began at the November meeting where the consultants reviewed the expectations for the Educational and Facilities Master Plan and how this process will coordinate with the Educational and Facilities Master Plan and the Strategic Plan. Dr. Perri thanked Dr. Malmgren for leading the recent Educational and Facilities Master Plan all-college forum.

Dr. Perri congratulated Ms. June Stephens, Executive Director of Development and External Relations, for securing a \$5,000 donation for the Valley’s Got Talent fundraiser from Pacific Western Bank.

Dr. Perri invited the college community to attend the Superintendent/President's Holiday Reception, "There's Snow Place Like Citrus," on December 14, 2010, in the Center for Innovation Community Room.

Irene Malmgren, Vice President of Academic Affairs, reported that enrollment for the winter session has begun, and classes are 84 percent full. An additional 36 sections have been added over last winter.

Dr. Malmgren was pleased to announce that the Child Development Center will host a "snow day" on December 15, 2010, with real snow.

The college's Emergency Management and Homeland Security program was approved several years ago. Due to budget concerns, the college had not been able to offer any of the classes. Dr. Malmgren was pleased to report that the first classes in the program series will begin in spring 2011.

The STEM annual report is ready to send to Washington, D.C. Dr. Malmgren said STEM is showing excellent outcomes in three major areas: students declaring a major in STEM have increased 56 percent; Citrus College associate degrees in STEM majors have increased 68 percent; and STEM students' transfer rates to 4-year institutions have increased dramatically.

Dr. Malmgren introduced Ms. Kim Holland, Director of Workforce Development, who reported on the college's public works and water technology programs. This spring, Citrus College will offer \$3,000 in scholarships, made possible by the proceeds from our annual Water Awareness Day, to our students in these programs. In addition, two of our industry partners have volunteered financial support for students. The Maintenance Superintendent's Association has offered twenty-five \$200 scholarships in addition to the \$7,000 in scholarships they award annually. The Southern California Water Utilities Association will provide twenty-five \$100 book vouchers for our Water Technology students this spring. In addition, the Foothill Workforce Investment Board awarded Citrus College a contract for \$123,000 to provide instruction and support services that will bring 25 students from unemployment to a new career in the drinking water industry.

Jeanne Hamilton, Ph.D., Vice President of Student Services, said CARE and CalWORKs are celebrating their second annual Adopt an Angel program for the children of CARE and CalWORKs students. College employees were invited to donate a gift to a child.

Dr. Hamilton said Ms. Joanne Hinojosa, EOP&S/CARE Supervisor; and Ms. Barbara Munoz, Student Services Assistant; invited foster youth to participate in a "Foster to Famous" event to assist foster youth as they prepare for emancipation. Ms. Hinojosa worked with classmates at Azusa Pacific University, where she and Ms. Munoz are enrolled in the licensed clinical social work program.

Student Affairs is rewriting the curriculum for the student government class from a sociology class to Foundations of Leadership. This course will be a pre- or co-requisite for student government officers, but will also be open to other students.

Reporting on college programs and activities, Dr. Hamilton said Ms. Ivon McCraven, Coordinator of School Relations; has developed a manual for training the parent ambassadors in the Bridges to Success program; the Owl Bookshop will host an open house on December 8, 2010; and Mr. Tedd Goldstein, Student Employment Services Supervisor, is once again coordinating the college's participation in the Azusa USD/Azusa Chamber of Commerce annual High School Job Shadow Day. The event will take place on February 24, 2010.

Robert Sammis, J.D., Director of Human Resources, provided an update on the training sessions for managers and supervisors. There have been three sessions on the new supervisor/confidential evaluation process and two supervisors have volunteered to do a test run. The new process will be implemented for all supervisor/confidential employees next June.

Dr. Sammis expressed appreciation to faculty, administrators, and his staff for keeping the faculty hiring process for spring hires moving forward during this busy time. He said the process is going well.

