

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

February 7, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 7, 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, Gary L. Woods, and Lisa Daniels, Student Trustee. Absent: Edward C. Ortell.

**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, Kim Holland, Samuel Lee, and Lois Papner

**Faculty:** Roberta Eisel, Kevin Emerson, and Terrence Miles

**Supervisors/Confidential:** Lari Kirby

**Classified Staff:** None

**Adjunct Faculty:** None

**Student:** Chris Carson, Linda Chow, and Sandra Scico

**VISITORS:** Adolph Ziemba

**Comments: Members of the Audience** — **Mr. Art Morales, Azusa resident and former Citrus student**, thanked the Board for the opportunity to speak. Mr. Morales reported he first arrived in Glendora in 1938 and departed the campus in 1952 without a high school diploma. Mr. Morales joined the military in 1955, then joined the telephone

company. He realized he needed a high school diploma so he returned to Citrus and had the opportunity to meet Dr. Robert Haugh, the Superintendent/President of the college, who was very supportive. Mr. Morales was pleased at the building construction on campus and suggested including a parking garage for the future. Mr. Morales was also pleased to observe the many computers available for student and community use. Mr. Morales had the opportunity to meet and work with the former Dean of Counseling, Mr. Art Briones, and Mr. Billy Kilmer, who hosts an annual golf tournament with proceeds donated to the adaptive students of Citrus College.

**Mr. Terrence Miles, Physical Sciences faculty member and CCFA President,** announced that the Academic Senate hosted an Alternative Calendar Symposium, which was well attended. Guest speakers included representatives from academic senates, faculty associations, and administration from both Mt. San Antonio College and Victor Valley College. Discussion continued for almost two hours and issues raised included scheduling logistics, workload, and the 176-day contract year, among others. The point that was emphasized at the conclusion of the discussion was the necessity that the process of adopting a compressed calendar be faculty driven. The CCFA is appointing an ad hoc committee (which will work closely with the Academic Senate) to investigate the implications of a compressed calendar that may affect the working conditions of the full-time faculty.

The Load Task Force met for the first time and utilized the interest-based bargaining approach to draft recommendations for improvement of the existing faculty load regulation (R-4136). The faculty is represented by Mr. Jim Lancaster (chair), Mrs. Barbara Rugeley, Dr. Ana Afzali, and Mr. Stephen O'Hara. The faculty team is in the process of developing a faculty questionnaire to ensure that all concerns of the membership are addressed. The faculty's team is also working closely with the CCFA negotiating team in order that the recommendations are well understood when changes to the load policy are brought to the table. Mr. Miles thanked Mr. Dale Berman from the Federal Mediation and Conciliation Service, for agreeing to serve as the facilitator for this interest-based problem solving task.

Mr. Miles reported that CCFA's and the District's negotiating teams have met twice during the Spring 2006 semester. Interest-based bargaining methods are being utilized to address issues at the table, with significant progress made on changes to the salary schedule and release time. However, changes to faculty's evaluation process have proved more difficult. The evaluation process, per California Education Code, is a peer review process, and should remain a peer review process. Faculty does not feel Deans are in a position to evaluate faculty as they do not oversee teachers' daily classroom activities and are not currently practicing the teaching profession. Mr. Miles added that many Deans have never taught in a community college classroom. Faculty feels the best evaluation policy was put in place with the loss of department chairs. If any participant feels an evaluation is not meaningful, the policy specifies that a dispute be filed with the Evaluation and Tenure Oversight Committee (ETOC). To date, no disputes have been filed with ETOC. A survey of all full-time faculty indicate that 80% have no desire to change the existing policy and would prefer to have administrators

completely removed from evaluation teams. Mr. Miles expressed his concern that a stalemate on the issue could lead to impasse.

Mr. Miles thanked the Board for the opportunity to speak to them and hopes they carefully consider the points he made. Mr. Miles is hopeful that negotiations can conclude in order for the District and CCFA to work together on other issues.

**Michael J. Viera, Ph.D., Superintendent/President**, announced that Dr. Edward C. Ortell, Clerk/Secretary of the Board of Trustees, was unable to attend the Board meeting as he was participating in the Community College National Legislative Summit in Washington DC. Ms. Marilyn Grinsdale, Protocol and Government Relations Supervisor, also attended the summit.

President George W. Bush unveiled his 2007 budget request on February 6, 2006, which would eliminate the Perkins loan program, provide an Upward Bound Talent Search for disadvantaged students and a Gear Up program for financially needy middle school students. Effective October 1<sup>st</sup>, the budget would be reduced by 5.5%, or \$3.1 billion.

The Citrus College Foundation is sponsoring a special reception immediately preceding the February 9, 2006, 8:00 p.m. performance of La Lista Negra, an original production by Citrus College alumna Tatiana Leiva. The reception will take place from 6:30 until 7:30 p.m. on the Citrus College campus in a controlled area outside the Haugh Performing Arts Center. Proceeds will benefit future productions, scholarships, and programs of the Theatre Arts Department. Dr. Viera encouraged everyone to attend.

Dr. Viera reported the demolition of the old Math building was well underway. He thanked and complimented Mr. Tom Gerfen, Interim Dean of Computer Science and Information Systems and Computer Science and Information Systems faculty member, for taking photographs of the demolition process.

Mr. Terrence Miles, Physical Sciences faculty member and CCFA President, became a father on Friday, January 20<sup>th</sup>. Baby boy, Collin Miles, weighed 7 pounds, 2 ounces.

**Irene Malmgren, Vice President of Instruction**, announced that the Curriculum Committee had received many course changes and was working hard.

The Load Task Force, comprised of Ms. Malmgren; Mr. Terrence Damron, Dean of Science, Engineering, and Health Occupations; Mr. Robert Slack, Dean of Fine and Performing Arts; and Ms. Lucinda Over, Dean of Counseling; has been meeting.

In an effort to increase enrollment, a list of available late start classes was distributed.

A Basic Skills Resource Team was on campus, at the invitation of Ms. Malmgren, to review basic skills options. The team will return to campus on March 10, 2006, to provide a report. It was noted that the HSI grant provided funding for the visit.

Ms. Malmgren looks forward to hiring new faculty members.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, announced the first committee meeting to gather information for the accreditation mid-term report was held. Each accreditation standard will be assigned a faculty and manager co-chair that will gather information on progress made on self-identified planning agendas and each of the seven recommendations made by the last visiting team. Co-chairs are to provide their reports to Dr. Hamilton by May 1<sup>st</sup>. Dr. Hamilton will prepare the first draft of the report during the summer for campus review in the fall. The report will be presented to the Board for approval prior to submission to the Accrediting Commission.

Last week, the University of Texas supplied sample courses to be surveyed for the Community College Survey of Student Engagement. Fifty-five course sections were selected. Educational Advisor, Ms. Judy Chappie, will administer the surveys during the month of March. Dr. Hamilton thanked Mr. Robert Coutts, Information Systems Specialist I, for his assistance in developing the course data filed submitted to the University of Texas.

Advertisements for an interim College Promotions Specialist, that will focus on intensive outreach coordination with our feeder high schools, have been distributed, internally. The position is funded via the HSI grant. A formal job description and advertisement for a full-time position will begin July 1<sup>st</sup>.

Dr. Arnold Rollin, Dean of Students, participated in a conference hosted by UCLA to identify ways in which the university could provide a transition for transfer students that would integrate them into campus life in a way that was similar to the level of acculturation experienced by freshman students. During the morning session, discussion focused on ideas from the community college representatives; the afternoon session featured a panel of four students who had transferred from community colleges. Many suggestions and ideas to assist both the community colleges and the university in providing a more seamless and complete transition were made.

Dr. Hamilton thanked Ms. Linda Welz, Chief Information Services Officer, for organizing a two-day training visit from staff from the California Community College System Office, regarding details related to data submission for MIS reporting. The data drives funding for several Student Services categorical programs, as well as general apportionment.

As a result of Ms. Jeanne Howard's resignation, Mr. Bob Jacobson was selected as Citrus' interim Articulation Officer. Mr. Jacobson has many years of experience in community college articulation at Saddleback College. Since Mr. Jacobson retired, he has been called in to help many colleges in transition. Dr. Hamilton thanked and complimented Mr. Jacobson for his articulation expertise.

**Sandra Lindoerfer, J.D., Director of Human Resources**, thanked everyone (faculty, managers, classified) for participating in a very successful Job Fair on January 20, 2006. As a result, one part-time Math faculty member was hired.

Dr. Lindoerfer looks forward to hiring new faculty members and staff is moving as quickly as possible to secure the best candidates.

Dr. Lindoerfer announced the retirement of Ms. Elaine Thompson who worked at Citrus College for nearly 19 years, beginning her career as a Counseling Clerk in the EOP&S Department in June of 1987. In October 1988, Ms. Thompson was promoted to Secretary in the Office of Instruction. During the next 16 years, she willingly took on additional responsibilities by filling vacant positions in both the Office of Instruction and the Mathematics Department. In 1993, Ms. Thompson served the campus further by mentoring one of our new faculty members in the then newly crated Mentoring Program. In 1995, Ms. Thompson was permanently upgraded to an Administrative Secretary I and reassigned to the Mathematics Department. A subsequent reorganization in 2004 resulted in another upgrade to Administrative Secretary II, and then a transfer to the Testing Center as a Testing Technician, a position she approached with the dedication and commitment she is known for at Citrus. Ms. Thompson's helpfulness, her willingness to fill in where ever she is needed, her attention to detail, and her commitment to Citrus College, its faculty, staff, and students, has been invaluable, and she will be greatly missed.

**Carol Horton, Vice President of Finance and Administrative Services**, announced that the demolition of the old Math building would be complete in two weeks. She was hopeful that there would be minimal disruptions to instruction and anticipates submitting the notice of completion at the March 21, 2006, Board meeting.

**Dennis Korn, Academic Senate President**, on behalf of the Academic Senate thanked guests, faculty, staff, and students who attended the recent Alternative "Compressed" Calendar Symposium. Mr. Korn gave special thanks to all the members of the Citrus College team for organizing the symposium. A number of topics were covered during the two-hour session and faculty look forward to continuing the conversation in the February 8, 2006, Academic Senate meeting.

The Academic Senate awaits a serious discussion at an upcoming Physical Resources Committee meeting regarding the establishment of a smoking policy. The Academic Senate has requested that consideration be given to establishing designated smoking areas on campus, allowing for true enforcement versus the current un-enforceable standard.

The Academic Senate approved the proposed 2006-2007 Academic Calendar that moves spring break to the 10<sup>th</sup> week of the semester, versus the week prior to Easter.

Counseling faculty and Student Services management are currently revising the Student Services Program Review Handbook. As Student Services programs are unique, it was decided that following the Academic Program model would not provide the best possible program review for these areas.

The Academic Senate will be taking action on the Academic Senate Faculty Code of Ethical Conduct during the Academic Senate meeting on February 8, 2006.

Mr. Korn announced that it was election time for the Academic Senate. Due to upcoming division re-organizations, the Academic Senate will be discussing changes to the distribution of representatives among divisions.

A group of faculty advocates for enhancement of services for veterans at Citrus College met on February 7, 2006, to discuss opportunities to enhance the college experience for veterans. This group's work stems from a breakout session hosted by Bruce Solheim on Flex Day.

**Lisa Daniels, Student Trustee**, announced that the Black Student Union (BSU) would be sponsoring different events throughout February for *Black History Month*. Arrangements for a guest speaker are being finalized. Various films will also be shown.

The number of students involved with the Associated Students of Citrus College (ASCC) continues to grow. Ms. Daniels reported that two students were appointed to positions on February 7, 2006, and she anticipates two additional students appointed for positions next week.

**Susan M. Keith, Member, Board of Trustees**, provided a report on activities and events held during the Community College League of California 2006 Legislative Conference, which was held at the Sacramento Grand Sheraton January 29-30, 2006. Ms. Keith, Mr. Bevilacqua, Dr. Ortell, Dr. Viera, and Ms. Marilyn Grinsdale attended the annual conference. Topics of discussion included the Community College Initiative and the effort to secure signatures for the initiative to be included on the November general election ballot. Changes to the Prop 98 funding formula were also a topic of discussion in that student enrollment fees would be rolled back to \$20 per unit, would allow the Chancellor to hire his own employees (rather than the Governor), reaffirms bilateral governance, and maintains local control. The Citrus delegation had an opportunity to meet with the following legislators: Assemblymember Ed Chavez, Assemblymember Dennis Mountjoy, Senator Bob Margett, Senator Jack Scott, Ms. Faith Conley (legislative assistant to Assemblymember Bob Huff), and Mr. Bruce Hamlett (Chief Consultant to the Assembly Committee on Higher Education). The legislators were very open and welcoming to the Citrus delegation.

#### **MINUTES:**

**Item 1:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the regular meeting of January 17, 2006.

4 Yes. 1 Absent (Dr. Ortell).

#### **INFORMATION AND DISCUSSION**

**Field House Schematic Presentation, Adolph Ziemba, AIA & Associates, Inc. — Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Mr. Bob Bradshaw, Project Manager. Mrs. Horton commented that the Field House is funded through bond revenues. It was noted that there will be three construction projects underway at the same time in the next 18 months.

Mr. Bradshaw reported that the Athletic Field House and Stadium Gate House/Concession buildings are the third and final phase of the Stadium Renovation project. Mr. Bradshaw thanked and complimented Ms. Jody Wise, Dean of Physical Education and Athletics, her staff, the coaches, and everyone involved for their input and efficiencies regarding the entire Stadium Renovation project. Mr. Bradshaw introduced Mr. Adolph Ziemba and Mr. Steven Oh, from Adolph Ziemba, AIA & Associates, Inc.

Mr. Ziemba provided narrative descriptions and displayed schematics of the building. Total square footage for the project is 15,605. It was noted that the project includes a lot of energy methodology which will assist with conservation and the environment.

The Athletic Field House includes the following:

- Lockers, showers, and toilet facilities for players, coaching staff, and crew
- Equipment and material storage
- Office space for coaching and the administrative needs of the Athletic Department and students/athletes
- Conference and meeting spaces
- Training room with three training tables

The Stadium Gate House/Concession Building includes the following:

- Concessions stand at South entry plaza
- Storage for concession supplies
- Work area for preparation for food items
- Sales area for the sale of concessions
- Changing area, shower, and restroom facilities for officials
- First aid facility

Mr. Ziemba thanked and complimented Citrus administrators, staff, and coaches for their assistance in satisfying the needs of everyone, with a limited budget and limited space.

On behalf of the athletic coaches, trainers, equipment mangers, staff and athletes, Mr. Kevin Emerson, Head Football Coach, thanked the Board, Dr. Viera, Mrs. Horton, and Mr. Bradshaw for allowing their input regarding the new facility.

The schematics are available in the Office of the Vice President of Finance and Administrative Services.

**Sabbatical Report, Spring 2005 — Bev Van Citters, Professor, Language Arts — Irene Malmgren, Vice President of Instruction**

Mrs. Malmgren introduced Ms. Bev Van Citters, Professor, Language Arts. It was noted that Ms. Van Citters has been instrumental in work related to the HSI grant.

Ms. Van Citters thanked the Board of granting her sabbatical. This was the first time she applied for a sabbatical during her 30-year teaching career. While on sabbatical, she continued her research in the field of reading comprehension, exploring the concepts of schema, metacognition, and Bloom's Application of Taxonomy with college students. The concepts relate directly to students being able to understand the printed word, regardless of academic discipline. The sabbatical also provided her uninterrupted time to research adult literacy practices while enhancing and refining her skills in research reading. Ms. Van Citters was able to augment and upgrade her skills as a college reading professor by directly relating reading comprehension methods to her students and other students in a textbook format. The textbook, College Reading: Choices and Challenges, Volume 2, is in final revision and will go to production in September.

Ms. Van Citters' sabbatical will help her enhance educational experiences for Citrus College students by providing them with current techniques and strategies in teaching and learning. Reading skills are interdisciplinary and the sabbatical enabled Ms. Van Citters the opportunity to articulate the connection of reading concepts and metacognition to any discipline on campus. She has been able to assist her colleagues with appropriate reading comprehension strategies for their disciplines. Ms. Van Citters is putting into practice many of the elements by implementing a variety of teaching techniques and co-facilitating the first learning community environment at Citrus with Math colleague and text book author, Mr. Alan Tussy. This learning community is a first attempt at team teaching in two different disciplines with the same group of students. Ms. Van Citters has always wanted to bridge reading and math concepts in a classroom environment, as word problems in math are really reading problems.

### **INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Ortell).

### **FACILITIES USE**

**Item 3:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve facility rentals and usage. 4 Yes. 1 Absent (Ortell).

### **CONTRACTS**

**Item 4:** Moved by Ms. Keith and seconded by Mrs. Montgomery to authorize the Director of Performing Arts to sign contracts for the 2006-2007 schedule of events for the Haugh Performing Arts Center. 4 Yes. 1 Absent (Ortell).



**BIDS**

- Item 5:** Moved by Ms. Keith and seconded by Mrs. Montgomery to allow staff to prepare specifications and formally bid the remodel of the Information Services area. Award of contract will be by Board action.  
4 Yes. 1 Absent (Ortell).
- Item 6:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the award of bid #07-0506, Liberal Arts/Business Building Roof Replacement, to Best Roofing and Waterproofing, Inc. and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District.  
4 Yes. 1 Absent (Ortell).
- Item 7:** Moved by Ms. Keith and seconded by Mrs. Montgomery to adopt the new bid limit of \$65,100 for maintenance and supply items.  
4 Yes. 1 Absent (Ortell).

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 8:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve Change Order One in the amount of \$1,359.93 and add zero days to the time for completion for project number 01-0506, Waste Management Center.  
4 Yes. 1 Absent (Ortell).
- Item 9:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve Change Order One for the Earth Science Utility Relocation in the amount of \$3,328.12 and add zero days to the time for completion for project number 04-0506.  
4 Yes. 1 Absent (Ortell).
- Item 10:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve Change Order Ten in the amount of \$7,280.60, and add zero days to the time for completion for project number 06-0405, Stadium Upgrades Phase II, Athletic Fields Renovation.  
4 Yes. 1 Absent (Ortell).

**GRANTS**

- Item 11:** Moved by Ms. Keith and seconded by Mrs. Montgomery to accept the Hispanic-Serving Institutions Program Cooperative Grant for 2005-2006 in the amount of \$700,000 and for an additional four years for a total of \$3,499,821.  
4 Yes. 1 Absent (Ortell).

**FIELD TRIP RECOMMENDATIONS**

- Item 12:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve a field trip for forty-one (41) students and seven (7) faculty/staff to compete/supervise at the Kennedy Center American College Theatre Festival held in Cedar City, Utah Monday, February 13, 2006, through Sunday, February 19, 2006.  
4 Yes. 1 Absent (Ortell).

**PERSONNEL RECOMMENDATIONS**

- Item 13:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Ortell).
- Item 14:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Ortell).
- Item 15:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Ortell).

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 16:** Moved by Ms. Keith and seconded by Mrs. Montgomery to accept contract #04-0506, Earth Science Utility Relocation, as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. 4 Yes. 1 Absent (Ortell).
- Item 17:** Moved by Mrs. Montgomery and seconded by Dr. Woods to accept contract #01-0506, Waste Management Center, as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. 4 Yes. 1 Absent (Ortell).

**BOARD POLICIES**

- Item 18:** Moved by Dr. Woods and seconded by Ms. Keith to approve the first reading of proposed revisions to P-5120 Fees for Miscellaneous Services. 4 Yes. 1 Absent (Ortell).
- Item 19:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the first reading of the proposed changes to P-5127 Probation and Dismissal. 4 Yes. 1 Absent (Ortell).
- Item 20:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the first reading of the proposed changes to P-5128 Academic Renewal. 4 Yes. 1 Absent (Ortell).
- Item 21:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the first reading of proposed revisions to P-5200 Registration Priority. 4 Yes. 1 Absent (Ortell).

**EMPLOYMENT — FACULTY**

- Item 22:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the hiring of one (1) full-time tenure track faculty members, with a FSA in Counseling, as Articulation Officer for fall 2006. With this action,

preparations for hire are authorized. Job announcement will bear the statement, "Position is contingent upon funding and final Board approval."  
4 Yes. 1 Absent (Ortell).

**CLOSED SESSION:** At 5:20 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 6:10 p.m., Board President Bevilacqua reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:11 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting.  
4 Yes. 1 Absent (Ortell).

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Date

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Edward C. Ortell  
Clerk/Secretary  
Board of Trustees