

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

June 18, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, June 18, 2013, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:15 p.m. Student Trustee Vega 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 (arrived at 4:19 p.m.), and Mariana Vega (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; 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 M. Garcia, Paula Green, Lan Hao, Samuel Lee, Martha McDonald, Gerald Sequeira, and Marianne Smith

Faculty: Bruce Langford, Margaret C. O'Neil, and Becky Rudd

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

Classified Employees: Clarence Cernal, Cathy Day, Rose Ann Manfre-Campillo, and Judith Kemp

Adjunct Faculty: Linda Chan and Bill Zeman

Students: Christian Rodriguez and David Tate

VISITORS: Tom Gerfen

COMMENTS FROM THE AUDIENCE

Mr. Bill Zeman, President, Citrus College Adjunct Faculty Federation (CCAFF), requested that the Board adopt a resolution in opposition of Assembly Bill (AB) 955 (Williams). Mr. Zeman said AB 955 is supported by the Speaker of the Assembly and continues moving forward on bi-partisan votes. AB 955 would authorize community college districts to create a two-tier pricing system that advantages individuals with greater wealth.

Ms. Linda Chan, CCAFF representative and grievance officer, spoke to the agenda item requesting approval of Board Policy 7107 – Nepotism, citing concerns regarding past hiring practices with regards to the trustee from area three.

Geraldine M. Perri, Ph.D., Superintendent/President, commented that the college's Commencement Ceremony was an exciting day for students and their families, as well as the college's administration, faculty and staff. She said the college set a new record for the number of graduates and degrees conferred, and that 25% of the class of 2013 graduated with honors. There was good coverage of the event in the *Glendora Patch.com* and the *San Gabriel Valley Tribune*. She thanked Dr. Arvid Spor, Vice President of Student Services, and Ms. Tonya Ryan, Administrative Assistant, for their efforts in coordinating the large, well-organized event.

Following Commencement, the Foundation hosted the Alumni Reception. Close to 100 guests attended. Dr. Perri said all three Distinguished Alumni Award recipients did a nice job of expressing the important role Citrus College had played in helping them achieve success. Ms. Christina Garcia, Director of Development and Alumni Relations, invited ten former Distinguished Alumni Award recipients that were in attendance to choose a book that the Foundation would then donate to the library in their honor.

Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs, for her eight years of valuable service to the students of Citrus College. She said her leadership will be missed, and she is wished the best of luck in her new position.

Dr. Perri expressed her heartfelt appreciation to all those who served the college during the 2012-2013 academic year. She said it has been a year of notable accomplishments for the college, and she is very proud of each of them.

Dr. Perri introduced Mr. Tedd Goldstein, Liaison to the Superintendent/President and Supervisor/Confidential Team, to present the Student Worker of the Semester on behalf of the Supervisor/Confidential Team. Ms. Daniela Contreras-Andrade from the Natural and Physical Sciences Department was recognized for her dependability, work ethic and initiative. Four other student workers received honorable mention.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, introduced Dr. David Kary, Astronomy instructor and Chair of the Curriculum Committee, who reported the results of the committee's work for 2012-2013. Dr. Kary said they approved 103 new

courses, 146 course modification, 47 course deactivations, 2 new transfer degrees, 4 degree modifications, 6 new certificates, 6 certificate modifications, and 2 skill award modifications.

Dr. Malmgren said the Automotive Technology Awards Night took place at Irwindale Speedway in the Lucas Oil Suites. The Cosmetology Program Graduation took place in the Haugh Auditorium, and was well-attended by family and friends of the graduates.

Dr. Malmgren reported on several academic programs that will take place on campus this summer. There will be two programs for middle schools: Tech Girl's Engage Empower Experience, which aligns middle school math and science concepts within the context of Information Technology, and the Automotive Physics Engineering eXperience (APEX), which aligns intermediate school math and science standards with the engineering of a car. The Secrets of Science Summer Camp is underway, with 88 middle school students representing all of the college's feeder districts. The PAGE (Pre-algebra Algebra Geometry Enrichment) program will begin on June 24, 2013. In addition, an orientation was held for Citrus College students who are participating in the Summer Research Experience.

Dr. Malmgren thanked all those at Citrus College who worked with her to achieve excellence for the college and its students over the last eight years.

Arvid Spor, Ed.D., Vice President of Student Services, began his report by thanking the Board of Trustees and all those in the college community who attended Commencement. He added that he was pleased with the event and is looking forward to planning next year's ceremony.

Dr. Spor announced that the new ASCC Vice President, Ms. Alejandra Morales, was one of 10 community college students in the state selected to receive a \$500 scholarship from the California Community College Student Affairs Association.

Dr. Spor read a brief biography of Mr. Efren Rangel, whose name was on the agenda for Board approval as a non-tenure track counselor for the CalWORKs program. Mr. Rangel has a master's degree in counseling and guidance from New York University and has held counseling positions at El Camino College and Saddleback College.

Robert Sammis, J.D., Director of Human Resources, announced that there will be an opportunity for professional development for all staff on Fridays throughout the summer. The first session, which will take place on June 28, 2013, will be on the topic of emergency preparedness. Dr. Sammis added that planning is underway for a college "Professional Development Academy."

Carol R. Horton, Vice President of Finance and Administrative Services, reviewed details of the 2013-2014 State Budget Conference Committee compromise. Highlights include 1.63% to fund growth/workload restoration and 1.57% to fund COLA (the same as the May Revise). In addition, Mrs. Horton said there will be \$48 million from

Proposition 39 for energy efficiency projects, of which Citrus College will receive \$418,000. The compromise also includes \$30 million (one time) for deferred maintenance. Mrs. Horton said this was particularly good news, as the state has not provided funding for deferred maintenance in several years.

James Woolum, Academic Senate President, presented his final Academic Senate message for the 2012-2013 academic year. Mr. Woolum praised Dr. Perri, Dr. Malmgren, Dr. Spor and Mrs. Horton for their management and communications practices that have worked well throughout the year. He discussed effective leadership traits that are analogous to geese flying in "V" formation. Mr. Woolum said Ms. Lisa Villa, Counselor, will begin serving as Academic Senate President in July.

Robert Coutts, CSEA President, said the CSEA Scholarship Committee received a thank you card from recipient Mr. Roman Lopez, the son of Mr. Robert Lopez, Senior Buyer.

On behalf of the Scholarship Committee, Mr. Coutts expressed his gratitude to Mrs. Horton, who generously donated \$275 towards next year's scholarships in honor of Mr. Lopez and his son. Mr. Coutts also expressed CSEA's appreciation to Mrs. Horton for donating \$100 in gift cards to the CSEA Breakfast prize giveaway.

The CSEA Executive Board wrapped up the first six months of the year by reviewing the Citrus College Integrated Planning Manual. They met with the Institutional Effectiveness Committee co-chairs, Dr. Lan Hao, Director of Institutional Research, and Mr. Woolum, in order to clarify some language regarding Resource Allocation and the Institutional Support Sustainability Plan.

Mr. Coutts said he will be attending a CSEA Chapter President's Leadership Program seminar on June 29, 2013.

Mariana Vega, Student Trustee, said the ASCC elections have concluded. She introduced the incoming ASCC President Tyler Hernandez and the incoming ASCC Vice President Alejandra Morales. Student Trustee Vega said she has worked with them in the past and believes they will do a great job. Ms. Vega said the entire board will be presented at a board meeting in the fall.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, reported on several recent events. She was pleased to attend the YWCA San Gabriel Valley annual awards event in May, where Trustee Rasmussen was honored as a 2013 Woman of Achievement in the Field of Education. At the Transfer Center ceremony, Trustee Montgomery was pleased to learn that 258 students, a record number, will be transferring to four-year institutions. She said the CalWORKs/CARE/EOP&S ceremony was very inspiring, and she thanked all of the counselors and staff who work with these students. The nursing pinning ceremony was also very inspiring. Trustee Montgomery attended Awards Night at Monrovia High School, where Bright Futures Scholarships were awarded to future Citrus College students.

Trustee Montgomery thanked Dr. Spor for an outstanding Commencement Ceremony; Mrs. Horton for the informative Budget Forum; and the Foundation for the wonderful alumni reception. She congratulated the Class of 2013, and she gave special thanks to Dr. Perri for leading the college to greater success each year. She also expressed her appreciation to the entire college community for an outstanding year.

Patricia Rasmussen, Vice President, Board of Trustees, gave kudos to the Citrus Singers for an excellent spring show, and she said the spring music concert was equally outstanding. She said the Cosmetology Department's annual hair show, Cirque du Coiffure, was very entertaining and she encouraged everyone to attend next year. Trustee Rasmussen attended the college's Centennial Celebration Committee meeting. She said it was celebratory and very exciting.

Trustee Rasmussen provided highlights of a report about the accrediting commission for community colleges, which cited trends and deficiencies that lead to sanctions.

Edward C. Ortell, Member, Board of Trustees, congratulated Board President Susan M. Keith on her election to the California Community College Trustee (CCCT) Board of Directors. He said the election was well contested, and her election to the board is an honor for the college.

Susan M. Keith, President, Board of Trustees, said she will be attending the first meeting of the CCCT board this coming weekend, where she is hoping to hear more about AB 955.

Board President Keith said she attended many of the college's end-of-the-year events, and she commented that Citrus College is an outstanding institution. She related the success story of a former student who had overcome tremendous personal challenges to graduate from the University of California at Santa Cruz. The student plans to enter the field of medical research.

Board President Keith thanked the entire college community for everything they have done for the college this past year, and she wished them a great summer.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the regular meeting minutes of May 21, 2013, as submitted.
4 Yes (Keith, Montgomery, Ortell, Woods). 1 Abstain (Rasmussen).

INFORMATION AND DISCUSSION

Bridges to Success and College Success Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Rebecca Rudd, Language Arts instructor and Bridges to Success Project Director, and Ms. Suzanne Martinez, HSI Grant

Project Coordinator, who provided an update on Bridges to Success and College Success. In addition, Supplemental Instruction leaders spoke about their personal experiences in the program.

Bridges to Success (Title V HSI Grant) and College Success (Basic Skills Initiative) continue to fund programs that promote student success, completion and transfer. As required by these funding sources, program updates are provided to the Superintendent/President and the Board of Trustees.

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

Mrs. Horton introduced Mr. Fred Diamond, Director of Facilities and Construction and Sustainability Committee Chair, who provided an update on the activities of the Sustainability Committee and the progress of the Citrus College Sustainability Plan..

The Citrus College Sustainability Committee together with Newcomb, Anderson & McCormick have created a sustainability template to be used in creating the Citrus College Sustainability Plan.

**Board of Trustees – Administrative Procedures – Revisions – Robert Sammis, J.D., Director of Human Resources
AP 2712 – Conflict of Interest**

Dr. Sammis spoke to revisions in the college's Administrative Procedures, which were minor, technical changes in wording. Administrative Procedure 2712 was revised by the Board of Trustees at their March 19, 2013, Board Policy/Administrative Procedures Work Session and presented for information to the Steering Committee on May 13, 2013. The corresponding Board Policy did not change.

**Educational Programs Committee – Administrative Procedures – Revisions – Irene Malmgren, Ed.D., Vice President of Academic Affairs
AP 4222 – Remedial Coursework
AP 4260 – Prerequisites, Co-requisites, and Advisories**

Dr. Malmgren spoke to changes in academic Administrative Procedures, which bring them into alignment with recommendations developed in conjunction with the Community College League of California. The Administrative Procedures were revised and approved by constituent groups on various dates and the Steering Committee on May 13, 2013. The corresponding Board Policies did not change.

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.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the 2013-2014 institutional membership list. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Montgomery 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.

CONSTRUCTION – CAPITAL PROJECTS

Item 8: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Change Order Number One in the amount of \$9,843.00 and add zero days to the time for completion for Bid #07-1112, Tech C Building, Esthetician Remodel Project. 5 Yes.

CURRICULUM

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the new, modified, and inactivated courses, and the new and modified programs. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 10: 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 11: 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 12: Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 13: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the 2013-2014 tentative budget. 5 Yes.

Item 14: Moved by Trustee Woods and seconded by Trustee Ortell to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2012-2013 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.

Item 15: Moved by Trustee Woods and seconded by Trustee Montgomery to approve Resolution 2012-13-10 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2013-2014 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve Resolution 2012-13-11 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2013-2014 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$50,214,284. 5 Yes.

Item 17: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the attached budget revisions for funds 01.0 for the fiscal year 2012-2013. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 18: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes.

AGREEMENTS

Item 19: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the Disclaimer of Interest and Settlement Agreement for the City of Duarte, their Dissolved Redevelopment Agency and the Duarte Housing Authority and the Citrus Community College District regarding “Duarte Action I” and “Duarte Action II.” 5 Yes.

EMPLOYMENT – FACULTY

Item 20: Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the employment of Mr. Efren Rangel with a start date of June 3, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated.

Item 21: Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the employment of Ms. Noemi Barajas effective August 23, 2013, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 3 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$65,730.00 annually plus health and statutory benefits. 5 Yes.

COLLECTIVE BARGAINING

Item 22: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (CAFF), effective January 1, 2013 through December 31, 2015, ratified by a majority affirmative vote of the unit membership. 5 Yes.

BOARD POLICIES

Item 23: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the first reading of BP 2110 – Vacancies on the Board; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and BP 2750 – Board Technology Use and Support.

Trustee Rasmussen amended the motion as follows which was seconded by Trustee Montgomery – to approve the first reading of ~~BP 2110 – Vacancies on the Board~~; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and ~~BP 2750 – Board Technology Use and Support~~. 5 Yes.

Further discussion will be held regarding BP 2110 – Vacancies on the Board and BP 2750 – Board Technology Use and Support during the Board's August 13, 2013, Goal Setting Work Session.

Item 24: Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the first reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. 5 Yes.

Item 25: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the second and final reading of BP 7107 – Nepotism.

Trustee Rasmussen amended the motion as follows and was seconded by Trustee Montgomery – to approve the second and final reading of BP 7107 – Nepotism with the removal of the following sentence: *This Board Policy and the responding Administrative Procedure will only apply to initial employment or changes in employment of individuals after the date of its adoption.*

3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods).

CLOSED SESSION: At 6:30 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 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 6:36 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of the external survey conducted at the May 5, 2013, President's Council meeting. They also reviewed and discussed the results of their self-evaluation survey.

ADJOURNMENT: At 7:07 p.m. it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

July 16, 2013

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees