

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

April 2, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, April 2, 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; Arvid Spor, Vice President of Student Services; Robert Sammis, Director of Human Resources; 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: Chris Garcia, Paula Green, Lan Hao, Martha McDonald, Michelle Plug, Gerald Sequeira, Lisa Villa, and Linda Welz

Faculty: Cathy Gong, Patricia Lawrence, Carolyn Perry, Paul Swatzel, Brian Waddington, Gailynn White, and Jim Woolum

Supervisor/Confidential Team: Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, Ben Macias, and Eric Magallon

Classified Employees: Olivia Canales, Robert Coutts, Cathy Day, Rose Ann Manfre-Campillo, and David Ramirez

Adjunct Faculty: Cecil Brower, Linda Chan, and Bill Zeman

Students: Nayiri Baghdassarian, David Tate, and Mariana Vega

VISITORS: Tom Gerfen and Paul Naccachian

COMMENTS FROM THE AUDIENCE

Paul Swatzel, CCFA Treasurer, was pleased to announce the results of the recent CCFA election of officers. For the 2013-2014 academic year, the following officers will serve on the CCCA Board: Mr. Bruce Langford, President; Mr. Swatzel, Vice President/President Elect; Mr. John Fincher, Past President; Dr. Dave Ryba, Treasurer; Ms. Cherie Brown, Secretary; Mr. Brian Waddington, Chief Negotiator; Ms. Claudia Pohl, Negotiator; and Ms. Pat Lawrence, Academic Senate Liaison.

Mr. Swatzel was also pleased to report that CCAF will have 12 faculty members in attendance at the CCA conference at the end of April. This is a chapter record for attendance at the conference.

Cathy Day, CSEA Public Relations Officer, commented on the action item requesting authorization for the District to utilize legal counsel regarding the residency of Trustee Gary L. Woods. Ms. Day said recent allegations by Mr. Fincher have left her dismayed and she urged the Board to take appropriate action.

Bill Zeman, Citrus College Adjunct Faculty Federation (CAFF) President, urged the Board to pass action item H.8. (Item 13) noting the Board would need legal counsel to move forward from here.

Linda Chan, CAFF Representative, urged the Board to pass the agenda item Ms. Day and Mr. Zeman referenced saying she would like to see the college's reputation cleared as soon as possible.

Art Morales, Azusa resident and Citrus College alumnus, commended the college on its standing as an institution. He said he has known Trustee Woods for more than 40 years. Mr. Morales said Trustee Woods serves on a board in Azusa, and he is an honorable man and never misses a meeting. Mr. Morales also commented on the college's need for a parking structure and several other items. He thanked Mrs. Christine Link, Executive Assistant, Superintendent/President's Office, for assisting him in dealing with some transportation issues he faced in getting to the meeting.

Paul Naccachian, attorney and Azusa resident, commented on the same agenda item. He encouraged the Board to look at the ethical and moral aspects of the issue.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that for the sixth year, Citrus College participated in the Azusa Unified School District/Azusa Chamber of Commerce Job Shadow Day on March 21, 2013. Fifteen Citrus College managers, supervisors and classified staff volunteered to be mentors-for-a-day to 23 high school students. Dr. Perri thanked all of the Citrus College staff who volunteered to share their time with these students. Dr. Perri also gave special thanks to Mr. Tedd Goldstein,

Liaison to the Superintendent/President and Supervisor/Confidential Team President, for his ongoing efforts in coordinating this important outreach event for the college.

Dr. Perri served as the CEO representative on the 30-member Professional Development Committee of the Chancellor's Office Student Success Initiative. She provided an overview of the committee's eight recommendations to revitalize and re-envision professional development within the California Community College system. The recommendations have been submitted to the Chancellor's Office for consideration in the formal policy development process.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that a Citrus College team composed of faculty, staff, retirees, students and others, participated in the 2013 Race for the Cure on March 24, 2013. They raised \$2,126. Dr. Malmgren commended retired faculty member Ms. Holly Colville for organizing and energizing the team.

Citrus College adjunct professor Mr. Waleed Rashidi has been selected by California State University (CSU), Fullerton to receive the university's Distinguished Faculty Service Award for 2013. Mr. Rashidi is a full-time professor at CSU Fullerton. Dr. Malmgren said this is a prestigious award and speaks to the services he provides to our students.

Regarding other academic programs, Dr. Malmgren announced that 90 students applied for the Summer Research Experience. There are approximately 30 spots in which to place students at 4 institutions, including CSU Fullerton, Cal Poly Pomona, the Rancho Santa Ana Botanic Gardens and Oak Crest Research Laboratory. Recruitment for STEM summer programs has begun. The college anticipates serving 100 middle school students in the Secrets of Science Summer Camp (S³C) program and 200 middle and high school students in Pre-algebra, Algebra, Geometry Enrichment (PAGE) program.

Dr. Malmgren congratulated the Rocket Owls on an excellent presentation to NASA. She said they are still on track and on their way to the NASA competition this spring.

Sixty students from Think Together, an after school program for grades K-12, will be touring the campus and meeting with Citrus College English Supplemental Instruction (SI) leaders and Citrus College Completion Corp (C⁴) mentors. The SI leaders and C⁴ mentors will discuss their experiences as college students and the resources that they use on campus.

Dr. Malmgren also reported that 12 Citrus College students presented research at the UC Irvine conference on March 24, 2013.

Arvid Spor, Ed.D., Vice President of Student Services, reported on the recent Campus Safety Forum. The topics included personal safety tips, relationships with local law enforcement, police protocols for campus emergencies, what to do in the event of a

campus/classroom emergency, and Timely Warnings. Dr. Spor said follow-up evaluations indicated that 91% of attendees found the forum was informative; 89% of attendees said they had a better understanding of campus safety; and 90% had a better understanding of their role in campus safety. Dr. Spor said they plan to post the presentation on the college website. Board President Keith said she attended the forum and found it to be an excellent, informative session. She commended Dr. Perri for the taking the initiative to keep the college safe and prepared.

Jim Woolum, Academic Senate President, reported on legislation that has been recently introduced in the California State Legislature. His report included AB 1306, which proposes a fourth segment of higher education in California; the College Level Examination Program (CLEP) as a tool to provide credit for Massive Open Online Courses; legislation that would mandate reduction of units in some current high-unit majors to force alignment with the SB 1440 transfer degree structure; and SB 440, which moves the intent of the SB 1440 transfer degree further into legislation by requiring community colleges to create an associate degree for transfer in every major. He said that while many of the proposals will not become law as written, it looks like it will be a busy year for everyone.

Robert Coutts, CSEA President, was pleased to report that their CSEA chapter member recognition award, the Unsung Hero Award, had been presented to Ms. Olivia Canales, Administrative Clerk III in the Learning Center. The award is presented annually to a classified employee that selflessly supports and improves the chapter by diligently serving the students, faculty and staff of Citrus College.

Mr. Coutts commented on the action item authorizing the District to utilize legal counsel to advise the Board regarding the matter presented by Mr. John Fincher, CCFA President, on March 19, 2013. He expressed confidence that the Board would support the action item, and he applauded the California Teachers Association (CTA), the Community College Association (CCA) and Mr. Fincher for investigating the alleged violations.

Mr. Coutts concurred with remarks made by Mr. Bruce Langford, CCFA Chief Negotiator, at the last Board meeting, in commending the Board and Dr. Perri for their excellent management of the District, which allowed for the recent increase in faculty and classified staff salaries.

Crescencio Calderon, Student Trustee, reported on the Cesar Chavez National Blood Drive Challenge that took place March 27-28, 2013. He said, with the collaboration of the Citrus College community, they collected 264 units of blood, making it the most successful ASCC blood drive thus far. In addition, ASCC was the leader among the colleges in Southern California for the number of units collected.

Mr. Calderon presented the success story of student Alejandra Morales. Ms. Morales is an AB 540 student who has experienced many challenges. Although she was an honor student at Baldwin Park High School and accepted to three universities, Citrus College

became her only option for higher education. She is currently the President of the Beta Nu Eta Chapter of Phi Theta Kappa, Secretary of the Alpha Gamma Sigma IOTA Chapter, and Commissioner at Large for the ASCC Executive Board. She has also been a leader in C⁴.

Patricia Rasmussen, Vice President, Board of Trustees, thanked Student Trustee Calderon for his efforts with regard to the Cesar Chavez Blood Drive. She said he has been an excellent student trustee and she has appreciated his inspiring student success stories.

Trustee Rasmussen congratulated the Citrus College team who took part in the Glendora's Great Trivia Challenge, Mr. Fincher, Language Arts instructor; Ms. Theresa Villeneuve, Language Arts instructor; and Mr. Toby Guebert, Language Arts instructor. She said the team placed second, and it was great to see Citrus College staff participate in the event.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked Ms. Christina Garcia, Director of Development and Alumni Relations, for attending the Monrovia Coordinating Council meeting and reporting on the Citrus College Foundation. Trustee Montgomery said her report was very much appreciated by the council members.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the March 19, 2013, regular meeting minutes as revised. 5 Yes.

INFORMATION AND DISCUSSION

Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President

Dr. Perri presented this quarter's Above and Beyond Classified Development (ABCD) award to Campus Safety Officer David Ramirez. Officer Ramirez is CSEA's second ABCD Award recipient. The award is given in recognition of a classified employee's outstanding demonstration of the college mission, collaboration, exceptional service and dedication. Mr. Ramirez was commended for his professionalism and a positive attitude that encourages teamwork.

Board President Keith presented the award to Officer Ramirez, including the "Hootie," and she thanked him for his outstanding service to the college.

Mr. Coutts congratulated Officer Ramirez, and he thanked Dr. Perri and her cabinet, as well as the managers and supervisors who have supported the effort to recognize outstanding classified employees.

INDEPENDENT CONTRACTORS

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

FACILITY USAGE

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

PERSONNEL RECOMMENDATIONS

- Item 4:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

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

- Item 6:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the 2013-2014 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 6, 2013. 5 Yes.

- Item 8:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the attached budget revisions for funds 01.0, 01.3, 41.0, 42.0, 51.0, 52.0, 59.0, 71.0, and 72.0, for the fiscal year 2012-2013. 5 Yes.

CLAIMS

- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to reject the claim, submitted on March 18, 2013, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BOARD POLICIES

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first reading of BP 4280 – Final Examinations. 5 Yes.

BOARD OF TRUSTEES

Item 11: Moved by Trustee Rasmussen and seconded by Trustee Ortell to select Susan M. Keith as an Annual Representative to the Los Angeles County School Trustees Association for 2013. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.

Item 12: Moved by Trustee Woods and seconded by Trustee Ortell to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

Item 13: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to utilize District legal counsel to advise the Board regarding the matter presented by Mr. John Fincher, CCFA President, on March 19, 2013. 5 Yes.

CLOSED SESSION: At 5:05 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.

RECONVENE OPEN SESSION: At 5:20 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES WORK SESSION ON BOARD POLICIES AND SELF-EVALUATION TOOL/PROCESS/TIMELINE

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.

The Board participated in discussions and made revisions to the evaluation/tool/process/timeline regarding their self-evaluation.

ADJOURNMENT: At 6:48 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Montgomery to adjourn the meeting.

May 7, 2013

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees