

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

January 17, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 17, 2006, in the Administration Building.

Board President Bevilacqua called the meeting to order at 4:15 p.m. Board President Bevilacqua led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Michael Bevilacqua, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Lisa Daniels, Student Trustee. Absent: None.

RESOURCE PERSONNEL PRESENT: Michael J. Viera, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol Horton, Vice President of Finance and Administrative Services, Irene Malmgren, Vice President of Instruction; Sandra Lindoerfer, Director of Human Resources; Dennis Korn, Academic Senate President; Cathy Napoli, Classified Employees; and Christine Link, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Wanda Cunnyingham, Mike Fehrs, Paula Green, Samuel Lee, Lois Papner, and Linda Welz

Faculty: Roberta Eisel and Terrence Miles

Supervisors/Confidential: Tedd Goldstein and Lari Kirby

Classified Staff: Marian Manfre and Rose Ann Manfre-Campillo

Adjunct Faculty: None

Student: Linda Chow

VISITORS: Ariane Lehew and Sharon Lewis

Comments: Members of the Audience — Mr. Terrence Miles, Physical Sciences faculty member and CCFA President, announced that Governor Schwarzenegger released his state budget proposal for 2006-07 on January 10th. Based on the figures in the proposal, the fiscal outlook for California's public education system appears to be

positive. The proposal also calls for a cost of living adjustment of 5.18%, a 3% increase in enrollment growth, and \$130 million for equalization. The K-12/California Community College split calls for the Community College system to receive 10.79% of the total apportionment of Prop 98 revenues, even higher than last year's 10.46% allotment.

Mr. Miles made reference to the possibility of Citrus going to a condensed 16-week semester. The CCFA and the District will have to negotiate workload to find solutions that are acceptable to all full-time faculty if the condensed calendar is approved. Mr. Miles was hopeful that some of the issues would be addressed when the Load Task Force meets.

On December 29, 2005, a measure, drafted by a coalition of community college employee unions, lobbyist groups, and concerned citizens was submitted to the Attorney General's Office. The measure has been entitled the "*Community College Governance, Funding Stabilization, and Student Fee Reduction Act*." The initiative is slated for the June 6th election and will move into the signature gathering state sometime in mid-February. Essentially, the measure calls for a dual-funding mechanism under Prop 98 where community college allocations would be calculated separately from K-12. Further, it calls for a reduction in student fees and would prevent fees from increasing at a faster rate than the growth in personal incomes. Lastly, it calls for maintenance of local board control in the governance and administration of the local community college districts. If passed, this measure would amend current state constitutional language. Thus far, neither CCFA nor CTA has developed a public position on the measure. It could have positive or negative effects on working conditions at local institutions and, therefore, needs to be considered carefully before committing to supporting its passage.

Mr. Miles asked the Board to carefully consider its ability to offer full-time faculty a competitive and fair salary schedule in light of the 2006-07 budget proposal. Faculty are anxious to complete negotiations in order to focus on other work-related issues such as load, an equitable absence policy, and a working program discontinuance policy.

Michael J. Viera, Ph.D., Superintendent/President, provided an overview of the Governor's Proposed 2006-07 Budget. The budget includes 3% enrollment growth funding; a 5.18% cost of living adjustment for classroom instruction and student services; and \$130 million for equalization. However, there is nothing included for creating equitable funding for noncredit instruction. The proposal includes one-time funds for Career Technical Education (\$20,000,000), and Nursing Enrollment and Equipment Needs (\$10,000,000). As both programs are grant funded, Dr. Viera plans to compete for the grants. An additional \$9.6 million has been allocated for additional sign language and interpretive services for DSPS programs. Community college tuition fees will remain; no increase for 2006-07. A \$500,000 increase for the CalPASS program is also included in the proposed budget. It was noted that a funding formula bill, SB 6 (Senator Scott), was being considered by the Governor.

Dr. Viera reported that the Community College League of California is working to move the Community College Initiative forward and plans to begin securing signatures (600,000) to include the initiative on the November 2006 general election ballot.

Also included on the November 2006 ballot is a community college bond that would provide \$15.4 million for Citrus' Vocational Technical Building and \$5.9 million for the Student Services Building.

Irene Malmgren, Vice President of Instruction, reported instructional staff are reviewing class size and enrollment to determine the availability of late start classes.

Ms. Malmgren and staff have been meeting and working with the Title V, HSI grant consultants to ensure the project is on track and that all applicable guidelines/requirements are being followed.

Ms. Malmgren reported faculty are participating in committee meetings regarding the design of the new Fine Arts Building and facility reviews. Ms. Malmgren thanked and complimented Mrs. Carol Horton, Vice President of Finance and Administrative Services, and her staff for the work they do in maintaining and remodeling campus facilities.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported enrollment was up, slightly, in weekly student contact hours. However, enrollment is down approximately 400 in headcount. The California Community College System Office reported that enrollment is down statewide, particularly for night students, which is attributed to a strong economy and enrollment fee increases. It was noted that evening student enrollment is also down at Citrus.

With the Board's support, outreach efforts to local high schools is being increased by utilizing HSI grant funds to hire an Outreach Coordinator. Dr. Hamilton is hopeful to have someone in place as soon as possible to schedule events at the high schools such as application workshops, financial aid workshops, orientations, etc. The Educational Advisors will continue to meet with students, individually.

Citrus College will be participating in the Community College Survey of Student Engagement this spring through an organization affiliated with the University of Texas. Dr. Hamilton and Mr. Robert Coutts, Information Systems Specialist I, participated in a conference call and provided spring semester course data files. The organization will select courses to be surveyed. The target sample size is 1,000 students; approximately 75 class sessions will be surveyed during March and April. Information regarding the survey will be distributed to students and faculty in mid-February. Citrus student responses will be compiled and compared with students in community colleges nationwide. The institutional report should be available by the end of July.

This fall, there were 484 international students from 41 countries enrolled at Citrus College. There were 314 students from Japan, 41 from Taiwan, and 36 from Korea.

Sandra Lindoerfer, J.D., Director of Human Resources, reported staff is busy preparing for the January 21, 2006, Job Fair in Los Angeles. Thirty-five faculty and staff members volunteered to staff the college's triple-wide booth. Dr. Lindoerfer looks forward to recruiting the best possible applicants for Citrus' available positions.

Carol Horton, Vice President of Finance and Administrative Services, was very pleased at the Governor's 2006-07 budget proposals. However, she cautioned that we would not receive growth funding, unless we grow; currently enrollment is declining.

It was noted that the schematics for the Vocational Technical Building were presented to the Board at their November 15, 2005, meeting. Mrs. Horton plans to present the schematics for the Field House at the February 7, 2006, Board of Trustees meeting. Shortly thereafter, schematics for the Fine Arts Building will be presented. Mrs. Horton reported that the old Math Building would be demolished. However, a timeline was not available. The Center for Innovation Building is scheduled to go out to bid in the very near future.

Dennis Korn, Academic Senate President, on behalf of the Academic Senate congratulated Ms. Jeanne Howard, Articulation Officer, on her career move and thanked her for her years of dedication at Citrus College, especially her expertise in articulation. Ms. Howard will be missed as a valued member of the faculty and as a friend.

Mr. Korn thanked the Board of Trustees for their consideration in granting a postponed sabbatical leave for Dr. David Ryba, Interim Dean of Mathematics. Dr. Ryba has shown his commitment to the college as a Physical Sciences faculty member and as an interim Dean. The Academic Senate fully supports the request to allow Dr. Ryba to take this sabbatical leave.

The Academic Senate is currently reviewing a proposed "Faculty Code of Ethical Conduct" and hope to have it approved during the Spring 2006 semester. Though it is Mr. Korn's belief that Citrus College faculty already live by this code of conduct, the Academic Senate feels it benefits everyone to put it in writing.

The Academic Senate formed an Ad Hoc committee, led by Ms. Joanne Morrison, Mathematics faculty member, to discuss revisions to the faculty hiring policy. The Academic Senate is always willing to look at ways to improve the process and looks forward to working with Dr. Lindoerfer on the revisions.

The Academic Senate formed an Ad Hoc committee to work with faculty and students to study ways of reducing textbook costs without diminishing instructional integrity.

Cathy Napoli, CSEA President, wished everyone a Happy New Year.

Ms. Napoli thanked Dr. Viera for his support and encouragement in the development of the *New Classified Employee Information Guide*, which was being presented by Ms. Marian Manfre, Athletics Programs Assistant, during the information/discussion portion

of the meeting. Ms. Napoli thanked the committee, especially Ms. Linda Merlo, College Promotions Specialist, for their hard work in making the project a reality. Classified staff looks forward to the implementation of the guide.

Lisa Daniels, Student Trustee, reported that Ms. Sharon Montes, ASCC President, had withdrawn from the position and school due to personal circumstances. Ms. Kelly Marquez was elected to the position for the remainder of the Spring semester. Unfortunately, Ms. Marquez's class schedule conflicted with Board of Trustees meeting and, therefore, she was unable to attend the meeting. However, when she is more comfortable with her classes, she will attend a Board meeting and will be introduced.

Club Rush is scheduled to be held January 31st through February 2nd.

Dr. Arnold Rollin, Dean of Students, will be traveling to Sacramento to attend the Statewide Student Senate meeting.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, thanked Ms. Susan M. Keith, Member, Board of Trustees, for her position that Citrus College be proactive with regard to the statewide community college ballot initiative, as it was being drafted. Dr. Ortell said that Citrus College trustees had raised three major questions regarding the initial draft, and that each question had been resolved favorable to the Board's position. He thanked Ms. Keith and Mrs. Joanne Montgomery, Vice President, Board of Trustees, for their efforts at the Community College League of California conference in November in helping to highlight the need for these important revisions. Dr. Ortell characterized the changes in the initiative, which will now go to the Secretary of State, as a "remarkable feat" on the part of Citrus College.

Ms. Keith remarked that she has been impressed with Chancellor Drummond's collaborative approach, his openness, and his participation in trustee and Community College League of California events.

Dr. Ortell said he would like to see Citrus College honor faculty, staff, and students who have received recognition and major awards from their colleagues and peers. He said recognition of these types of awards will help community colleges to receive the respect they deserve.

MINUTES:

Item 1: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the regular meeting of December 6, 2005. 5 Yes.

INFORMATION AND DISCUSSION

**Introduction of Citrus College Measure G Citizens Oversight Committee Members
— Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Ms. Sharon Lewis, Chairwoman of the Measure G Citizens Oversight Committee. It was noted that Ms. Lewis is also a Citrus College alumnae, Glendora resident, and local business owner. Mrs. Horton thanked Ms. Lewis and the entire committee for their commitment to the oversight committee.

Mrs. Horton also introduced Ms. Ariane Lehew, Measure G Bond consultant, who was in attendance. It was noted that Ms. Lehew was instrumental in the passage of Measure G.

Ms. Lewis thanked the Board, Dr. Viera, staff, faculty, students, and guests for the opportunity to speak at the meeting. Ms. Lewis explained that in August of 2004 the Board took formal action establishing the Measure G Citizens Oversight Committee and appointed its initial seven members. In doing so, the Board fulfilled their promise to the residents and voters in the Citrus College community in providing independent, citizens' oversight of funds authorized by voter approval of Measure G. The committee first met in September 2004 and has been the eyes, ears, and voice for the communities', citizens, and taxpayers. Ms. Lewis stated she and her fellow committee members are honored and take their job seriously.

One of the committee's most important responsibility is to provide an annual report to the Board and make the report available to the communities regarding the expenditures of Measure G funds. Ms. Lewis presented a working draft copy of the annual report (copies available through the Superintendent/President's Office). While the document is in draft form, the content was reviewed and approved by the committee on December 8, 2005.

On behalf of the committee, Ms. Lewis thanked Mrs. Horton and Mr. Robert Bradshaw, Bond Project Manager, and everyone else on campus that provides the committee with information. Questions are answered and staff has been responsive to committee requests.

The committee reviewed the annual financial and performance audits, as well as information regarding the status of the bond fund and expenditures. The committee unanimously concluded that the District expended bond funds, for the time period covered by the report, in accordance with Measure G ballot language and the law at their December 8th meeting.

The committee is pleased that the report will be an integral part of the college's report to the community. Once completed, the full report will be available to use as an effective communication tool to inform District residents of the good things happening at Citrus College. The report will also be posted on the committee's website (<http://info.citruscollege.com/bond/index.htm>).

Ms. Lewis invited the Board, and anyone else interested, to attend their next meeting on Thursday, March 23, 2006, where they will be provided with a second tour of the campus facilities.

Ms. Lewis announced members of the committee: Mr. David “Dean” Kays, Mr. Alejandro Hernandez, Ms. Bobbie Wenrick, Ms. Phyllis Fritz, Mr. John Serpa, and Mr. Bill Bird.

Ms. Lewis concluded her report stating that the work funded by Measure G is important in expanding the college’s role as a vital asset to the community. The committee thanks the Board for the opportunity to participate on the committee.

Sabbatical Report, Spring 2005 — Elanie Moore, Professor, Fine Arts

Ms. Elanie Moore was granted a Sabbatical Leave for the Spring 2005 Semester. Ms. Moore provided the following brief report regarding her sabbatical and displayed ancient cave paintings of Baja California, B.C.S., Mexico.

Ms. Moore thanked the Board of Trustees and Dr. Viera for granting her a very successful sabbatical for Spring Semester 2005. Not only did it provide Ms. Moore “catch-up” time for her health and profession, but it also allowed her time to begin her book on the ancient cave paintings of Baja California, B.C.S., Mexico.

The following is an update of each aspect of her sabbatical project:

Getting my “chops up.” Artists, like musicians, have to practice regularly in order that their craft’s quality not deteriorate. Because of a lengthy illness, mine had done exactly that. Watercolor classes with Chris Van Winkle and open studio workshops for life drawing, as well as time in my own studio, helped me do just that.

Updating the dinosaur. Computer classes in Word and typing at Mt. San Jacinto College, as well as Introduction to Computer Art, here at Citrus, broke down my technophobic fears. Now I can speak “computer” lingo and intelligently advise my students when they use the computer for one of their class projects. (Note: I do not purport to being a whiz or a nerd on the blasted machine. That will take much more time, which I intend to spend.)

Baja Boohoo. The portion for student involvement in my research project on Baja’s ancient cave paintings bit the dust when the ASCC denied financial aid for 10 students to visit the paintings, assisting me, and do their own “master class” field studies.

As well, many of my class projects also needed a comprehensive update as the art world, after all, moves forward and so must I.

The art exhibits which would have resulted from that field work with me and their other appropriate teachers were cancelled.

However, I haven't given up hope for such a project. Perhaps it needs to start out locally and build up slowly. The students were interested; they just don't have the money for anything so grand.

Research and Reality. The book on Cueva Pintada and the Great Murals of Baja has begun. With time for research in the southland's library stacks, rock art conferences, and various field trips to Baja's rock art sites, as well as those of the American West, the book has been outlined and my 20 years of field drawings organized. I have not counted the number of images documented but it is well into the thousands.

The work accomplished during a single semester's sabbatical laid the foundation for a monumental task which would have taken at least two years longer had it been done at the same time as teaching a full load.

Ms. Moore was thankful to return to school refreshed, healthy, and excited with many accomplishments, as well as new ideas for teaching classes and involving students in her love of art.

Nursing Program Review 2004-2005 — Irene Malmgren, Vice President of Instruction

Copy enclosed.

***Classified Employee Information Guide* — Linda Merlo, College Promotions Specialist, and Marian Manfre, Athletics Programs Assistant**

Ms. Manfre explained that Ms. Merlo was unable to attend the Board meeting and explained that the idea of the *New Employee Orientation Guide* was a result of CSEA's annual retreat. The original idea was to provide voluntary campus tours for new employees, which led to the idea of publishing a guide for new employees. The New Employee Orientation Committee approached Dr. Lindoerfer with their idea to ensure there was no duplication of services from Human Resources. The next step was a survey of current classified employees inquiring what staff thought would be beneficial to new employees. Next, the committee contacted Mr. Ray LaBomme from External Relations to take photos of classified staff to include in the guide. The committee brought the text, photos, and some of their ideas to Mr. Albert Romo, Graphic Designer, who designed the guide. The document was printed in Citrus' Reprographics Department. Ms. Manfre thanked the Diversity Committee (special thanks to Olivia Canales, Administrative Clerk III, and Mrs. Brenda Fink, Human Resources/Staff Diversity Officer) for underwriting the cost of printing the brochure. Human Resources has agreed to store the guides and include them in the packet that is provided to new classified staff members. Ms. Julie Tunno, Human Resources Assistant, will contact Ms. Canales when new classified staff members are hired. Ms. Canales will assign a committee member to the new employee; the committee member will contact the new employee.

Ms. Manfre commented that the development of the guide was a collaborative effort between the Classified Staff Development Committee, the New Employee Orientation Committee, Human Resources, the Diversity Committee, External Relations, and Reprographics. Ms. Manfre thanked everyone involved in the development with special thanks to Dr. Viera for allowing the committee the opportunity to move forward on the project.

INDEPENDENT CONTRACTORS

Item 2: Moved by Dr. Woods and seconded by Ms. Keith to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

Item 3: Moved by Dr. Woods and seconded by Ms. Keith to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Dr. Woods and seconded by Ms. Keith to approve purchase orders for November and December 2005. 5 Yes.

Item 5: Moved by Dr. Woods and seconded by Ms. Keith to approve A & B Warrants for November and December 2005. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Dr. Woods and seconded by Ms. Keith to approve a \$6,950.00 annual membership to the Community College Survey of Student Engagement. 5 Yes.

Item 7: Moved by Dr. Woods and seconded by Ms. Keith to approve a \$2,810.00 annual membership to Educause. 5 Yes.

BIDS

Item 8: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the stage lighting equipment required for the Performing Arts Center. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 9: Moved by Dr. Woods and seconded by Ms. Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 10: Moved by Dr. Woods and seconded by Ms. Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 11: Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

LIQUOR LICENSE

- Item 12:** Moved by Dr. Woods and seconded by Ms. Keith to approve the Citrus College Foundation applying for a one-day liquor license from the Alcoholic Beverage Control Agency to serve wine at the Foundation's reception to be held February 9, 2006, from 6:30 p.m. until 7:30 p.m. on the Citrus College campus. 5 Yes.

BOARD OF TRUSTEES

- Item 13:** Moved by Dr. Woods and seconded by Ms. Keith to nominate Dr. Edward C. Ortell to be a candidate for the California Community College Trustees Board. 5 Yes.

AUDITORS

- Item 14:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the Annual Financial and Performance Audit Report of the Bond fund from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2005. 5 Yes.

RESOLUTION

- Item 15:** Moved by Dr. Woods and seconded by Ms. Keith to approve Resolution No. 2005-06-14 adopting a nonresident tuition fee of \$160.00 per semester unit, plus a \$23.00 capital outlay surcharge, effective for the 2006-2007 fiscal year (commencing with the summer term, 2006). 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 16:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve Change Order Seven in the amount of \$3,128.51 and add zero days to the time for completion for project number 06-0304, Stadium Upgrades Phase II, Athletic Fields Renovation. 5 Yes.
- Item 17:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order Eight in the amount of \$300.00 and add zero days to the time for completion for project number 06-0304, Stadium Upgrades Phase II, Athletic Fields Renovation. 5 Yes.
- Item 18:** Moved by Ms. Keith and seconded by Dr. Ortell to approve Change Order Nine in the amount of \$6,258.00 and add zero days to the time for completion for project number 06-0304, Stadium Upgrades Phase II, Athletic Fields Renovation. 5 Yes.

SABBATICAL – FACULTY

- Item 19:** Moved by Mrs. Montgomery and seconded by Ms. Keith to postpone the Sabbatical Leave granted to Dr. David Ryba for the spring 2006 semester to the spring 2007 semester. 5 Yes.

RESOLUTION

Item 20: Moved by Dr. Woods and seconded by Mrs. Montgomery to adopt Resolution No. 2005-06-15 and approve Contract Number CIMS-5191 in the amount of \$3,690.00 for instructional materials and supplies (project number 19-6438-00-5) for the period July 1, 2005 through June 30, 2006 for the Child Development Center. 5 Yes.

EMPLOYMENT – FACULTY

Item 21: Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the hiring of Ms. Lisa Visco effective January 6, 2006, as a temporary, one semester, full-time non-tenure track chemistry instructor at a salary placement of Class 2, Step 1 on the Faculty Salary Schedule (pending verification of education and experience), at a salary of \$21,338.00, plus \$8,184.06 in statutory and health benefits (the amounts are prorated). 5 Yes.

Item 22: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the hiring of one (1) categorically-funded (Title V Teacher Preparation grant), full-time Counselor of Teacher Education to begin July 1, 2006, or sooner. With this action, preparations for hire are authorized. Job announcement will bear the statement, "Position is contingent upon funding and final Board approval." 5 Yes.

CLOSED SESSION: At 5:37 p.m., Board President Bevilacqua adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, SANDRA LINDOERFER, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Faculty Association/CTA/NEA; Adjunct Faculty United Local 6106, and California School Employees Association (CSEA) Chapter 101.

RECONVENE OPEN SESSION: At 6:50 p.m., Board President Bevilacqua reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:51 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting. 5 Yes.

Date

Joanne Montgomery
Vice President
Board of Trustees