

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

October 4, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 4, 2011, in the Center for Innovation Community Room.

Board President Rasmussen called the meeting to order at 4:16 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: Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel and Ken Guttman

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

Classified Employees: None

Adjunct Faculty: Cecil Brower and Bill Zeman

Students: Rachel Britt, Megan Bruins, Arthur Corral, Walter Galvez, Brandi Garcia, Athanasios Kloutsiniotis, Olivia Wagner, and Andrea Zapata,

VISITORS: Aaron Castrejon and Xilonin Cruz-Gonzalez

COMMENTS FROM THE AUDIENCE

Bill Zeman, Citrus College Adjunct Faculty Federation (CAFF) President, said the California Federation of Teachers (CFA) is exploring the possibility of placing a proposition on the November 2012 ballot. The ballot measure would tax wealthy

Americans with the revenues directed toward social services including education. CFA is currently doing research and polling.

Xilonin Cruz-Gonzalez, Azusa Unified School District Board Member, spoke to the redistricting maps currently under consideration by the Board. Ms. Cruz-Gonzalez advocated for keeping the City of Azusa intact and dividing it into as few trustee areas as possible. Ms. Cruz-Gonzalez also expressed appreciation for all that Citrus College has done for Azusa schools.

Geraldine M. Perri, Ph.D., Superintendent/President, announced that the college has received some tremendous and historic news. In the past week and a half, Citrus College was awarded three United States Department of Education grants that will provide funding in excess of \$8.2 million over the next five years for STEM (Science, Technology, Engineering and Mathematics) and teacher preparation programs.

The college received a five-year, Title V HSI STEM Grant in the amount of \$4,285,000. The grant, "Race to STEM," will build on the college's successful STEM program. The grant's primary purpose is to increase the number of Hispanic and low-income students that attain associate degrees and transfer to four-year institutions to major in STEM fields. Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs; Ms. Sylvia Smythe, Grants Projects Director; Mr. James McClain, Dean of Mathematics; Dr. Eric Rabitoy, Dean of Physical and Natural Sciences; Dr. Lucinda Over, Dean of Counseling; Ms. Justina Rivadeneyra, Career/Transfer Center Coordinator; Ms. Michelle Plug, faculty Articulation Officer; and Dr. Lan Hao, Director of Institutional Research, for their efforts in making this grant possible.

The college was also awarded a STEM co-op grant in partnership with California State University, Fullerton (CSUF). The first-year allocation to Citrus College will be \$147,091. This grant will support faculty and staff in developing model transfer and articulation agreements. It will also fund projects such as a STEM transfer orientation program, summer research for students, STEM transfer associate degrees, student tracking systems and early alerts. Dr. Perri thanked Dr. Malmgren, Dr. Hao, Ms. Smythe and their staffs for their planning and involvement in this effort.

The third grant award is a five-year, \$3.8 million HSI grant entitled "PT5, Preparing Tomorrow's Teachers Today through Technology." This grant, which is a partnership with the University of La Verne (ULV), will enable the college to improve the program completion and graduation rates of future teachers who complete their lower-division coursework at Citrus College and their upper division coursework at ULV. Dr. Perri expressed her appreciation to Dr. Over, Mr. Rafael Herrera, Center for Teacher Excellence Coordinator, and their staffs for their vision and leadership in securing the funding that will address such a critical need.

Dr. Perri reported that the annual Student Services retreat took place on September 23, 2011. Each Student Services area shared the progress that was made on past goals, as well as their new goals for 2011-2012. Dr. Perri commended the Student Services

team for their efforts, and she thanked Dr. Hao and Ms. Pam McGuern, Administrative Assistant, for facilitating the retreat.

On September 22, 2011, Campus Safety, along with the Glendora and Azusa Police Departments and the Azusa Pacific University Department of Campus Safety, conducted a lockdown drill on campus. Dr. Perri said the drill was well-executed and provided the college with insightful information on how to better prepare for a potential incident. She thanked Dr. Martha McDonald, Dean of Students, for her efforts in planning this drill.

Dr. Perri announced that the new Art and Coffee Shop, which is part of the Owl Bookstore's "west satellite" in the Student Services Building, is now open. She said students from the Art and Business Departments have collaborated to make it possible for students to sell art and photography at the shop. She thanked Mr. Eric Magallon, Bookstore Supervisor, for facilitating this new venue, and she invited the college community to stop by, have coffee and browse.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Writing Café has been completely booked since the semester began, with 131 appointments to date. They will hold a third poetry workshop on October 7, 2011, led by Ms. Luivette Resto, adjunct instructor. Dr. Malmgren said this has been the best semester so far for English Supplemental Instruction. They have 9 student leaders in 11 English classes, and attendance has been excellent.

Dr. Malmgren also reported on the STEM grant that ran from fall 2008 through September 30, 2011. PAGE, the middle and high school math outreach program, reached 1,109 students from all 5 school districts; over 2,000 K-12 students participated in a Citrus College activity; the Math Success Center served 3,760 students; 40 students participated in paid summer research experiences at CSUF, ULV and the University of California, Riverside (UCR); 3,121 students participated in science Supplemental Instruction; and the STEM center served 3,994 students.

Dr. Malmgren said Citrus College was honored for environmental innovation on September 1, 2011, by the Irwindale Chamber of Commerce. The award was specifically given for the college's efforts on sustainable textbooks, and the work of the Sustainable Textbook Committee, including the 30 faculty, staff and textbook publishers who met to explore solutions to the cost and environmental issues associated with textbooks.

Robert Sammis, J.D., Director of Human Resources, reported that he will be conducting management training in the fall and spring semesters on faculty evaluation procedures; hiring short-term, substitute, and professional expert employees; responding to employee absenteeism; new Human Resources board policies and administrative procedures; and effective techniques for evaluating classified employees. Training on faculty evaluation procedures will take place October 17 and 20, 2011. No other dates have been set.

Carol R. Horton, Vice President of Finance and Administrative Services, noted the agenda item related to the Notice of Completion for the Student Services Building.

Nickawanna Shaw, Academic Senate President, reported that the Academic Senate held its first meeting. Much of their work at this time revolves around reviewing the 7000 series board policies and administrative procedures from Human Resources.

The Academic Senate has received word that changes in Title V will limit failures, withdrawals and repetitions to only three attempts. Ms. Shaw said the college's practices are in line with the policy. She said what will impact students the most is that implementation is retroactive to include all coursework at community colleges prior to the start date of summer 2012. In addition, changes to the BOG waiver to tighten qualifications and a tuition hike also effective in summer 2012, will further limit student access.

The Academic Senate is developing their annual Purpose Statement for 2011-2012 and working to revise their Constitution and Bylaws to more accurately reflect their role on campus and in college governance.

Ms. Shaw read a Citrus College Academic Senate Resolution in support of the Superintendent/President, citing her leadership in maintaining, strengthening and furthering the collegial environment of shared governance at Citrus College

Nohemi Camacho, Student Trustee, thanked Dr. Sammis and Mr. Tom Gerfen, Foundation Board President, for accompanying her in the Duarte Route 66 Parade. She is looking forward to participating in the Azusa Golden Days parade this weekend.

Student Trustee Camacho reported that ASCC has approved funds for students to attend the CCCSAA Student Leadership conference. On October 7, 2011, representatives from four-year institutions will be on campus to provide information to transfer students. There will be a volunteer fair on October 12, 2011, where various organizations will offer community service hours to students.

Joanne Montgomery, Vice President, Board of Trustees, said she enjoyed Duarte's Route 66 parade and the event in the park that followed. She added that it was great to see so many Citrus College students involved, including Student Ambassadors and members of the ASCC Rotaract Club.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, said he attended the recent football game, and he congratulated the Owl Football Team on their win. He gave special kudos to the faculty and staff who responded very professionally to several emergencies during the game. An ambulance was called three different times, and one student was airlifted to the hospital. Trustee Ortell thanked Dr. Perri for her leadership in Emergency Management Training, and said it was apparent in how staff responded to these situations.

Susan M. Keith, Member, Board of Trustees, reflected on a FLEX Day presentation several years ago on student success by Dr. Vincent Tinto, distinguished faculty from Syracuse University School of Education. She said Citrus College has implemented much of what he advocated, and the results are evident in the tremendous success of our STEM program. Trustee Keith said she is very proud of Citrus College.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of September 13, 2011, as revised. 5 Yes.

Trustee Ortell requested that the audio recording from the September 13, 2011, regular meeting be retained.

INFORMATION AND DISCUSSION

ASCC Executive Board Fall 2011 – Martha McDonald, Dean of Students

Dr. Perri introduced Dr. McDonald who presented the ASCC Executive Board for fall 2011. These students are the elected voice of the student body. Mr. Donald Linneman, ASCC president, said ASCC is planning for an extremely productive year. One of their goals is to alert students to all of the support services that are available to them on campus.

Presentation of Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Matt Sullivan of Newcomb, Anderson & McCormick, who presented the college's new Sustainability Climate Action Plan. The plan is funded by a Sustainability Grant from the Public Utilities Commission through the Chancellor's Office. Mrs. Horton thanked Mr. Robert Iverson, Director of Purchasing and Warehouse; Mr. Jeff Eichler, Environmental Health and Safety Program Supervisor; Dr. Rabitoy; Mr. Robert Goodman and Ms. Christine Goedhart, Physical and Natural Sciences Instructors; Mr. Fred Diamond, Director of Facilities and Construction; and Mr. Bob Bradshaw, Construction Program Manager, for developing the plan.

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

Dr. Perri introduced Ms. Kimi Shigetani, Community College League of California Vice President. Ms. Shigetani and Mr. Paul Mitchell from Redistricting Partners presented several options for new trustee area maps.

CCFA Summary of Initial Proposal – Robert Sammis, Director of Human Resources

A summary of CCFA's initial collective bargaining proposal was included in the agenda for information only.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

CONSTRUCTION – CAPITAL PROJECTS

Item 4: Moved by Trustee Keith and seconded by Trustee Montgomery to approve Change Order #7 in the amount of \$367,745 for Project #10-0607, Student Services Building. 5 Yes.

BIDS

Item 5: Moved by Trustee Keith and seconded by Trustee Montgomery to allow staff to prepare specifications and formally bid Project #05-1112, Campus Center Flooring Asbestos Abatement. The project will be funded from Fund 42, Bond Fund. Award of contract will be by Board action. 5 Yes.

SURPLUS PROPERTY

Item 6: Moved by Trustee Keith 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.

IMMUNIZATION

Item 7: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Keith 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 9: Moved by Trustee Keith 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 10:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

EDUCATIONAL AND FACILITIES MASTER PLAN

- Item 11:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the final draft of the Educational and Facilities Master Plan 2011-2020. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 12:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the award of bid #02-0809, Administration Building Renovation to PacWest Corp. of Burbank, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$4,697,000 is within budget and will be funded from Measure G Bond Funds. 5 Yes.
- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Woods to accept Project #10-0607, Student Services Building as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$20,542,441. 5 Yes.

HEARINGS

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the Director of Human Resources to request the appointment of an administrative law judge for the Office of Administrative Hearings. 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the hiring of Dr. John Baker effective October 5, 2011 through June 30, 2012, as Interim Vice President of Student Services at a salary placement of \$13,388.00 monthly (plus 2.5% additional for doctorate for a total of \$13,723.00/month) plus vision and dental insurance, and prorated vacation and sick time for the duration of the contract. 5 Yes.

LIQUOR LICENSE

- Item 16:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine on campus on October 26, 2011, at the multi-chamber mixer. 5 Yes.

BOND

- Item 17:** Moved by Trustee Keith and seconded by Trustee Woods to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2013):

1. Sharon Lewis, College Foundation Representative
2. Bernard D. Bollinger, Jr., Member At Large

5 Yes.

CLOSED SESSION: At 5:43 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

RECONVENE OPEN SESSION: At 6:19 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:20 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

October 18, 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>