

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

November 15, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 15, 2011, in the Center For Innovation Community Room (CI 159).

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; John Baker, Interim 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; Nickawanna Shaw, Academic Senate President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Martha McDonald, and Linda Welz

Faculty: Roberta Eisel, Ken Guttman, Patricia Lawrence, and Terry Miles

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

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Daniel Hernandez and Christina Ordorica

VISITORS: Aaron Castrejon, Karen Davis, Barbara Dickerson, Tom Gerfen, and Gabriel Juan

HEARINGS

Board President Rasmussen opened a public hearing at 4:17 p.m., for the purpose of hearing public viewpoints regarding the District's proposed trustee area map.

Ms. Barbara Dickerson, Azusa Unified School District board member, voiced her support of the new area map that is proposed for the City of Azusa.

Ms. Doris Blum, Glendora Unified School District board member, commented that she prefers that the map for the City of Glendora be contiguous.

Ms. Karen Davis, Glendora City Council Member, echoed the comments of Ms. Blum

Board President Rasmussen closed the public hearing at 4:21 p.m.

INFORMATION AND DISCUSSION

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

Dr. Perri introduced Mr. Paul Mitchell from Redistricting Partners, who presented revised options for new trustee area maps. In an ongoing effort to satisfy both the legal requirements and the best interests of the community, a new option was discussed. This new option will be presented in a public hearing at the next Board meeting.

COMMENTS FROM THE AUDIENCE

On behalf of CCFA, Dr. Ken Guttman, CCFA president, congratulated Board President Rasmussen, Trustee Montgomery, and Trustee Keith on their reelection. He said the faculty is looking forward to working with them.

Mr. Terry Miles, Physical and Natural Sciences instructor, speaking as an individual, echoed the comments of Dr. Guttman. He added that the Board is a very wise Board, with over 100 years of combined service to the college, and their experience will be put to use in the difficult times that lie ahead.

INFORMATION AND DISCUSSION (continued)

Introduction of the Student Ambassadors – John Baker, Ed.D., Interim Vice President of Student Services

Dr. Baker introduced Dr. McDonald who presented the Student Ambassadors for 2011-2012 (listed below). These students serve as the “official” hosts of the college. This year the program has added a student veteran.

Nohemi Camacho
Thania Lucero
Sarah Gleason
Chelsea Deutschlander
Alex Maravilla

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by congratulating Board President Patricia Rasmussen; Trustee Susan M. Keith, Member; and Trustee Joanne Montgomery, Vice President, on their reelection to the Citrus Community College District Board of Trustees. She said she is looking forward to working with them.

Dr. Perri introduced Dr. John Baker, the new Interim Vice President of Student Services. Dr. Baker previously served as Vice President of Student Services at Gavilan College. His resume includes Vice President of Student Services at San Diego Mesa College, Dean of Students at the College of Alameda, and Director of Counseling at Ohlone College. Dr. Baker earned his doctorate from Nova Southeastern University and his Master of Science degree from San Francisco State University. Dr. Baker is also a licensed marriage, family, and child counselor.

Dr. Perri reported on several recent college activities that recognized veterans. On November 3, 2011, the college hosted the Sixth Annual Saluting Our Veterans event. The event, which was co-sponsored by the Cities of Glendora and Azusa and Azusa Pacific University, was well attended. Dr. Perri thanked trustees for attending, and gave special thanks to Dr. Martha McDonald, Dean of Students, and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for coordinating the event. On November 10, 2011, ASCC sponsored a breakfast to honor the college’s student veterans. The Glendora City Council presented Dr. Perri and Board President Rasmussen with a certificate of recognition for the college’s outstanding veterans’ programs at their last meeting. Dr. Perri added that Chancellor Jack Scott has announced that the California Community College system has signed an MOU with the California Department of Veterans Affairs, which will streamline the application process for veterans.

Dr. Perri announced three events that will take place at Citrus College on November 16, 2011, including a webcast of the Northern California Town Hall Task Force on Student Success, the Annual Thanksgiving Buffet, and a Campus Safety Forum.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported news regarding several of the college’s grants. The college hosted an outreach activity for Glendora elementary girls sponsored by the Women in Mathematics grant. The “Race to Stem” grant is well under way, including the Peer Mentoring Program and an information campaign for students, which is being planned by Ivon McCraven,

Coordinator of School Relations. Regarding Bridges to Success, the Writing Café continues to be filled, and a second Poetry Workshop is scheduled. Dr. Malmgren noted that the Citrus Connect STEM grant ended on September 30, 2011, with all monies spent and a zero balance. The college has been awarded a new grant for \$5,000 from federal Library Services and Technology Act funds for the Local History Digital Resources Project.

Dr. Malmgren was pleased to report that Citrus College has had five Associate in Arts/Associate in Science transfer degrees approved by the Chancellor's Office. Those degrees include Administration of Justice, Communication Studies, Mathematics, Psychology, and Sociology.

Citrus College participated in the inaugural Major's Fair at Center Middle School in Azusa. The fair was hosted by Azusa Pacific University, with participation from Cal Poly Pomona and Citrus College. The purpose of the event was to allow students at Center Middle School to learn about various college majors from all three colleges. Ten majors were presented by Citrus College faculty members and students. Dr. Malmgren thanked faculty members Mr. Pete Gold, adjunct Administration of Justice instructor; Mr. Jeremy Clark, Automotive instructor; Dr. Dana Hester, Biology instructor; Mr. Salvador Hernandez, Cosmetology instructor; Mr. Dan Volante, Theatre Arts instructor; Dr. Cliff Hadsell, Emergency Medical Technician instructor; Dr. Senya Lubisich, History instructor; Ms. Stacy Long, adjunct Communications instructor; Dr. Ken Guttman, Psychology instructor and Mr. Steven O'Hara, Recording Arts instructor; for participating and Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, for helping to coordinate the event.

In student-related activities, Dr. Malmgren reported that Citrus College students garnered ten awards at the Journalism Association of Community Colleges Southern Region Annual Fall Conference.

John Baker, Ed.D., Interim Vice President of Student Services, reported that the Owl Bookshop Art and Coffee Bar is exceeding the expectations of both the college and Starbucks in sales. They initially estimated \$500 per day in sales, but sales are coming in at \$1,000 to \$1,300 per day.

Regarding other Student Services programs, Dr. Baker said Ms. Robin McBurney, Counselor, and her colleagues in the Counseling and Advisement Center have offered 37 Early Alert workshops for the fall semester. In addition, Career/Transfer Center staff are offering workshops for student applying to CSU and UC. Dr. Baker thanked staff in the Writing Café for reading the personal statements of students who are applying to UC institutions. The Disabled Students Programs and Services staff are helping students prepare for registration for the winter intersession and spring semester. They also visited over 70 College Success classes this fall and provided students with information about learning disabilities.

Robert Sammis, J.D., Director of Human Resources, reported that management training is well underway for the fall. The current training is on hiring short term substitutes and professional experts. They will also provide training on the rights of disabled students. In the spring, Human Resources will provide training on due process, documentation, and FERPA.

Carol R. Horton, Vice President of Finance and Administrative Services, provided an update on the state budget situation. State Controller John Chiang released a report showing the year-to-date General Fund revenues were behind estimates by \$1.5 billion and expenditures over projections by \$1.7 billion. Cuts to community college funding will be triggered in December if revised revenue forecasts are \$1 billion or more short of the 2011-2012 budget estimates. Citrus College has already budgeted for these cuts.

Nickawanna Shaw, Academic Senate President, said the Academic Senate remains focused on the needs of students. She reported on their current work, including providing feedback for the waitlist, which TeCS and the Office of Admissions and Records is working to develop; refining their constitution and bylaws; and reviewing Board Policies and Administrative Procedures from Human Resources. They are also preparing to participate in the 2012 Mid-term Accreditation Report; support the implementation of the six-year cycle and annual program review process; increase faculty engagement in student learning outcome assessment; and facilitate faculty work through the curriculum process to develop transfer degrees as SB 1440 is implemented.

Ms. Shaw said the Academic Senate is working to coordinate efforts with their partners in CCFA in order to fully utilize the skills of both representative bodies with regard to academic and professional matters.

Nohemi Camacho, Student Trustee, reported on upcoming student activities. The Chess Club will attend the Annual Staser Tournament in Irvine. University representatives will be on campus to answer questions regarding transfer on November 21, 2011. There will be an ASCC Red Cross blood drive on November 30, 2011, and December 1, 2011. On November 22, 2011, ASCC will hold a candidates' forum, and ASCC elections will take place on November 30, 2011, and December 1, 2011.

