

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

May 7, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, May 7, 2013, in the Center for Innovation Community Room.

Board President Keith 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. Absent: None.

**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; Lucinda Over, Dean of Counseling (representing Dr. Arvid Spor, Vice President of Student Services); Jim Woolum, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Christina Garcia, Paula Green, Lan Hao, Martha McDonald, Lucinda Over, and Linda Welz

**Faculty:** Bruce Langford and Jim Woolum

**Supervisor/Confidential Team:** Tedd Goldstein, Marilyn Grinsdale, and Eric Magallon

**Classified Employees:** RoseAnn Manfre-Campillo, Clarence Cernal, and Robert Coutts,

**Adjunct Faculty:** Cecil Brower

**Students:** Nayiri Baghdassarian, Anne Marie Mirand, David Tate, and Mariana Vega

**VISITORS:** Tom Gerfen and Art Morales

**COMMENTS:** Mr. Art Morales, Azusa resident and Citrus College alumnus, commented on the availability of parking on campus and hopes that the Board will work with the Gold Line to construct a parking structure. He also suggested that parking spaces be provided at the church across the street. Mr. Morales also expressed his concern that students are taking four or more semesters to complete their education at Citrus, per the article he saw in the *Clarion*. He also suggested that the traffic light on Citrus Avenue be recessed so that the marquee and street signs are more visible. He indicated that the Campus Safety Building needs better signage and suggested it be lit up at night. He also expressed his concern about a “cancer” eating away at employees and thanked the Board for the opportunity to be heard and the wonderful democratic system in place.

**Geraldine M. Perri, Ph.D., Superintendent/President**, was pleased to announce that Citrus College won two awards from the Community College Public Relations Organization (CCPRO). The college received a first place award for its Convocation video and a second place award for its Veterans Program video. Dr. Perri thanked Ms. Paula Green, Director of Communications, and Ms. Stacy Armstrong, Publications Specialist, for their work on these award-winning videos.

The Registered Dental Assisting program has just completed a successful accreditation site visit. Dr. Perri said the successful visit represents a great deal of work, and she commended Ms. Claudia Pohl and the Dental Assisting faculty for their professionalism and dedication to the program.

In April, Dr. Perri attended the 2012 Glendora Chamber of Commerce Citizen of the Year event, which honored Mr. Thom Hill. Mr. Hill was formerly the Dean of Administrative and Cultural Services and a faculty member at Citrus College.

Dr. Perri congratulated Dr. Bruce Solheim, History instructor, on being selected as Citrus College’s Distinguished Faculty Award recipient for the year. Dr. Perri said Dr. Solheim has gone above and beyond in serving the college’s student veterans.

Dr. Perri said this is the last Board meeting for Student Trustee Calderon. She thanked him for his vision and leadership with regard to several student-led initiatives. Dr. Perri also thanked him for showcasing many Citrus College student success stories and she wished him well in his future educational and career pursuits.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported on the Citrus Singers’ weeklong tour of New York City. They had the opportunity to perform several concerts, as well as attend several Broadway productions. They also connected with former Citrus Singers who are working in the industry.

On April 29, 2013, Ms. Patty Glover, Cosmetology instructor, and a team of Cosmetology students served as theatrical make-up artists for the “Every 15 Minutes” program at San Dimas High School. “Every 15 Minutes” is the mortality rate of

individuals who die while driving impaired or texting. Dr. Malmgren said San Dimas High School greatly appreciated their participation.

Dr. Malmgren said the *Clarion* staff recently brought home a number of awards from the Journalism Association of Community Colleges (JACC) state convention. This year, they won in a new category, video journalism.

Dr. Malmgren said Dr. Eric Rabitoy, Dean of Physical and Natural Sciences and Library, and Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education, are working together to facilitate a cross-discipline project. Ms. Lucia Riderer, Physics instructor, and Mr. Mariano Rubio, Automotive instructor, are recruiting a team of students to design and build a car that will go the farthest on the least amount of fuel for the Shell Eco-marathon Competition.

Dr. Malmgren announced that Dr. Gailynn White has successfully defended her dissertation.

**Lucinda Over, Ed.D., Dean of Counseling**, representing Arvid Spor, Ed.D., Vice President of Student Services, said counselors and advisors performed a graduation check for 265 students who completed 50 units or more classes. Each student was contacted and encouraged to sign a graduation application. They will also contact students who meet other criteria but need a few more classes.

The number of Citrus College students applying to and being accepted by the University of California, Berkeley this year has increased significantly as compared to last year. Dr. Over credited the increase, in part, to increased training for counselors and the collegewide efforts to be a “College of Completion.”

**Jim Woolum, Academic Senate President**, reported on the Student Success Scorecard. Mr. Woolum made a number of observations, including the fact that the first scorecard reflects data from a cohort formed in 2006-2007, which was tracked for six years. It does not fully reflect the impact of several programs initiated during the evaluation period. He also noted that, due to the small size of the cohort, it is anticipated that some measures of success may not be captured.

**Robert Coutts, CSEA President**, was pleased to report that Area G held their membership recognition event. Senator Ed Hernandez attended the event and presented plaques to those being honored.

Mr. Coutts thanked the Board of Trustees, Dr. Perri, CCFA, the Management Team and the Supervisor/Confidential Team for hosting the Classified Breakfast and the Pizza Lunch for evening staff. The event, “Surf’s Up!,” will take place on May 24, 2013.

The CSEA Chapter is preparing for their membership meeting on May 14, 2013, where they will be recruiting volunteers for a committee to review the experience and education requirements listed in bargaining unit job descriptions.

**Crescencio Calderon, Student Trustee**, said it has been a great pleasure to serve as the students' representative on the Citrus College Board of Trustees. He thanked the Board and Dr. Perri for the wonderful experience.

Student Trustee Calderon reported on Springfest 2013. The theme was "Citrus Palooza," and it featured music, games, food trucks and club booths.

Student Trustee Calderon provided the student success story of Ms. Mariana Vega, the incoming Student Trustee. Ms. Vega is a first generation college student who was overwhelmed by the process of applying to four-year universities. She enrolled at Citrus College and quickly became involved in campus life, joining Latinos Unidos Students Association (LUSA) and getting involved in ASCC. She believes Citrus College has helped her to develop both academically and personally.

Board President Keith thanked Student Trustee Calderon for all he has done during his tenure as Student Trustee. She said she is confident he will do great things in the world. Student Trustee Calderon was accepted to UC Berkeley and UCLA, and he is looking forward to being a "Bruin" next fall.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, reported on several recent events. She attended the San Gabriel Valley Economic Partnership meeting featuring Senator Ed Hernandez; the Duarte Education Foundation event, "Music Matters;" and a Glendora Kiwanianes Tea, where the Foundation hosted a table. She also attended the Community College League of California (CCLC) Annual Trustees Conference, which featured many informative sessions. CCLC presented longevity awards to several trustees, and Gary L. Woods, Member, Board of Trustees, was honored for 30 years of service.

Trustee Montgomery encouraged everyone to attend/participate in the 15<sup>th</sup> Annual Don Montgomery Golf Tournament on May 17, 2013.

Trustee Montgomery attended the Sabbatical Forum where Ms. Pohl and Dr. Solheim presented. She said it is exciting to learn about the great work they are doing.

Trustee Montgomery said it is difficult to say "goodbye" to Student Trustee Calderon. She thanked him for his excellent work on behalf of students.

**Patricia Rasmussen, Vice President, Board of Trustees**, attended a San Gabriel Valley Public Affairs Network meeting featuring Congresswoman Grace Napolitano and Congresswoman Gloria Negrete McLeod. She said both Congresswomen are interested in veterans issues.

Trustee Rasmussen reported on the Foundation board meeting. She said they viewed a video about the Rocket Owls and learned that a Citrus College honors student will present a research paper at Stanford. The Foundation plans to award 24 Bright Futures

Scholarships, and it will also award several mini grants to faculty. They heard an update on the college's Centennial Celebration plans and a report on web-giving.

Trustee Rasmussen attended a HPAC performance of *Legally Blonde*. She said it was very entertaining, and the costumes and music done by Citrus College students were stellar. She gave kudos to Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center; and Mr. Douglas Austin, Music instructor.

**Edward C. Ortell, Member, Board of Trustees**, said Dr. David Viar has been selected as Glendale Community College's new Superintendent/President. Dr. Viar was formerly the Executive Director of CCLC and someone that Citrus College trustees have worked with for many years. Trustee Ortell commented that there are a large number of new bills working their way through the legislative process, and he believes Dr. Viar will be an asset for SanFACC's advocacy efforts in Sacramento.

**Susan M. Keith, President, Board of Trustees**, reported on the CCLC conference. There were a number of timely session topics including accreditation, the Student Success Scorecard and MOOCs (massive open online courses). She said the consensus is that MOOCs are certain to impact higher education, and community college leaders need to be included the discussion.

Board President Keith said it is exciting to see the launch of the Foundation's President's Circle, and she thanked Dr. Perri and Ms. Christina Garcia, Director of Development and Alumni Relations, for coordinating the kickoff reception.

#### **MINUTES:**

**Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of April 5, 2013, as submitted. 5 Yes.

#### **INFORMATION AND DISCUSSION**

##### **Campus Safety Update – Arvid Spor, Ed.D., Vice President of Student Services**

On behalf of Dr. Martha McDonald, Dean of Students, Dr. Over presented a Campus Safety Update.

The Department of Campus Safety is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concerns that may be an immediate threat to the safety and security of those on campus. As such, Campus Safety is charged with providing updates on recent events.

Emergency preparedness is a college priority and responsibility. In order to prepare the campus community for emergency situations, Campus Safety along

with emergency preparedness partners has developed an Emergency Preparedness workshop that is tailored to specific buildings and needs. Additionally, Campus Safety has recently initiated several parking initiatives. One of those initiatives is the introduction of the on-line parking permit purchasing system. The on-line parking permit is a customer service driven initiative that frees students from purchasing permits on campus, standing in line, and offers an immediate temporary permit.

### **2013 Distinguished Alumni Award – Christina Garcia, Director of Development and Alumni Relations**

Ms. Garcia presented information on the Distinguished Alumni Award.

Citrus College celebrates May as Alumni Month to highlight and celebrate the many contributions of alumni that strengthen the college in a variety of significant ways.

Citrus College alumni are important ambassadors for the college, generating ongoing resources such as awareness, goodwill, community support and philanthropy.

During the Commencement ceremony, the Citrus Alumni and Friends Association awards the 'Distinguished Alumni Award' to an outstanding alumnus who has made significant contributions and has provided service to the community and best represents the values of Citrus College.

Mr. Eric Magallon, Alumni Association President, announced the names of the recipients for 2013 and provided information about their service to the community. The honorees are: Ms. Phyllis Fritz, Ms. Laura Bollinger and Dr. Bo (Bernard) Bollinger.

### **ARCC 2013 Presentation – Lan Hao, Ph.D., Director Institutional Research**

Dr. Hao made a presentation on the 2013 Accountability Reporting for the Community Colleges (ARCC) and how it relates to the new Student Success Scorecard.

The ARCC Report (Accountability Reporting for the Community Colleges) meets a legislative requirement that resulted from Assembly Bill 1417. The CCC System Office produces this report each year and disseminates it so that each college will share it with the Board of Trustees to make college officials aware of system and college performance in specific areas of effort and to inform the public about overall system performance.

Per recommendation 7.3 from the Student Success Task Force, a new Student Success Scorecard was created using the existing ARCC framework and performance indicators.

**Revised Administrative Procedures: 6550, Disposal of District Property and 3560, Alcoholic Beverages – Carol R. Horton, Vice President of Finance and Administrative Services.**

Mrs. Horton commented on revisions to Administrative Procedures for AP 6550, Disposal of District Property, and AP 3560, Alcoholic Beverages.

The District's current Board Policies and Administrative Procedures are regularly reviewed and updated to align with the recommended Board Policies and Administrative Procedures developed in conjunction with CCLC. The existing Administrative Services Administrative Procedures have been reviewed and revised to bring them up to date and align them with the Administrative Services chapter of the Board Policies and Administrative Procedures recommended by CCLC. Revisions of the Administrative Procedures were approved by the Financial Resources Committee or Physical Resources Committee, all constituent groups, and the Steering Committee.

**INDEPENDENT CONTRACTORS**

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

**FACILITY USAGE**

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

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

**Item 4:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve A & B Warrants for March 2013. 5 Yes.

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve purchase orders for March 2013. 5 Yes.

**SURPLUS PROPERTY**

**Item 6:** Moved by Trustee Montgomery 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.

**CURRICULUM**

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the new, modified, and inactivated courses, and the modified program. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Trustee Montgomery 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 9:** Moved by Trustee Montgomery 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 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

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

- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2013, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.
- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the use of the estimated \$8,557,441 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund additional class sections. 5 Yes.

**SALARIES**

- Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the increase of two percent (2%) to the respective salary schedules for management and supervisor/confidential employees effective July 1, 2013. 5 Yes.
- Item 14:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to declare salaries for all unrepresented employees indefinite for the 2013-2014 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

**BOARD POLICIES**

- Item 15:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the first reading of BP 4223 – Withdrawal from Courses. 5 Yes.

- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the first reading of BP 6450 – Wireless or Cellular Telephone Usage and BP 6700 – Civic Center and Other Facilities Use. 5 Yes.
- Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the first reading of BP 7107 – Nepotism, and BP 7113 – Service Animals. 5 Yes.
- Item 18:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the second reading of BP 4280 – Final Examinations. 5 Yes.

### **ELECTION – BOARD OF TRUSTEES**

- Item 19:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Resolution #2012-13-09 to order the Biennial Governing Board Election, Tuesday, November 5, 2013. 5 Yes.

### **BOARD OF TRUSTEES**

- Item 20:** Moved by Trustee Ortell and seconded by Trustee Woods to table Item 21. 2 Yes (Ortell/Woods). 3 No (Keith/Montgomery/Rasmussen).
- Item 21:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to select Susan M. Keith and Patricia Rasmussen as the Board of Trustees ad-hoc advisory committee, composed solely of two Board members, to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. Consistent with Board of Trustees action on April 2, 2013, the ad-hoc advisory committee would be authorized to use District legal counsel. The ad-hoc advisory committee will cease to exist July 30, 2013.  
3 Yes (Keith/Montgomery/Rasmussen). 2 No (Ortell/Woods).

**CLOSED SESSION:** At 5:57 p.m., 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, (CAFF) 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: Public Employee Discipline/Dismissal/Release.**

**Per Section 72122 of the Education Code and District Administrative Procedure 5520: STUDENT SUSPENSION APPEAL, STUDENT #AXXXXXX88**

**Per Section 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT**

**Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT**

**RECONVENE OPEN SESSION:** At 6:54 p.m., Board President Keith reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:55 p.m., it was moved by Trustee Woods and seconded by Trustee Ortell to adjourn the meeting.

May 21, 2013  
Date

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Joanne Montgomery  
Clerk/Secretary  
Board of Trustees