

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

February 1, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 1, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado 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.

PERSONNEL RESOURCE 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, Lucinda Over, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Nohemi Camacho and Erick Sanzon

VISITORS: Andrew Gonzalez and Mark Ferrari

AGENDA

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to change the order of the agenda in order for the Measure G Citizens' Oversight Committee to present their annual report. 5 Yes.

INFORMATION AND DISCUSSION

Measure G Citizens' Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Mark Ferrari, Chairman of the Measure G Citizen's Oversight Committee (COC). Mr. Ferrari introduced the committee members in attendance, including Ms. Patricia Myers, Ms. Helen Storland, Mr. Jon Hart and Mr. Joseph Guarrera. Committee members Ms. Nikki Hull and Ms. Chrissy Concannon were not present. Mr. Ferrari presented highlights of the 2010 Citrus Community College District Project Update and Report to the Community to the Board. Board President Rasmussen thanked Mr. Ferrari and the COC members for all of their fine work. Mr. Ferrari said it is a pleasure to be a part of the COC, and he praised the college for our outstanding educational programs.

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by commenting on the Citrus College Foundation event, Valley's Got Talent. The production brought together some tremendous local talent and was also a great success for the Foundation, raising over \$72,000. She commended and thanked Ms. June Stephens, Executive Director of Development and External Relations; Mr. Tom Gerfen, Citrus College Foundation President; and Mr. Robert Slack, Dean of Fine and Performing Arts; for their effort and leadership in coordinating this performance. She also thanked the members of the Board for attending. Dr. Perri said the event received some excellent coverage in the local newspaper. Mrs. Susan M. Keith, Member, Board of Trustees and Board liaison to the Citrus College Foundation, expressed her appreciation to everyone involved.

Dr. Perri said that visits with our legislators in the Capitol during the Community College League of California (CCLC) Legislative Conference were critical in ensuring that they fully understood the impact of the budget reductions and our efforts to do more with less. She thanked Ms. Stephens and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for their attendance and their assistance with advocacy. Dr. Perri noted the advocacy information sheet in the Board packet that was prepared for their use in getting the word out on the implications of the state budget for Citrus College. The Board was also provided notes from a conference session on federal updates. She said the federal news is not good.

Dr. Perri had the opportunity to provide a "State of the College Update" to the Claremont Kiwanis Club. She thanked Trustee Keith for the invitation. In addition, Dr. Perri said this week she will be videotaped during an interview with the Metro Gold Line Construction Authority regarding the impact of the Foothill Extension on Citrus College.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, congratulated everyone who was involved with Valley's Got Talent and commended Mr. Slack and the Citrus College Foundation for their collaboration in producing the event.

Dr. Malmgren reported that Citrus College's *The Great American Songbook* production will be performed by other regional theaters, and it will become a source of revenue that will support the Fine and Performing Arts Foundation fund.

Citrus College's Fall 2010 Community Education brochure was selected and featured as one of the best brochure designs in the recent edition of *LERN Magazine*. The magazine is the leading periodical on lifelong learning. Dr. Malmgren gave kudos to Mr. James Lancaster, Dean of Career Technical and Continuing Education; Ms. Debra Vanschoelandt, Continuing Education Supervisor; and Ms. Stacey Donaldson, Publications Specialist; for designing the layout.

Dr. Malmgren said work on the college's new Master Plan continues, and there will be an all-college work session on FLEX Day. Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her staff are working on the facilities portion of the plan.

Jeanne Hamilton, Ph.D., Vice President of Student Services, was pleased to report that online counseling is in the pilot stages. She congratulated Ms. Lisa Villa, Counselor; Mr. Tom Cheng, Information Technology Support Specialist III; and Ms. Linda Welz, Chief Information Services Officer; for making this happen. Although it is still in the testing phase, within two hours of the program going live, students had found it and were submitting inquiries. Dr. Hamilton said that in a time of very limited resources, this will be an efficient way for students to access information.

Dr. Hamilton said ASCC students had the opportunity to take a brief tour of the new Student Services Building last Friday. She thanked Mr. Robert Iverson, Director of Purchasing and Warehouse; and Ms. Bernece Deck, Buyer; for leading the tour.

Robert Sammis, J.D., Director of Human Resources, said his department will conduct another training session for managers and supervisors in February. The training will be on sexual harassment prevention, and it will serve to satisfy the college's legal requirements for this type of training. He added that Human Resources has an ambitious training plan in place for the remainder of the year.

Dr. Sammis introduced Mr. Warren Kinsler, partner in the firm of Atkinson, Andelson, Loya, Ruud and Romo. Mr. Kinsler was there to present a Board work session on the Brown Act following the regular portion of the meeting.

Roberta Eisel, Academic Senate President, provided an update on SB 1440 (Padilla, 2010), now known as California Education Code sections 66745-66749. The first three disciplines for the Transfer Model Curricula (TMC) have been identified. They are psychology, communication studies and sociology. Community colleges can now move forward to put these associate degrees for transfer in place through an expedited process with the Chancellor's Office. The Citrus College team is ready to meet and discuss all options, and Dr. David Kary, Curriculum Chair, is drafting a letter to Citrus College faculty in those disciplines so they can engage in the process. There will also

be two breakout sessions on FLEX Day. The second group of TMCs will be administration of justice, kinesiology/physical education, and mathematics.

Ms. Eisel said the Academic Senate stands ready to support the quality and integrity of the college as we work together to address many serious challenges in the months and years ahead.

Alejandra Delgado, Student Trustee, said the CCLC Legislative Conference was a good experience. She had the opportunity to attend work sessions on the budget with students from other community colleges. She also spoke with our legislators on behalf of students.

Joanne Montgomery, Vice President, Board of Trustees, reported that she attended a work session at the CCLC conference on ethics. She said it was a very interesting topic on which there is much to learn.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, said the CCLC conference provided valuable information on timely topics. He praised Student Trustee Delgado for presenting the student perspective to our legislators, and added that she was a big asset to the advocacy team.

Susan M. Keith, Member, Board of Trustees, reported on a CCLC conference session on transfer legislation SB 1440. Trustee Keith said the tenor in Sacramento has improved over last year, with legislators appearing more invested in their role in the decision-making process. She added that the Department of Finance's proposal to cut a fixed percentage across the board would not serve community colleges well. Instead, community colleges should be given the option to make cuts strategically.

Trustee Keith also pointed out on a front-page article in the *Daily Bulletin*, where Governor Brown was quoted comparing the push toward democracy in Egypt and the need for Californians to have the opportunity to vote on extending taxes, as part of the democratic process.

Board President Rasmussen commented on the half-hour meetings with six of our local legislators in the Capitol. She said it is important to explain the impact of the budget on our college, including the problems with basing the cuts on a later census and the feasibility of asking community colleges to do more with less. She said everyone acknowledges that cuts are coming.

Board President Rasmussen said Mr. Mike Bilbrey, Bookstore Operations Coordinator, is running for state CSEA president. She congratulated Mr. Bilbrey for continuing to move up the ladder in that organization.

Board President Rasmussen also congratulated Mr. Slack, Ms. Stephens, and Mr. Gerfen for the success of Valley's Got Talent.

- Item 2:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the regular meeting minutes of January 18, 2011. 5 Yes.

INFORMATION AND DISCUSSION

Administrative Procedures – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton provided an overview of three administrative procedures that were included in the agenda for information only.

INDEPENDENT CONTRACTORS

- Item 3:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.
- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve facility rentals and usage. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended December 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.

CONSTRUCTION – CAPITAL PROJECTS

- Item 8:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve Change Order #6 in the amount of \$69,936.00 for Project #10-0607, Student Services Building. 5 Yes.

MEMORANDUM OF UNDERSTANDING

- Item 9:** Moved by Trustee Keith and seconded by Trustee Montgomery to amend the attached memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College, to be effective through September 30, 2011. 5 Yes.

BOARD OF TRUSTEES

Item 10: Moved by Trustee Woods and seconded by Trustee Ortell to nominate **Edward C. Ortell** to be a candidate for the California Community College Trustees Board.
2 Yes (Ortell, Woods). 3 No (Keith, Montgomery, Rasmussen).

BOARD POLICIES

Item 11: Moved by Trustee Woods and seconded by Trustee Keith to approve the second read of BP 3300 – Public Records. 5 Yes.

Item 12: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first reading of the following Board Policies: Board Policy 3810 Claims Against the District, and 3560 Alcoholic Beverages. 5 Yes.

BOARD WORK SESSION

The Board participated in a Brown Act Work Session presented by Warren Kinsler, Esq., Atkinson, Andelson, Loya, Ruud & Romo, a professional law corporation.

ADJOURNMENT: At 6:41 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting. 5 Yes.

February 15, 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>