

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

May 17, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 17, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:24 p.m. Student Trustee Camacho 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 Nohemi Camacho (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:** Sara Gonzales–Tapia, Paula Green, Lan Hao, Martha McDonald, Lucinda Over, and Sylvia Smythe

**Faculty:** Roberta Eisel

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

**Classified Employees:** None

**Adjunct Faculty:** Cecil Brower

**Students:** Nohemi Camacho, Alejandra Delgado, Donald Linneman, Michelle Mockler, Bre Payton, and Erick Sanzon

**VISITORS:** None

**RECOGNITION OF TENURED FACULTY**

Prior to the Board meeting being called to order, Dr. Perri congratulated the following faculty members for earning tenure:

Dr. June Han – Biology  
 Rafael Herrera – Counseling  
 Gino Munoz – Music  
 Gerhard Peters – Political Science

### **PRESENTATION OF PROCLAMATIONS TO RETIREES**

Proclamations were prepared for all staff retiring during the 2010-11 academic year. After the tenuree's were honored, Board President Rasmussen presented retirement proclamations for retirees in attendance (identified by italics):

*Shuling Cummins – Faculty*  
*Marilyn Eng – Faculty*  
 Nancy Estrada – Classified  
 Mary Garcia – Classified  
*Maury Greer – Faculty*  
*Dr. Jeanne Hamilton – Management Team*  
 Mike Harrington – Management Team  
*Judith Heinrichs – Supervisors/Confidential*  
 Sheryl Hill – Classified  
*Kim Holland – Management Team*  
 Jack Holt – Classified  
*Alfonso Jabalera – Classified*  
 Susan Manning – Classified  
*Linda Miller – Classified*  
 Carol Olson – Classified  
*Sylvia Smythe – Management Team*

**Geraldine M. Perri, Ph.D., Superintendent/President**, introduced the new Student Trustee, Ms. Nohemi Camacho. Student Trustee Camacho is a graduate of West Covina High School. She is a theatre arts major at Citrus College and plans to transfer to the University of Southern California to complete her studies.

Dr. Perri reported on the May Revise, saying that the news is positive relative to the Governor's January budget proposal. The State Department of Finance has identified an increase in revenues of \$6.6 billion for budget years 2010-2011 and 2011-2012. The Governor is proposing to use this new revenue to increase funding for Proposition 98 and to modify his tax proposals. The May Revise also retains most of the budget solutions proposed earlier, including a \$400 million reduction in base funding and a fee increase of \$10 per unit. Dr. Perri said that Chancellor Scott, in a phone call with CEO's, has advised them to move forward with changes to noncredit adult education and noncredit physical education.

Dr. Perri said at the June 21, 2011, Regular Board meeting, the Board will have an opportunity to provide input on the redistricting of trustee area boundaries, as a result of the 2010 census. Community members will be provided an opportunity for input at a community redistricting forum at 6:00 p.m. in CI 159 on the same day.

Dr. Perri was pleased to note that this is the week that the college honors its classified staff. The annual Pancake Breakfast will take place on Friday, and Dr. Perri thanked Ms. Rosalinda Buchwald, Director of Fiscal Services, and Dr. Michael Hurtado, Dean of Social and Behavioral Sciences, for chairing this event.

Dr. Perri said she is pleased to have been invited to be the keynote speaker at the Duarte and Monrovia Mayors' Youth Council Leadership Summit on May 21, 2011. The event celebrates "The Year of the Youth and Year of the Family."

Board President Rasmussen said she is looking forward to honoring Dr. Perri on Thursday at the San Gabriel Valley YWCA's "Honoring Vision and Voice" Conference and Women of Achievement Awards. The event honors women who have achieved extraordinary success in their field of work, study or volunteer service.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported that the deans are currently busy with the important task of developing next year's schedule in support of the college's budget preparation.

Dr. Malmgren was pleased to report that the Citrus College Owls softball and baseball teams both finished second in conference and made it to the playoffs. Both teams were defeated in game three of the playoffs by number one seeded teams.

