

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

June 19, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, June 19, 2012, in the Center for Innovation Community Room.

Board President Montgomery called the meeting to order at 4:15 p.m. Student Trustee Calderon 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 Crescencio Calderon, 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; James Woolum, Academic Senate Vice President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Robert Iverson, James McClain, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel, Gina Hogan, Becky Rudd, and Bev Van Citters

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

Classified Employees: Clarence Cernal, Suzanne Martinez, and Marianne Smith

Adjunct Faculty: Cecil Brower

Students: Nayiri Baghdassarian

VISITORS: None

COMMENTS FROM MEMBERS OF THE AUDIENCE

Robert Lopez, Senior Buyer, thanked CSEA Chapter 101 for the scholarship that they awarded to his son for his college education. Mr. Lopez said his entire family is grateful.

Geraldine M. Perri, Ph.D., Superintendent/President, said this has been a year of accomplishment and progress by the college. Reporting on college events, Dr. Perri said Commencement was a wonderful success, with 1,332 degrees awarded to 1,066 students, and 480 students participating. These numbers represent new records in the college's history. Dr. Perri thanked Ms. Pam Mc Guern, Administrative Assistant, for her hard work and her dedication to Commencement.

Dr. Perri was pleased to announce that the national publication, *Community College Week*, has published its latest rankings of "top producers." Citrus College has ranked among the nation's top degree producers in the past few years, and this year the college was listed in five categories. The college also improved its standing from previous years in several categories. Out of the nation's top 100 community colleges, Citrus College ranked 33 in the number of associate degrees awarded to Hispanic students; 65 in the number of associate degrees awarded to minority students (all ethnicities); and 87 in the number of associate degrees awarded to Asian American students.

Dr. Perri commented on newspaper headlines from San Diego announcing that Mr. Jeff Baker, son of Dr. John Baker, Interim Vice President of Student Services, is following in his father's footsteps and has been selected to serve as Grossmont College's new Vice President of Student Services.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Curriculum Committee has done a great deal of work this year. In addition to other curricular work, they have approved: 8 new courses, 106 course modifications, 78 course deactivations, 7 new transfer degrees, 1 degree modification, 1 degree deactivation, 7 certificate modifications, and 5 certificate deactivations. Dr. Malmgren thanked them for a productive year.

Dr. Malmgren announced that Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education, received a certificate of appreciation from the East San Gabriel Valley ROP/TC. She thanked Mr. Lancaster for serving as Citrus College's representative at the ROP meetings.

John Baker, Ed.D., Interim Vice President of Student Services, reported that Ms. Adrienne Thompson, Student Life and Leadership Development Supervisor, was invited by the Chancellor's Office to Sacramento to provide leadership training for the incoming members of the Student Senate for California Community Colleges (SSCCC).

Dr. Baker commented that the college will be losing two fine Financial Aid staff members with the retirements of Ms. Lilia Medina, Director of Financial Aid, and Ms. Wendy Coulter, Financial Aid Advisor.

Robert Sammis, J.D., Director of Human Resources and Chief Negotiator, said the hiring process for five new faculty members has been completed, and those selected are on the agenda for Board approval. This brings the total of new faculty members for

2012-2013 to eight. Dr. Sammis thanked all those who participated in the process, and he recognized the efforts of the Human Resources staff.

Carol R. Horton, Vice President of Finance and Administrative Services, commented on the 2012-2013 tentative budget included on the agenda for approval. She said that the budget is built on the assumption that the November 2012 tax initiative will not pass. Mrs. Horton said in-depth information on the college's tentative budget was presented at the Budget Forum on June 14, 2012, as well as the latest news on the state budget. At the state level, trailer bills for education are still being discussed. There was good news regarding the threatened loss of funding for community colleges from redevelopment money that may not materialize. The state has included language in the budget bill to backfill any losses.

James Woolum, Academic Senate President-Elect, read a report on the activities of the Academic Senate for 2011-2012 drafted by Ms. Nickawanna Shaw, Academic Senate President. Highlights include the adoption of the student learning outcomes process and form; numerous surveys of faculty members on a variety of important topics; the adoption of the new Program Review process; a waitlist procedure; the adoption of policies that ensure support of program viability and enrollment priorities; and the review, discussion, and adoption of a large number of Human Resources Administrative Procedures and Board Policies.

Crescencio Calderon, Student Trustee, said he was pleased to ride in the Monrovia Day Parade on May 19, 2012, with Dr. Baker. He was also pleased to announce that Citrus College ranked 15 out of 229 colleges and universities across the nation in the Cesar E. Chavez National Blood Drive Challenge. The effort also earned Citrus College first place among participating colleges and universities in Southern California.

Student Trustee Calderon announced the names of the new officers that will serve on the ASCC Executive Board for 2011-2012. He introduced the incoming ASCC Vice President, Ms. Nayiri Baghdassarian, who was present.

Patricia Rasmussen, Member, Board of Trustees, commented on the many recent college activities she has attended, including the Cosmetology graduation, the Annual Achievement Awards ceremony, the Alumni Reception, the Nursing students' pinning ceremony, and Commencement. She said Commencement was excellent and a wonderful affirmation of a job well done for our students.

Susan M. Keith, Vice President, Board of Trustees, said she was pleased to attend a recent community event in Claremont with Ms. Christina Garcia, Director of Development and Alumni Relations. She said Ms. Garcia was very well received.

Edward C. Ortell, Member, Board of Trustees, said the Gold Line Construction Authority will be hosting a community open house in Duarte on June 28, 2012, to provide an update on the overall construction schedule and the Duarte station. Trustee Ortell said a major construction hurdle will soon be completed with the tearing down of

the old bridge adjacent to the 210 Freeway and the construction of a new bridge that spans the 210 Freeway. He added that the new bridge required over 200 trucks of cement pouring continuously over an 18 hour period. Trustee Keith said the Gold Line Construction Authority has asked her to speak at several upcoming events in her area and carry the message that "Citrus College supports the completion of the Foothill Extension."

Board President Montgomery commented on recent college events, including the CalWORKs and CARE reception and Commencement. She congratulated all of the students who earned degrees and certificates and she thanked the college community for their part in helping these students achieve success. Board President Montgomery regretted that she was unable to attend the Achievement Awards, due to the passing of a friend, but she congratulated all those who were recognized. She added that it was a pleasure to present Bright Futures scholarships to outstanding high school graduates from Monrovia who will be attending Citrus College in the fall.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of May 5, 2012. 5 Yes.

INFORMATION AND DISCUSSION

Accreditation Mid-Term Report – First Reading – Irene Malmgren, Ed.D., Vice President of Academic Affairs Accreditation Co-Chair, and Roberta Eisel, Accreditation Co-Chair

Accreditation co-chairs Dr. Malmgren and Ms. Roberta Eisel presented an overview on the progress of the college's accreditation mid-term report. The report is nearing completion and is due by the accrediting commission on October 15, 2012. The Accreditation Oversight Committee has met regularly to prepare the report, and Dr. Malmgren thanked the many people who have participated. The report will be on the Board agenda in July for a second reading. Trustee Keith said she enjoyed reading the report, which she said summarizes the greatness of Citrus College.

Accelerated English Program – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Sylvia Smythe, Director of College Success, who along with Ms. Gina Hogan, English instructor; Dr. Beverly Van Citters, reading instructor; Ms. Rebecca Rudd, English instructor; and Ms. Suzanne Martinez, HSI Grant Project Coordinator, made a presentation on Citrus College's Accelerated English Program. The innovative curriculum is a consolidation of basic skills English and reading programs in an effort to remove redundancy, save time and increase student persistence. It has received positive reviews

statewide and propelled Citrus College into a leadership position in this area. It has also resulted in improved student success.

Grants Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Ms. Smythe also provided an update on college grants that fund programs that promote student success. She introduced Dr. Marianne Smith, Project Director for RACE to STEM, who will be taking over much of Ms. Smythe's work upon her retirement. Dr. Malmgren thanked Ms. Smythe for launching the college in new directions with regard to college success, and she said the best way to honor her work is for these programs to continue being successful.

Administrative Procedure 5013 Students in the Military and Administrative Procedure 5075 Course Adds and Drops – John Baker, Ed.D., Interim Vice President of Student Services

Administrative Procedure 2105 – Election of Student Trustee, and Administrative Procedure 2340 – Agendas – Geraldine M. Perri, Ph.D., Superintendent/President

Program Review – Mathematics – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren provided highlights of the Mathematics Program Review. She commended the Mathematics Department for their excellent work.

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.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve A & B Warrants for May 2012. 5 Yes.

Item 5: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve purchase orders for May 2012. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the 2012-2013 institutional membership list. 5 Yes.

BIDS

- Item 7:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the award of bid #09-1112, Golf Range Netting Project to Judge Netting, Inc. of Costa Mesa, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$127,500.00 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 8:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve Change Order Number One in the amount of \$18,728.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project. 5 Yes.
- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve Change Order Number Two in the amount of \$7,472.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project. 5 Yes.

FIELD TRIPS

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve a field trip for three (3) students and one (1) faculty to attend the NASA Advanced Rocketry Workshop, Huntsville, Alabama, July 17-21, 2012. 5 Yes.

CURRICULUM

- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the new course, modified courses, inactivated courses, new programs, modified programs and inactivated programs. 5 Yes.

AGREEMENTS

- Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$90,000 and between Citrus College and Rio Hondo College in the amount of \$95,000. Contracts will be in effect July 1, 2011 to November 30, 2013 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Five. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 13:** 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 as revised. 5 Yes.
- Item 14:** 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.

- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes as revised. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the 2012-2013 tentative budget. 5 Yes.

- Item 17:** Moved by Trustee Keith and seconded by Trustee Woods to approve Resolution 2011-12-11 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2012-2013 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

- Item 18:** Moved by Trustee Keith and seconded by Trustee Rasmussen to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2011-2012 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.

- Item 19:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve Resolution 2011-12-12 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2012-2013 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$45,479,173. 5 Yes.

PARKING

- Item 20:** Moved by Trustee Woods and seconded by Trustee Keith to increase the parking fee for regular students to \$50.00 per semester and \$25.00 per intersession and to increase the parking citation amount to \$35.00 beginning in fall 2012. 5 Yes.

ACADEMIC CALENDAR

- Item 21:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the proposed 2013-14 Academic Calendar. 5 Yes.

EMPLOYMENT – FACULTY

- Item 22:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Victoria Dominguez effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Mathematics, at a salary placement of Class 2 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually plus \$26,122.73 in health and statutory benefits. 5 Yes.
- Item 23:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Ann Everett effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology (Esthetician), at a salary placement of Class 1 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,732.00 annually plus \$25,730.80 in health and statutory benefits. 5 Yes.
- Item 24:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Michelle Hernandez effective July 1, 2012, in a full-time tenure track position (a first year contract of 175 days over the twelve month period) in the discipline of Counseling DSPS/Learning Disabilities, at a salary placement of Class 3 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$57,665.00 annually plus \$26,514.55 in health and statutory benefits. 5 Yes.
- Item 25:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Mr. Eric Odegaard effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of English, at a salary placement of Class 3 Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$60,354.00 annually plus \$26,869.76 in health and statutory benefits. 5 Yes.
- Item 26:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Mr. Mariano Rubio effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Automotive, at a salary placement of Class 1 Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually plus \$26,085.75 in health and statutory benefits. 5 Yes.

ACCREDITATION

- Item 27:** Moved by Trustee Keith and seconded by Trustee Woods to approve the first reading of the Citrus College midterm report to the Accrediting Commission for Community and Junior Colleges (ACCJC). 5 Yes.

BOARD OF TRUSTEES

- Item 28:** Moved by Trustee Woods and seconded by Trustee Rasmussen to select Susan M. Keith and Patricia Rasmussen as the Board of Trustees ad-hoc committee in support of Governor Brown's November 2012 Ballot Initiative. 5 Yes.
- Item 29:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Resolution 2011-12-10 in support of Governor Brown's November 2012 Ballot Initiative, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding." 5 Yes.

BARD POLICIES

- Item 30:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the first reading of Board Policy 3501 Campus Security and Access and Board Policy 5510 Off-Campus Student Organizations. 5 Yes.
- Item 31:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the first reading of Board Policy 1200 Mission. 5 Yes.
- Item 32:** Moved by Trustee Woods and seconded by Trustee Keith to approve the first reading of the following Board Policies: BP 2100 Board Elections and BP 2745 Board Self-Evaluation. 5 Yes.

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed the results of the external survey conducted at the May 15, 2012, regular meeting of the Board of Trustees. They also reviewed and discussed their self-evaluation survey.

CLOSED SESSION: At 5:14 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 Faculty Association/CTA/NEA (CCFA); Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; 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 7:30 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:31 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

July 17, 2012

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees