

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

July 19, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 19, 2011, in the Center For Innovation Community 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; 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; Nickawanna Shaw, 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, and Linda Welz

**Faculty**: None

**Supervisors/Confidential**: Carol Cone

**Classified Employees**: None

**Adjunct Faculty**: Cecil Brower

**Students**: Bre Peyton

**VISITORS**: None

**Geraldine M. Perri, Ph.D., Superintendent/President**, was pleased to note that the Board docket reflected many months of hard work and achievement on the part of the faculty, staff, and students. It included progress on 2010-2011 Board Goals by the college community; the final progress report on the current strategic plan; four institutional support program reviews; and the new Strategic Plan for 2011-2016.

Dr. Perri provided an update on the state budget. The college is in the process of developing its adopted budget, based on the latest information from the Chancellor's Office and the Community College League of California (CCLC). The tentative budget was formulated using the worst case scenario provided by CCLC earlier in the year. Now that it appears that the state will not cut to that level, Dr. Irene Malmgren, Vice President of Academic Affairs, has been quickly working with the instructional deans to add back some of the courses that were previously cut for fall. Dr. Perri will keep the Board and the college apprised regarding state budget developments and any impact they may have on the college's local adopted budget.

Dr. Perri provided a report on Student Services. Two hundred nine students have confirmed their attendance for the scholarship reception on Thursday, August 25, 2011, in the Campus Center. School Relations and Outreach is coordinating the third annual Welcome Day on August 24, 2011, and 160 students and parents are expected to attend. Student Life and Leadership Development assisted ASCC with a summer session blood drive June 29-30, 2011. The effort resulted in 76 units of blood being donated to the American Red Cross.

In the area of Counseling, Dr. Perri said the EOP&S summer bridge program is underway. Sixty students are in the program. They have attended a college tour and library orientation and are preparing for field trips to UC Irvine and CSU Fullerton. In addition, DSP&S is preparing students for fall registration. For students to be eligible for DSP&S priority registration, they need to have a verified disability and meet with a counselor each term to develop a Student Education Plan.

Dr. Perri was pleased to present a copy of the *Photographer's Forum Best of College Photography 2011* to the Board for their perusal. This national publication includes photos done by several Citrus College photography students.

**Irene Malmgren, Ed.D., Vice President, Academic Affairs**, reported that the Haugh Performing Arts Center is using a new ticketing system that includes a newly redesigned website, a new PCI compliant credit card processing service and new online ticket ordering capability, which allows patrons to select their own seats. Haugh Performing Arts Center staff have been troubleshooting the new system for six months. The first day of sales for the 2011-2012 season went smoothly and broke every house record for opening-day sales. Dr. Malmgren gave kudos to Mr. Greg Hinrichsen, Director of the Performing Arts Center; Ms. Linda Graves, Performing Arts Marketing and Operations Supervisor; Ms. Sharol Carter, Administrative Secretary; and the staff of TeCS and Fiscal Services.

Reporting on the STEM program, Dr. Malmgren said 28 middle school students from Azusa came to campus in June to participate in biology and chemistry workshops, and they will return on July 20, 2011. In addition, 24 middle school students from Glendora came to campus earlier in the month for hands-on physics activities. The STEM Center and SI will continue during summer school, and the Writing Café will be open.

**Robert Sammis, J.D., Director of Human Resources,** reported that Human Resources held their third annual retreat. The focus was on how to improve the efficiency of department procedures. Two key areas were procedures related to short term employees and faculty leave procedures, including posting class cancelations.

Human Resources is preparing for their move to the ED building. Although this location is temporary, it provides them with more space than they have now. They hope to complete the move by Monday, July 25, 2011.

**Carol R. Horton, Vice President of Finance and Administrative Services,** commented on the move to the ED building for her area. Of interest to college employees, payroll will be located on the second floor. Mrs. Horton complimented Mr. Robert Iverson, Director of Purchasing and Warehouse, and Ms. Bernece Deck, Buyer, for arranging the complex layout for this new, temporary location. Mrs. Horton added that TeCS worked until 9:30 p.m. on Thursday, so that their computers would be up and running on Monday morning.

Mrs. Horton estimated that the Board of Trustees will be holding their meetings in the Center For Innovation for about two years. The work on the new Board room in the Administration Building should take about 18 months, but there are many unknowns with this type of project. The project is moving forward well.

Mrs. Horton commented on the revised tentative college budget. At this time, it appears there will be increased funding. However, in the event new revenues do not materialize, the trigger cuts will have to kick in by December 15, 2011, to allow time to plan for the spring semester. There is a possibility that student fees will be increased by \$10 for the winter intersession and spring semester.

**Nickawanna Shaw, Academic Senate President,** said she is looking forward to working with many thoughtfully invested college groups in the coming year to meet the many challenges that lie ahead.

Ms. Shaw attended the Academic Senate Leadership Institute, where a timeline was provided for SB 1143. This legislation seeks to provide a framework for performance-based funding. In August 2011 a workgroup will advise the Legislature on funding criteria, with proposed implementation starting in the 2012-2013 academic year. In January 2012, the funding model will go before the Board of Governors. If approved, the model will be voted on by the Legislature in 2012.

Ms. Shaw said the Academic Senate has already begun to discuss issues for the new academic year, such as priority registration, transfer degrees, grading and attendance, and changes to Title V.

**Nohemi Camacho, Student Trustee,** said the HOPE (Helping students find Opportunities in the Pursuit of Education) club held a very successful carwash on July 16, 2011. Proceeds will go to students who are transferring to Cal Poly Pomona, UC

Riverside, Cal State Fullerton, and UCLA this fall. Student Trustee Camacho said she is looking forward to attending the annual Student Trustee Workshop in August.

**Joanne Montgomery, Vice President, Board of Trustees**, thanked Dr. Malmgren for attending the recent Monrovia Chili Cook-off, which benefited Monrovia Reads.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, recently attended a reception at the office of Assemblymember Roger Hernandez. Trustee Ortell said Assemblymember Hernandez is the first member of his family to attend college, and he has been an adjunct instructor at Citrus College. He is very interested in veterans' issues and has introduced legislation to grant college credit for some types of military training. This could be very important for veterans, who currently have a high rate of unemployment. Trustee Ortell said for individuals without any college coursework, unemployment is at 23%, while for those with bachelor's degrees, the rate is 3%. Trustee Ortell added that it is important for the college to keep in contact with legislators and members of their staff.

**Susan M. Keith, Member, Board of Trustees**, said the college's new Strategic Plan is a wonderful document that represents an outstanding effort on the part of the entire college community. She thanked Dr. Perri for her leadership in developing the plan and all those who contributed.

Trustee Keith said she recently spoke with a trustee from Pasadena City College (PCC) regarding public transportation for students. PCC utilizes *I-Pass*, which provides low cost fares for students. Trustee Keith said Citrus College may want to explore this type of option when the Citrus Avenue Gold Line station opens. Currently, PCC provides a shuttle to and from the closest Metro Gold Line station to their campus, but Citrus College students will be able to walk the short distance from the Citrus Avenue Station.

**Gary L. Woods, Member, Board of Trustees**, remarked that Citrus College did a good job of lobbying legislators and working with the Gold Line Construction Authority to ensure that a Gold Line station would be in close proximity to the Citrus College campus.

**Patricia Rasmussen, President, Board of Trustees**, echoed Trustee Keith's sentiments regarding the new Strategic Plan. She said that there are not many community colleges that do planning well, but Citrus College is one of the colleges that does.

Board President Rasmussen thanked everyone who contributed to the significant task of getting the Student Services Building on line. She said, considering there are hundreds of computers, as well as phones and other forms of technology, it was a tremendous effort on the part of staff. She said the Student Services Building is a beautiful facility, and it will serve the college well for many years.

**MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of June 21, 2011. 5 Yes.

**INFORMATION AND DISCUSSION****Board Goals Update and Strategic Plan 2010-2011 Progress Report – Dr. Irene Malmgren, Vice President of Academic Affairs and Dr. Lan Hao, Director of Institutional Research**

Dr. Malmgren and Dr. Hao presented an overview of institutional activities that supported Board Goals for 2010-2011 and the Strategic Plan Progress Report for 2010-2011. The collegewide efforts resulted in many positive outcomes, and Board members expressed their appreciation for these important accomplishments.