Dr. Malmgren said that Mr. Jesus Gutierrez, Mathematics instructor, has been working with the California Mathematics and Science Partnership grant with Duarte and Glendora Unified School Districts. As the "math content coach," Mr. Gutierrez is helping increase the content knowledge and confidence of teachers in grade 3 through algebra 1. In addition to classroom observations, Mr. Gutierrez holds after school and Saturday content coaching sessions.

The Child Development Center (CDC) is once again hosting a Scholastic Book Fair. Dr. Malmgren said the event takes place May 9-20, 2011, and the proceeds will be used to purchase books for the CDC.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that Citrus College has a new articulation agreement with California Baptist University, Riverside. Ms. Michelle Plug, faculty Articulation Officer, and Ms. Justina Rivadeneyra, Career/Transfer Center Coordinator, worked to develop the articulation in general education and all of their majors.

The college's annual Parent Night took place on May 11, 2011. Over 240 students and parents attended, and Dr. Hamilton said feedback was very positive. She thanked Ms. Ivon McCraven, Coordinator of School Relations, for her efforts in organizing this event.

Dr. Hamilton said there are 29 veterans graduating and/or transferring in June. She said this is an excellent outcome for our student veterans and their support systems. While the college has numerous support programs in place, a lot of the support comes

from other student veterans in the form of mentoring, tutoring, and motivation. Dr. Hamilton congratulated them on their success.

This year, the University of California at Berkeley hosted a “fly to Berkeley for admitted transfers” program. They selected 34 students from across the state for a two-day trip with all expenses paid, to encourage them to choose Berkeley. Of the 34 students invited, three were from Citrus College. Dr. Hamilton thanked the Career/Transfer Center for helping make this opportunity possible for Citrus College students.

**Robert Sammis, J.D., Director of Human Resources**, commented on the Tenuree/Retiree Reception that took place prior to the Board meeting. He said it is good to see the enthusiasm and excitement of the tenurees and the sense of accomplishment exhibited by the retirees. He thanked Ms. Rhonda Norris, Administrative Clerk III, for her investment of time and effort in coordinating this event.

**Carol R. Horton, Vice President of Finance and Administrative Services**, provided additional details on the state budget and May Revise. She said one of the Governor’s themes throughout his proposal was to reduce the “wall of debt” that has accumulated in recent years. The budget is still premised on tax extensions over the next five years, which may be more difficult to pass due to the increase in state revenues. Mrs. Horton said the Governor’s proposal depends on tax extensions; the reliability of projections regarding additional revenues; the extent to which redevelopment agencies are reduced or eliminated; and whether the Legislature’s priorities are similar to the Governor’s. Mrs. Horton was not optimistic that the budget will be passed on time. She added that Citrus College will continue to work off the same budget scenario that has been adopted by the Board of Trustees.

**Roberta Eisel, Academic Senate President**, said the recent meeting of the Academic Senate was busy and productive. Dr. Malmgren and Dr. Sam Lee, Dean of Language Arts and Enrollment Management, provided an outline of the guidelines for the instructional schedule for the next academic year.

Ms. Eisel reported that Mr. John Vaughan, Fine and Performing Arts instructor, held a syllabus workshop that generated many comments and questions. She said that faculty are encouraged to provide sample syllabi, so that best practices can be widely shared.

Mr. Jim Mustain, CSIS instructor; Ms. Patty Glover, Cosmetology instructor; and Mr. Jim Woolum, Administration of Justice instructor, also shared the work of the registration waiting list work group. Ms. Lois Papner, Dean of Admissions and Records, provided additional late-breaking news on possibilities to accommodate both students and faculty, as the college moves toward automated waiting lists that can backfill enrollment slots when they become available.

At the suggestion of the ASCC student representative to the Academic Senate, they are taking a close look at AB 515 (Brownley): Community College Extension Program. Ms.

Eisel said they are reviewing the amended bill, as well as information from student leadership groups and the Academic Senate for California Community Colleges.

**Steve Siegel, CSEA President,** reported that our local CSEA Chapter 101 has awarded scholarships to the following CSEA members or family members: Mr. Sean Adamiak, son of Ms. Felicia Adamiak; Ms. Zvart Keyan, daughter of Ms. Aygush Fasulyan; Mr. George Zamaro, son of Ms. Bernice Rose; Ms. Christy Allen, daughter of Ms. Gayle Allen; and unit members Ms. Autumn Leal, Ms. Barbara Munoz, and Ms. Bernice Rose.

**Nohemi Camacho, Student Trustee,** reported on ASCC activities. The recent SpringFest featured food trucks, club booths on campus and a performance by the Citrus College Salsa Band. Student Trustee Camacho also reported that the Rotaract Club is holding a drawing with 100% of the proceeds going to Japan Relief.

**Joanne Montgomery, Vice President, Board of Trustees,** said the City of Monrovia recently observed its 125<sup>th</sup> anniversary. The celebration included a parade, festivities in the park, and the Annual Don Montgomery Golf Tournament. Trustee Montgomery thanked Dr. Perri, Dr. Hamilton, Mrs. Horton, and Ms. June Stephens, Executive Director of Development and External Relations, for attending the tournament, which raised money for Monrovia High School and YMCA camp activities. Trustee Montgomery congratulated Dr. Hamilton for the "longest drive" and Mr. Julian "Trip" Horton, Physical Education Athletics Facilities Supervisor, whose students won the top prizes.

Trustee Montgomery applauded the *Clarion* on the wonderful retiree biographies. She congratulated those retiring and said the college is losing an outstanding group of faculty and staff.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees,** congratulated the Owl softball team, baseball team and track and field team for having great seasons.

Trustee Ortell commented on an NBC News interview of California Community Colleges Chancellor Jack Scott and California State University Chancellor Charles Reed. He said the two chancellors received equal billing and profile, indicating how much the status of California's community colleges has grown.

**Susan M. Keith, Member, Board of Trustees,** commented on a recent *Los Angeles Times* news article regarding a proposal from the state's Legislative Analyst's Office (LAO) to place a tax on the extraction of oil in California with the revenues going to fund education. She said it was interesting to note that, according to the *Times*, the LAO office recommended that community colleges receive the largest share of the revenues.

**Patricia Rasmussen, President, Board of Trustees,** commented on a *Clarion* article regarding priority registration. She applauded their work on this issue, which is so important to students.

Board President Rasmussen said that as Board President, she has the opportunity to work with the auditors. She said she appreciated learning more about the college's We Tip program, where college employees can anonymously report fraud or wrongdoing.

Board President Rasmussen has read through the college's new Educational Master Plan. She said the plan contains great data and will serve the college well. She thanked all those who participated in the development of the new Educational Master Plan.

## **MINUTES**

- Item 1:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of March 15, 2011, as submitted. 5 Yes.
- Item 2:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of May 3, 2011, as submitted. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **ARCC 2011 Presentation – Dr. Lan Hao, Director of Institutional Research**

Dr. Lan Hao, director of institutional research, presented the Accountability Reporting for the Community Colleges (ARCC) report. She said the performance indicators were very positive for Citrus College, showing improvement in six out of seven.

### **Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements – Dr. Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren provided highlights of the Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements.

### **2010-11 International Student Center Program Review – Dr. Jeanne Hamilton, Vice President of Student Services**

Dr. Hamilton provided highlights of the 2010-2011 International Student Center Program Review.

## **INDEPENDENT CONTRACTORS**

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

## **FACILITY USE**

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

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

- Item 5:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve A & B Warrants for April 2011. 5 Yes.
- Item 6:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve purchase orders for April 2011. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 7:** Moved by Trustee Woods and seconded by Trustee Montgomery to authorize Tek-Up Construction, Inc. to substitute Byford Masonry of Apple Valley, California for Nuway Inc. of Riverside, California, the listed subcontractor. 5 Yes.

**CHILD DEVELOPMENT CENTER**

- Item 8:** Moved by Trustee Woods and seconded by Trustee Montgomery for approval, signature, and submission of the Annual Report for each attached CSPP and CCTR contracts for the Child Development Center. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

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

**STUDENT SERVICES**

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Ortell to accept the Career/Transfer Center Five-Year Transfer Plan as written. 5 Yes.

**BOARD POLICIES**

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the second and final reading of the following Board Policies: BP 3310, Records Retention and Destruction; BP 3505, Emergency Response Plan; BP 3570, Smoking on Campus; and BP 4250, Probation, Dismissal, and Reinstatement. 5 Yes.

**PROCLAMATIONS**

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Keith to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 15-21, 2011, as Classified School Employees Week. 5 Yes.

**ELECTION – BOARD OF TRUSTEES**

- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to retain 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 Yes.

**BOARD OF TRUSTEES**

- Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to table selection of members of the Board for the Board of Trustees ad-hoc committee to determine and establish the Board's Goals for 2011-2012.  
2 Yes (Trustee Ortell, Trustee Woods).  
1 No (Board President Rasmussen).  
2 Abstain (Trustee Keith, Trustee Montgomery).
- Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012. 5 Yes.
- Item 18:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012, develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

*Vote not conducted – Board President Rasmussen did not restate the above when she called for the vote. She restated the following:*

- Item 19:** Moved by Trustee Ortell and seconded by Trustee Woods to develop survey instruments for the Board's 2011-2012 Self-Evaluation and update, review, and develop Board Policies related to the trustees at a later date, as a committee of the whole.  
3 No (Trustee Keith, Trustee Ortell, Trustee Woods).

*Voting did not finish – Trustee Montgomery and Board President Rasmussen did not vote on above.*

- Item 20:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, determine and establish the Board's Goals for 2011-2012, develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

*Trustee Ortell amended his motion as follows:*

- Item 21:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

2 Yes (Trustee Ortell, Trustee Woods).

3 No (Trustee Keith, Trustee Montgomery, Board President Rasmussen).

- Item 22:** Moved by Trustee Ortell and seconded by Trustee Montgomery to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012 and develop survey instruments for the Board's 2011-2012 Self-Evaluation.

4 Yes (Trustee Montgomery, Trustee Ortell, Trustee Woods, Board President Rasmussen).

1 No (Trustee Keith).

- Item 23:** Moved by Trustee Keith and seconded by Trustee Montgomery to select an ad-hoc committee to update, review, and develop Board Policies related to the trustees.

3 Yes (Trustee Keith, Trustee Montgomery, Board President Rasmussen).

2 No (Trustee Ortell, Trustee Woods).

- Item 24:** Moved by Trustee Keith and seconded by Trustee Woods to approve the volunteers of Trustee Keith and Trustee Montgomery to update, review, and develop Board Policies related to the trustees.

5 Yes.

**CLOSED SESSION:** At 5:44 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 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

**Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

**Chief Information Services Officer  
Dean of Admissions and Records  
Dean of Business, CSIS, Distance Education, and Library  
Dean of Career, Technical and Continuing Education  
Dean of Counseling  
Dean of Fine and Performing Arts  
Dean of Language Arts and Enrollment Management  
Dean of Mathematics and Health Sciences  
Dean of Physical and Natural Sciences  
Dean of Physical Education and Athletics  
Dean of Social and Behavioral Sciences  
Dean of Students  
Director of Child Development Center  
Director of College Success  
Director of Communications  
Director of Cosmetology  
Director of EOP&S, CARE, and CalWORKs  
Director of Financial Aid  
Director of Fiscal Services  
Director of Health Sciences  
Director of Human Resources and District Chief Negotiator  
Director of Institutional Research  
Director of Performing Arts Center  
Director of Purchasing and Warehouse  
Director of Workforce Development  
Executive Director of Development and External Relations  
Manager of Human Resources/Staff Diversity  
Vice President of Academic Affairs  
Vice President of Finance and Administrative Services  
Vice President of Student Services**

**RECONVENE OPEN SESSION:** At 6:26 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:27 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

June 21, 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>