

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

April 3, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, April 3, 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).

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 Sigel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, M. A. Hurtado, and Linda Welz

Faculty: Ken Guttman

Supervisors/Confidential: Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Employees: Clarence Cernal, Steve Handy, Deborah M. Leeper, R.A. Manfere-Campillo, Marian Manfre-Winchester, Pam McGuern, Cathy Napoli, Mamie Richmond, and Mike Ramos

Adjunct Faculty: None

Students: Crescencio Calderon, David Dara, Lauren Early, Walter Galvez, and Ryan Gomez,

VISITORS: Maritza Velazquez

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that the college has once again earned impressive rankings in the national publication *The Hispanic Outlook in Higher Education*. For 2012, Citrus College placed in the top 50

community colleges nationally in three categories: Community Colleges by Hispanic Full-time Enrollment, with a ranking of 45; Community Colleges for Hispanics Awarding Associate Degrees, with a ranking of 40; and Community Colleges by Hispanic Faculty, with a ranking of 40. Dr. Perri said the college is honored to be on the national radar, and she noted that there were only a small number of colleges in California that made the list.

Dr. Perri said Citrus College was bustling with activity last week as more than 1,300 high school students, accompanied by their teachers, arrived on campus for the 7th Annual Fine and Performing Arts Open House. Dr. Perri said the event showcased the talent and academic programs of the college. She thanked Mr. Robert Slack, Dean of Fine and Performing Arts; Dr. Irene Malmgren, Vice President of Academic Affairs; and the Fine and Performing Arts students, faculty, and staff for their efforts in arranging for this special college event.

Dr. Perri reported that the spring College Transfer Fair and Transfer Task Force meeting were very successful. The Transfer Fair offered Citrus College students the opportunity to meet onsite with numerous representatives from four-year colleges and universities. The fair was followed by a meeting of the Transfer Task Force. Dr. Perri commended Dr. Lucinda Over, Dean of Counseling, and Ms. Justina Rivadeneyra, Coordinator, Career/Transfer Center, for their efforts in coordinating these events.

Dr. Perri announced the formation of the college's Institutional Effectiveness Committee (IEC). The IEC will be chaired by Dr. Lan Hao, Director of Institutional Research, and Mr. James Woolum, Program Review Coordinator. The purpose of the committee is to review and make recommendations on matters regarding institutional effectiveness, such as the review and assessment of the integrated planning process and the means by which it is linked to the budget process. Dr. Perri said the committee has already begun to meet.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that students from the *Clarion* attended the Journalism Association of Community Colleges (JACC) conference in March. During the conference, Citrus College was named a "Pacesetter" for program excellence, the highest honor for a California community college student publication. The Pacesetter is awarded to the top four colleges in the state, based on total points accumulated in JACC competitions. Citrus College has won the Pacesetter four times since 1998. In addition, both the *Clarion* newspaper and the theclariononline.com website won General Excellence awards, the top JACC honor for a student publication. Seven students also brought home six individual awards.

Regarding College Success, Dr. Malmgren said counselors and educational advisors have begun visiting 63 basic skills, math, English and ESL classes to inform students of the college support services that are available. In addition, College Success counselors conducted a workshop for English 099 faculty entitled "Student Support Services: How to Empower Students to Succeed Beyond the Classroom." They will also present this workshop to math faculty in April.

John Baker, Ed.D., Interim Vice President of Student Services, presented the Board with table tents that the faculty in DSP&S and Counseling created. The table tents contained information about services in each of their areas and will be placed at locations where students gather. Dr. Baker said this is a great way to inform students, and he thanked them for their efforts.

Dr. Baker reported that Citrus College is in good standing with regard to its cohort default rate (CDR). The CDR is the rate that measures how many student loan borrowers default on their federal loans within two years of entering repayment. Colleges with high CDRs, including those above 25% for 3 consecutive years and those with rates above 40%, face sanctions and can lose their ability to offer federal loans and Pell Grants. Citrus College's three-year CDR is 17.6% and its most recent one-year rate is 8.7%. Dr. Baker said this is an excellent number, and he added that the college's low CDR rate is very important to our students.

Robert Sammis, J.D., Director of Human Resources, reported that the new collective bargaining agreement between the District and CCFA was on the docket for the Board's consideration. Dr. Sammis said that at all times during negotiations, the discussions were professional, direct, and centered on finding mutually agreeable solutions. He expressed his appreciation for the degree of professionalism and openness that was demonstrated during the process.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to agenda items related to the Budget Development Assumptions and Calendar and Budget Revisions. She reviewed revenues and expenditures in the budget development assumptions, which she said are based on the Governor's ballot initiative being rejected by voters in November. Mrs. Horton said, assuming the Governor and the Legislature approve a state budget by June 15th, the college's adopted budget for 2012-2013 will be ready for approval at the September 11th Board meeting.

Nohemi Camacho, Student Trustee, reported that Student Trustee-elect Crescencio Calderon organized the recent Cesar Chavez Blood Drive on campus. During the two-day event, 180 units of blood were donated. This is a record number for community colleges who participate in this event, and Student Trustee Camacho said this amount could potentially save 540 lives.

Edward C. Ortell, Member, Board of Trustees, said there has been another report issued by the Gold Line Construction Authority indicating that the Gold Line is on target for a 2015 date for completing the line from Pasadena to the Citrus Station. He said this will be very helpful for Citrus College students. Trustee Ortell also commented that there has been an initiative filed with the Secretary of State that seeks to roll back tuition for the California Community Colleges, the California State University and the University of California. It also proposes to eliminate redundancies between the three systems. He said community colleges may support some parts of the initiative and oppose others, and he suggested that the college monitor it as it moves through the process.

Patricia Rasmussen, Member, Board of Trustees, thanked Dr. Perri and Mrs. Horton for meeting with her to explain several items with regard to the college budget. She also reported that she and Mrs. Susan M. Keith, Vice President, Board of Trustees, were working on documents for the Board's self-evaluation.

MINUTES

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

INFORMATION AND DISCUSSION

Presentation of the Progress of the Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Bob Bradshaw, Project Manager, and Mr. Matt Sullivan of Newcomb, Anderson & McCormick, who presented a report on the progress of the Citrus College Sustainability Committee and the template they are developing for California's community colleges. Mr. Bradshaw complimented Dr. Martha McDonald, Dean of Students; and Ms. Adrienne Thompson, Supervisor of Student Life and Leadership Development; for taking the template to the ASCC leadership class and asking them to develop SMART goals and objectives for college sustainability. Mr. Bradshaw said there will be a campus presentation of the plan during Earth Day activities later in the month.

Trustee Area Boundary Discussion – Joanne Montgomery, President, Board of Trustees

The Board participated in discussions regarding the roster to be included on all official college documents. The decision was made to list the primary city and "portions of" the other cities within their trustee areas with the exception of Trustee Area #5 that covers the cities of Monrovia and Bradbury.

Administrative Procedure Review – Geraldine M. Perri, Ph.D., Superintendent/President

The Board Sub-Committee of Board President Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Administrative Procedures were provided for a second and final review at the meeting: AP 2710 – Conflict of Interest, and AP 2712 – Conflict of Interest Code.

Program Reviews – Foreign Languages & Speech Communication – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren presented highlights of the program reviews for Foreign Languages and Speech Communications.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

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

BIDS

Item 4: Moved by Trustee Woods and seconded by Trustee Rasmussen to allow staff to prepare specifications and formally bid Project #08-1112, Little Theater Remodel Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. 5 Yes.

CURRICULUM

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

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 7: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 8: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the 2012-2013 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 1, 2012. 5 Yes.

- Item 10:** Moved by Trustee Woods and seconded by Trustee Keith to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 41.0 and 42.0 for the fiscal year 2011-2012. 5 Yes.

RESOLUTION

- Item 11:** Moved by Trustee Keith and seconded by Trustee Rasmussen to adopt Resolution #2011-12-08 to adopt the Citrus College Sustainability Mission Statement and to provide support for the Pilot Demonstration of the California Community College Sustainability Template at Citrus College. 5 Yes.

CONSTRUCTION – CAPITA PROJECTS

- Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Woods to accept Project #03-0910, Restroom Building East Campus as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$596,297.77. 5 Yes.
- Item 13:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to accept Project #06-1112, Energy Service Contract, Lecture Halls as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$48,988.00. 5 Yes.
- Item 14:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the award of bid #01-1112, Library and Reprographics Roofing Project to Commercial Roofing System, Inc. of Arcadia, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$192,529 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Woods to adopt Resolution #2011-12-09 directing the Superintendent/President, or designee, to give written notice of layoff to the classified employees to be laid-off pursuant to the requirements of law. 5 Yes.

COLLECTIVE BARGAINING

- Item 16:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Faculty Association, effective January 1, 2012 through December 31, 2014, ratified by a majority affirmative vote of the unit membership. 5 Yes.

BOARD POLICIES

Item 17: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the second and final reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President. 5 Yes.

CLOSED SESSION: At 5:21 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

RECONVENE OPEN SESSION: At 6:13 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:14 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

May 1, 2012
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees