

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

March 6, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, March 6, 2012, in the Center for Innovation Community Room.

Board President Montgomery called the meeting to order at 4:16 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 (arrived at 4:21 p.m.), 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 Siegel, CSEA President; and Christine Link, Recording Secretary.

**ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:**

**Management Team**: Paula Green, Lan Hao, Mike Hurtado, Sam Lee, Martha McDonald, R. Iverson, Lois Papner, and Linda Welz

**Faculty**: Margaret C. O’Neil

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

**Classified Employees**: Clarence Cernal, Joyce Miyabe, and Mike Ramos

**Adjunct Faculty**: Cecil Brower

**Students**: None

**VISITORS**: Phyllis Fritz, Tom Gerfen, Bill Hodge, Cyndy Mandell, and Peggy Olson

**COMMENTS FROM THE AUDIENCE**

Lois Papner, Dean of Admissions and Records, commented on the agenda item related to the resolution of non employment, release of employment of an academic administrator.

**Geraldine M. Perri, Ph.D., Superintendent/President**, reported that the semester began with Flex Day, featuring a variety of morning workshops followed by a working lunch with a panel discussion on SLO assessment led by Dr. Dana Hester, Biology instructor. Dr. Perri said the Flex Day program was well organized and productive. She thanked Dr. Eric Rabitoy, Dean of Natural and Physical Sciences; the Faculty Learning Institute; and Citrus College's Staff Development Committee for planning and organizing the day. Dr. Perri also thanked Board President Montgomery and Trustee Rasmussen for attending the morning activities.

Dr. Perri reported that the spring semester is off to a great start, with more than 13,000 students enrolled. The Supervisor/Confidential Team once again assisted new students at information booths on the east and west sides of campus. She thanked Mr. Tedd Goldstein, Student Employment Services Supervisor, for his leadership in organizing the booths.

Dr. Perri reported on several college activities. She thanked Dr. Lucinda Over, Dean of Counseling, and the Counseling Department for organizing the Annual High School Counselor Breakfast. She was pleased to have the opportunity to address the audience and share some of the college's successes. The college also participated in the Azusa High School Job Shadow Day, with 25 Azusa students job shadowing 15 college departments. She thanked Mr. Goldstein for coordinating Citrus College's participation. An emergency preparedness tabletop exercise was held for the members of the Emergency Operations Center team on February 24, 2012. The training scenario was a 7.2 earthquake. Dr. Perri said the team did very well, and they gained some new skills that will serve the college well. She thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for her leadership with regard to emergency preparedness.

Dr. Perri said she was pleased to join Trustee Keith in presenting a "state of the college" update to the Active Claremont group. She also made a presentation on the state of the college at Duarte Chamber of Commerce's Annual State of the City, Schools, and Citrus College event. She thanked Trustee Ortell and Board President Montgomery for attending.

Dr. Perri reported that the Little Hoover Commission, an independent state oversight agency, released its report on the California Community Colleges. The report makes several recommendations, including changing the funding model and moving all adult education to the community colleges. In other state news, Dr. Perri reported that Chancellor Jack Scott has announced his retirement. She said he has been a fierce advocate for community colleges.

Dr. Perri congratulated the men's basketball team on its successful season. She had the opportunity to cheer them on at their last three home victories. She said the college wishes them well as they advance to the state finals.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, announced that Citrus College student Phoebe Sulzen has been accepted into the summer internship program at JPL. The STEM Academy is up and running, thanks to the efforts of TeCS and Ms. Jolie Elman, Web Page Specialist. Students can apply online and complete a series of STEM activities. In addition, RACE to STEM summer internships are being offered at CSUF and Cal Poly Pomona. Dr. Malmgren said the Bridges to Success Writing Café has a new pilot program that will offer clinics and workshops that utilize proven best practices for student success.

Dr. Malmgren read the biography of Dr. Marianne Smith. Dr. Smith has more than 10 years of professional grant experience. Dr. Malmgren recommends the employment of Dr. Smith as the new Grant Project Director for the RACE to STEM grant.

**John Baker, Interim Vice President of Student Services**, reported that ASCC voted to approve \$1,700 to help cover expenses for the men's basketball team to travel to the state championship tournament.

