

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

February 7, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, February 7, 2012, in the Center for Innovation Community Room.

Board President Montgomery 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; Steve Handy, CSEA Second Vice 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: Ken Guttman

Supervisors/Confidential: Leigh Buchwald, Carol Cone, and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Walter Galvez, Alex Pargas, and Sydney Presley

VISITORS: Tom Gerfen and Helen Storland

Geraldine M. Perri, Ph.D., Superintendent/President, reported that Citrus College has received a letter from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC) informing the college that the commission had reviewed it's Follow-Up Report at their January 2012

meeting. This is positive news, as the receipt of this letter indicates that the report was successful and has been accepted by ACCJC. The letter also provided information regarding the submission of Citrus College's Midterm Report, which is due October 15, 2012. Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs; Cabinet members; and the college's shared governance leaders for their work on the Accreditation Follow-Up Report.

Dr. Perri thanked Board President Montgomery, Trustee Rasmussen, and Student Trustee Camacho for attending the recent Community College League of California (CCLC) Legislative Conference. Dr. Perri said the visits with local legislators in the Capitol were very important in ensuring that they fully understand the impact of budget reductions and the efforts of community colleges to do more with less. Dr. Perri also thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for her assistance with advocacy at the conference.

Dr. Perri said five students competed at the Annual Dan Stover Music Scholarship Luncheon, which is held on campus. Each student received a scholarship and the opportunity to move on to the next level of competition. Dr. Perri thanked Mr. Robert Slack, Dean of Fine and Performing Arts; Mr. Gino Munoz, Music instructor; Mr. Martin Green, Music instructor; Mr. Alan Waddington, Instructional Lab Technician III; Ms. Pamela Sewell, Administrative Assistant; Ms. Linda Swan, Administrative Secretary II; and Ms. Philomena O'Shea, Cafeteria Supervisor; for coordinating the event.

Dr. Perri said upcoming college activities include the Adjunct Faculty Spring Orientation on February 15, 2012, Spring Flex Day on February 21, 2012, and a tabletop exercise for the members of the Emergency Operations Center on February 24, 2012, which will fulfill the college's state mandated emergency preparedness process for the year. In addition, interviews are currently underway for several full-time faculty positions, with final interviews scheduled for February and March.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Career/Technical Continuing Education Division hosted a SkillsUSA regional competition, along with 16 local employers and industry representatives, on February 4, 2012. Seven high schools, including Monrovia High School, participated. Citrus College Automotive Technology students volunteered to proctor and score the students across 36 testing stations.

Dr. Malmgren reported on news and events for the Hayden Memorial Library. The library will display images and artifacts from local archive collections February 27-March 29, 2012. The items that will be on display are from the college's library archives, the Azusa Public Library and the Glendora Historical Society. The library will celebrate African American History Month throughout February with a display featuring library resources and an online LibGuide on the topic. In addition, the library has purchased a touch screen computer to expedite service to students who are waiting to checkout reserve textbooks.

Dr. Malmgren said three of Citrus College's newest doctoral degree holders, Dr. Dana Hester, Biology instructor; Dr. Martha McDonald, Dean of Students; and Dr. Eric Rabitoy, Dean of Physical and Natural Sciences; have been invited to participate in a symposium at Cal State Fullerton entitled, "From Theory to Practice: Educational Research Symposium." Dr. Malmgren said the college celebrates their success.

John Baker, Ed.D., Interim Vice President of Student Services, reported that he and Dr. Malmgren met with a group of Monrovia community leaders who are seeking help from Citrus College on ways to inform and motivate young people about the importance of going to college—especially those from the black community who believe they cannot earn a college degree. The group included representatives from two black churches and a Monrovia neighborhood activist. Dr. Baker thanked the Student Ambassadors who led the guests on a tour of the Student Services Building.

Dr. Baker and Dr. Malmgren met with Mr. Darvin Jackson, Principal of Monrovia High School (MHS), to share information regarding the progress of MHS students who are attending Citrus College. Dr. Baker said he and Dr. Malmgren have similar meetings scheduled for the other feeder high schools in the District. Board President Montgomery thanked Dr. Baker and Dr. Malmgren for their outreach efforts.

Dr. Baker was pleased to report that the college now has a plan in place that will allow for the storage of between 200,000 and 300,000 student records dating back to 1980 in a data base, rather than on record cards. The project should be completed by June 2012 and will keep the data safe from fires and disasters.

The Student Life and Leadership Development program will launch The Leadership Academy on March 14, 2012. The Leadership Academy is a non-credit, co-curricular program in workshop format that is designed to provide students with skills to succeed outside the classroom. Dr. Baker said he is proud of the efforts to build student leadership on the Citrus College campus.

Carol R. Horton, Vice President of Finance and Administrative Services, reported on construction projects. She said the college has now taken occupancy of the new restrooms on the east side of campus. She also reported that the Administration Building remodel is on time and proceeding smoothly.

Regarding the budget, Mrs. Horton said the Department of Finance has released its 2012-2013 state budget "trailer bill" language. According to School Services of California, the budget bill, AB 1463, contains language prescribing that, for 2012-2013, the Chancellor's Office "allocate funding to districts in the same proportionate share that districts received in 2011-2012." The bill further states that the Chancellor may deviate from this allocation method, if it develops an alternative method that is approved by the Board of Governors and the Department of Finance. The bill also eliminates five out of eight mandates. Mrs. Horton said Scott Lay, CCLC President and Chief Executive Officer, commented that this is not the year to re-write the SB 361 formula and eliminate equalization.

Mrs. Horton said the deficit in community college funding for the current year continues to grow and could go above three percent. For Citrus College, this translates to a midyear cut of between \$1.5 and \$1.75 million. She said the details are still being worked out, and the one unknown is the amount of taxes that will be collected before the end of the fiscal year.

Nohemi Camacho, Student Trustee, commented that she had a great experience attending the CCLC Legislative Conference in Sacramento, and she thanked the Board for the opportunity. The Citrus College representatives met with several legislators, and she had the chance to communicate the student perspective. Student Trustee Camacho said there was a lot of discussion regarding the state budget and the importance of the Governor's tax initiative to community colleges, a topic currently under discussion by ASCC. Board President Montgomery thanked her for attending and said she did a great job of advocating on behalf of students.

Edward C. Ortell, Member, Board of Trustees, commented on the recommendations of the Student Success Task Force. He said Recommendation 7 speaks to the governance of community colleges and could greatly lessen local control. Trustee Ortell is hopeful students will speak out on the task force recommendations, as they have on other issues, such as the Gold Line.

Trustee Ortell attended the men's basketball game on February 4, 2012, and he congratulated the team on achieving the ranking of number one in the state.

Susan M. Keith, Vice President, Board of Trustees, thanked Music instructors, Mr. Bruce Langford and Mr. Doug Austin, for bringing a group of Citrus Singers to a memorial service for a former mayor and community leader in Claremont. They sang a capella and Trustee Keith received many compliments from community members on their performance.

Patricia Rasmussen, Member, Board of Trustees, reported on the CCLC conference. She was surprised that very little time was given to discussion of the recommendations of the Student Success Task Force. Other conference topics included health care, the state's governance structure, and the Governor's proposed tax initiative. She said several community colleges have taken drastic steps to deal with budget cuts, such as eliminating their athletic programs and negotiating reductions in employee salaries. Trustee Rasmussen said Citrus College representatives had an opportunity to meet with Assemblymember Roger Hernandez, and it was a very positive meeting. They asked him to be the "community college voice" in the Assembly, and he agreed to do so. Trustee Rasmussen said the college plans to invite Assemblymember Hernandez for a tour of the campus. She added that she believes he will be a good ally in the Legislature.

Trustee Rasmussen also attended a meeting with Congresswoman Grace Napolitano, which was hosted by the San Gabriel Valley Economic Partnership. She said Congresswoman Napolitano wants federal funding for the high speed rail moved to the

Gold Line. The Congresswoman said it is “partnerships” rather than individual groups that get attention in Washington, D.C.

Trustee Rasmussen thanked all those from Advancement who worked to produce the new *Citrus College Magazine*. She said it is a wonderful publication. She also congratulated Dr. Perri for the recognition she has received on the YMCA website, which highlights Dr. Perri’s leadership in the area of disaster preparedness.

Joanne Montgomery, President, Board of Trustees, said the college athletic program has set a new record in the number of “Scholar Ballers,” with 75 student athletes earning a GPA of 3.0 or better. She congratulated Ms. Jody Wise, Dean of Physical Education and Athletics, and all of the coaches on the fine academic program that is within the athletic program. Board President Montgomery encouraged the college community to come out to the last regular basketball game of the season and root the team on to the championships.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Ortell to approve the regular meeting minutes of January 17, 2012, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Measure G Citizens’ Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Ms. Nikki Hull, chair of the Measure G Citizens Oversight Committee. Ms. Hull introduced the members of her committee in attendance and presented highlights of the committee’s Annual Report for 2011. Ms. Hull commented on the outstanding Measure G projects to date, and commended Citrus College staff on their conscientious management of Measure G dollars. Dr. Perri thanked the committee for their service to the college. She also thanked Mrs. Horton for her leadership with regard to Measure G projects. On behalf of the Board of Trustees, Board President Montgomery thanked Ms. Hull and Mrs. Horton and said the Board appreciates their good work. Mrs. Horton recognized the efforts of her staff with regard to implementing Measure G.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Rasmussen 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 Rasmussen and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

CURRICULUM

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the new courses, modified courses, inactivated courses, new programs, and modified programs. 5 Yes.

FACULTY PERSONNEL RECOMMENDATIONS

Item 5: Moved by Trustee Rasmussen 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.

CLASSIFIED PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Rasmussen 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.

SHORT-TERM, NON-ACADEMIC PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 8: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

BOARD OF TRUSTEES

Item 9: Moved by Trustee Keith and seconded by Trustee Rasmussen to nominate Patricia Rasmussen, representing Glendora; Joanne Montgomery, representing Monrovia; Edward C. Ortell, representing Duarte; Susan M. Keith, representing Claremont; and Gary L. Woods, representing Azusa; for the Redevelopment Successor Agency Oversight Boards. Upon approval, nominated Board member names will be submitted to Chancellor Jack Scott. 5 Yes.

FACULTY PERSONNEL RECOMMENDATIONS

Item 10: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Mr. Jesus Gutierrez for the 2012-2013 academic year. 5 Yes.

Item 11: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Ms. Christine Styles for the 2012-2013 academic year. 5 Yes.

- Item 12:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Ms. Stephanie Yee for the 2012-2013 academic year. 5 Yes.

BOND

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Woods to select **Patricia Rasmussen** and **Susan M. Keith** as the Board of Trustees ad-hoc committee to select candidates for appointment to the Measure G Citizens' Oversight Committee. 5 Yes.

BOARD POLICIES

- Item 14:** Authorization is requested to approve the second and final reading of the following Board Policies: BP 7112 – Resignations and Retirements; BP 7200 – Classification of Academic Employees; BP 7201 – Recruitment and Selection: Full-Time Faculty; BP 7202 – Recruitment and Selection: Adjunct Faculty; BP 7204 – Evaluation: Adjunct Faculty; BP 7206 – Faculty Exchange; BP 7207 – Minimum Qualifications and Equivalency; BP 7208 – Tutoring; BP 7301 – Recruitment and Selection: Classified Staff; BP 7302 – Short-Term and Substitute Employees; BP 7303 – Professional Experts; BP 7304 – Student Employment; BP 7401 – Recruitment and Selection: Academic Administrators; BP 7402 – Evaluation: Academic Administrators; BP 7403 – Leaves: Academic Administrators; BP 7404 – Vacation: Academic Administrators; BP 7405 – Holidays: Academic Administrators; BP 7406 – Sabbatical Leave: Academic Administrators; BP 7407 – Salary Guide: Academic Administrators; BP 7408 – Retreat Rights: Academic Administrators; BP 7502 – Evaluation: Classified Administrator/Manager; BP 7505 – Holidays: Classified Manager, Supervisor/Confidential Employees; and BP 7509 – Discipline: Classified Administrator/Manager and Supervisor/Confidential. 5 Yes.

CLOSED SESSION: At 6:15 p.m., 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, (CAFF) 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

Consideration of expulsion of student #AXXXXXX02, pursuant to Education Code Section 72122 and District Administrative Procedure AP 5520 Student Discipline Procedures

RECONVENE OPEN SESSION: At 6:37 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

STUDENT EXPULSION/SUSPENSION/DISCIPLINE

Item 15: Moved by Trustee Rasmussen and seconded by Trustee Keith, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student #AXXXXXX02. 5 Yes.

BOARD OF TRUSTEES WORK SESSION

Review and update the 2000 series of Board Policies and Administrative Procedures related to the Board of Trustees

During the Board's work session, in reviewing BP 2715, Code of Ethics/Standards of Practice, Trustee Rasmussen expressed an interest in the Board being provided an in-service on how to read and understand budget documents (P1, 311, etc.).

Board President Montgomery indicated AP 2715, Code of Ethics/Standards of Practice, includes the following statement, which needs to be adhered to: "The Board of Trustees will review its Code of Ethics policy at its annual organizational meeting."

There was discussion regarding the title of BP 2355, Decorum. Dr. Sammis to verify the appropriate Education Code (72121.5) to determine if the decorum is in regard to the public or the Board. The name of BP 2355 may be changed to "Public Meeting Decorum."

ADJOURNMENT: At 6:37 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

March 6, 2012
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees