

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

March 5, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, March 5, 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; 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 Garcia, Paula Green, Lan Hao, Lucinda Over, Gerald Sequeira, and Linda Welz

Faculty: Dale Salwak

Supervisors/Confidential: Marilyn Grinsdale and Eric Magallon

Classified Employees: Clarence Cernal, Robert Coutts, and Joyce Miyabe

Adjunct Faculty: Cecil Brower and Linda Chan

Students: Alyssa Bajanda and Alyssa Martin

VISITORS: Tom Gerfen

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by showing a news clip from a local television station featuring Dr. Dale Salwak, Language Arts instructor. Dr. Salwak, an accomplished magician, has been invited to North Korea for the fourth time to perform magic this spring. He was first invited by North Korea to

perform in 2009 and was the first American to perform magic in that country. Dr. Salwak was in attendance at the meeting, and he said he is hoping to bring magicians from North Korea to the United States, characterizing the visit as a “people-to-people exchange.” Dr. Perri congratulated him and commended him for all he does for the college and throughout the world.

Dr. Perri said FLEX Day activities were well attended and the college has received positive feedback on the variety of workshops offered. She thanked the Faculty Learning Institute; Citrus College Staff Development; Dr. Eric Rabitoy, Dean of Physical and Natural Sciences and Library; Ms. Caroline Locke, Administrative Clerk III; and Mr. John Vaughan, Fine and Performing Arts instructor, for coordinating the event. She also thanked Trustee Montgomery for attending. Trustee Montgomery gave kudos to Dr. Perri on her morning welcome, “Citrus Awards,” which parodied the Academy Awards. Trustee Montgomery said the welcome was clever and appropriate.

Dr. Perri said last week, the Superintendent/President’s Cabinet hosted the CSEA leadership for an orientation regarding shared governance procedures. She said they look forward to a positive working relationship with CSEA leaders.

Dr. Perri recently presented an update and shared the accomplishments of Citrus College at Duarte’s State of the City and State of the Schools, which took place at the City of Hope. Dr. Perri thanked Trustee Ortell and Trustee Montgomery for joining her. Duarte Mayor Margaret Finlay called Dr. Perri to express her appreciation for Citrus College’s participation.

As chair of SanFACC for 2012-2013, Dr. Perri is working with Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, to coordinate a SanFACC Spring Dinner meeting in April. Dr. Perri was pleased to report that Dr. Nancy Shulock from the Institute for Higher Education Leadership and Policy has agreed to be the keynote speaker. Dr. Shulock has authored numerous reports and articles on higher education policy and performance, including community college student success. She will be speaking on the topic of “completion.”

On behalf of the Board of Trustees, Board President Keith thanked Dr. Perri for her leadership on the college’s accreditation. She said the college received a very positive letter from ACCJC on its midterm report. She also recognized the efforts of accreditation co-chairs Dr. Malmgren and Ms. Roberta Eisel, Language Arts instructor.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported on STEM activities this spring. Supplemental Instruction (SI) is supporting 18 sections of science and 29 sections of mathematics. SIGMA (Support and Inspire to Gain Motivation and Achievement) is supporting students with 11 study groups for upper level math, physics and chemistry as well as providing peer mentoring to STEM students. Nearly 80 students applied for the Summer Research Experience by the priority application date and additional applications are expected. The students selected will be placed at CSU

Fullerton, Cal Poly Pomona, and the Rancho Santa Ana Botanic Gardens. "STEM Day for Girls" will take place on campus on March 15, 2013.

Regarding the Foster Kinship Program, 20 foster youth attended the Citrus College Financial Aid Workshop on February 23, 2013. Dr. Malmgren said foster youth outperform other students when provided with support, with their persistence rate at 71 percent.

Dr. Malmgren said Ms. Suzanne Martinez, HSI Grant Project Coordinator; Dr. Beverly Van Citters, Language Arts instructor; and Ms. Rebecca Rudd, Language Arts instructor, attended the National Association of Developmental Education annual conference and presented on the Citrus College's transformation of our course sequence in English and reading. Sequence redesign and the integration of reading and writing were common themes throughout the conference, and it was a great opportunity to be part of a nationwide dialogue.

Dr. Malmgren reported that Citrus College and Azusa Pacific University are partnering to host an 8th grade majors fair on March 14, 2013, in Azusa. She said this type of early academic intervention motivates students and helps them determine their academic goals.

Dr. Arvid Spor, Ed.D., Vice President of Student Services, reported that the Spring College Fair and Transfer Task Force Meeting will take place on March 21, 2012. More than 40 colleges and universities are expected to attend. The Transfer Task Force meeting will take place the same day. Dr. Spor said this event provides an opportunity to work with the college's transfer partners to share information and updates.

The annual High School Counselor Breakfast will take place March 7, 2013. Dr. Spor said the high school counselors will receive information about the new Student Success Act of 2012 and how it will affect their students who plan to attend Citrus College. They will also receive information on the AA-T and AS-T transfer degrees.

Dr. Spor said Club Rush is taking place March 5-6, 2013. ASCC has set up a booth to promote the college's completion agenda and highlight student support services. Clubs are also collecting donations in honor of Justin Carr, the son of Photography instructor Mr. Darrell Carr, who passed away suddenly on February 22, 2013. Mr. Carr is the advisor to the Photography Club.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that there will be a Facilities Seminar on campus on March 7, 2013, which has been organized by Mr. Fred Diamond, Director of Facilities and Construction. Seminar topics will include sustainability best practices; Proposition 39 clean energy, sustainability and energy efficiency projects; and CCC/IOU (California Community Colleges and Investor-Owned Utility Energy Efficiency Partnership) sustainable projects.

Robert Coutts, CSEA President, said CSEA has completed their officer skills training. They are currently working to distribute CSEA scholarship applications. Scholarships are available to members in good standing or their spouses or children. The deadline to apply is April 2, 2013.

CSEA has approved their budget for the year. They will have one less delegate attending their annual conference due to a decline in membership, so they reallocated extra funds towards the 2013 CSEA Holiday Buffet. The chapter voted to approve more and larger cash prizes and gift cards for the drawing for the purpose of selling more tickets and raising additional funds for next year's CSEA scholarships.

Mr. Coutts said both candidates running in the CSEA Area G director elections will be at their chapter meeting in March. Area G consists of CSEA chapters between Claremont and Pasadena and south to Long Beach.

Crescencio Calderon, Student Trustee, commented on Club Rush, saying a lot of interest has been generated on the first day, and there is still one day remaining.

Student Trustee Calderon read the success story of Mr. Tyler Connolly, a Social and Behavioral Science major at Citrus College. Mr. Connolly struggled in high school, but he has done well at Citrus College. He credits the support he has received from the college, especially from the Gay-Straight Alliance, with helping him develop a positive outlook on the future and a desire to help others. He plans to transfer to Cal State Fullerton and pursue a degree in psychology.

Edward C. Ortell, Member, Board of Trustees, thanked Dr. Perri for the excellent presentation she made at Duarte's State of the City/State of the Schools event at the City of Hope. He said it was a good opportunity to present Citrus College in a very positive light to the community. He also thanked Mrs. Christine Link, Executive Assistant, for her support. Trustee Ortell added that ground is being broken on Duarte's Gold Line station, which is located directly across the street from the City of Hope. He thanked Board President Keith for her ongoing efforts with regard to the Foothill Extension of the Gold Line.

Patricia Rasmussen, Vice President, Board of Trustees, congratulated Dr. Perri for being nominated for the American Association of Community Colleges 2013 Outstanding Alumni Award by Hostos Community College President Dr. Felix V. Matos Rodriguez. She said the nomination has garnered a great deal of press.

Trustee Rasmussen reported on the recent Foundation Board meeting. She said it was a great meeting and she expressed her appreciation to Ms. Christina Garcia, Director of Development and Alumni Relations. Trustee Rasmussen said nominations for the 2013 Distinguished Alumni Award are currently being accepted, and the deadline is April 1, 2013. Awardees will be honored at the 2013 Commencement Ceremony in June. Trustee Rasmussen also thanked Mr. Tom Gerfen, Foundation Board President, for always doing a good job of conducting the meeting.

Trustee Rasmussen commended Ms. Lucia Riderer, Mathematics instructor, for being honored by the Glendora Unified School District for her work with Glendora's GATE program.

Trustee Rasmussen attended the Celtic Crossroads performance in the Haugh Performing Arts Center and said it was high-caliber entertainment and a wonderful production.

Trustee Rasmussen said this year's annual Empty Bowls event will take place on March 15, 2013. Community members will be able to purchase a bowl made by local potters and Citrus College ceramics students for \$15, and enjoy a meal of soup from local restaurants. The proceeds go to local charities. Trustee Rasmussen said the event also showcases the work of our students, and she praised Mr. Mike Hillman, Fine Arts instructor, for coordinating the college's participation.

Joanne Montgomery, Clerk/Secretary/Board of Trustees, thanked Ms. Garcia for attending the many community events the college is invited to each week and on the weekends. She said her participation contributes to the outstanding reputation the college enjoys within the community.

MINUTES

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

INFORMATION AND DISCUSSION

Citrus College Foundation Presentation – Christina Garcia, Director of Development and Alumni Relations

Dr. Perri introduced Ms. Garcia and acknowledged Foundation Board President Mr. Tom Gerfen. Ms. Garcia presented the Citrus College Foundation's 2012 year-end report and financial update. Ms. Garcia thanked her staff, Ms. Cheryl Greer, Account Clerk III; and Mr. Clarence Cernal, Administrative Assistant; for their outstanding support. She reported that the Foundation was very successful in 2012, both financially and in building the organization.

Ms. Garcia received kudos from board members. Trustee Keith said she is very excited about what the Foundation is doing this year, and she applauds their efforts. Trustee Rasmussen said the Foundation has grown from \$25,000 in 1985 to over \$6 million today. She congratulated Ms. Garcia and the Foundation board.

AP 4080 - Instructional Materials, and Textbook Adoption and Procurement; and AP 4250 - Probation – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren explained AP 4080, Instructional Materials and Textbook adoption and Procurement; and AP 4250, Probation, that were presented for information only and had been approved by all constituent groups.

INDEPENDENT CONTRACTORS

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

FACILITIES USAGE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

Item 5: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve purchase orders for January 2013. 5 Yes.

FIELD TRIP

Item 6: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a field trip for six (6) students and one (1) faculty to compete/supervise at the NASA USLI Competition in Huntsville, Alabama, April 17-21, 2013. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

RESOLUTIONS

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to adopt Resolution 2012-13-07 requesting issuance of 2012-2013 tax and revenue anticipation Notes (TRANS) for the District by the Board of Supervisors of the County of Los Angeles in the amount not to exceed fifteen million dollars (\$15,000,000). 5 Yes.

CLAIMS

- Item 11:** Moved by Trustee Woods and seconded by Trustee Ortell to reject the claim, submitted on February 8, 2013, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.
- Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to reject the claim, submitted on February 5, 2013, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the hiring of Dr. Dana Hester beginning March 20, 2013, as Dean of Behavioral and Social Services at a salary placement of \$10,226.00 per month (plus 2.5% additional for doctorate for a total of \$10,482.00 per month), plus health and statutory benefits. 5 Yes.
- Item 14:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the re-hire of Dr. Marianne Smith as the categorically funded Grant Project Director Title V RACE to STEM Grant at a salary placement of \$92,295.00 annually, plus health and statutory benefits. This categorical contract period is from March 7, 2013 to March 6, 2014. 5 Yes.

TENURE

- Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the granting of tenure to Ms. Salima Allahbachayo for the 2013-2014 academic year. 5 Yes.

CURRICULUM

- Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the first 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.

NOMINATIONS

Item 17: Moved by Trustee Montgomery and seconded by Trustee Ortell to endorse the submission of the classified staff development nomination of Karen Praeger to the California Community Colleges Board of Governors *Classified Employee of the Year Award Program*. 5 Yes.

CLOSED SESSION: At 5:13 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: 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 6:27 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

SETTLEMENT

Item 17: The Board took action in closed session by a vote of 3 yes and 2 noes – Trustee Keith, Rasmussen and Montgomery voted Yes and Trustees Woods and Ortell voted No – to approve a settlement agreement which fully resolves the matter of *Aguirre v. Citrus Community College District*. The settlement that provides for the dismissal with prejudice of the litigation. The settlement also provides for the payment of \$13,936.36 in legal fees and costs to the Plaintiff. The settlement also refers to and describes certain provisions of the Brown Act. Additionally, the settlement acknowledges an unintentional Brown Act Violation relating to the closed session agenda of June 19, 2012. Finally, the settlement reflects that the Plaintiff has agreed not to dispute the validity of the “cure and correct” action previously taken by the Board on December 4, 2012, or to dispute the validity of the employment agreement that was the subject of the litigation.

ADJOURNMENT: At 6:28 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Montgomery to adjourn the meeting.

March 19, 2013

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees