



# Board Highlights



## Highlights of the November 16, 2010 Board of Trustees Meeting

### Citrus Community College District Board of Trustees

#### Dr. Gary L. Woods

President  
Azusa/Covina/Glendora/Irwindale Representative

#### Dr. Patricia Rasmussen

Vice President  
Glendora/Azusa/San Dimas Representative

#### Mrs. Joanne Montgomery

Clerk/Secretary  
Monrovia/Bradbury/Duarte Representative

#### Dr. Edward C. Ortell

Member  
Duarte/Arcadia/Azusa Monrovia Representative

#### Mrs. Susan M. Keith

President  
Claremont/Azusa/La Verne/Pomona Representative

#### Ms. Alejandra Delgado

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, expressed her appreciation to those who coordinated the Campus Safety ribbon cutting ceremony that preceded the board meeting, including Ms. June Stephens, executive director of development and external relations; Ms. Paula Green, director of communications; Ms. Marilyn Grinsdale, protocol and government relations officer; Ms. Jazmin Santillan, administrative secretary; and Ms. Martha McDonald, dean of students. Dr. Perri said it was a good event.

Dr. Perri was honored to participate in the Azusa Golden Days Parade on October 9, along with Board President Gary L. Woods and Ms. Alejandra Delgado, student board member. Citrus College won first place in the parade competition in the "pre-1920" auto division for our 1916 Chevrolet. Dr. Perri expressed appreciation to Mr. Mark Ferrari, Citrus College Foundation board of directors member, for donating the beautiful paint restoration work that was done on the car.

Dr. Perri was pleased to report that the college has received several good comments on the 5<sup>th</sup> Annual Saluting Our Veterans event. She said the event, which was featured in local news articles, was well organized and reflected positively on Citrus College. Dr. Perri also attended the first annual Veterans Breakfast where she said there was a spirit of fellowship among the guests. She said these events illustrate the value Citrus College places on our student veterans and our recognition of their service to our country.

The Steering Committee will be serving as the oversight committee for the college's Educational Master Plan. They have identified two meeting dates before the end of the semester to begin the process.

### Academic Affairs

Dr. Irene Malmgren, vice president of academic affairs, reported that Bridges to Success has initiated a "Parent Ambassador Program." The goal is to build positive links between the community and the college that will engage prospective students and their parents in activities that promote higher education and ease the transition to college. Fourteen parents from Azusa and Glendora participated in the first meeting, and an invitation has gone to all of our feeder schools.

Dr. Malmgren said 22 faculty and staff members were trained on the proper use of a fire extinguisher during a Fire Extinguisher Safety Training Workshop presented by Dr. Cliff Hadsell, EMT instructor.

Dr. Malmgren commended a 17-member committee that has been formed to explore a sustainable approach to textbooks. The committee has formed subgroups on various topics and will meet regularly.

Dr. Malmgren reported that the Licensed Vocational Nursing (LVN) program has received an award from the South Bay Workforce Investment Board for placing 100 percent of our LVN students in jobs.

### Student Services

Dr. Jeanne Hamilton, vice president of student services, reported that Ms. Adrienne Thompson, student life and leadership development supervisor, accepted an award on behalf of ASCC from the American Red Cross for the "highest per capita participation" for their blood drive. ASCC received a second award from Huntington Hospital and the City of Hope for the most units of blood collected in the winter.

Dr. Hamilton said Admissions and Records is continuing to increase the number of online services available to students. An online non-credit application is being developed that will be similar to the credit application. In addition, students will soon be able to order transcripts online, 24 hours a day, seven days a week. Dr. Hamilton said a new online application for scholarships will also be available soon, replacing the paper application. This process will allow for automatic screening to match students with scholarships.

The mandatory orientation requirement went into effect this fall. Dr. Hamilton said students who have not completed the orientation in person or online will not be given an appointment to register for winter or spring. When the student tries to find their appointment, they will be directed to in person and online orientation alternatives. When they complete the orientation, their appointment will become available.

### Finance and Administrative Services

Mrs. Carol R. Horton, vice president of finance and administrative services, provided an update on the state budget. The Legislative Analyst's Office (LAO) has recently reported that California will face a two-year budget shortfall of \$25.4 billion. Of this amount, \$6.1 billion is attributed to 2010-2011 and \$19.2 billion is attributed to 2011-2012. The governor has called a special session of the Legislature on December 6 to address the current year shortfall. Mrs. Horton said community colleges should be prepared for mid-year cuts in the current year. This could include a take-back of \$126 million in enrollment funding, which was part of the 2010-2011 budget. The specific fallout of the budget shortfall will depend on a number of factors including the

extent and timing of revenue solutions. In light of this, Mrs. Horton said the college will not include growth dollars in our local budget.

## Human Resources

Dr. Robert Sammis, director of human resources, reported that Human Resources has completed two series of training workshops for managers and supervisor/confidential employees. One was on the classified hiring process and one was on the new supervisor/confidential evaluations.

Dr. Sammis said Human Resources continues to move forward on revising their board policies and administrative procedures. His staff is also busy hiring five classified staff and seven faculty members for spring. He said the hiring committees have developed creative interview components.

## COMMENTS

### Academic Senate

Ms. Roberta Eisel, academic senate president, said Dr. Perri attended the Academic Senate's November 10 meeting. They appreciated her update on several important topics, including the Strategic Plan, the Educational and Facilities Master Plan, responses to accreditation recommendations, the importance of engagement in the budgeting process through program review, the state budget, and possible impacts of the November election on Citrus College. Ms. Eisel also thanked Ms. Kim Holland, director of workforce development, for an update on the "green" activities of the college.

Ms. Eisel was pleased to announce that Mr. John Vaughan, academic senate past president, will be nominated for the Hayward Award for "Excellence in Education," sponsored by the Foundation for California Community Colleges.

The Sabbatical Committee members will meet this week to review eight sabbatical proposals.

Four Citrus College faculty members attended the recent fall plenary session of the Academic Senate for California Community Colleges. Mr. Vaughan and Ms. Eisel gave testimony at the hearing on disciplines list revision proposals. The breakout sessions included discussions on SB 1440 (Padilla: Transfer) and SB 1143 (Liu: Student Success and Completion).

### California School Employees Association

Mr. Steve Siegel, CSEA president, extended an invitation to CSEA's annual Holiday Buffet on Thursday, December 9. The "table decorating contest" will return, and Mr. Siegel said Human Resources will no doubt be attempting to regain their title.

### Members of the Board of Trustees

Student Trustee Delgado said ASCC will host a Food and Toy Drive from November 16 through December 9. The proceeds will go to Foothill Unity. December 6 through December 9 ASCC will host "Night Owls," which will provide extended Campus Center hours so students can study for finals. ASCC board elections for the spring semester will take place December 7 and 8.

Trustee Susan M. Keith, board member, provided an update on the work of the Citrus College Foundation. She said the board is planning to host a winter event prior to a performance of *Christmas Is...* for past and present Foundation donors. She reported that the financial status of the Foundation is good. Trustee Keith said they are fortunate to have a lively, engaged board of directors.

Trustee Keith and Trustee Joanne Montgomery, board clerk/secretary, attended the Theatre Department production of *Twelve Angry Jurors*. She said the performances were excellent and the production will be entered in the Kennedy Center's annual competition. Commenting on the performance, Trustee Montgomery said the amazing talent of our students is a reflection on our faculty and the level of instruction they provide.

Trustee Montgomery complimented the *Clarion* newspaper on the latest edition and said she is continually impressed with the quality of the newspaper and the numerous awards and recognitions they garner.

Trustee Patricia Rasmussen, board vice president, commented on recent college events she has attended, including a performance of All Shook Up, A Night of Music from Film, the 5<sup>th</sup> Annual Saluting Our Veterans, and the Campus Safety ribbon cutting ceremony. She expressed her appreciation to those who coordinated these events and productions. Trustee Rasmussen said our annual events grow more impressive each year.

Trustee Rasmussen also complimented the efforts of the college's newly-formed Transfer Task Force and the college's continued work on "My Citrus Story."

Trustee Edward C. Ortell, board member, congratulated our athletic teams for some very exciting fall sports events. Trustee Ortell complimented our players on their professional demeanor, and said these activities provide a great learning opportunity for students. Trustee Ortell also commented on the Campus Safety ribbon cutting ceremony, saying it was well done. He complimented Dr. Perri for the fine job she is doing in leading the college.

Trustee Ortell commented on the state budget situation and efforts taking place in the state to redefine the role of community colleges. He said it is important that community colleges remain comprehensive colleges. He said they will learn more on the implications of the state budget at the Community College League of California's annual convention this coming weekend.

## INFORMATION AND DISCUSSION

Dr. Malmgren introduced Ms. Sylvia Smythe, director of college success. Ms. Smythe and Ms. Suzanne Martinez, bridges to success project coordinator, provided an update on the Bridges to Success Grant, including the six components of the program. Ms. Gina Hogan, language arts instructor and faculty mentor for the program, and Mr. Andrew Franco, Ms. Chelsea Lowe and Ms. Jeannette Cabrera, students who work with other students as part of Supplemental Instruction, provided information and personal insights. Trustee Rasmussen commented on the Parent Ambassador component and the importance of parent involvement; Trustee Keith thanked faculty who spend time outside of the classroom to mentor students; and Trustee Ortell commented on the high unemployment numbers for returning veterans and inquired about the possibility of a component in Bridges to Success for veterans.

Dr. Hamilton introduced Ms. Martha McDonald, dean of students, who introduced Mr. Anthony Giannone, campus safety supervisor; and Mr. Benjamin Macias, campus security officer III, who presented an overview of the Campus Safety Report. The report indicates that crimes on campus are rare.

## BOARD ACTION

The board approved eight action items, including approval of the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2010.