Roberta Eisel, Academic Senate President, said at their next meeting the Academic Senate will continue forum discussions on "Statewide Hot Topics," including the implementation of SB 1440, SB 1143, and the CCLC's Commission on the Future report. They continue to review and act on Board Policies and Administrative Procedures.

Ms. Eisel said the faculty is engaged in the Educational and Facilities Master Plan process, which includes meetings of discipline faculty groups with the consultants. They are finding it to be a productive experience.

The Academic Senate is looking forward to addressing several important issues in the spring semester.

Cathy Napoli, CSEA Past President, provided a reminder about the CSEA Holiday Buffet, and said there will be a special drawing for a quilt made by a CSEA member. On behalf of the classified staff, Ms Napoli wished everyone a happy holiday season.

Alejandra Delgado, Student Trustee, reported on ASCC activities. As part of Stress Busters Week, the ASCC hosted a comedian in the Campus Center and free chair massages for students with ASCC stickers. In addition, the Campus Center will be open next week until 11:00 p.m. for "Night Owls," providing a safe, warm place to study for finals.

Patricia Rasmussen, Outgoing Vice President and Incoming Vice President, Board of Trustees, attended the CCLC Convention, and she reported on several informative sessions. Topics included the CCLC's 2020 Vision for Student Success report; President Obama's national effort to increase college completion rates and his first White House Summit on Community Colleges; a shift in focus for community colleges from "access" to "success;" the inevitability of student fee increases; digital textbooks and other open education resources; the need for community colleges to focus on their core mission; the Legislature's focus on completion rates; and other timely topics.

Joanne Montgomery, Outgoing Clerk/Secretary and Incoming Vice President, Board of Trustees, also attended the convention. The video featuring Citrus College's Veterans Center that was shown at the White House Summit on Community Colleges was shown, and Trustee Montgomery said our Veterans Program received many compliments. Trustee Montgomery extended best wishes to the college community for the holidays and the new year.

Susan M. Keith, Member, Board of Trustees, said one of the topics discussed at the meeting with Senator Huff was the cost of textbooks. She expressed her hope that efforts would continue to help students meet the challenge of securing textbooks or alternative educational resources at affordable prices.

Edward C. Ortell, Member and Incoming Clerk/Secretary, Board of Trustees, appreciated the opportunity to discuss several important topics with Senator Huff and to provide him with the community college perspective.

Trustee Ortell congratulated Citrus College's men's basketball team for winning the Neil Edwards Classic tournament for the third time in four years. The tournament is hosted by Citrus College.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of November 16, 2010, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced auditors Ms. Renee Graves and Ms. Heather McGee from the firm of Vincenti, Lloyd and Stutzman, Certified Public Accountants. Ms. Graves and Ms. McGee provided an overview of audits for the District, the Citrus College Foundation, and Measure G Bond Funds. The reports were all clean, unqualified statements. Mrs. Horton thanked Ms. Rosalinda Buchwald, Director of Fiscal Services; Ms. Lucia Blades, Accounting Supervisor; and all of the

business office and purchasing staff for their diligent work that has resulted in these excellent audit reports.

Program Review – Anthropology – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Program Review – Tech Prep – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren provided highlights of the program reviews for Anthropology and Tech Prep. For Anthropology, all courses are ADA compliant and can be taught in different modalities. Currently, program expansion is on hold due to budget constraints. With regard to Tech Prep, institution and course level articulation agreements support development of CTE programs of study that bridge secondary to postsecondary programs.

Program Plan for Extended Opportunities Programs & Services 2010-2011 – Jeanne Hamilton, Ph.D., Vice President of Student Services

Dr. Hamilton provided highlights of the Program Plan for Extended Opportunities Programs and Services (EOP&S) for 2010-2011. The EOP&S program has been around for 40 years, but budget cuts to categorical programs have reduced the number of students served in the last few years. Demand for EOP&S services continues to rise.

