

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

December 4, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, December 4, 2012, in the Center For Innovation Community Room.

Outgoing 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; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services; 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, Gerald Sequeira, Robert Slack, and Linda Welz

Faculty: Roberta Eisel, Patricia Lawrence, and John Vaughan

Supervisors/Confidential: Marilyn Grinsdale and Eric Magallon

Classified Employees: Clarence Cernal

Adjunct Faculty: Cecil Brower and Linda Chan

Students: Nayiri Baghdassarian, Luis Escarego, David Tate, and Marvin Trigo

VISITORS: Tom Gerfen

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that Dr. Irene Malmgren, Vice President of Academic Affairs, and Dr. Arvid Spor, Vice President of Student Services, have visited the six high schools that are located within the District. She thanked Dr. Lan Hao, Director of Institutional Research, and her staff for providing

each high school principal with a comprehensive profile of their graduates who have transitioned to Citrus College. The principals were very appreciative for the visits. They were especially enthusiastic about Citrus College's Early Decision Program and the possibility of their students participating.

Dr. Perri said the college's Steering Committee continues its literature review on successful strategies and practices leading to college completion. At its most recent meeting, Ms. Linda Welz, Chief Information Services Officer, presented an article that provided several completion strategies. These strategies include establishing collaborative relationships with local K-12 school districts; ensuring college leadership is committed to improving outcomes; establishing an institutional focus on serving students; coordinating instructional and student support services; using performance measurements in decision-making; and implementing professional development for the entire institution.

Dr. Perri reported that the Accrediting Commission for Community and Junior Colleges (ACCJC), which is the accrediting body for California's community colleges, has recently received national attention. The U.S. Department of Education has put pressure on ACCJC to make certain that the colleges under its jurisdiction comply in a timely manner with deficiencies it identified. Dr. Perri noted that 28 of the state's 112 community colleges are currently being sanctioned by ACCJC, the highest number in the last four years. Dr. Perri said this could result in a future accreditation process that is even more rigorous than the current one. She thanked the Board, faculty, staff, and students for their efforts with regard to the college's accreditation.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Automotive Technology Department hosted their third open house on November 28, 2012. Forty-five prospective students, along with 30 family members and friends, attended the event. They received an overview of the program presented by faculty and a tour of the facilities by alumni and current students. Dr. Malmgren gave kudos to the faculty, students, staff, and alumni for a very successful event.

Dr. Malmgren said the college's Beta Nu Eta Chapter of Phi Theta Kappa won first place in the California/Nevada region for its Honors in Action research project. The project involved original research on student success that led to the creation of the California College Completion Corps, which was featured at Convocation in August. The chapter received a plaque and a scholarship check.

Dr. Malmgren also reported that 130 anatomy students from Duarte High School visited Citrus College to complete anatomy and physiology laboratories on November 27 and 29, 2012, and December 4 and 6, 2012. The visits allowed Duarte students to assimilate course information and provided an opportunity to visit the college and learn more about the science department. Dr. Malmgren said this activity is the result of an ongoing partnership between Citrus College and Duarte High School.

Arvid Spor, Ed.D., Vice President of Student Services, had the opportunity to attend the Art Department's annual ceramics sale. He said a high level of skill is exhibited in the items offered for sale.

Dr. Spor spotlighted the counseling workshops that took place during the fall application period that assisted students in preparing applications for transfer to the University of California and the California State University systems. He said 152 students participated in the open forums and 182 students were assisted in the workshops. Dr. Spor thanked Mr. Raul Sanchez, Career/Transfer Center Coordinator; Dr. Lucinda Over, Dean of Counseling; and all of the counselors who assisted students. He added that these high-caliber services helped many students in the continued pursuit of their bachelor's degrees.

Robert Sammis, J.D., Director of Human Resources, provided an update on Management Training Workshops for 2012-2013. He said managers and supervisors would have the opportunity to attend a workshop on the evaluation of classified employees in December 2012. He said the workshops would resume in January and continue through May. Topics will include student workers, child abuse and neglect reporting, the CSEA contract, and "what you need to know about human resources."

James Woolum, Academic Senate President, commented that the fall semester has nearly concluded, with only a week remaining until final exams. On behalf of the members of the Academic Senate and the college faculty, he wished everyone a joyous and safe holiday season and a very happy new year.

Crescencio Calderon, Student Trustee, reported on ASCC events. He said that ASCC is having their annual food and toy drive from November 19 through December 7, 2012. In addition, ASCC hosted a debate forum on November 28, 2012, and elections for the ASCC board will take place on December 5 and 6, 2012. He also announced an American Red Cross blood drive and the ceramics sale, which will take place on December 4 and 5, 2012. Student Trustee Calderon thanked everyone who attended ASCC's Rock the Vote Celebration, saying it meant a great deal to the students.

Patricia Rasmussen, Member, Board of Trustees, reported on the Community College League of California (CCLC) Annual Conference in November. She said the conference was well-attended and speakers included Chancellor Brice Harris and Los Angeles Mayor Antonio Villaraigosa. Trustee Rasmussen attended some excellent workshops on a variety of topics, including foundations, bullying, the board's role in accreditation and Degree Works software, which is an interactive tool that assists students in academic planning.

Trustee Rasmussen congratulated Ms. Jody Wise, Dean of Kinesiology, Health and Athletics, on being inducted into the Fort Hays State University Athletics Hall of Fame.

