

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

August 16, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, August 16, 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).

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Martha McDonald and Linda Welz

Faculty: None

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

Classified Employees: None

Adjunct Faculty: Cecil Brower and Bill Zeman

Students: None

VISITORS: Aaron Castrejon

COMMENTS FROM THE AUDIENCE

Bill Zeman, President of the Citrus College Adjunct Faculty Federation (CAFF), provided the Board with an update on college activities in which adjunct faculty members are participating. CAFF is working to increase adjunct representation at division meetings and college committee meetings. Mr. Zeman said adjunct faculty are continually looking for ways to improve the quality of instruction for students.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that it has been a very busy summer, and all offices are working hard to prepare for the new academic year. She said there have been many office relocations over the summer. Administrative Services, Fiscal Services, Payroll, Instruction, and Institutional Research have moved to the Educational Development Center (ED) building; the Veteran's Center has moved to Hayden Hall; and the Superintendent/President's Office has moved to the Student Services Building.

Regarding the state budget, the Community College League of California (CCLC) has noted that the July state revenues were \$539 million below forecast. CCLC has advised community college districts to prepare for midyear cuts totaling \$127 million, which is a deficit to the general apportionment of about 2.3 percent. Dr. Perri was pleased to report that the college's budget planning has already taken the midyear cut into consideration, as the college moves toward adopting the budget for 2011-2012. She said that she and Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, will host an All-College Budget Forum for 2011-2012 on August 29, 2011, at 2:45 p.m. in CI 159.

Dr. Perri was pleased to report that Citrus College will host the Chancellor's Office Annual Budget Workshop on August 17, 2011. They anticipate close to 150 participants.

Dr. Perri reported that the Student Services area has been very active this summer. The Counseling and Advisement Center served 1,574 students this past month. They have also assisted close to 1,000 students with probation workshops and over 500 students with an in-person orientation. EOP&S has received close to 500 applications. The Student Health Center hosted a very successful open house and provided blood pressure screening along with a tour of the new facility. The International Student Center is getting ready to provide orientation to 60-80 new students.

Regarding upcoming activities, Dr. Perri said ASCC will host a leadership retreat August 16-17, 2011. On August 24, 2011, School Relations and Outreach will host the annual Welcome Day event from 9:00 a.m. to 1:00 p.m. So far, 178 people have responded that they are planning to attend Welcome Day.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported on summer STEM activities. Thus far, 118 students have attended summer science Supplemental Instruction review sessions in the STEM Center. Of those students, 40 percent attended five sessions or more. Dr. Malmgren said an average of 85 students have visited the STEM Center each week during summer.

Dr. Malmgren said Citrus College art students have been competing in the State Beer Label competition for the past ten years and have been doing very well. This year Citrus College students sent a total of 28 entries and took 10 out of the 11 awards presented, including "Best of Show." All of the students who competed were in art instructor Mr. Matt Jackson's Digital Media Production class with the exception of one

student who was in his Portfolio class. Last year, Citrus College students swept all 11 categories.

Robert Sammis, J.D., Director of Human Resources, complimented Mrs. Horton and her team for the efficient manner in which they moved Human Resources from the Administration Building to their new temporary location in ED. He said his department likes their new location and the additional space it provides.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that two of the committees she chairs, Finance and Physical Resources, have met regarding the decrease in state resources and the impact it will have on the college budget. She said the minutes for both meetings are very thorough and informative. She thanked Ms. Judy Rojas, Facilities Rental Supervisor, for doing an excellent job in preparing the minutes.

Mrs. Horton thanked her staff for their outstanding work in moving the remaining offices out of the Administration Building. She added that those who work in the Student Services Building are also very appreciative of how well the move to the new facility has been handled.

A written report (attached) was submitted by **Ms. Nickawanna Shaw, Academic Senate President**.

Nohemi Camacho, Student Trustee, said she had the opportunity to attend the Annual Student Trustee Workshop. She found it very informative, especially the sessions on how to be an effective student trustee and student leadership. She also enjoyed networking with student trustees from other colleges. Student Trustee Camacho also attended the meeting of the California Community College Association of Student Trustees. The students voted to endorse Proposition 1481, "Oil Extraction Fee to Rescue Education," and AB 844 (Lara), "Student government: students qualifying for exemption from nonresident tuition: California Community Colleges: governing board membership."

Susan M. Keith, Member, Board of Trustees, attended the college's production of *Plaza Suite*, which was performed in the Haugh PAC. She said it was a wonderful production, and she complimented Ms. Cherie Brown, theatre arts instructor, and her students on their work. Trustee Keith added that a Claremont School Board member was so impressed with the production that she complimented it on Facebook.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, noted the recent progress on the Gold Line. He said ground has been broken on the bridge that spans the 210 freeway in Arcadia. Also, the Gold Line has published new ridership numbers that show weekday boardings have doubled in the past two years. He said added ridership is what Citrus College will bring to the line, once there is a stop at Citrus Avenue. He thanked Dr. Perri, his fellow board members and Citrus College students for their advocacy and leadership in helping to bring the Gold Line to Citrus College.

Joanne Montgomery, Vice President, Board of Trustees, said she enjoyed looking through the new Community Education brochure. She said there are many exciting classes being offered, and she applauded the work of Community Education.

Trustee Montgomery is looking forward to attending Foothill Unity's Back to School event on August 18, 2011. She was pleased that Citrus College's Cosmetology Department will once again provide haircuts and manicures for young students who are going back to school.

Board President Rasmussen also found the new Community Education brochure very attractive. In addition, she was particularly impressed with the college's new catalog. She is going to recommend that it be placed in the City of Glendora's time capsule as part of the city's centennial celebration.

Board President Rasmussen said she is pleased that Reprographics has gone web-based and believes this will facilitate faculty in ordering printed materials.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of July 19, 2011. 5 Yes.

INFORMATION AND DISCUSSION

Educational and Facilities Master Plan 2010-2020 – Chapters 1, 2, 3, 4 – Dr. Irene Malmgren, Vice President of Academic Affairs

Dr. Perri introduced Dr. Malmgren; Dr. Lan Hao, Director of Institutional Research; and Dr. Eva Conrad, Consultant. They presented an overview of the new Educational and Facilities Master Plan 2010-2020, Chapters 1-4. Dr. Perri said the new Educational and Facilities Master Plan aligns with the college's new Strategic Plan.

In fall 2010, Citrus College began to create the new Educational and Facilities Master Plan, which is a requirement of accreditation. A leadership team, including Dr. Malmgren; Dr. Hao; Mrs. Horton; Ms. Linda Welz, Chief Information Services Officer; and Ms. Roberta Eisel, Accreditation Co-Chair; was formed to identify the process and facilitate plan development. Dr. Jeanne Hamilton, retired Vice President of Student Services, also had a significant role in the plan's development, prior to her retirement.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

CONSTRUCTION – CAPITAL PROJECTS

Item 6: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Change Order Number One in the amount of \$32,734.63 and add fifteen days to the time for completion for project number 03-0910 Restroom Building East Campus. 5 Yes.

SURPLUS PROPERTY

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

CURRICULUM

Item 8: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the new programs. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 9: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 10: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 11: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 12: Moved by Trustee Woods and seconded by Trustee Ortell to approve participation in the 2012 Chancellor's Office Tax Offset Program (COTOP) program. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes.

EMPLOYMENT – FACULTY

- Item 14:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Ms. Monique Williams as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 4, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,038.00 annually (pro rated) plus \$13,483.44 in health and statutory benefits. 5 Yes.
- Item 15:** Moved by Trustee Woods and seconded by Trustee Keith to approve the re-employment of Ms. Christine Goedhart as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 5, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$32,661.00 annually (pro rated) plus \$13,694.43 in health and statutory benefits. 5 Yes.

BOARD POLICIES

- Item 16:** Moved by Trustee Keith and seconded by Trustee Woods to approve the second and final reading of the following Board Policies: BP 7305 – Discipline: Classified Staff (Bargaining Unit Employees); and BP 7209 – Leaves. 5 Yes.

BOND

- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to appoint Donald Linneman, Jr., as the student representative, to the Measure G Oversight Committee for a one-year term. 5 Yes.

GOALS

- Item 18:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the first reading of the 2011-2012 Board Goals. 5 Yes.

CLOSED SESSION: At 5:24 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 6:21 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:22 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery to adjourn the meeting.

September 13, 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>