Susan M. Keith, Member, Board of Trustees, attended performances of *The Sound of Music* and *Nightmare of Music from Film*. Both productions were well done and very entertaining. She also attended the Sixth Annual Saluting Our Veterans, which she said was a beautiful ceremony. Trustee Keith has several family members who were or are veterans, and she is pleased that the college honors veterans in this way.

Trustee Keith thanked everyone who endorsed her candidacy, including CCFA and CCAFF, and other supporters at Citrus, in Claremont and in Azusa. She said that she will strive to continue to represent everyone well.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, said the California Postsecondary Education Commission (CPEC) will close its doors this week, due to a

state budget cut that eliminated its budget. Regarding the data amassed by the commission in its role as coordinator of the state's three systems of higher education, Trustee Ortell said some of it will go to the California Community Colleges Chancellor's Office.

Joanne Montgomery, Vice President, Board of Trustees, attended the Sixth Annual Saluting Our Veterans and said that the program gets better each year. She also enjoyed the college's production of *The Sound of Music*.

Trustee Montgomery thanked CCFA, CTA, CCA, and CCAFF for their support of her candidacy. She also thanked the many individuals who sent her notes, endorsements, and encouragement. She said she will do her best to support the mission, vision, and values of Citrus College in the coming years.

INFORMATION AND DISCUSSION (continued)

California School Employees Association, (CSEA) Chapter 101 Summary of Initial Proposal – Robert Sammis, J.D., Director of Human Resources

Dr. Sammis said the initial collective bargaining proposal for CSEA was included in the agenda for information only.

Program Reviews: Accounting & Vocational Nursing – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren provided highlights of the program reviews for Accounting and Vocational Nursing.

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 September 2011. 5 Yes.

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

FIELD TRIPS

- Item 6:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for thirty-nine (39) students from *MUS 150 Professional Performance Techniques* and *MUS 228 Blue Note Swing Orchestra* and six (6) staff members to perform in Hawaii from June 28 through July 23, 2012. 5 Yes.
- Item 7:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for forty-eight (48) students from *MUS 126 Chamber Singers II* and *MUS 211 Citrus Singers Tour Ensemble (Pop)*, three (3) staff members, and one (1) sound operator/engineer to perform in Hawaii from June 15 through June 26, 2012. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 8:** 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 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 classified employees. 5 Yes.
- Item 10:** 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 STATEMENT, ETC.

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2011, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

BIDS

- Item 15:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the award of bid #05-1112, Campus Center Flooring Asbestos Abatement to 5M Consulting, Inc. of Tustin, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$28,800 is within budget and will be funded from Measure G Bond Funds. 5 Yes.

EMPLOYMENT – FACULTY

- Item 16:** Moved by Trustee Woods and seconded by Trustee Keith to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2012, it is requested that the Board of Trustees authorize

recruitment of one (1) full-time categorically funded, non-tenure track counseling position for the Teacher Prep Grant effective spring 2012, and up to twenty-one (21) faculty positions effective fall 2012. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation. Each job posting will bear the statement, "Position contingent upon funding and final Board approval." 5 Yes.

- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of Ms. Noemi Barajas as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 3, Step 3 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$28,267.00 annually (pro rated) plus \$7,879.14 in health and statutory benefits. 5 Yes.

COLLECTIVE BARGAINING

- Item 18:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers, effective January 1, 2011, through December 31, 2013, ratified by a majority affirmative vote of the unit membership. 5 Yes.

BOARD POLICIES

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the first read of Board policies 7501 – Recruitment and Selection, 7503 – Leaves, 7504 – Vacation, 7506 – Sabbatical Leave, and 7507 – Salary Guide. 5 Yes.

RESOLUTION

- Item 20:** Moved by Trustee Keith and seconded by Trustee Ortell to approve Resolution 2011-12-09 in support of Senate Constitutional Amendment (SCA) 5. 5 Yes.

LIQUOR LICENSE

- Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation's private reception to be held December 16, 2011, from 6 p.m. to 8 p.m. on the Citrus College campus. 5 Yes.

CLOSED SESSION: At 5:28 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 5:58 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:59 p.m., it was moved by Trustee Woods and seconded by Trustee Montgomery to adjourn the meeting.

December 6, 2011
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees