

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

March 19, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, March 19, 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.

**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; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Christina M. Garcia, Paula Green, Lan Hao, Gerald Sequeira, and Linda Welz

**Faculty:** Roberta Eisel, Cathy Gong, Patricia Lawrence, Bruce Langford, Terry Miles, Dave Ryba, Lisa Telesca, Shelia White, and Jim Woolum

**Supervisors/Confidential:** Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby

**Classified Employees:** Kathleen Bueno, Olivia Canales, Clarence Cernal, Rose Ann Manfre-Campillo, Andrea Mullin, and Linda Swan

**Adjunct Faculty:** Cecil Brower

**Students:** Nayiri Baghdassarian and David Tate

**VISITORS:** Angel Garcia, Tom Gerfen, Lois Papner, Ron N. Reel, and Anthony Soliz

## COMMENTS FROM THE AUDIENCE

**Bruce Langford, Music instructor and CCFA Chief Negotiator**, thanked the Board and Dr. Perri for the successful conclusion to contract negotiations. He credited the District's and CCFA's negotiation teams and the excellent management of District resources to the positive outcome.

**John Fincher, Language Arts/Speech instructor and CCFA President**, expressed concerns about residency issues with regard to trustee area one. He presented information gathered by CCFA and proposed that action be taken at the next Board meeting. Mr. Fincher thanked Community College Association (CCA)/CTA/NEA representatives Dr. Ron Reel, Dr. Lynette Nyaggah and Mr. DeWayne Sheaffer for attending the meeting.

**Ron N. Reel, CCA President**, said he was pleased to be able to attend the meeting to support Citrus College faculty, students and CCFA.

**Geraldine M. Perri, Ph.D., Superintendent/President**, reported that the *Hispanic Outlook on Higher Education* has just released their new rankings on the nation's "top" community colleges. Out of more than 1,100 community colleges, Citrus College ranked 49<sup>th</sup> in Hispanic Full-time Enrollment and 23<sup>rd</sup> in Associate Degrees Awarded to Hispanics (up from 40<sup>th</sup> in 2012). She commended Citrus College faculty, staff and students on this noteworthy achievement.

Regarding the "College of Completion" initiative, Dr. Perri read the completion plans of seven ASCC leaders that have been posted on the ASCC website including, Mr. Andres Navarro, ASCC President; Ms. Nayiri Baghdassarian, ASCC Vice President; Ms. Meechelle Sansom, ASCC Treasurer; Mr. Tyler Hernandez, ASCC Legislative Liaison; Mr. Jordon Lowndes; ASCC Recording Secretary; Mr. Crescencio Calderon, Student Trustee; and Ms. Mariana Vega, Student Trustee-Elect.

Dr. Perri commented that a legislative update prepared by Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, was included in the Board packet.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported that the college has received an approval letter from the Chancellor's Office for the Elementary Education for Transfer Degree (AA-T). Citrus College now has 12 "active" SB 1440 transfer degrees. In addition, an AA-T degree for Kinesiology is in the review process in the Chancellor's Office.

Dr. Malmgren reported that College Success and Bridges to Success have hired six Citrus College Completion Corps peer mentors. They will begin mentoring students the week of March 25, 2013.

Dr. Malmgren said that she and Ms. Lisa Telesca, Language Arts instructor and PTK Advisor, went to Sacramento for the All-California Academic Team Award ceremony.

Mr. Brian Waddington, History instructor and PTK Advisor, introduced the two winners from Citrus College, Mr. Michael Li and Mr. Miguel Villanueva, who were present. He said they represented Citrus College well.

**Arvid Spor, Ed.D., Vice President of Student Services**, reported that the Owl Bookshop's ability to provide students who receive Pell Grants the opportunity to purchase textbooks at the start of their classes has furthered College of Completion goals. He said this spring, 1,446 students were served, up from 1,092 students in spring 2012. This represents an increase of 32 percent.

Dr. Spor reported that the First Annual Citrus College Day at the Races will take place at Santa Anita Park on March 30, 2013. All proceeds will be donated to the Veterans Club.

Dr. Spor announced that there will be a Campus Safety Forum on March 26, 2013, that will cover topics such as personal safety, classroom safety, protocols for college emergencies and others. Citrus College Campus Safety and the Glendora Police Department will be on hand.

**Robert Sammis, J.D., Director of Human Resources**, was pleased to report that a Memorandum of Understanding between the District and CCFA regarding the fall 2012 reopener on salaries was on the agenda for approval. He said the ability to provide a 2% increase to the full-time faculty is a reflection of the college's commitment to prudent management of fiscal resources. He thanked the CCFA negotiating team for a process that was professional and focused on mutual resolution of issues and concerns. Dr. Sammis said, consistent with the collective bargaining agreement that is in place with CSEA, the CSEA bargaining unit will also receive a 2% salary increase effective April 1, 2013.

**James Woolum, Academic Senate President**, commented that the community college system is in a state of change. He cited several examples, such as a "scorecard" for individual colleges; a 90 unit cap, which has many groups in opposition; moving all adult education to community colleges, and several others.

Mr. Woolum said these are among the issues that will be discussed at the Academic Senate Area meetings, which will take place later this month. Ms. Lisa Villa, Vice President/President-Elect for the Academic Senate, and he will represent the Citrus College faculty at the Area C meeting on March 30, 2013, and also the Academic Senate Spring Plenary in April.

**Robert Coutts, CSEA President**, said CSEA nominated three delegates and two alternate delegates for the annual CSEA conference. It will take place in July. Mr. Coutts said he has received the 15 resolutions they will be debating and voting on at the conference, and they will get their local chapter's input over the next three CSEA meetings.

**Crescencio Calderon, Student Trustee**, announced that the Cesar Chavez National Blood Drive Challenge will take place March 27-28, 2013, on the Citrus College campus. He said Dr. Perri and Dr. Spor will be participating. Student Trustee Calderon said one pint can save three lives. This year, ASCC's goal is 300 pints.

Student Trustee Calderon provided the student success story of Ms. Desire Wester, a Citrus College alumna who is legally blind. He presented her story in 2012, but since that time she has continued to excel. He said she is an excellent example of "College of Completion" success. Ms. Wester was in attendance.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, said she and Trustee Woods have been working as an ad hoc committee on criteria for the Board of Trustees' self-evaluation.

Trustee Montgomery reported on several college and community events. She said she attended the YMCA event in Monrovia where Duarte Mayor Margaret Finlay was honored. She said this year's Battle of the Big Bands was the best one yet. Highlights included string instrumentals, and the lighting and recording was done by Citrus College performing arts programs.

She said Citrus College receives many compliments as a result of the college's participation in community events.

**Patricia Rasmussen, Vice President, Board of Trustees**, said Glendora's Great Trivia Challenge will take place on March 23, 2013. Citrus College will have a trivia team competing in the event, and the Foundation will send representatives, including Foundation Board President Tom Gerfen; Ms. Christina Garcia, Director of Development and Alumni Relations; and Mr. Clarence Cernal, Administrative Assistant; to support them. The proceeds will benefit the Glendora Public Library Friends Foundation.

Trustee Rasmussen commented on a recent article in the *Los Angeles Times* by Ronald Brownstein, regarding the fact that higher education is 25 years behind in making reforms. She said President Obama is concerned about the high cost and the enormous debt students are taking in pursuing college degrees. She added that higher education needs to join its K-12 partners in seeking meaningful education reform.

**Gary L. Woods, Member, Board of Trustees**, attended Senator Carol Liu's Education Roundtable on March 8, 2013. At the meeting, Senator Liu reviewed a list of bills she has introduced. She also received a great deal of input from community and education leaders.

**Edward C. Ortell, Member, Board of Trustees**, also attended Senator Liu's Education Roundtable. He said Senator Liu has been a friend of community colleges for a long time and helped in the fight to preserve local control. Some of the K-12 districts at the meeting discussed the possibility of forming a regional consortium, similar to SanFACC.

Trustee Ortell said the spot bill that will contain language on the adult education shift is SB 173. He added that it was a valuable meeting with lots of good information.

**Susan M. Keith, President, Board of Trustees**, said the Battle of the Big Bands was excellent and exhibited the amazing talents of Citrus College and Azusa Pacific University students. She said it was a wonderful evening.

## **MINUTES**

**Item 1:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the regular meeting minutes of March 5, 2013, as presented. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **Accreditation Update – Irene Malmgren and Roberta Eisel, Accreditation Co-Chairs**

Dr. Perri introduced accreditation co-chairs Dr. Malmgren and Ms. Roberta Eisel who provided an overview of the current accreditation process and timeline. The 2013 Annual Report is due to the Accrediting Commission for Community and Junior Colleges (ACCJC) on March 31, 2013. The report contains questions and prompts that address new Department of Education regulations passed on to ACCJC in August 2012. Mrs. Horton said the college completed the financial portion of the report two weeks ahead of schedule.

## **INDEPENDENT CONTRACTORS**

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

## **FACILITIES USAGE**

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

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

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

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

**BIDS**

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

**SURPLUS PROPERTY**

- Item 7:** Moved by Trustee Rasmussen 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.

**PERSONNEL RECOMMENDATIONS**

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

**INSTITUTIONAL MEMBERSHIPS**

- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve a \$10.00 lifetime membership to the Epsilon Phi Delta/American Association of Teachers of German. 5 Yes.

**RESOLUTIONS**

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to adopt Resolution 2012-13-08 authorizing the refunding of Citrus Community College District, Los Angeles County, California, 2004 General Obligation Bonds, 2013 Series A. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item: 13** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to ratify the termination of Pacwest's Performance of the Contract for Cause effective March 8, 2013. 5 Yes.

## BIDS

- Item 14:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the award of bid #02-1011, Districtwide Emergency Generators Project to Global Power Group, Inc. of El Centro, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$267,636 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

## EMPLOYMENT – FACULTY

- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the recruitment of a categorical, non-tenure track CalWORKs counselor for a one (1) year term with a year-to-year option. 5 Yes.
- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Woods, pursuant to Education Code Sections 87480, 87481, and 87482 to approve the employment of Ms. Monica Montes as a temporary, two-semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on March 20, 2013 and ending on December 14, 2013 (Spring 2013 pro-rated and Fall 2013) at a salary placement of Class 2, Step 3 on the Full-Time Faculty Salary Schedule plus benefits. 5 Yes.

## MEMORANDUM OF UNDERSTANDING

- Item 17:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the MOU between the Citrus Community College District and Citrus College Faculty Association regarding amendments to Articles 8 and 19 as provided in Article 19 – Duration of Contract of the current collective bargaining agreement dated January 1, 2012 through December 31, 2014. 5 Yes.

## BOARD POLICIES

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the second reading of BP 4020 – Program, Curriculum, and Course Development; BP 4040 – Library/Other Instructional Services; and BP 4230 – Grading and Academic Record Symbols. 5 Yes.

**CLOSED SESSION:** At 5:15 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, (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 Representative, Robert Sammis, Director of Human Resources-Unrepresented Employees-Managers, Supervisors and Confidential Employees.**

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

**RECONVENE OPEN SESSION:** At 5:40 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

**Item 19:** By a unanimous vote, the Board of Trustees took action in closed session to approve the unpaid suspension of an Administrative Clerk. The employee has no further appeal rights.

**Item 20:** By a unanimous vote, the Board of Trustees took action in closed session to approve the unpaid suspension of a Secretary. The employee has no further appeal rights.

**Item 21:** By a unanimous vote, the Board of Trustees took action in closed session to approve the unpaid suspension of a Program Assistant. The employee has no further appeal rights.

**BOARD OF TRUSTEES BOARD POLICY/ADMINISTRATIVE PROCEDURES WORK SESSION**

The Board participated in discussions, led by Dr. Sammis, regarding suggested changes to Chapter 2 of the Board Policies and Administrative Procedures. Several suggested changes were made. Dr. Sammis to make changes and resubmit to the Board for additional review.

**ADJOURNMENT:** At 7:18 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Montgomery to adjourn the meeting.

April 2, 2013  
Date

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Joanne Montgomery  
Clerk/Secretary  
Board of Trustees