

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

May 3, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 3, 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.

**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:** Mickie Allen, Sara Gonzales-Tapia, Paula Green, Lan Hao, Martha McDonald, and Sylvia Smythe

**Faculty:** Roberta Eisel

**Supervisors/Confidential:** Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Eric Magallon, and Adrienne Thompson

**Classified Employees:** Stacy Armstrong, and T. Dickson (#107)

**Adjunct Faculty:** Cecil W. Brower

**Students:** Karlyn Bradley, Megan Bruins, Nohemi Camacho, Chrissy Concannon, Jessica Foyil, Julie Henderson, Thania Lucero, Natalie Miranda, Stephanie Matthews, Andres Navarro, Erick Sanzon, Matt Serna, and Olivia Wagner

**VISITORS:** None

**Geraldine M. Perri, Ph.D., Superintendent/President**, provided a report on the emergency preparedness tabletop exercise that took place on April 8, 2011, as part of the college's emergency preparedness training. Dr. Perri said the exercise was very extensive and involved the entire emergency operations center team. She commended the team on their level of responsiveness and expertise.

There is no news on the state budget, as the college awaits the Governor's May Revise. Dr. Perri said the college is continuing its tentative budget planning based on budget scenario number three, which reflects the deepest cuts in state funding, and the budget assumptions approved by the Board of Trustees. There will be a college budget forum on June 6, 2011.

With regard to the new Strategic Plan for 2011-2016, Dr. Perri was pleased to report that the plan is advancing with the expectation of completion by the end of the semester. Six main focus areas have been identified: Academic Excellence; Student Success; Institutional Resources; the Learning Environment; Institutional Effectiveness; and College and Community Relations. Dr. Perri also reported that the final drafts of Chapters 1-3 of the Educational and Facilities Master Plan have been posted on the college intranet for review and comments.

Dr. Perri had the opportunity to welcome the California Community College Success Network Foothill/Inland Empire Region Conference to Citrus College on April 29, 2011. There were approximately 70 basic skills faculty and coordinators in attendance. The focus of the conference was to consider the accelerated basic skills instruction model. Dr. Perri gave kudos to Ms. Sylvia Smythe, Director of College Success, for her role in organizing the conference.

Dr. Perri was pleased to note the resolution agenda item proclaiming May as Alumni Month at Citrus College.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, congratulated the Citrus College team who participated in the college success conference on April 29, 2011. She said Citrus College is recognized as a leader in basic skills education in our region.

Dr. Malmgren was pleased to report that Citrus College student Mr. Ricky Lin was the gold medal winner at the California State Finals Skills USA photography competition. This is the second consecutive year Mr. Lin has received this honor.

Reporting on college events, Dr. Malmgren said the children of the Child Development Center earned \$1,100 for the Muscular Dystrophy Association during their "Hop-a-Thon." The *Clarion* continues to earn top honors at the Journalism Association of Community Colleges annual state convention. They earned the top award of General Excellence, as well as three individual on-the-spot and seven individual mail-in category awards. There were 225 attendees at the 26<sup>th</sup> Annual Citrus College Water Awareness Day on April 19, 2011. Seven \$500 scholarships were awarded at the event. The college presented four performances of the musical *Ragtime*, which was attended by

3,233 people. The production employed the talents of many Citrus College students, including 45 performers; 28 cosmetology students; 6 recording arts students; 24 theatre technology students; and 19 instrumental music students, as well as 18 faculty and staff members.

Dr. Malmgren reported that the physics workshop for 24 pre-advanced placement physics students from Monrovia High School was a success. Citrus College's *Focus on Calculus* mentors; *Women in Mathematics* grant participants; and *GraviTeam* (NASA) members helped Monrovia students with electrical circuit activities. Dr. Malmgren thanked Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, and Ms. Lucia Riderer, Mathematics instructor, for organizing and facilitating the workshop. Similar workshops were held in Claremont and Glendora earlier in the year, and workshops are planned for Duarte and Azusa later this spring.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, congratulated Dr. Martha McDonald, Dean of Students, for successfully defending her dissertation at California State University at Fullerton (CSUF). Dr. Rabitoy and Dr. Dana Hester, Biology instructor, also recently received their doctorates from CSUF.

Dr. Hamilton reported that the Chancellor's Office is redoing their website and adding a newsletter. The first edition will feature student veterans attending community colleges, and they are planning to interview Citrus College veterans; Dr. Bruce Solheim, History instructor; and Mr. Manual Martinez, adjunct Boots to Books instructor.

Dr. Hamilton said two of our veteran student mentors, Mr. David Keys and Mr. Brian Crowe, have been accepted to the University of California at Berkeley, and Mr. Crowe was also accepted to Columbia University.

The college received a letter from the United States Department of Education commending financial aid administrators for adapting and continuing to seamlessly administer financial aid programs in light of new regulations and the largest increase in financial aid in the history of student federal aid programs. Dr. Hamilton said Citrus College has already experienced a 23% increase in the number of Pell grants awarded to students over last year. The number will continue to grow through June 30, 2011.

Dr. Hamilton attended the California State Senate budget hearing at Cal Poly Pomona on April 29, 2011. Senators Carol Liu, Ed Hernandez, Gloria Negrete-McLeod, and Bob Huff participated. They heard testimony on public safety, K-12 education and higher education.

**Carol R. Horton, Vice President of Finance and Administrative Services**, spoke to agenda items related to the Quarterly Financial Status Report for the fiscal quarter that ended March 31, 2011, and Budget Revisions for fiscal year 2010-2011, which reflect the quarterly report.

**Roberta Eisel, Academic Senate President**, said the faculty is gearing up for the second half of the semester and the end of the academic year. At their next meeting, the Academic Senate will conduct its self evaluation based on the responsibilities and duties identified in the fall of 2010.

Regarding program review, Mr. John Vaughan, Dance instructor, has provided excellent leadership in the area of learning outcomes and assessment, but he will not be able to continue serving in that role in the fall. Mr. James Woolum, Administration of Justice instructor, is spearheading improvements to the program review process, and the Academic Senate is working on those improvements this semester so that changes and data are in place by fall convocation.

**Patricia Rasmussen, President, Board of Trustees**, announced that this would be the last meeting in which Student Trustee Alejandra Delgado would represent students on the Board of Trustees. Board President Rasmussen said Student Trustee Delgado was a fine leader and her advocacy in Sacramento and in the District were greatly appreciated. Student Trustee Delgado thanked all those who had mentored her and said she learned a lot that would be of value to her in the future.

**Susan M. Keith, Member, Board of Trustees**, commented on the Sabbatical Forum, where Ms. Theresa Villeneuve, Communications instructor, and Mr. John Fincher, Speech instructor, presented reports on their sabbaticals. Trustee Keith said both reports were very interesting.

Trustee Keith also commended several Citrus College transfer students on their recent success in being accepted to prestigious universities.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, congratulated Citrus College's baseball and softball teams for their very successful seasons. He said these extracurricular activities are what makes community colleges distinct from junior colleges and provide added value to the students and communities they serve.

**Joanne Montgomery, Vice President, Board of Trustees**, said *Ragtime* was an outstanding production and a monumental undertaking for all of the Performing Arts and the other college programs involved.

Trustee Montgomery thanked Dr. Malmgren, Dr. Rabitoy, and the Citrus College faculty and students who work with Monrovia High School's Math and Science Academy. She also expressed her appreciation to Dr. Perri and Ms. June Stephens, Executive Director of Development and External Relations, for participating in Monrovia Reads. Trustee Montgomery said she continually receives accolades about Citrus College's wonderful students, faculty and staff.

Board President Rasmussen commented on college events, including the production of *Ragtime*, saying it was very professional and very well done. She also congratulated Dr. Kathy Bakhit, Economics instructor, on earning her doctorate.