**2011-2016 Strategic Plan – Dr. Geraldine Perri, Superintendent/President**

Dr. Perri presented the Citrus College Strategic Plan for 2011-2016, which will lead the college forward for the next five years. It is a coordinated plan that aligns with accreditation recommendations and includes 6 major focus areas and 13 goals. The plan is also aligned with the college's new Educational and Facilities Master Plan.

**Human Resources Program Review – Dr. Robert Sammis, Director of Human Resources**

Dr. Sammis presented the Human Resources Program Review. The program review process has been a valuable one for Human Resources. The review validates that Human Resources is well integrated into the college and reflects that employee/employer relations are good.

**Institutional Advancement Program Review – June Stephens, Executive Director of Development and External Relations**

Ms. Stephens presented the Institutional Advancement Program Review. The advancement model provides the ability to leverage resources to advance the college mission. The program has the necessary components for future success, with the support of the Superintendent/President, a very capable and passionate staff, and a Foundation Board of Directors who are strong advocates for the college.

### **Institutional Research Program Review – Dr. Lan Hao, Director of Institutional Research**

Dr. Hao presented the Institutional Research Program Review. The Office of Institutional Research provides districtwide research and planning support, as well as a wide variety of data and analysis. The Office of Institutional Research took a leadership role in developing the 2011-2016 Strategic Plan and other planning documents.

### **Technology and Computer Services Department Program Review – Linda Welz, Chief Information Services Officer**

Ms. Welz presented the Technology and Computer Services Department Program Review. The Technology and Computer Services Department services span a wide range of technology collegewide. TeCS has a strong staff that participates in and provides valuable input for college governance and planning.

### **Physical Education Program Review – Dr. Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren presented the Physical Education Program Review. The physical education faculty have taken a leadership role with regard to SLOs, and they have proven themselves to be an important part of the instructional team.

#### **INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

#### **FACILITY USE**

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

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

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

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

#### **BIDS**

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #01-1112, Library and Reprographics Roofing Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. 5 Yes.

**CURRICULUM**

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the new courses, inactivated courses, and inactivated programs. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** 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 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 classified employees. 5 Yes.
- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

**RESOLUTIONS**

- Item 11:** Moved by Trustee Keith and seconded by Trustee Montgomery to adopt Resolution #2011-12-01 and accept contract CCTR-1088 in the amount of \$250,694 for early education and care services for 2.5- and 3-year-old children in the Child Development Center for the period of July 1, 2011 to June 30, 2012. 5 Yes.
- Item 12:** Moved by Trustee Woods and seconded by Trustee Ortell to adopt Resolution #2011-12-02 and accept contract SPP-1171 in the amount of \$732,712 for early education and care services for 4-year-old children in the Child Development Center for the period of July 1, 2011 to June 30, 2012. 5 Yes.

**ACADEMIC CALENDAR**

- Item 13:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the 2012-13 Academic Calendar as proposed. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 14:** Moved by Trustee Woods and Trustee Montgomery to approve the employment of Mr. Anil Kapoor as a temporary, one year, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 26, 2011 and ending on June 16, 2012 at a salary placement of Class 4, Step 1 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,441 annually plus \$22,089.92 in health and statutory benefits. 5 Yes.

**ACCREDITATION**

**Item 15:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the Follow-up Report to be submitted to the Accrediting Commission for Community and Junior Colleges in October, 2011. 5 Yes.

**BOARD POLICIES**

**Item 16:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the first read of Board Policies 7305, Discipline: Classified Staff, and 7209, Leaves: Academic Employees. 5 Yes.

**Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of the following Board Policies: BP 7203 - Evaluation: Full-Time Faculty; BP 3510 - Workplace Violence Prevention; and BP 7109 - Health Examinations. 5 Yes.

**CLOSED SESSION:** At 5:50 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 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

**RECONVENE OPEN SESSION:** At 6:15 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**BOARD OF TRUSTEES GOAL SETTING WORK SESSION**

The Board participated in discussions regarding establishing goals for 2011-2012.

**ADJOURNMENT:** At 7:13 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

August 16, 2011  
Date

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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>