INDEPENDENT CONTRACTORS

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

CONSTRUCTION – CAPITAL PROJECTS

Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Change Order #5 in the amount of \$38,935.00 for Project #10-0607, Student Services Building. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 5: Moved by Trustee Keith 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 6: Moved by Trustee Keith 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 7: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD OF TRUSTEES

Item 8: Moved by Trustee Ortell and seconded by Trustee Keith requested to elect **Patricia Rasmussen** for the office of President of the Board of Trustees for the period from December 1, 2010, through November 30, 2011. 5 Yes.

On behalf of the Board, Incoming Board President Rasmussen presented Outgoing Board President Woods with a plaque in honor of his service and leadership throughout 2010.

Item 9: Moved by Trustee Keith and seconded by Trustee Woods to elect **Joanne Montgomery** for the office of Vice President of the Board of Trustees for the period from December 1, 2010, through November 30, 2011. 5 Yes.

Item 10: Moved by Trustee Woods and seconded by Trustee Keith to elect **Edward C. Ortell** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2010, through November 30, 2011. 5 Yes.

Item 11: Moved by Trustee Keith and seconded by Board President Rasmussen to elect **Susan M. Keith** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 3 Yes. 2 No (Ortell/Woods).

Item 12: Moved by Trustee Keith and seconded by Trustee Ortell to select **Joanne Montgomery** as an Annual Representative to the Los Angeles County School Trustees Association for 2011. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.

Item 13: Moved by Trustee Woods and seconded by Trustee Montgomery to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2011. 5 Yes.

Item 14: Authorization is requested to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2010, through November 30, 2011, as follows:

Date: 1st & 3rd Tuesdays

Time: 4:15 p.m.

Place: Citrus Community College District Board Room (AD 202)

5 Yes.

Item 15: Moved by Trustee Keith and seconded by Trustee Ortell to select **Joanne Montgomery** and **Trustee Woods** as the Board of Trustees ad-hoc committee for 2011 to determine the instrument or process to be used in Board self-evaluation.

5 Yes.

AUDITORS

Item 16: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2010.

5 Yes.

SIGNATURES AUTHORIZATION

Item 17: Moved by Trustee Keith and seconded by Trustee Woods to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 7, 2010, through November 30, 2011.

5 Yes.

Item 18: Moved by Trustee Woods and seconded by Trustee Ortell to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained.

5 Yes.

BIDS

Item 19: Moved by Trustee Woods and seconded by Trustee Keith to allow staff to prepare specifications and formally bid Project #02-1011, District-wide Emergency Generators. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action.

5 Yes.

SABBATICAL – FACULTY

Item 20: Moved by Trustee Keith and seconded by Trustee Montgomery to approve Faculty 2011-2012 Sabbatical Leave recommendations as follows:

Bruce Solheim

Spring 2012 Semester

David Kary

Fall 2011 Semester

Claudia Pohl

Spring 2012 Semester

5 Yes.

CURRICULUM

Item 21: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the new courses and the deleted courses. 5Yes.

BOARD POLICIES

Item 22: Moved by Trustee Keith and seconded by Trustee Woods to approve the second and final reading of Board Policy BP 3540 Sexual Assaults on Campus. 5 Yes.

Item 23: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the second reading of Board Policies: BP3280 – Grants; BP3715 – Intellectual Property. 5 Yes.

Item 24: Moved by Trustee Keith and seconded by Trustee Woods to approve the second read of BP 7210 – Sabbatical Leave. 5 Yes.

CLOSED SESSION: At 5:10 p.m., Incoming Board 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, (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 5:25 p.m., Incoming Board President Rasmussen reconvened the meeting to open session with no action taken.

BOARD WORK SESSION

The Board reviewed the following:

- Board 2009-10 goals
- Board Policy Review (BP 2715, Code of Ethics/Standards of Practice; AP 2715, Code of Ethics/Standards of Practice; and)

The Board had discussion facilitated by Meryl Marshall-Daniels, Two Oceans Consulting Group, regarding the following

- CEO/Board relations and modes of communication with the CEO and amongst Board members.

This discussion will be carried over to the January 18, 2011, meeting

ADJOURNMENT: At 7:02 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting.

January 18, 2011

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>