

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

August 24, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Friday, August 24, 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, Patricia Rasmussen, and Crescencio Calderon, Student Trustee. Absent: Edward C. Ortell and Gary L. Woods.

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; Arvid Spor, Vice President of Student Services; Robert Sammis, Director of Human Resources; James Woolum, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Christina Garcia, Paula Green, Lan Hao, Robert Iverson, and Linda Welz

Faculty: Margaret O'Neil and Jim Skalicky

Supervisors/Confidential: Marti DeYoung, Marilyn Grinsdale, Eric Magallon, and D. Vanschoelandt

Classified Employees: Clarence Cernal, Bernece Deck, Karen Giles, Rose Ann Manfre-Campillo, Sally Ramirez, and Karen Taulbee

Adjunct Faculty: Cecil Brower, Linda Chan

Students: Larissa Angulo, Nayiri Baghdassarian, Alma N. Castro, Art Corral, Alejandra Morales, Ramona Orvalas, and David Tate

VISITORS: Tom Gerfen and Chris Shevlin

GENERAL

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Keith to excuse the absences of Trustee Ortell and Trustee Woods, per BP 2725 – Board Member Compensation. 3 Yes. 2 Absent.

Geraldine M. Perri, Ph.D., Superintendent/President, extended an official welcome to Dr. Arvid Spor, the college's new Vice President of Student Services. Dr. Spor comes to Citrus College from El Camino College, where he was Dean of Enrollment Services and was responsible for overseeing student discipline and grievances, outreach and school relations, assessment and testing, financial aid, student development, first year experience/learning communities, job placement and foster care. Dr. Spor received his bachelor's degree in business and psychology from Oregon State University and his master's degree in counseling from California State University, Long Beach. He received his doctorate in educational leadership from the University of Southern California. Dr. Perri said Dr. Spor's extensive knowledge and experience will be extremely valuable to Citrus College and the student's we serve.

Dr. Perri expressed appreciation to all those who helped to make Convocation a wonderful event. She thanked Ms. Philomena O'Shea, Cafeteria Supervisor, and her staff for the delicious food; Mr. Bruce Langford, Performing Arts instructor, for serving as master of ceremonies; and Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center; Mrs. Christine Link, Executive Assistant; and Ms. Stacy Armstrong, Publications Specialist, for their efforts in coordinating the event. She also recognized Dr. Eric Rabitoy, Dean of Physical and Natural Sciences; Ms. Caroline Locke, Administrative Clerk III; Ms. Pam Sewell, CO Administrative Assistant; and the "FLEX Tones" for their contributions. Dr. Perri said she was pleased to launch the college's new "College of Completion" theme. She thanked Ms. Lisa Telesca, Language Arts faculty and Phi Theta Kappa (PTK) advisor, and the PTK students for their leadership in that regard.

Dr. Perri reported on several recent college events. Congresswoman Grace Napolitano requested the opportunity to attend the Veterans Orientation on August 21, 2012, and Dr. Perri was pleased to welcome her to the college. She thanked Dr. Rabitoy; Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education; and Academic Senate President James Woolum for inviting her to welcome the new Citrus College faculty on August 22, 2012. She also thanked Dr. Rabitoy for coordinating the welcome event for the adjunct faculty who will be teaching in the fall semester. Special recognition breakfasts were held in honor of the Supervisor/Confidential team and the Management team. Dr. Perri thanked those who helped to coordinate them, including Mr. Eric Magallon, Bookstore Supervisor and Supervisor/Confidential team Vice President; Ms. Lucinda Over, Dean of Counseling; and Ms. O'Shea and her staff.

Dr. Perri said the college will say farewell to Dr. John Baker on August 30, 2012, at 10:00 a.m. in SS 205. Dr. Baker has just concluded his service to the college as Interim Vice President of Student Services. Dr. Perri thanked him and said he had achieved much during his short time at Citrus College.

Dr. Perri welcomed everyone to the fall 2012 semester.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the college has received notice from the Chancellor's Office that they have approved two new Citrus College transfer degrees, the history AA-T degree and the theater arts AA-T degree. This brings to 11 the total number of Citrus College transfer degrees that have been approved by the Chancellor's Office. Dr. Malmgren said the Chancellor's Office website indicates that there is only one college in the state that has more approved transfer degrees than Citrus College.

Dr. Malmgren said the Cosmetology Department attended the 14th Annual Foothill Unity Back to School Event on August 16, 2012. This year, the Cosmetology students provided more than 1,300 manicures and haircuts to K-12 students from low-income families. Dr. Malmgren thanked the faculty and students, who were at the event all day.

Dr. Malmgren introduced Mr. Lancaster who presented information on two pilot programs that took place at Citrus College over the summer. The 21 G-Tech was a one-week summer camp designed to encourage incoming 7th and 8th grade girls from Northview Intermediate School to think about the many STEM (science, technology, engineering and mathematics) career opportunities. The program included applied learning/lab activities, tablet and cloud computing technologies, classroom presentations by women who are successful in computer science and information technology industries and field trips to the University of Southern California. The other pilot program, Automotive Physics Engineering eXperience (APEX), aligns intermediate school math and science standards with the engineering of a car. Sixteen students from Northview Intermediate School applied principles of math and science to engineer and build go karts, which they raced at the culmination of the program. Both programs were funded by grants.

Arvid Spor, Ed.D., Vice President of Student Services, reported that Student Services has been very busy over the summer. Admissions and Records processed more than 8,000 applications during summer session, following a busy spring where they processed 836 degrees, 232 certificates and 30 skill awards. Financial Aid prepared financial aid packages for 6,477 students. From mid-June through mid-August, Counseling faculty and staff provided workshops for 1,947 students, assisted 2,531 drop-in students and 4,847 students who had appointments, resulting in 9,325 student contacts during this period.

Dr. Spor reported on other recent college activities, including active shooter training drills conducted on campus by the Glendora Police Department; the ASCC annual leadership retreat, which explored topics such as shared governance, legislative issues, District and ASCC budgets and stress/time management; and a student veteran orientation, where 60 new student veterans were provided services and information, including services from the VA Mobile unit. Dr. Spor added that by having the VA

Mobile unit on campus to expedite the filing of claim forms, student veterans saved about 238 hours of time in enrolling for benefits.

Carol R. Horton, Vice President of Finance and Administrative Services, said the college has closed the books on the prior fiscal year, and the auditors are on campus. She announced that she and Dr. Perri would host a collegewide Budget Forum on August 30, 2012, at 2:45 p.m. in CI 159.

Mrs. Horton spoke to the item related to the Five Year Construction Plan included on the agenda for approval. She said this is an annual report that is submitted to the Chancellor's Office at the end of August each year. The Fiscal Resources Committee reviews and provides input on the list of projects.

Crescencio Calderon, Student Trustee, thanked Ms. Christina Garcia, Director of Development and Alumni Relations; Dr. Martha McDonald, Dean of Students; Mr. Clarence Cernal, Administrative Assistant; and all those who helped coordinate the 2012 Scholarship Reception. He said the event encourages students to work hard and donors to invest in their futures.

Student Trustee Calderon reported on the ASCC board retreat. The new group of high achieving ASCC leaders got to know one another and discuss ideas for enhancing the student experience at Citrus College. He thanked Dr. Perri, Dr. Spor, Dr. Baker, Dr. Malmgren, Dr. McDonald, Dr. Sam Lee, Dean of Language Arts and Enrollment Management; Ms. Marilyn Grinsdale, Protocol and Government Relations Officer; and everyone who presented workshops at the retreat for their advice and inspiration.

Student Trustee Calderon said, as spokesperson for the California Dream Network (CDN), he recently appeared on television. He explained the goals of the CDN and said he will continue to serve as a leader for the organization.

Student Trustee Calderon also thanked everyone who attended Convocation and signed the Completion Pledge.

Patricia Rasmussen, Member, Board of Trustees, commented on Convocation, saying it was a wonderful morning. She praised the students for speaking eloquently about the Completion initiative and said she hoped the Board of Trustees would be involved. Trustee Rasmussen congratulated the recipients of the Shining Star Awards and longevity awards. She also commented on the latest edition of the publication "Citrus Rocks," that was available at Convocation and online, and she added that she hoped everyone would work together to make it a great year.

Susan M. Keith, Vice President, Board of Trustees, said Convocation was a good event and very inspirational. She recognized the efforts of Mrs. Link, who she said has worked so hard and done much to assist the Board over the years. Trustee Keith thanked her for her multi-tasking skills and all that she does for the college.

Board President Montgomery welcomed the college back for the fall semester and said it is going to be a wonderful year.

Commenting on the Foothill Unity Back to School Event, Board President Montgomery thanked Mr. Albert Graciano, Cosmetology instructor; all of the Cosmetology faculty and students who participated; Ms. Debbie Vanschoelandt, Continuing Education Supervisor; Dr. Rabitoy and Mr. Jim McClain, Dean of Mathematics and Health Sciences, all of whom were instrumental in Citrus College's participation. She said the haircuts and manicures provided by our students will help school children in our area start school on a positive note.

GENERAL

Item 2: Moved by Trustee Keith and seconded by Trustee Rasmussen to postpone the closed session item regarding Superintendent/President performance evaluation and the Board of Trustees Goal Setting Workshop until all five Trustees are present. 3 Yes. 2 No.

MINUTES

Item 3: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the regular meeting minutes of July 17, 2012, as submitted. 3 Yes. 2 No.

INFORMATION AND DISCUSSION

Administrative Procedure Revisions – Geraldine M. Perri, Superintendent/President

Dr. Perri provided highlights regarding the Administrative Procedures submitted in their final form.

Program Reviews: Commercial Music, Recording Technology, Disabled Students Program & Services – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided highlights of the Program Reviews for Commercial Music, Recording Technology and Disabled Students Programs and Services.

INDEPENDENT CONTRACTORS

Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 3 Yes. 2 Absent.

FACILITIES USE

Item 5: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve facility rentals and usage. 3 Yes. 2 Absent.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 6:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve A & B Warrants for July 2012. 3 Yes. 2 Absent.
- Item 7:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for July 2012. 3 Yes. 2 Absent.

SURPLUS PROPERTY

- Item 8:** Moved by Trustee Keith and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 3 Yes. 2 Absent.

PERSONNEL RECOMMENDATIONS

- Item 9:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 3 Yes. 2 Absent.
- Item 10:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 3 Yes. 2 Absent.
- Item 11:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 3 Yes. 2 Absent.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 12:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve participation in the 2013 Chancellor's Office Tax Offset Program (COTOP) program. 3 Yes. 2 Absent.

CONSTRUCTION – CAPITAL PROJECTS

- Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the attached list of projects priorities included in the Five Year Construction Plan. 3 Yes. 2 Absent.

EMPLOYMENT – MANAGEMENT

- Item 14:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the hiring of Dr. Gerald Sequeira, as the Dean of Admissions and Records, beginning September 4, 2012, at a salary placement of \$10,226.00 per month (plus 2.5% additional for doctorate for a total of \$10,482.00 per month), plus health and statutory benefits. 3 Yes. 2 Absent.

Item 15: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the hiring of Ms. Carol Thomas, as the Director of Financial Aid, beginning August 27, 2012, at a salary placement of \$8,021.00.00 per month, plus health and statutory benefits. 3 Yes. 2 Absent.

BOARD POLICIES

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the second reading of BP 1200, Mission. 3 Yes. 2 Absent.

Item 17: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the second read of the following Board Policies: BP 2100, Board Elections and BP 2745, Board Self-Evaluation. 3 Yes. 2 Absent.

Item 18: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the second read of BP 3501, Campus Security and Access and BP 5510, Off-Campus Student Organizations. 3 Yes. 2 Absent.

CLOSED SESSION: At 4:56 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, (CCAFF) 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

RECONVENE OPEN SESSION: At 5:29 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:30 p.m., it was moved by Trustee Keith and seconded by Trustee Rasmussen to adjourn the meeting.

September 11, 2012
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees