

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

June 21, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 21, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 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).
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 and Chief Negotiator; Roberta Eisel, Academic Senate President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Kim Holland, Martha McDonald, and Sylvia Smythe

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Glenna Johnson, and Eric Magallon

Classified Employees: Jorge Acosta and Joyce Miyabe

Adjunct Faculty: Cecil Brower

Students: Nohemi Camacho, Diana Leung, Rebecca Mejia, Natalie Miranda, and Erick Sanzon

VISITORS: None

COMMENTS FROM THE AUDIENCE

John Fincher, Language Arts Faculty Member and CCFA President, thanked Dr. Perri and her team and members of the Board of Trustees for an outstanding year. He

added a personal note of appreciation for their attendance at college events and thanked them for passing a Board policy on protocols.

Geraldine M. Perri, Ph.D., Superintendent/President, introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who, along with Ms. Carol Cone, President of the Supervisor/Confidential group, presented the Student Worker of the Semester award. The award and a check for \$150 went to Student Ambassador Ms. Diana Leung.

Dr. Perri said Commencement was a great success, with beautiful weather and an atmosphere that was one of celebration. She thanked Board members for their attendance. She also thanked Dr. Jeanne Hamilton, Vice President of Student Services, and Ms. Pam McGuern, Administrative Assistant, for coordinating this event that is so important to the college. Four hundred forty students walked and the college awarded a record 1,246 degrees.

Dr. Perri was pleased to report that Citrus College was again ranked in the "Top 100" nationally for associate degrees awarded to Hispanics by *Community College Week*. The publication also ranked Citrus College in the "Top 50" in awarding degrees in liberal arts/general studies (multi-interdisciplinary) and in a new category: practical nursing, vocational nursing and nursing assistant.

Dr. Perri commented on a new reference document with information on federal, state and county legislators that represent Citrus College. She thanked Ms. June Stephens, Executive Director of Development and External Relations; Ms. Paula Green, Director of Communications; Ms. Marilyn Grinsdale, Protocol and Government Relations Officer; and Ms. Jazmin Santillan, Administrative Assistant, for their efforts in creating this document. Dr. Perri also commented on the new *Citrus College News Magazine*. Thirty thousand copies were printed and distributed to Citrus College Foundation donors, Citrus College alumni and local households in the District. The magazines have also been distributed to faculty and staff. Dr. Perri said she is pleased with this new publication, and she thanked Ms. Stephens, Ms. Green, and the members of their staff.

At this final Board meeting of the academic year, Dr. Perri expressed her appreciation to the leaders of the various college constituent groups, including Ms. Roberta Eisel, Academic Senate President; Mr. Steve Siegel, CSEA President; Ms. Carol Cone, Supervisor/Confidential team leader; Mr. Greg Hinrichsen, Management team leader; Mr. John Fincher, CCFA President; Ms. Chrissy Concannon, ASCC President; and Mr. Bill Zeman, CCAFF representative. Dr. Perri thanked them for their participation in making 2010-2011 a successful year with many accomplishments.

This was Dr. Hamilton's final Board meeting prior to her retirement. Dr. Perri thanked her for her many years of service to Citrus College and said she will be greatly missed. She presented Dr. Hamilton with a poster that contained some thoughts on how she will be remembered. Dr. Hamilton thanked Dr. Perri and the Board of Trustees and commented that she had attended over 500 board meetings during her tenure. On

behalf of the Board, Board President Rasmussen thanked Dr. Hamilton for all she has done for Citrus College.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Citrus GraviTeam is at NASA in Houston, Texas to compete with 14 other colleges and universities in conducting an experiment in zero gravity. The team passed their Test Readiness Review and has been on board the zero gravity aircraft to see where their experiment will be mounted. They are eagerly awaiting the next phase of the competition.

Dr. Malmgren introduced Ms. Kim Holland, Director of Workforce Development. Ms. Holland reported on several recent college events that supported student achievement in the areas of water technology and public works, including the Water Employer Breakfast, a first-ever Women in Public Works event, the award of \$11,600 in scholarships by the Maintenance Superintendents' Association, and a Water Technology Student Completion celebration. She thanked Dr. Malmgren, Dr. Perri and the Board for their support.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the end-of-the-year events went well and concluded with a very successful Commencement ceremony.

Dr. Hamilton said several Student Services programs moved into the new building on May 23, 2011, with the final departments moving in on June 6, 2011. Taking up occupancy has been an exciting challenge for the departments. One challenge has been building security, as all programs now open into a central area that requires the building to be locked, rather than locking a single department. Dr. Hamilton thanked Campus Safety for working with them to resolve issues. She also thanked Mr. Robert Iverson, Director of Purchasing and Warehouse, and Ms. Bernece Deck, Buyer, for their professionalism as the building was being furnished.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to the agenda regarding adoption of the 2011-2012 Tentative Budget. She provided a brief summary of the college's tentative budget, and she also provided an update on the state budget situation. Mrs. Horton thanked the members of her staff who helped in preparing the tentative budget, including Ms. Rosalinda Buchwald, Director of Fiscal Services, and Ms. Carol Cone, Budget Supervisor. She said the college will continue to monitor developments regarding the state budget over the next few weeks and make any necessary adjustments to the local budget.

Roberta Eisel, Academic Senate President, said the Academic Senate held its final meeting of the year on June 8, 2011, where they awarded certificates to those who contributed throughout the year. They also presented resolutions to recognize the contributions of Ms. Holland; Dr. Hamilton; Ms. Shuling Cummins, Mathematics instructor; Mr. Maury Greer, Physical Education and Athletics instructor; and Ms.

Marilyn Eng, Counselor, for their important contributions to the Citrus College community.

In other action, the Academic Senate approved the annual program review process, which means that the faculty groups can begin their work at the beginning of the fall semester. Ms. Eisel was pleased to announce the appointment of Dr. Dana Hester, Biology instructor, as Student Learning Outcomes Coordinator. Ms. Eisel also commented that the Academic Senate has scheduled a meeting for July 27, 2011, so that they can respond to any emerging needs and issues.

Ms. Eisel said that 2010-2011 was a very productive year for the curriculum committee, under the leadership of Dr. David Kary, Astronomy instructor. She also gave special thanks to the 2010-2011 board, including Ms. Sheryl Walz, Secretary; Mr. Paul Swatzel, Treasurer; Dr. Jack Call, Past President (spring semester); Mr. John Vaughan, Past President (fall semester); and Ms. Nicki Shaw, Vice President/President Elect.

Nohemi Camacho, Student Trustee, said she attended the ASCC banquet, where Ms. Chrissy Concannon, ASCC President, passed the gavel to Mr. Don Linneman, who will serve as the ASCC President for 2011-2012. She also attended the Latinos Unidos Student Association's La Raza Ceremony, where awards were given to students who were graduating.

Susan M. Keith, Member, Board of Trustees, commented on some of the many events she attended during the spring semester, including the Don Montgomery Golf Tournament; the YWCA Women of Achievement Awards; the CCFA end-of-the-year party; the CSEA Pancake Breakfast; the Achievement Awards; special recognition celebrations for honors, automotive technology, transfer, EOP&S, DSP&S and Cal Works students; retiree and alumni receptions; the Bright Futures Awards in Claremont; and Commencement. She said Citrus College does a wonderful job of celebrating the achievements of our students, faculty and staff, and she thanked all those who make these celebrations happen.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, congratulated the college community on their many achievements throughout the year.

Trustee Ortell attended the California Redistricting Commission (CRC) Community Forum at Rio Hondo College on June 17, 2011. He said it was a very interesting meeting, with information regarding the formation of several new districts that will impact the college. He added that groups such as the CRC choose to hold meetings at community colleges because these institutions are in touch with their communities.

Joanne Montgomery, Vice President, Board of Trustees, agreed with Trustee Keith about the many end-of-the-year events, saying she particularly enjoys seeing the pride of the parents, as well as that of the faculty, as they celebrate the many achievements of Citrus College students. She added that the college does an outstanding job of recognizing and supporting success.

Patricia Rasmussen, President, Board of Trustees, commented that a culminating theme of the many college events and awards ceremonies that have taken place throughout the year could be "Citrus College Changes Lives." Board President Rasmussen provided observations on several of these events and concluded her remarks by reading from an article written by the editor of the *Clarion* that illustrates the importance and impact that community colleges have on the lives of students.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of May 17, 2011. 5 Yes.

INFORMATION AND DISCUSSION

Trustee Area Boundaries – Dr. Geraldine M. Perri, Superintendent/President

Dr. Perri introduced Community College League of California (CCLC) Vice President Kimi Shigetani, CCLC Regional Representative Stacy Berger, and Mr. Paul Mitchell from Redistricting Partners, who made a presentation of initial findings from 2010 census data and the processes that should be employed to assist the District in revising trustee area boundaries.

Integrated Planning Manual and Model – Dr. Geraldine M. Perri, Superintendent/President

Dr. Perri commented on the *Citrus Community College District Integrated Planning Manual* that was included as part of the agenda. The document will serve to guide integrated, institutional planning by describing the ways that the constituent groups participate in and contribute to college planning. Dr. Perri thanked all those involved in creating the manual.

Accreditation Follow-up Report – Dr. Jeanne Hamilton, Vice President of Student Services, and Roberta Eisel, Accreditation Co-Chair

Dr. Hamilton and Ms. Eisel presented the Accreditation Follow-up Report, which contains information on how the college has addressed the three recommendations made by the accrediting commission, as part of their reaffirmation of accreditation in 2010.

Grant Programs Update – Dr. Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Sylvia Smythe, Director of College Success, who provided an update on the status of programs that are funded by grants, including the College Success Program, the STEM Citrus Connect Program and

the Bridges to Success Program. The update included information on the success of many of the students who have participated in these programs.

Notification of Grant Submission per Board Policy BP/AP 3280 – Dr. Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren was pleased to notify the Board of Trustees, per Board Policy 3280, that the following grant applications had been submitted:

<u>Title</u>	<u>Date submitted</u>
RACE to STEM	April 29, 2011
Strengthening Transfer Ed (STEM ²)	April 29, 2011
Excellence in Math/Physics (SEMP)	May 30, 2011
Video Teaching Project (Library)	May 31, 2011

INDEPENDENT CONTRACTORS

Item 2: 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 3: Moved by Trustee Woods and seconded by Trustee Montgomery to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

Item 4: Moved by Trustee Woods and seconded by Trustee Montgomery to approve A & B Warrants for May 2011. 5 Yes.

Item 5: Moved by Trustee Woods and seconded by Trustee Montgomery to approve purchase orders for May 2011. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the 2011-2012 institutional membership list. 5 Yes.

SURPLUS PROPERTY

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

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

Item 8: Moved by Trustee Woods and seconded by Trustee Montgomery to increase the Bookstore Fund revolving fund account from \$7,000.00 to \$10,000.00. 5 Yes.

CONTRACTS

- Item 9:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$87,645 and with Rio Hondo College in the amount of \$151,655. Contracts for the San Gabriel Valley Career Technical Education Community Collaborative - Round Four are awarded for the grant period July 1, 2011 through March 31, 2013. 5 Yes.

CURRICULUM

- Item 10:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the deleted courses and deleted programs. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 11:** 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 12:** 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.

Board President Rasmussen thanked and recognized the retirees.

- Item 13:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the 2011-2012 tentative budget. 5 Yes.
- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2010-2011 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.
- Item 16:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve Resolution 2010-11-14 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2011-2012 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Resolution 2010-11-15 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2011-2012 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$50,116,660. 5 Yes.
- Item 18:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the attached budget revisions for fund 01.3 for the fiscal year 2010-2011. 5 Yes.

BOARD POLICIES

- Item 19:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the following first read: BP 3510 - Workplace Violence Prevention; BP 7109 - Health Examinations; and BP 7203 - Evaluation: Full-Time Faculty. 5 Yes.
- Item 20:** Moved by Trustee Woods and seconded by Trustee Keith to approve the corrected version of BP 4250 – Probation, Dismissal, and Reinstatement. 5 Yes.

CLOSED SESSION: At 5:38 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

RECONVENE OPEN SESSION: At 5:54 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:55 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery to adjourn the meeting.

July 19, 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>