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

May 4, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 4, 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 Karine Ponce (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; Jack Call, 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, Steve Lindsey, Lucinda Over, Sylvia Smythe, and Edward Trickey

Faculty: Jack Call

Supervisors/Confidential Team: Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

Classified Employees: Roy LaBomme

Adjunct Faculty: Bill Zeman

Students: Cirin Hernandez

VISITORS: Bob Cruz and Tom Gerfen

COMMENTS FROM THE AUDIENCE
Mr. Bill Zeman, CCAFF/CFT representative, introduced himself. Mr. Zeman reported on the recent CFT convention and their rally during the March in March in Sacramento. He is hopeful that CCAFF/CFT and Citrus College can work together to prevent further erosion to public education in California.
Board President Woods requested that all those in attendance complete a Board Evaluation External Survey, which was distributed by Dr. Dr. Lan Hao, Director of Institutional Research.

**Geraldine M. Perri, Superintendent/President,** provided background information on the recent Sempra Energy Foundation award of $25,000 for scholarships for Citrus College students. She introduced Ms. Valarie Lurtyaovarit, Community Relations Manager, Southern California Gas Company; Mr. Jerry Butkiewicz, Workforce Readiness Manager, San Diego Gas & Electric; and Mr. Robert Cruz, Public Affairs Manager, Southern California Gas Company; who made a “big check” presentation for the $25,000 grant. In March 2010, the Sempra Energy Foundation announced they would be making a total of $250,000 in grants to California community colleges to support training for “green jobs.” Citrus College was one of 10 colleges in the state to receive this funding.

Dr. Perri thanked the members of the Board for attending the Community College League of California (CCLC) Annual Trustees Conference in Long Beach. Board members attended work sessions and also a SanFACC meeting, which took place during the conference. Edward C. Ortell, Member, Board of Trustees, was honored at the conference for over 40 years of service as a community college trustee.

Dr. Perri provided an update on the state budget. She said there is still no information from Sacramento regarding the Governor’s May Revise. Current state revenues for April are coming in below the projected level, which will result in additional challenges for 2010-2011. Citrus College is working on a tentative college budget and identifying strategies for cost containment and revenue generation. It is our goal to offer an instructional schedule that builds in 2 percent growth, in the event the Governor’s proposal for 2.2 percent growth is supported. We will tighten our budget by reducing on-call hourly staffing, travel, mileage, memberships, supplies, equipment, contracts, and consultants and we will defer the filling of vacancies.

Dr. Perri thanked Ms. Karine Ponce for serving as Student Trustee over the past year. She said Student Trustee Ponce has proven to be a true student advocate, leader, and ambassador for Citrus College.

Dr. Perri congratulated Dr. Irene Malmgren, Vice President of Academic Affairs, for successfully completing her doctorate.

**Irene Malmgren, Vice President of Academic Affairs,** reported on STEM activities, including lectures as part of their guest speakers series and a workshop on careers in engineering. Dr. Malmgren said data provided by the Office of Institutional Research for 2009-10 shows higher grades for students participating in Supplemental Instruction, Focus on Calculus, and the Math Success Center as compared to those who do not. Through the Bridges to Success grant, the Writing Café will pilot this summer. The Writing Café will be a place where any Citrus College student will be able to get help with a writing assignment in a welcoming atmosphere.
Jeanne Hamilton, Vice President of Student Services, reported on recent and upcoming workshops for students. On April 22, 2010, over 120 students attended the Careers in Health Workshop. Representatives from Loma Linda, Charles Drew, and Western University of Health Sciences discussed the medical professions. On April 30, 2010, the Center for Teacher Excellence and the University of La Verne co-sponsored Future Teacher Day for Citrus College students at the University of La Verne. Seventy-two students participated. On May 20, 2010, the Career/Transfer Center will sponsor a workshop on Transfer Admission Guarantees for various UC campuses. These agreements are very important, now that UCs and CSUs are limiting admissions.

Dr. Hamilton said it was a pleasure to interview students for Man and Woman of the Year. Two outstanding, inspirational students have been selected for 2010, and their names will be announced at the Achievement Awards on June 3, 2010. Dr. Hamilton announced the dates of several other end-of-the-year recognition ceremonies, including the Transfer Reception and the EOP&S Recognition Ceremony, both on June 4, 2010, and Commencement on June 12, 2010.

Carol R. Horton, Vice President of Finance and Administrative Services, said her department is anticipating the release of the Governor’s May Revise, which may be an amalgamation of the Governor’s initial budget proposal and the Legislative Analyst Office’s proposed budget. A preliminary college budget has gone out to deans and directors for their review and input.

Jack Call, Academic Senate President, provided highlights of the Plenary Session of the statewide Academic Senate that was held April 15-17, 2010. One session dealt with a law that will take effect on July 1st mandating that textbooks and textbook prices for each course be listed in the schedule of classes. Another session explored changes in Title 5 with regard to the application of prerequisites. In addition, several resolutions were passed, including one that expressed “Ongoing Concerns with ACCJC,” a resolution to support legislation for the establishment of transfer associate degrees; and a resolution that declined to recognize the Chancellor’s Office MOU with Kaplan University “due to the process by which it was generated.”

Dr. Call said at the last local Academic Senate meeting they heard three reports: an update on mandatory orientation by Ms. Kristie Shimokawa, Coordinator of Non Credit Matriculation; a further discussion on priority registration during a time of budget cuts by Ms. Jennifer McLeod, Counselor, and Dr. Hamilton; and an update on the College Success program by Ms. Sylvia Smythe, Director of College Success. The Academic Senate voted to establish an ad hoc committee on priority registration to follow up on that discussion.

Steve Siegel, CSEA President, distributed buttons in recognition of Classified School Employees Week 2010. He said the classified staff are looking forward to the annual CSEA breakfast on May 21, 2010. Mr. Siegel added that the classified staff participated in Spring Fest by providing three blackjack dealers for Casino Day.
Karine Ponce, Student Trustee, thanked Dr. Perri and the entire Board of Trustees for a wonderful year. She said she has learned a great deal and has become passionate about student advocacy.

Student Trustee Ponce reported on several ASCC events including, Cinco de Mayo and Club Day. Student Trustee Ponce also participated in Café con Leche, where she served as a translator. She is looking forward to the Psi Beta inauguration ceremony for honor society students and an event entitled, “Vocational Mixture,” where career/technical and transfer students will meet and mingle.

Patricia Rasmussen, Vice President, Board of Trustees, complimented Student Trustee Ponce for being an outstanding student leader. Trustee Ortell added that Student Trustee Ponce has been a tremendous advocate in Sacramento on behalf of students.

Edward C. Ortell, Member, Board of Trustees, commented on the CCLC conference, saying the sessions were excellent. He also reported on the recent California Community College Trustees board meeting, where they heard a report from the Legislative Analyst’s Office (LAO). The LAO is very serious about raising student fees to $40, which Trustee Ortell said could have a very negative impact on all community colleges.

Trustee Rasmussen congratulated Dr. Malmgren on earning her doctorate. She also congratulated Dr. Perri on a wonderful article in the Glendoran magazine that featured Dr. Perri and her career in education. Trustee Rasmussen gave kudos to the Clarion for being awarded “general excellence” for their online publication by the Journalism Association of Community Colleges. Trustee Rasmussen said Mr. Ben Bollinger, former Dean of Fine and Performing Arts, will be honored at the Citrus Singers Spring Show.

Trustee Rasmussen attended several informative sessions at the CCLC conference, including one on parcel taxes. Some of the advantages of a parcel tax include that it can be a very small amount for a defined period, and it is revenue that can be used for almost any district need. Trustee Rasmussen said the San Mateo CCD currently has a parcel tax measure on the June 2010 ballot. The measure will have to pass at a two-thirds voter approval rate, which makes it a test case.

Susan M. Keith, Member, Board of Trustees, said the CCLC conference was rich in content and focused primarily on student success. Trustee Keith said a CCLC taskforce, “Commission on the Future,” is considering a model for student success that involves incentives for community colleges that are performing well by implementing best practices for student success.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she found a session at the CCLC conference on transfer particularly informative. A bill to watch is SB 1440 (Padilla), which deals with community college transfers to UC and CSU.
Trustee Montgomery also thanked Dr. Perri for attending an event honoring “Monrovia Reads.” She said many Citrus College students volunteer to work with K-12 students as part of the Monrovia Reads program, and the program is of great benefit to both our students and the K-12 students in Monrovia.

Board President Woods commented on valuable information he received at the CCLC conference. The session on the Brown Act included a discussion on electronic communications and implications of the Brown Act on community college foundations. He also attended a session on the “greening” of California’s community colleges. He commended the efforts of the Citrus College community for being proactive in that regard.

MINUTES
Item 1: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of April 6, 2010. 5 Yes.

INFORMATION AND DISCUSSION

Board Goals Presentation – Jeanne Hamilton, Vice President of Student Services, and Irene Malmgren, Vice President of Academic Affairs

Dr. Hamilton and Dr. Malmgren provided an update of college-wide activities that have supported and helped to achieve 2009-10 Board Goals. The Board will consider goals for 2010-11 at their retreat in July.

Instructional Support Program Review: Child Development Center 2009-2010 – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided highlights of the program review for the Child Development Center. Program strengths include the training of student workers to be teachers, with two students receiving paid teacher hours each year and a flexible schedule that allows student parents the freedom to take classes, work in study groups and attend field trips. Areas for program growth include additional and continual emergency training and managing of staff costs.

Program Review – Health Occupations: Emergency Medical Technician – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren also provided highlights of the program review for Health Occupations: Emergency Medical Technician. Program strengths include a well respected program with strong clinical partner relationships and convenient class offerings for returning adult students. Areas for program growth include the need to pursue an accredited full-service paramedic program and continued offering and strengthening of federal law enforcement emergency medical programs.
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.

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

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.
Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve A & B Warrants for March 2010. 5 Yes.
Item 5: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for March 2010. 5 Yes.

SURPLUS PROPERTY
Item 6: Moved by Trustee Keith 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.

CONSTRUCTION – CAPITAL PROJECTS
Item 7: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Change Order Six in the amount of $104,047.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.
Item 8: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Change Order Three in the amount of an increase of $64,765.00 and add zero (0) days to the time for completion for bid #10-0607, Student Services Building. 5 Yes.

PERSONNEL RECOMMENDATIONS
Item 9: 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 10: 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 11: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.
BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.
Item 12: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2010, and the forwarding of this report to the Chancellor’s Office and the Office of the Los Angeles County Superintendent of Schools.  
5 Yes.

CURRICULUM
Item 13: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the new courses, new programs, deleted courses, and deleted programs.  
5 Yes.

AGREEMENTS
Item 14: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the issuance of a sub-agreement between Citrus College Community College District and United Way of Greater Los Angeles. District will reimburse United Way of Greater Los Angeles actual costs for the performance of work under this sub-agreement in the amount not to exceed $30,769.  
5 Yes.

Item 15: Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve renewal of Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs.  
5 Yes.

BOARD POLICIES
Item 16: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus.  
5 Yes.

Item 17: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second reading of Board Policies BP 3720 - Computer and Network Use.  
5 Yes.

Item 18: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions.  
5 Yes.
LIQUOR LICENSE

Item 19: 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 May 22, 2010, from 6 to 7:30 p.m. on the Citrus College campus.

5 Yes.

CLOSED SESSION: At 5:40 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; and unrepresented employee: Superintendent/President.

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

Student Grievance Appeal: Grade Change

RECONVENE OPEN SESSION: At 7:12 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:13 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

May 18, 2010

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