Board President Rasmussen was pleased to have had the opportunity to provide newly-elected Glendora City Council Member Ms. Judy Nelson a tour of the college.

Board President Rasmussen commented on a recent *Clarion* article on the National Day of Science and bullying on college campuses. Dr. Hamilton said there have been no hate crimes at Citrus College in the last year.

## **MINUTES**

- Item 1:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of March 15, 2011, as amended.  
2 Yes (Trustee Ortell and Trustee Woods).  
3 No (Trustee Keith, Trustee Montgomery, and Board President Rasmussen).
- Item 2:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of April 5, 2011. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **Office of External Relations Recipient of 2011 CCPRO Awards – Paula Green, Director of Communications**

Ms. Paula Green, Director of Communications, presented information on three recent Community College Public Relations Organization (CCPRO) awards garnered by Advancement Division staff Ms. Stacy Armstrong, Publications Specialist; Ms. Stacey Donaldson, Publications Specialist; Mr. Roy LaBomme, Photographer; Ms. Green and Ms. Stephens. They received second place awards for a feature story and a press release and a first place award for print advertising. CCPRO is a professional organization dedicated to excellence in public relations, marketing, advertising and design on behalf of California's community colleges.

## **INDEPENDENT CONTRACTORS**

- Item 3:** Moved by Trustee Montgomery 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 Montgomery and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

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

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

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve purchase orders for March 2011. 5 Yes.

### **SURPLUS PROPERTY**

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods 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.

### **CURRICULUM**

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the new courses, new programs, deleted courses, deleted programs, and substantive changes. 5 Yes.

### **PERSONNEL RECOMMENDATIONS**

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

*Board President Rasmussen thanked and recognized the retirees.*

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

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.
- Item 13:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 39.0, 51.0, 71.0, and 74.0 for the fiscal year 2010-2011. 5 Yes.
- Item 14:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the establishment of a new fund for fiscal year 2010-2011, Fund 72.0 – Student Representation Fee Trust Fund. 5 Yes.

*Ms. Chrissy Concannon, ASCC President, thanked the students, administration, faculty, and staff for their support in approving the Student Representation Fee.*

**SALARIES**

**Item 15:** Moved by Trustee Ortell and seconded by Trustee Woods to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2011/2012 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

**RESOLUTION**

**Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Resolution #2010-11-13 proclaiming May as Alumni Month at Citrus College. 5 Yes.

**BOARD POLICIES**

**Item 17:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first read of BP 3310 – Records Retention and Destruction. 5 Yes.

**Item 18:** Moved by Trustee Keith and seconded by Trustee Woods to approve the first reading of the following Board Policies: 3505 Emergency Response Plan, and 3505 Smoking on Campus. 5 Yes.

**Item 19:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first reading of Board Policy 4250 – Probation, Dismissal, and Reinstatement. 5 Yes.

**ELECTION – BOARD OF TRUSTEES**

**Item 20:** Moved by Trustee Keith and seconded by Trustee Montgomery to increase the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. 5 No.

**CLOSED SESSION:** At 5:14 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**

**Per Section 72122 of the Education Code and District Administrative Regulation R-5139: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #CCXXXXX84**

**RECONVENE OPEN SESSION:** At 6:15 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

**STUDENT – EXPULSION – SUSPENSION – DISCIPLINE**

**Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Citrus College Governing Board upheld the expulsion of Student #CCXXXXX84. 5 Yes.

**BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION**

The Board reviewed the results of the external survey conducted at the April 5, 2011, regular meeting of the Board of Trustees. They also reviewed and discussed their self-evaluation survey. Discussion was held regarding improvement of the survey instruments. As a result, the Board will form an advisory committee.

As a result of additional discussion, the Board will also form advisory committees to determine and establish Board Goals for 2011-2012. Another advisory committee will be formed to update, review, and develop Board Policies related to the trustees, as suggested by the Community College League of California.

**ADJOURNMENT:** At 6:40 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

May 17, 2011  
Date

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Edward C. Ortell  
Clerk/Secretary  
Board of Trustees