



# Board Highlights



Highlights of August 19, 2008 Board of Trustees Meeting

## Citrus Community College District Board of Trustees

Dr. Edward C. Ortell  
President  
Duarte/Arcadia/Azusa Monrovia Representative

Mrs. Susan M. Keith  
Vice President  
Claremont/Azusa/Pomona Representative

Dr. Gary L. Woods  
Clerk/Secretary  
Azusa/Covina/Glendora/Irwindale Representative

Dr. Patricia Rasmussen  
Member  
Glendora/Azusa/ San Dimas Representative

Mrs. Joanne Montgomery  
Member  
Monrovia/Bradbury/Duarte Representative

Mr. Andrew Cress  
Student Representative

Dr. Geraldine M. Perri  
Superintendent/President

### Mission Statement

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

*Citrus College Board Highlights are published by the Office of External Relations for staff use and are not intended as documentation. Official meeting minutes are available in the Superintendent/President's Office.*

## REPORTS

### Superintendent/President

Dr. Geraldine M. Perri, superintendent/president, reported that the college responded well to the recent Chino Hills earthquake. She commended Mrs. Carol R. Horton, vice president of finance and administrative services; Mr. Michael Harrington, director of facilities and construction; and Mr. Anthony Giannone, campus security supervisor, for their leadership during this emergency. She also thanked the faculty, staff and managers who provided support. Dr. Perri said the earthquake gave us an opportunity to review our broader emergency procedures. As a result, Citrus College is beginning a series of actions to ensure that the college is fully trained for potential emergencies and disasters. A new information brochure outlining procedures for earthquake, fire and sniper/shooter emergencies has been distributed to the college community. She thanked Ms. Paula Green, director of communications; Mr. Rocky Reynolds, reprographics supervisor; Mrs. Horton and Mr. Harrington for working to produce this document. Dr. Patricia Rasmussen, board member, said the earthquake provided a good opportunity to test our new emergency notification system, Connect Ed. Six thousand students were reached with notification of the campus closure.

Dr. Perri noted an agenda item for a contract with the Community College League of California (CCLC) to update and review board policies. This is consistent with the board's priority to review existing policies and administrative procedures. Also on the agenda is a contract for services to update the Education Master Plan. Title 5 mandates that our Education Master Plan be updated periodically. Ms. Susan M. Keith, board vice president, suggested connecting with our local chambers of commerce for a regional perspective.

Citrus College was pleased to host a regional event: "The Future is Here: The Evolving Role of Education in Workforce Development" on August 14. Dr. Perri thanked the trustees who attended and Mr. James Lancaster, dean of career/technical and continuing education, and Ms. Marti DeYoung, career/technical education programs supervisor, for organizing the event.

Dr. Perri thanked the board members who attended the Ice Cream Social, which was held to thank faculty and staff for all their hard work.

Dr. Perri reported that there is still no state budget. As a result, we will adjust our college budget adoption timeline.

### Instruction

Ms. Irene Malmgren, vice president of instruction, commented on the faculty and staff's professional response to the earthquake. She noted the calm and organized manner in which the Child Development Center ushered their children to safety.

Mr. Eric Fox, a Citrus College graduate and Key of Knowledge award winner, has received Beta Alpha Psi's first Medal of Inspiration Award at their national meeting. The award is given to a student who has experienced extreme hardship and demonstrated an unusually high level of achievement. It includes a \$5,000 scholarship, which Mr. Fox will use towards his MBA.

The Supervisor/Confidential group will once again staff campus information booths in the morning and evening during the first week of school. Ms. Malmgren thanked Mr. Tedd Goldstein, student employment services supervisor, and Ms. Lari Kirby, distance education supervisor, for their leadership in organizing this effort, which she said is "a tremendous help to our new students."

A "Back to School Welcome" is being planned in conjunction with the Adjunct Faculty Association on August 28. The event will provide adjunct faculty a venue for increased engagement and information sharing.

The graduation of our first nursing class was the topic of an article in *Nurseweek* magazine. Ms. Malmgren thanked Ms. Green and her staff for the supportive press release. She added that all five students who have attempted the Nursing Boards have passed.

## Student Services

Dr. Jeanne Hamilton, vice president of student services, reported that a comparison of registration numbers with last year is difficult to make due to the new calendar, with its later start date, and extended registration for Cosmetology and athletic programs. She added that there is an unusually large number of probation and dismissal notices, due to Banner's inability to issue notices last year. Counseling and Admissions have been working all summer to clear probation students, and workshops have been set up to handle the remainder of students who need to be cleared.

Ms. Lucinda Over, dean of counseling, and program heads for EOP&S, DSP&S, matriculation and non-credit matriculation have worked together to respond to a few compliance issues, most of them minor in nature, identified in a System Office site visit in May.

The summer Power Math program just concluded under the leadership of Mr. James Swatzel, mathematics instructor; Ms. Kristie Shimokawa, coordinator of non credit matriculation; and Mr. Steve Avalos, counselor for non credit matriculation. Students who participated dramatically improved their math placement scores, advancing up to three levels.

The new ASCC leaders have been meeting over the summer, developing goals and planning Homecoming and "welcome back" activities for the first week of school. Dr. Hamilton said ASCC summer meetings are not the norm, and ASCC has a very dynamic board this year.

Dr. Hamilton invited the board to attend "Welcome Day" on August 28. This will be the first year for this event, which is designed to increase engagement of new students and their parents with the institution. It will include entertainment, tours, a student club zone, giveaways and survival workshops.

## Human Resources

Mr. Robert Sammis, interim director of human resources, praised his staff for their willingness to explain and discuss Human Resources processes and procedures, with the ultimate goal of streamlining and making them more "user-friendly." He added that he continues to work cooperatively with campus constituent groups.

## Finance and Administrative Services

Mrs. Horton provided the board with an updated college budget calendar. Because there is still no state budget, the System Office has determined that the district can adopt a budget prior to October 15, instead of September 15. Citrus prefers the later date, as we have a tentative budget in place, which can be used to monitor expenditures.

Mrs. Horton said agenda item H-2, a bid for four basketball side court goals, had only one bidder. This item went through all legal requirements for advertising and seeking bids and is within cost estimates.

## COMMENTS

### California School Employees Association

Ms. Cathy Napoli, CSEA president, expressed the classified staff's appreciation to Dr. Perri for the Ice Cream Social.

### Members of the Board of Trustees

Mr. Andrew Cress, student board member, said he attended the CCLC Student Trustees Workshop. He described it as an invaluable experience, as it enabled him to meet with and learn from other student leaders from around the state. With the new information he brought back, he plans to look at what Citrus College can do to lower the cost of textbooks for all students. Mr. Cress added that student trustees are looking into forming a statewide organization.

Dr. Rasmussen said she and her family participated in the recent Household Waste Collection held at Citrus College. She thanked Mr. Jeffrey Eichler, environmental health program supervisor, for helping to organize this event.

Dr. Rasmussen had the opportunity to observe Glendora school children involved with the GATE pilot science program held at Citrus College. She said the program is a great way to promote science studies to school children, and she thanked Mr. Eric Rabitoy, dean of science, engineering and health science, and science faculty and staff for giving up a week to host this valuable program.

Dr. Rasmussen thanked Ms. Jody Wise, dean of athletics, for the new Student Athletic Handbook and Athletic Schedule. She added that the first home football game of the season will take place on September 13.

Dr. Rasmussen attended "The Future is Here," a regional forum on the role of education in workforce development. The presentation stressed the need for workforce preparation to keep pace with the rapidly evolving technological demands of the workplace to prevent the export of high-paying jobs to other countries. Dr. Rasmussen suggested the possibility of Citrus College becoming leaders in this area.

## INFORMATION AND DISCUSSION

Dr. Hamilton introduced Ms. Roberta Eisel, accreditation faculty co-chair. Dr. Hamilton and Ms. Eisel provided the board with an update on requirements of the accreditation process and our progress in completing the self-study.

## BOARD ACTION

The board approved nine action items, including authorization to file with the County of Los Angeles a Notice of Completion for the Center for Innovation.