

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

December 6, 2011

The Board of Trustees of the Citrus Community College District met for the Organizational Meeting on Tuesday, December 6, 2011, in the Center For Innovation Community Room.

Outgoing 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).

**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; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

**ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:**

**Management Team:** Paula Green, Martha McDonald, Lucinda Over, and Linda Welz

**Faculty:** Sarah Bosler and Lanette Granger

**Supervisors/Confidential:** Carol Cone, Tony Giannone, Tedd Goldstein, Marilyn Grinsdale, and Eric Magallon

**Classified Employees:** Ben Macias

**Adjunct Faculty:** Cecil Brower

**Students:** Walter Galvez

**VISITORS:** Aaron Castrejon, Tom Gerfen, and Paul Naccachian

**OATH OF OFFICE**

Geraldine M. Perri, Ph.D., Superintendent/President, administered the Oath of Office to Mrs. Susan M. Keith, Claremont/Azusa/La Verne/Pomona representative; Mrs. Joanne

Montgomery, Monrovia/Bradbury/Duarte representative; and Dr. Patricia Rasmussen, Glendora/Azusa/San Dimas representative; who were re-elected to the Board of Trustees in the general election held November 8, 2011. Their terms will end November 30, 2015.

## HEARINGS

Outgoing Board President Rasmussen opened a public hearing at 4:19 p.m., for the purpose of hearing public viewpoints regarding the District's proposed trustee area map.

Hearing no comments, Outgoing Board President Rasmussen closed the hearing at 4:19 p.m.

Outgoing Board President Rasmussen opened a public hearing at 4:20 p.m., for the purpose of hearing public viewpoints regarding CSEA's Initial Proposal.

Hearing no comments, Outgoing Board President Rasmussen closed the hearing at 4:20 p.m.

**Geraldine M. Perri, Ph.D., Superintendent/President**, began her report by thanking the members of the President's Cabinet and their staffs for their responsiveness in handling the campus closure due to the windstorm and resulting power outage. She said every area of the college had a role in responding to the emergency, and our emergency systems worked well. Dr. Perri was pleased that the college was able to resume normal operations the following day.

Dr. Perri thanked all those who helped to make the Thanksgiving Luncheon a success. She gave kudos to Ms. Philomena O'Shea, Cafeteria Supervisor, and her staff, and she recognized the efforts of the Supervisors/Confidential Group and the Management Team in assisting with logistics. She also thanked Ms. Jody Wise, Dean of Kinesiology and Athletics, and Dr. Martha McDonald, Dean of Students, for co-chairing this wonderful annual college event.

Dr. Perri reported the latest information from the Community College League of California on Orange County's plan to withhold \$73 million in property tax money. That money would have gone to K-12 and community college districts throughout the state. This tax shortfall will impact 69 community college districts and means an additional cut to Citrus College of between \$94,000 and \$150,000. Citrus College has placed calls to each of the Orange County Board of Supervisors members to voice opposition to the "tax grab."

Governor Brown has announced that he will go directly to the voters and place a tax initiative on the ballot. The plan, called "The Schools and Local Public Safety Protection Act," will seek a constitutional amendment to raise approximately \$6.8 billion in sales and income taxes. Dr. Perri said the funds would be dedicated to K-12 schools, community colleges, cities and counties. Community colleges would be guaranteed 11% of the new funds, or approximately \$748 million.

The Chancellor's Office has published the revised Student Success Task Force Recommendations. Dr. Perri provided highlights of the revised recommendations, including elimination of the proposal to consolidate categorical program funding; elimination of the recommendation limiting non-credit classes to only those identified as Career Development/College Preparation (CDCP); removal of the recommendation to charge students the full cost of instruction for any courses not included in their education plans; and a revision of the recommendation to change the overall funding model for basic skills, which would, among other things, grant the Chancellor's Office the authority to provide alternative funding allocations to individual districts to pilot innovative basic skills program models.

Dr. Perri extended an invitation to the Board and the college to the upcoming CSEA Annual Holiday Buffet and the Superintendent/President's Holiday Social. She thanked the college community for their hard work this year and the Board of Trustees for their leadership. She also wished everyone a wonderful holiday and a Happy New Year!

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, announced some recent student achievements. Photography student Mr. Ricky Lin was awarded first place in the *College Seen* photo contest for 2011. Sponsored in part by the Foundation for California Community Colleges, *College Seen* recognizes exceptional photos and showcases outstanding community college student work. In addition, Ms. Jennifer Broyles, registered dental assisting student, has been appointed as the first student trustee to the Board of Trustees of the American Dental Assistants Association.

Dr. Malmgren said Citrus College will be featured in an article on the California Community College Success Network (3CSN) web page. The article will highlight Citrus College's innovative approach in piloting "acceleration" in its English 098 and 099 courses this semester.

Dr. Malmgren announced that the College Library will be open for six hours on Saturday, December 10, 2011, to allow students to prepare for finals week. The library staff is also collecting food for the library's annual Food for Fines Drive. They will be accepting non-perishable food in lieu of library fines from December 12-16, 2011. All food will be donated to the Shepherd's Pantry in Glendora.

**John Baker, Ed.D., Interim Vice President of Student Services**, reported that Academic Affairs and Student Services are collaborating to host a Leadership Team Training for deans and program heads from both areas on important issues surrounding access and compliance for students with disabilities. An attorney who is knowledgeable on disabled students' rights will conduct the training.

Each year, prior to the November 30<sup>th</sup> deadline, the Career/Transfer Center holds open forums and workshops to assist students with their CSU and UC applications. Dr. Baker thanked the counselors who provided assistance to 362 students. He also thanked the instructional team and Writing Café for helping 56 students with their personal statements.

Dr. Baker recently met with a group of student veterans to climb to the top of the Azusa "A" on the local hillside to celebrate their service to our country. At the top, the veterans unfurled the United States flag and flags of each branch of the military.

**Robert Sammis, J.D., Director of Human Resources**, reported that the public hearing process for CSEA's initial collective bargaining proposal and the District's initial collective bargaining proposal has been completed. Dr. Sammis said he looks forward to sitting down after the holidays with the negotiating teams. He anticipates an efficient and collegial round of negotiations.

**Carol R. Horton, Vice President of Finance and Administrative Services**, thanked Maintenance and the ground crews for their work in clearing debris and restoring access to the campus so quickly after the recent windstorm. She said the college lost a minimum of four trees.

Citrus College has been participating in a pilot program to develop a roadmap to guide the state's community colleges to a more sustainable future and to address the greenhouse emission mandates under AB 32. Funded by a \$285,000 grant from the Public Utilities Commission, Citrus College, in partnership with the California Community College Chancellor's Office, has developed a sustainability template. Mrs. Horton said there has been a great deal of interest by the Board of Governors (BOG) in the sustainability template, and the BOG has invited Dr. Perri, Mrs. Horton, and energy consultant Mr. Matt Sullivan of Newcomb, Anderson and McCormick, to present the template to them at their meeting in Sacramento on January 10, 2012.

**Nickawanna Shaw, Academic Senate President**, said the Academic Senate is participating in training with the SLOA coordinator in preparation for their 2012 Flex Day activity. They are also discussing streamlining the Program Review process. The Program Review task force hopes to provide recommendations by spring 2012. Ms. Shaw extended best wishes to all for the holidays.

**Steve Siegel, CSEA President**, congratulated Trustee Montgomery, Trustee Keith, and Trustee Rasmussen on their reelection and said he is looking forward to working with them. Mr. Siegel added that CSEA is looking forward to productive negotiations with the District on a new collective bargaining contract.

**Nohemi Camacho, Student Trustee**, thanked the staff of the library for opening the library the Saturday before finals so that students could have additional study time. In other ASCC activities, Student Trustee Camacho said the windstorm necessitated that ASCC elections be moved to December 6, 2011. ASCC will continue collecting canned food and toys for donation to local charities until December 8, 2011. On behalf of the ASCC Executive Board, she wished faculty and staff "Happy Holidays" and a happy new school year.

**Joanne Montgomery, Outgoing Vice Board President**, commented on an editorial in the *San Gabriel Valley Tribune*, regarding the way in which the people of the San

Gabriel Valley pulled together following the recent windstorm. The article mentioned Citrus College students who arrived to find classes canceled, but instead of heading home, they stayed to assist those in the Glendora community who needed help.

**Edward C. Ortell, Outgoing Clerk/Secretary, Board of Trustees**, thanked the men's basketball team for again hosting the 2011 Neil Edwards Classic, also known as the Annual Thanksgiving Weekend Basketball Tournament. Dr. Ortell said the Owls won all of the games. He congratulated the student athletes and thanked the coaches and staff who spent their holiday weekend hosting this event.

## **MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Woods to approve the November 15, 2011, regular meeting minutes as submitted. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Ms. Tina Henton, CPA and partner with the firm of Vicenti, Lloyd & Stutzman, Certified Public Accountants. Ms. Henton provided an executive summary of the audits for the district and the Measure G Bond Funds. The reports were all clean, unqualified statements, which is the best possible result.

### **Campus Safety Report – John Baker, Ed.D., Interim Vice President of Student Services**

Dr. Baker provided highlights of the college's Annual Security Report. The report was prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This year's report indicates that the college's crime statistics in several areas improved from 2009 to 2010. It also includes a section on the Campus Safety Forum that was held on December 16, 2011. A copy of the report is posted on the college website.

### **Program Review – Library Technology – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

### **Program Reviews – Chemistry & Physics – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

Dr. Malmgren provided highlights of the program reviews for Library Technology, Chemistry and Physics. The Library Technology Program is moving into deactivation; therefore the program review was not presented in the usual format. The program reviews for Chemistry and Physics were done in the format used for other instructional programs.

**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.

**FACILITIES USE**

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

**CONTRACTS**

- Item 4:** Moved by Trustee Woods and seconded by Trustee Montgomery to authorize the Director of Performing Arts to sign contracts for the 2012-2013 schedule of events for the Haugh Performing Arts Center. 5 Yes.

**SURPLUS PROPERTY**

- Item 5:** 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.

**BIDS**

- Item 6:** Moved by Trustee Woods and seconded by Trustee Montgomery to allow staff to prepare specifications and formally bid the Tech C Building, Esthetician Remodel project. The project will be funded from Fund 42, Measure C Bond. Award of contract will be by Board action. 5 Yes.
- Item 7:** Moved by Trustee Woods and seconded by Trustee Montgomery to reject all bids received for Bid# 02-1112, Fountain Quad Concrete Work Project, and direct the re-bidding of the project. 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.

**BOARD OF TRUSTEES**

**Item 11:** Moved by Trustee Keith and seconded by Trustee Woods to elect **Joanne Montgomery** for the office of President of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. 5 Yes.

*On behalf of the Board, Incoming Board President Montgomery presented Outgoing Board President Rasmussen with a plaque in honor of her service and leadership throughout 2011.*

**Item 12:** Moved by Trustee Rasmussen and seconded by Board President Montgomery to elect **Susan M. Keith** for the office of Vice President of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. 5 Yes.

**Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Keith to elect **Gary L. Woods** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. 5 Yes.

**Item 14:** Moved by Trustee Keith and seconded by Trustee Woods to elect **Patricia Rasmussen** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 5 Yes.

**Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Keith to select **Joanne Montgomery** as an Annual Representative to the Los Angeles County School Trustees Association for 2012. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.

**Item 16:** Moved by Trustee Woods and seconded by Trustee Keith to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2012. 5 Yes.

**Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Keith to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2011, through November 30, 2012, as follows:

Date: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays

Time: 4:15 p.m.

Place: Citrus Community College District, Center for Innovation, Community Room (CI 159)

5 Yes.

- Item 18:** Moved by Trustee Keith and seconded by Trustee Woods to select **Patricia Rasmussen** and **Susan M. Keith** as the Board of Trustees ad-hoc committee for 2012 to determine the instrument or process to be used in Board self-evaluation. 5 Yes.

### AUDITORS

- Item 19:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2011. 5 Yes.

### SIGNATURES AUTHORIZATION

- Item 20:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 6, 2011, through November 30, 2012. 5 Yes.

- Item 21:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

### BIDS

- Item 22:** Moved by Trustee Ortell and seconded by Trustee Keith to approve the award of bid #04-1112, Pool Replaster Project to Nadar, Inc. of Altadena, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$219,500 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

### SABBATICAL – FACULTY

- Item 23:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Faculty 2012-2013 Sabbatical Leave recommendations as follows:
- |              |                                    |
|--------------|------------------------------------|
| Kathy Bakhit | Spring 2013 Semester               |
| Carsten Dau  | Spring 2013 Semester               |
| Dyane Duffy  | Fall 2012 (50%), Spring 2013 (50%) |
- 5 Yes.

### EMPLOYMENT – FACULTY

- Item 24:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the employment of Mr. Juan Gonzalez as a temporary, one semester, full-time, non-tenure track instructor in the Automotive Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling



\$26,676.00 annually (pro rated) plus \$9,192.99 in health and statutory benefits. 5 Yes.

### **COLLECTIVE BARGAINING**

**Item 25:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the District's Initial Proposal and to present it to CSEA. 5 Yes.

### **BOARD POLICIES**

**Item 26:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the first reading of Board Policy 5205, Student Accident Insurance. 5 Yes.

**Item 27:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the second and final reading of the following Board Policies: BP 7501, Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential; BP 7503, Leaves: Classified Administrator/Manager and Supervisor/Confidential; BP 7504, Vacation: Classified Administrator/Manager and Supervisor/Confidential; BP 7506, Sabbatical Leave: Classified Administrator/Manager; and BP 7507, Salary Guide: Classified Administrator/Manager and Supervisor/Confidential. 5 Yes.

### **BOND**

**Item 28:** Moved by Trustee Keith and seconded by Trustee Rasmussen to appoint Arthur Corral as the student representative, to the Measure G Oversight Committee for a one-year term. 5 Yes.

### **BOARD OF TRUSTEES**

**Item 29:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the reapportionment plan (Option D Alternate 1) for the Board of Trustee areas (map attached).

**CLOSED SESSION:** At 5:23 p.m., Incoming Board President Montgomery 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**

**Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

**RECONVENE OPEN SESSION:** At 6:30 p.m., Incoming Board President Montgomery reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:31 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Ortell to adjourn the meeting.

January 17, 2012  
Date

Gary L. Woods  
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>