The Citrus College Foundation is starting a new campaign to support the college's completion initiative. Trustee Rasmussen said the campaign seeks business and

corporate sponsorships to further college efforts to become a “College of Completion,” and she encouraged her fellow board members to participate.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the regular meeting minutes of November 20, 2012, as presented. 5 Yes.

INFORMATION AND DISCUSSION

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

Mrs. Horton introduced Ms. Tina Hinton from Vicenti, Lloyd and Stutzman, Certified Public Accountants, who presented the District’s 2011-2012 audit reports. Ms. Hinton provided an executive summary and said the audit received an unqualified opinion on financial statements and compliance, which is the best opinion that can be rendered.

Mrs. Horton thanked her staff, including Ms. Rosalinda Buchwald, Director of Fiscal Services, and Ms. Lucia Blades, Accounting Supervisor, for their outstanding work that resulted in the successful audit.

***Bronze Star* performance in Redwood City, California on December 6, 2012 – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren said the Chancellor’s Office invited the Citrus College Theatre Department to perform scenes from the play, *The Bronze Star*, written by Dr. Bruce Solheim, History instructor, at the Veteran’s Summit II in Redwood City on December 6, 2012. Dr. Solheim; Ms. Cherie Brown, Theater Arts instructor; and Mr. Neil Weiss, adjunct instructor; will accompany four students who will perform at the event.

Citrus College Faculty Association/Community College Association/California Teachers Association/National Education Association (CCFA/CCA/CTA/NEA) Re-Opener, Article 8 – Salaries – Robert Sammis, Director of Human Resources and District Chief Negotiator

The Citrus College Faculty Association’s proposal to reopen the current contract on Article 8, Salaries, was included in the agenda as part of the public notice process.

AP 5055 Enrollment Priorities – Arvid Spor, Vice President of Student Services

Dr. Spor presented changes to AP 5055, Enrollment Priorities, which has been revised to conform to recent legislation modifications to priority registration.

Educational Programs Committee: AP 3200 Accreditation – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren presented augmentations to AP 3200, Accreditation, which have been drafted in response to CCLC recommendations that colleges include specific detail about how accreditation is handled at each district.

Program Review – Drafting and Design Technology – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the program review for Drafting and Design Technology.

Program Review – Theatre Arts – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the program review for Theatre Arts.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Keith 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 Keith and seconded by Trustee Woods to approve facility rentals and usage.

5 Yes.

CONTRACTS

Item 4: Moved by Trustee Keith and seconded by Trustee Woods to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2013-2014 schedule of events for the Haugh Performing Arts Center.

5 Yes.

SURPLUS PROPERTY

Item 5: Moved by Trustee Keith and seconded by Trustee Woods 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.

5 Yes.

BIDS

- Item 6:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid the Dynamometer project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Trustee Keith 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.
- Item 8:** Moved by Trustee Keith 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 9:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BOARD OF TRUSTEES

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to elect **Susan M. Keith** for the office of President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.

On behalf of the Board, Incoming Board President Keith presented Outgoing Board President Montgomery with a pen box plaque in honor of her service and leadership throughout 2012.

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Keith to elect **Patricia Rasmussen** for the office of Vice President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.
- Item 12:** Moved by Trustee Keith and seconded by Trustee Rasmussen to elect **Joanne Montgomery** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.
- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Keith 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 14:** Moved by Trustee Montgomery and seconded by Trustee Keith to select **Patricia Rasmussen** as an Annual Representative to the Los Angeles County School Trustees Association for 2013. 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 15:** Moved by Trustee Montgomery and seconded by Trustee Woods 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 2013. 5 Yes.
- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2012, through November 30, 2013, as follows:
- Date: 1st & 3rd Tuesdays
Time: 4:15 p.m.
Place: Citrus Community College District, Center For Innovation, Community Room (CI 159)
- 5 Yes.
- Item 17:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to select **Joanne Montgomery** and **Gary L. Woods** as the Board of Trustees ad-hoc committee for 2013 to recommend the instrument or process to be used in Board self-evaluation. 5 Yes.

Incoming Board President Keith suggested hosting a work session.

AUDITORS

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Woods 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, 2012. 5 Yes.

SIGNATURES

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 4, 2012, through November 30, 2013. 5 Yes.

- Item 20:** Moved by Trustee Rasmussen and seconded by Trustee Woods 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.

ACADEMIC CALENDAR

- Item 21:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the proposed 2014-2015 Academic Calendar. 5 Yes.

EMPLOYMENT – FACULTY

- Item 22:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2013, it is requested that the Board of Trustees authorize recruitment of one full-time Nursing position effective fall 2013. Each job posting will bear the statement, "Position contingent upon funding and final Board approval." 5 Yes.

BOARD POLICIES

- Item 23:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first reading of BP 5030 Fees. 5 Yes.

RESOLUTION

- Item 24:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to adopt Resolution No. 2012-13-04 rescinding the Board's prior approval of Amendment Number Seven to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri in order to cure and correct alleged but denied Brown Act violations, and authorizing approval of Amendment Number Eight to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri, to extend Dr. Perri's term of employment, provide for step increases in salary, and clarify vacation/sick leave provisions, and to avoid claims of breach of contract.
3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods).

CLOSED SESSION: At 5:21 p.m., Incoming Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA);

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352;

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54957.6: Conference with Designated Representatives, Warren Kinsler and Board President - Unrepresented Employee - Superintendent/President.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:

Gil Aguirre v. Citrus Community College District Board of Trustees, Case No. BS139800

RECONVENE OPEN SESSION: At 5:56 p.m., Incoming Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:57 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees