

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

April 5, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 5, 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 (arrived at 4:20 p.m.), 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 Student Services; 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, Jim Lancaster, Bob Slack, Sylvia Smythe, and Jody Wise

**Faculty**: Roberta Eisel, Carolyn Perry, and John Vaughan

**Supervisors/Confidential**: Marilyn Grinsdale, Glenna Johnson, and Eric Magallon

**Classified Employees**: Alan Waddington

**Adjunct Faculty**: Cecil Bower

**Students**: Nohemi Camacho, Chrissy Concannon, Yamato Kaneko, Gabrielle Lamarche, Andres Navarro, Erick Sanzon, Matt Serna, and Jennifer Young

**VISITORS**: Lucinda Abor

**COMMENTS FROM THE AUDIENCE**

On March 16, 2011, Ms. Natasha Kyle submitted a "Request to Address Board of Trustees" regarding "complaint/employee" to Mrs. Christine Link, Recording Secretary to the Board. Board President Rasmussen called for Ms. Kyle who was not in attendance.

**BOARD EVALUATION SURVEY**

Board President Rasmussen requested that all those in attendance complete a *Board Evaluation External Survey*, which was distributed by Dr. Lan Hao, Director of Institutional Research.

**Geraldine M. Perri, Ph.D., Superintendent/President**, congratulated the Citrus College Men's Basketball Team on their tremendous success this season in earning the title of "2011 California Community Colleges Athletic Association Men's Basketball State Runner-up." She introduced Ms. Jody Wise, Dean of Physical Education and Athletics, and thanked her for her leadership. Ms. Wise introduced Coach Chris Victor who thanked Dr. Perri and the Board of Trustees for their support of the team. He introduced the student athletes in attendance, many of whom are going on with scholarships to four-year institutions.

Dr. Perri was pleased to co-host the college Finance Forum with Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, on March 29, 2011. Dr. Perri and Mrs. Horton presented the latest information on the 2011-2012 state budget and the three budget scenarios for Citrus College, as outlined by the Community College League of California. The PowerPoint presentation is available online.

Dr. Perri thanked the entire Board for attending Senator Bob Huff's Education Summit on March 31, 2011. There was good attendance and media presence. Dr. Perri's interview with *Fox 11 News* aired that evening, and articles appeared in the *Glendora Patch* and the *San Gabriel Valley Tribune*. She thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for her efforts and leadership in coordinating the event.

Dr. Perri commented on the outstanding professionalism and sportsmanship of our athletic teams and staff, as demonstrated by their actions following a serious injury incurred by a Glendale College baseball team player at a recent game. Dr. Perri received an e-mail from the Glendale coach commending the way the Citrus College players and staff responded.

Dr. Perri commented on the new college publication, "Citrus College Report to the Community, Celebrating Success!" She said it is a nice way to highlight our positive relations with the communities we serve. She thanked Ms. Paula Green, Director of Communications and Ms. June Stephens, Executive Director of Foundation and External Relations, for their efforts in producing the report.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, introduced Social and Behavioral Science instructors and Honors coordinators Ms. Carolyn Perry and Mr. Brian Waddington. They introduced Citrus College students Mr. Yamato Kaneko, Phi Theta Kappa (PTK) president, and Ms. Gabrielle Lamarche, PTK vice president, who were honored at a luncheon in Sacramento on March 21, 2011. Mr. Kaneko was honored as a First Team All-California Academic Team Scholar and Guistwhite Scholarship recipient—one of twenty in the nation. Ms. Lamarche was honored as a Third Team All-California Academic Team Scholar.

Regarding college events, Dr. Malmgren said on March 30, 2011, Fine and Performing Arts hosted 1,387 high school students for the Annual Open House. In addition, Citrus College and the American Association of University Women co-hosted STEM Day for Girls on March 18, 2011. It was attended by 250 girls from all nine of our middle schools. On April 30, 2011, the college will hold a second Saturday physics workshop with Monrovia High School. A Monrovia High School teacher will join Ms. Lucia Riderer, Mathematics instructor; Calculus Peer Student Mentors; and Women in Mathematics students to teach a lab on “electrical circuits.”

Dr. Malmgren reported that College Success faculty are revamping the curriculum of Basic Skills English and Reading. Following new best practices to serve under-prepared students more efficiently and looking ahead at cuts to this already full program, the new curriculum combines courses for a more streamlined path to college level courses and transfer. Dr. Malmgren added that the Writing Café has become so popular with students that they now must book times a week in advance.

Dr. Malmgren was pleased to mention that the Child Development Center’s Hop-a-Thon for Muscular Dystrophy will take place on Thursday, April 7, 2011.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that a joint task force has met to discuss registration priorities in response to high student demand and the legislative analyst’s recommendations. TeCS provided data for review and decision-making. The task force will consider whether to recommend changes to the college’s registration priority procedures.

Dr. Hamilton said the EOP&S advisory committee met last week to review changes to the services offered by the program and statistics regarding student participation.

Dr. Hamilton reported that the High School Counselors’ Breakfast was very successful. Dr. Perri provided a welcome to the counselors from many area high schools. Dr. Hamilton said this annual event has been taking place at Citrus College for more than 25 years.

**Robert Sammis, J.D., Director of Human Resources**, commented on the Memorandum of Understanding Regarding Discipline: Suspension, Demotion, and Dismissal for Permanent Classified Employees that was included on the agenda for approval. He thanked the CSEA negotiating team for working to develop this new

process, which he said is much improved and will benefit both the classified staff and the District.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported that Kroner Environmental Services, Inc. performed a Phase 1 Environmental Site Assessment on the property located at 1155 Foothill Blvd, Glendora, which the District is planning to purchase. The assessment revealed no evidence of “recognized environmental conditions,” that would prevent the property from being used for parking. In addition, Leighton Consulting, Inc. conducted a preliminary geotechnical investigation, indicating the proposed parking and parking structure are feasible.

Mrs. Horton also commented on the agenda related to the 2011-2012 Budget Development Assumptions and Budget Calendar. Given that the state budget is not settled, these assumptions reflect two possible scenarios for the impending cuts in state funding.

**Roberta Eisel, Academic Senate President**, commented that at their March 23, 2011, Academic Senate meeting, Dr. Sammis explained the relationships between and among the 50 percent law, the 75/25 rule and the faculty obligation number. In addition, Ms. Martha McDonald, Dean of Students, gave a report on student conduct and safety.

The Academic Senate is working on several items, including reviewing the draft resolutions and recommendations for changes to the disciplines list in preparation for the statewide Academic Senate spring plenary session. They are also preparing for the first Sabbaticals Forum on April 14, 2011. Ms. Eisel added the results of the Academic Senate election will soon be available.

**Steve Siegel, CSEA President**, reiterated Dr. Sammis remarks about the development of the Memorandum of Understanding Regarding Discipline and added that it was a “pain free” process resulting in a far better procedure.

Mr. Siegel said he recently attended the CSEA Unsung Hero awards banquet in Long Beach, where two Citrus College CSEA members were honored, Mr. Robert Coutts, Programmer/Analyst III, and Mr. Steve Handy, Athletic Trainer II. Mr. Coutts has completed his advanced training as a job steward, and Mr. Handy received recognition for his work on the negotiating team, including his current role as chief negotiator. Mr. Siegel remarked on Mr. Handy’s family history of service to the college, saying that his father, Ross Handy, was a vice president at Citrus College for 35 years, and the Campus Center is named in his honor.

**Alejandra Delgado, Student Trustee**, said in recognition of VDay 2011 on April 13, 2011, there will be a performance of *The Vagina Monologues* in the Campus Center. Proceeds will go to the Women and Girls of Haiti and Project Sister Family Services for prevention of violence against women. Also, ASCC will hold a special election for a student representation fee. This one dollar fee will be used for student advocacy

efforts. She said student representation is very important in light of the proposed budget cuts.

**Joanne Montgomery, Vice President, Board of Trustees**, thanked Dr. Perri for the excellent job she did at the Education Summit and for all of the time she spends in the service of the college.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, said the Education Summit was very successful, and he complimented Dr. Perri on her *Fox 11 News* interview. He said it is particularly important to get our message out during this time of budget negotiations.

**Susan M. Keith, Member, Board of Trustees**, reported on several college events she has recently attended. She said "Hairray for Hollywood," was creative and beautiful, and she complimented Mr. James Lancaster, Dean of Career, Technical and Continuing Education, for the good job he did as master of ceremonies. Trustee Keith also enjoyed the Battle of the Big Bands, especially the finale, which had the audience on its feet with an adaption of *Jump 'N Jive* by Mr. Alan Waddington, Instructional Lab Technician III. She also attended the Education Summit and the Finance Forum, which she said was very informative.

Trustee Keith said she has sent copies of "Citrus College Fast Facts" to approximately 60 people in Claremont and has received a great deal of positive feedback.

**Patricia Rasmussen, President, Board of Trustees**, commented on the memorial service for Mr. Andy Sprogis, DSP&S Instructional Lab Technician, saying it was very moving, and it demonstrated the camaraderie and sense of family that exists in the college community.

Commenting on other college activities, Board President Rasmussen complimented Mr. Mike Hillman, Fine Arts instructor, on the "Itty Bitty Ceramics" exhibit in the college library. She praised the *Clarion* on an article about one of our Japanese students who made 1,000 origami cranes to raise funds for disaster relief in Japan. She is looking forward to attending the YWCA "Women of Achievement Awards" in June, where Dr. Perri will be honored.

Board President Rasmussen thanked Mr. Bob Bradshaw, Project Manager, for providing a tour of the Student Services Building. She said it is a phenomenal facility and she believes that the voters will be pleased to see what the college has accomplished with Measure G bond funds.

## MINUTES

**Item 1:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of March 15, 2011.

1 Yes (Board President Rasmussen).

4 No (Trustee Keith, Trustee Montgomery, Trustee Ortell, Trustee Woods).

**Item 2:** Moved by Trustee Woods and seconded by Trustee Ortell to table the regular meeting minutes of March 15, 2011.

2 Yes (Trustee Ortell and Trustee Woods).

2 No (Trustee Keith and Board President Rasmussen).

1 Abstain (Trustee Montgomery).

**INFORMATION AND DISCUSSION**

**Automotive Technology Program Presentation – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

Dr. Malmgren invited Mr. Lancaster to present a recruiting video that was created and produced by the Automotive Technology Program. The video is designed for distribution to high schools and continuation schools. Mr. Lancaster gave special thanks to the Automotive Technology faculty and students and Ms. Marti DeYoung, Career Technical Education Programs Supervisor.

**Program Review – Instrumental Music – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

Dr. Malmgren presented highlights of the program review for Instrumental Music.

**Admissions and Records Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services**

Dr. Hamilton presented highlights of the program review for Admissions and Records.

**Campus Safety Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services**

Dr. Hamilton presented highlights of the program review for Campus Safety.

**INDEPENDENT CONTRACTORS**

**Item 3:** Moved by Trustee Keith and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

**FACILITIES USE**

**Item 4:** Moved by Trustee Keith and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 5:** Moved by Trustee Keith and seconded by Trustee Woods to approve A & B Warrants for February 2011. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 6:** Moved by Trustee Keith and seconded by Trustee Woods to authorize Tek-Up Construction, Inc. to substitute Safeway Electric Building Services of Colton, California for RB Pacific, Inc. of Reseda, California, the listed subcontractor. 5 Yes.

**FIELD TRIPS**

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to approve a field trip for eight (8) students and one (1) faculty to compete/supervise at the NASA Space Center in Houston, Texas June 15-25, 2011. 5 Yes.

- Item 8:** Moved by Trustee Keith and seconded by Trustee Woods to approve a field trip/tour for thirty-nine (39) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra) and six (6) staff members to perform in Hawaii from June 29 through July 24, 2011. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

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

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 11:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the 2011-2012 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 2, 2011. 5 Yes.

**GRANT**

- Item 12:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the contract with and accept grant funds from the Board of Governors, California Community Colleges, Chancellor's Office to develop a Sustainability Plan Template in the amount of \$265,780 from December 1, 2010, through July 30, 2012. 5 Yes.

**BIDS**

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the award of RFP 2011-01, Sustainability Plan Template to Newcomb, Anderson, McCormick of San Francisco, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid amount of

\$242,610.00 is within budget and will be funded from a grant from the California Community Colleges Chancellor's Office. 5 Yes.

### **CONTRACTS**

**Item 14:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve a \$10,000 increase from \$60,000, totaling \$70,000 in the contract between Citrus College and Rio Hondo College for the San Gabriel Valley Career Technical Education Community Collaborative- Round Three during the remaining period of April 5, 2011, through December 31, 2011. 5 Yes.

**Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve a \$7,000 increase from \$60,000, totaling \$67,000 in the contract between Citrus College and Mt. San Antonio College for the San Gabriel Valley Career Technical Education Community Collaborative- Round Three during the remaining period of April 5, 2011, through December 31, 2011. 5 Yes.

### **MEMORANDUM OF UNDERSTANDING**

**Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the Memorandum of Understanding regarding Discipline: Suspension, Demotion, and Dismissal (Permanent Classified Employees). 5 Yes.

### **ELECTIONS**

**Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve Resolution #2010-11-12 to order the Biennial Governing Board Election, Tuesday, November 8, 2011. 5 Yes.

### **BOARD OF TRUSTEES**

**Item 18:** Moved by Trustee Keith and seconded by Trustee Montgomery to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

**Item 19:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of Board – CEO Protocols.  
3 Yes (Trustee Keith, Trustee Montgomery, Board President Rasmussen).  
2 No (Trustee Ortell, Trustee Woods).

Trustee Ortell indicated he would vote no. He believes the protocols flies in the face of freedom of speech and takes away from duties and responsibilities of elected officials by limiting the number of contacts to two per year. He further commented that when the District was formed it consisted of five districts and there was a pledge to all districts to have equal dignity and equal representation. He feels adopting the protocols would shut that down and further stated that it doesn't make any sense.

Trustee Woods stated he had the same objections he talked about at the last meeting (items 10, 17, and 18). He does not see anything in the Superintendent/President's contract regarding working hours (7:30 and 5:30) that relate to item #17. He feels the established hours unfairly restrict Board members from being able to meet with the Superintendent/President. I had the same problem with #18, where meetings are limited to two per year. He believes the protocols flies in the face of the elected representatives to be able to represent their district. He also thought some of the items violated areas of the Superintendent/President's contract. Trustee Woods stated the Superintendent/President is the highest paid person in the school, receives fringe benefits, a car, and her mortgage is paid for. He reiterated that he thought the protocols fly in the front of representation.

Board President Rasmussen said that for good boards to understand their role in the shared governance process and in order to govern well, institutions have developed board protocols. Such protocols codify board behavior to help the district govern its structure to work at its optimum level of efficiency. Following protocols helps boards ensure that their daily business of the college is done by the CEO in whom they entrust the power of daily decision making. The protocols presented ensure that the business of the Board, as per the Brown Act, is done in the public arena and are a road map for good boardsmanship. Board President Rasmussen added that she and Trustee Montgomery drew from a number of resources to create the protocols including: information from the California Community College Trustee Association, the League of California Community Colleges, and documents from other institutions which function well. These protocols make clear the Board's role as a policy making body and define the most professional way to interact with the CEO. They position the District in the most professional public light as possible.

**CLOSED SESSION:** At 6:03 p.m., 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**

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

**RECONVENE OPEN SESSION:** At 6:24 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:25 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

May 3, 2011  
Date

\_\_\_\_\_  
Edward C. Ortell  
Clerk/Secretary  
Board of Trustees