

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

February 15, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 15, 2011, in the Administration Building Board Room.

Board Vice President Montgomery called the meeting to order at 4:16 p.m., on behalf of Board President Rasmussen who was called to jury duty service. Board Vice President Montgomery led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen (arrived at 5:55 p.m.), 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, Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Nohemi Camacho, Erica Irigoyen, and Erick Sanzon

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the college has just received an update on the budget from the Community College League of California (CCLC), which references a memo from the Legislative Analyst Office (LAO) that was leaked to the media. In order to resolve the state budget problem without tax increases,

the LAO suggests an additional \$585 million in cuts to community colleges on top of the \$400 million already included in the governor's budget. This would bring the reduction in funding for community colleges close to a billion dollars. The LAO proposes these cuts can be achieved by imposing a 90-unit cap on each student's taxpayer-subsidized credits; increase community college fees from \$26 per unit to \$66 per unit; and eliminating the state subsidy for intercollegiate athletics. Dr. Perri added that CCLC continues its advocacy efforts for a reduction in the workload measure and leaving census dates as they are currently.

Dr. Perri said the college will continue to monitor the state budget developments, and the Cabinet is preparing workload estimates based on the three state budget scenarios for Citrus College. It is likely the college will prepare two or three potential budgets for 2011-2012, given the uncertainty as to how the state budget will eventually play out.

Dr. Perri was pleased to report that Senator Bob Huff's February 15, 2011, newsletter, *Huff Headlines*, featured a story on his visit to Citrus College. The Senator was pleased to have the opportunity to tour several areas of the college and praised what he saw, including: the Veteran's Center, Health Occupations, Automotive Technology, and Recording Arts. His newsletter also noted that the Citrus College Veterans Center was featured as part of the White House Summit on community colleges.

Dr. Perri congratulated the college's men's and women's basketball teams on their wins over Glendale College last week, and she gave kudos to our Scholar-Ballers. In addition, Dr. Perri said she wholeheartedly supported the recommendation on the agenda to grant tenure to four faculty members, and she commended these fine faculty for achieving this milestone in their careers.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Citrus College men's and women's basketball teams will be co-hosting the Citrus College Basketball Cancer Awareness Night on February 19, 2011, as they play College of the Canyons. Citrus College joins 48 other colleges across the state in raising money for this cause.

Dr. Malmgren announced that the Writing Café will open for the spring on February 28, 2011. It will be staffed by seven lab supervisors, four of which have dual qualifications in both English and ESL, and ten student writing consultants. The College Success Center will pilot an online Success Center orientation, which will be more efficient, be accessible for deaf students, and allow all students to access the orientation at any time during the semester.

Regarding our STEM program, STEM outreach has been busy during the winter intersession. Activities included hosting 25 Monrovia High School students for rocket building and other interactive science activities; hosting 33 Claremont High School students for a biology lab; and hosting 48 Glendora High School students for science activities. Students from Azusa and Duarte High Schools are scheduled to come to the

college for similar activities this spring. On February 15 and 16, 2011, Supplemental Instruction (SI) leaders will be trained for spring SI in math, science, and English.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Campus Safety and the Glendora Police Department (GPD) conducted a lockdown drill as a practice for an actual campus emergency. The lockdown lasted for eight minutes. Employees were notified of the drill and that they should follow lockdown protocol. Citrus Alert was used to notify staff of the start and end of the drill. GPD and Campus Safety then debriefed and made recommendations for further training.

For the past two years, Ms. Lois Papner, Dean of Admissions and Records, has searched for a way to provide faculty with the ability to print their own attendance rosters so that they have an up-to-date list of students. With the assistance of TeCS, a program used at North Orange County CCD has been adapted that will allow faculty to go to their BANNER page and print rosters at any time. This will ensure that faculty are able to determine exactly which students are officially enrolled in their classes.

Dr. Hamilton reported that the veteran's grant has allowed the college to expand services provided to our veteran students. In addition, some of the funds are being used to hire a veteran student ambassador to reach out to veterans in the community. Mr. Charles Olsen is the new veteran student ambassador, and he spoke at the VFW in Azusa on February 12, 2011. Azusa Mayor Joe Rocha was in attendance and invited Mr. Olsen to City Hall on February 22, 2011, to record his presentation, which will be shown on local television channels. Mr. Olsen will also be the keynote speaker at Memorial Day events in Azusa and Monrovia

Roberta Eisel, Academic Senate President, said that the Academic Senate for California Community Colleges will hold its Accreditation Institute on March 18 and 19, 2011. She has been asked to contribute to two panels: "It's All About Student Learning: Using SLO Assessment in Institutional Planning and Resource Allocation" and "Closing the Loop." In preparation, she plans to gather information from the many experts here at Citrus College.

The first regular meeting of the Academic Senate will take place on March 9, 2011. Dr. Perri and Dr. Malmgren will provide updates on the budget. There will also be a report from Mr. Paul Swatzel, Academic Senate Treasurer, on the results of the sustainable textbook survey.

Alejandra Delgado, Student Trustee, said she is planning to attend the first SanFACC Student Leadership Mixer on February 25, 2011. The event will provide an opportunity to network student leaders from other SanFACC colleges and participate in a discussion on ways to collaborate and better support each other's advocacy efforts this year.

Joanne Montgomery, Vice President, Board of Trustees, commended the Athletic Department for honoring their Scholar-Ballers—athletes who maintain a GPA of at least 3.0. The recognition took place during the Owl's basketball games on February 9,

2011. This year, 69 Scholar-Ballers were honored for their academic achievement, a program record.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Keith to approve the regular meeting minutes of February 1, 2011, as revised.
4 Yes. 1 Absent (Trustee Rasmussen).

INFORMATION AND DISCUSSION

Foundation Presentation – June Stephens, Executive Director of Development and External Relations

Ms. Stephens presented an update on the status of the Citrus College Foundation. The Foundation ended its second quarter of the 2010-2011 fiscal year on December 31, 2010. Ms. Stephens reported on Foundation assets and provided year-to-year comparisons on revenue; unrestricted donations; annual campaigns; scholarships and grants; and programs and projects. She thanked the Citrus College employees who contribute through payroll deduction and said the Foundation will work to increase that number in the coming year. Trustee Montgomery thanked Ms. Stephens for the wonderful job she is doing.

General Obligation Bond Financing Update – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton presented a report on the college's General Obligation Bond financing. The college has completed 18 bond projects since 2005. However, assessed property valuations have fallen due to market conditions, and Mrs. Horton advises the District to wait for assessed valuations to rebound before issuing the final series D bonds. The college currently has sufficient bond funds to complete several projects, including the remodel of the Administration Building and continued implementation of the BANNER system.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Keith and seconded by Trustee Ortell to approve the attached list of independent contractor/consultant agreements as submitted.
4 Yes. 1 Absent (Trustee Rasmussen).

FACILITIES USAGE

Item 3: Moved by Trustee Keith and seconded by Trustee Ortell to approve facility rentals and usage.
4 Yes. 1 Absent (Trustee Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Keith and seconded by Trustee Ortell to approve A & B Warrants for January 2011.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 5: Moved by Trustee Keith and seconded by Trustee Ortell to approve purchase orders for January 2011. 4 Yes. 1 Absent (Trustee Rasmussen).

SURPLUS PROPERTY

Item 6: Moved by Trustee Keith and seconded by Trustee Ortell 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. 4 Yes. 1 Absent (Trustee Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Keith and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees, as revised. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 8: Moved by Trustee Keith and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 9: Moved by Trustee Keith and seconded by Trustee Ortell to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Trustee Rasmussen).

BIDS

Item 10: Moved by Trustee Woods and Trustee Keith to adopt the new bid threshold of \$78,900 effective January 1, 2011, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. 4 Yes. 1 Absent (Trustee Rasmussen).

RESOLUTION

Item 11: Moved by Trustee Keith and seconded by Trustee Woods to approve the attached Resolution in Support of California Community Colleges with regard to the Governor's Proposed Budget for the 2011-2012 fiscal year. 4 Yes. 1 Absent (Trustee Rasmussen).

BOARD POLICIES

Item 12: Moved by Trustee Woods and seconded by Trustee Keith to approve the final reading of the following Board Policies: BP3810 Claims Against the District and BP3560 Alcoholic Beverages. 4 Yes. 1 Absent (Trustee Rasmussen).

EMPLOYMENT – FACULTY

Item 13: Moved by Trustee Woods and seconded by Trustee Ortell to approve the granting of tenure to Dr. June Han for the 2011/2012 academic year. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 14: Moved by Trustee Keith and seconded by Trustee Woods to approve the granting of tenure to Mr. Rafael Herrera for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 15: Moved by Trustee Keith and seconded by Trustee Woods to approve the granting of tenure to Mr. Gino Munoz for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 16: Moved by Trustee Woods and seconded by Trustee Keith to approve the granting of tenure to Mr. Gerhard Peters for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

CLOSED SESSION: 5:00 p.m., Board Vice President Montgomery 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE OPEN SESSION: At 5:40 p.m., Board Vice President Montgomery reconvened the meeting to open session with no action taken.

BOARD WORK SESSION

The Board had discussion facilitated by Meryl Marshall-Daniels, Two Oceans Consulting Group, regarding the following (*Board President Rasmussen arrived at 5:55 p.m.*):

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

ADJOURNMENT: At 7:15 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting. 5 Yes.

_____ 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>