Dr. Baker said he and Dr. Malmgren have completed their meetings with the principals of the six feeder high schools in the District, during which they shared information on how their students are doing at Citrus College. They are now planning visits to the District's five alternative high schools. Dr. Baker and Dr. Malmgren are also working on a newsletter to keep the principals up to date on topics such as Early Decision.

Dr. Baker said, following the Board's approval, the college will welcome Ms. Deanna Smedley to serve as a Counselor in the Center for Teacher Excellence. Ms. Smedley brings over 10 years of career, academic and personal counseling experience to Citrus College students who aspire to become teachers.

Dr. Baker congratulated Student Ambassador Sarah Gleason for being selected as Miss Covina. Ms. Gleason's major is hospitality management, and she plans to transfer to the University of Nevada, Las Vegas.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported that the Climate Action Plan Committee has held its first meeting. Mr. Bob Bradshaw, Project Manager, will be chairing the committee.

The latest information from the Legislative Analyst's Office regarding the state budget is that there is an additional \$6.4 billion shortfall due to lower-than-expected property tax and enrollment revenues. Mrs. Horton said the Community College League of California was initially working on securing a backfill for the budget shortfall, but the additional bad news makes any hope of a backfill very unlikely. This takes the deficit for 2011-2012 and 2012-2013 to a total of \$15 billion.

Mrs. Horton said the college is monitoring information from the redevelopment successor agencies regarding state tax monies that were anticipated as a result of dismantling the local redevelopment agencies. So far, there seems to be no additional revenues.

**Nickawanna Shaw, Academic Senate President**, said the work of the Academic Senate is underway for spring. They are reviewing their policy on program discontinuance, which focuses on program viability in light of the current budget situation. They are also polling the faculty on the academic calendar to ascertain the effects of the 16 week semester. In addition, Ms. Shaw said they are making plans to host the state Academic Senate Area C meeting on March 31, 2012, which will include discussions on minimum qualifications and changes to the disciplines list.

**Nohemi Camacho, Student Trustee**, attended the Latina Leadership Network conference. She said it was a good conference, and the list of speakers included Secretary of Labor Hilda Solis and Congresswoman Loretta Sanchez.

ASCC will host Club Rush on March 8-9, 2012. The Leadership Academy will launch on March 14, 2012. The academy will teach different types of leadership and present a certificate upon completion. Student Trustee Camacho also announced that there will be a St. Patrick's Day celebration on March 15, 2012, in the Owl Café patio, and ASCC will host a Caesar Chavez Blood Drive on March 28-29, 2012.

**Edward C. Ortell, Member, Board of Trustees**, thanked Dr. Perri for the excellent presentation she made at the Duarte Chamber of Commerce's Annual State of the City, Schools, and Citrus College. He said her remarks illustrated the many accomplishments of the college in the toughest of times, and her leadership has earned great respect for Citrus College in the community. Trustee Ortell received many compliments from Duarte's mayor and the Duarte USD superintendent. He thanked Board President Montgomery for attending.

Trustee Ortell remarked on the recent Little Hoover Commission report on community colleges. He said the Little Hoover Commission has long advocated the centralization of governance of community colleges at the expense of local control. He said this would diminish the voice of local faculty, staff, and student leaders who cannot easily travel to Sacramento to talk with decision makers.

**Gary L. Woods, Clerk/Secretary, Board of Trustees**, thanked Dr. Perri, Mrs. Horton, and all those involved in budget planning for keeping Citrus College on a steady course during these turbulent financial times. He said there is a very different atmosphere at other colleges, where there are demonstrations and much unrest.

**Susan M. Keith, Vice President, Board of Trustees**, complimented Dr. Perri on her presentation to the Active Claremont group. She said the college has much to be proud of and is earning a reputation as one of the finest community colleges in the region and

the state. She thanked Dr. Perri for her willingness to go out into the community and speak about Citrus College.

**Patricia Rasmussen, Member, Board of Trustees**, acknowledged the five Citrus College students whose photos appeared in the book *The Best of College Photography Annual 2012*. She gave kudos to Darrell Carr, photography instructor, for staying current in a changing field.

Trustee Rasmussen reported that the members of the Citrus College Foundation board are working on several projects, and they are enthusiastically looking forward to the college's upcoming celebration of its 100<sup>th</sup> anniversary.

Trustee Rasmussen commented on the success of the men's basketball team and complimented them on the high level of sportsmanship they have exhibited. She also complimented the cheer squad for a great job of cheering them on at the games.

**Joanne Montgomery, President, Board of Trustees**, thanked Dr. Perri for her work in the community and said she always does a great job of representing the college. Dr. Perri thanked Mrs. Christine Link, Executive Assistant, for technical support of her presentations.

## MINUTES

**Item 1:** Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of February 7, 2012, as submitted. 5 Yes.

## HEARINGS

Board President Montgomery opened a public hearing at 5:24 p.m. for the purpose of hearing public viewpoints regarding the Initial Study and Mitigated Negative Declaration for the property located at 1155 W. Foothill Blvd., Glendora CA 91741.

Hearing no comments, Board President Montgomery closed the hearing at 5:25 p.m.

## INFORMATION AND DISCUSSION

### **Foundation Presentation – June Stephens, Executive Director of Development and External Relations**

Dr. Perri introduced Ms. June Stephens, Executive Director of Development and External Relations, who made the annual presentation on the Citrus College Foundation's financial report. Ms. Stephens introduced Mr. Tom Gerfen, Foundation board president, who presented Trustee Keith with a plaque recognizing her service to the Foundation. Ms. Stephens also introduced Mr. David Luna of Pacific Western Bank who presented the Foundation with a check for \$5,000. Mr. Luna will serve on the Foundation board this year. Ms. Stephens thanked Foundation board members Ms. Phyllis Fritz, Ms. Sharon Lewis, and Ms. Joyce Dill for attending the meeting.

**The *Clarion* Presentation – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

Dr. Malmgren introduced Ms. Meg O’Neil, Journalism instructor, who provided a brief history of the *Clarion* and introduced the publication’s editorial staff. The *Clarion* and the *Clarion Online* have consistently won recognition for “general excellence” by the Journalism Association of Community Colleges. Ms. O’Neil was commended by members of the Board and Dr. Perri for her leadership and commitment to excellence and for staying abreast of the ever-changing technology in the field of journalism.

**INDEPENDENT CONTRACTORS**

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

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

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

**Item 5:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve purchase orders for January 2012. 5 Yes.

**SURPLUS PROPERTY**

**Item 6:** Moved by Trustee Rasmussen and seconded by Trustee Keith 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.

**CONSTRUCTION – CAPITAL PROJECTS**

**Item 7:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve Change Order Number Three in the amount of (~~\$3,394.29~~) and add 142 days to the time for completion for project number 03-0910, Restroom Building East Campus. 5 Yes.

**FIELD TRIP**

**Item 8:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve a field trip/tour for thirty-one (31) students from MUS 228 Jazz Ensemble Tour and the MUS 150 Professional Performance Techniques with five (5) staff members to perform in Hawaii from June 28 through July 9, 2012. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Keith 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 Rasmussen and seconded by Trustee Keith 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 Rasmussen and seconded by Trustee Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 12:** Moved by Trustee Woods and seconded by Trustee Keith to approve and adopt the Initial Study and Mitigated Negative Declaration for the proposed parking lot project located at 1155 W. Foothill Blvd, Glendora, CA 91741 in compliance with the California Environmental Quality Act (CEQA) and the CEQA guidelines. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 13:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Deanna Smedley effective March 7, 2012, in a full-time non-tenure track categorically funded position as a Counselor through the categorically funded HSI Title V Cooperative Grant, at a salary placement of Class 2, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,813.00 (pro-rated) plus health and statutory benefits. The HSI Title V Cooperative Grant has been funded for five years from October 2011 to September 2016. 5 Yes.
- Item 14:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of Marianne Smith, Ph.D., with a potential start date of March 7, 2012 as the categorically funded Grant Project Director Title V RACE to STEM Grant at a salary placement of \$92,295 annually, plus health and statutory benefits. Actual start date dependent on the District receiving prior written approval from the ED Grant Program Officer. 5 Yes.

**RESOLUTION**

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen to adopt Resolution #2011-12 07, directing the Superintendent/President, or designee, to serve a March 15<sup>th</sup> notice on Ms. Lois Papner, an academic administrator, in accordance with Education Code Section 72411(b). 5 Yes

**CLOSED SESSION:** At 5:28 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 6:15 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:16 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

March 20, 2012  
Date

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Gary L. Woods  
Clerk/Secretary  
Board of Trustees