

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

April 4, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 4, 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:** Marilyn Collins, Wanda Cunnyingham, Terry Damron, Mike Fehrs, Paula Green, Samuel Lee, Lois Papner, and Linda Welz

**Faculty:** Roberta Eisel

**Supervisors/Confidential:** Marti DeYoung, Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby

**Classified Employees:** None

**Adjunct Faculty:** None

**Students:** Linda Chow and Sandra Saco

**VISITORS:** Donna Daniels

**Michael J. Viera, Ph.D., Superintendent/President,** announced the need for a Special Board meeting on April 25, 2006, in order to award the bid for the Center for Innovation. As Dr. Viera was aware that two Board members would be unable to attend the Special

meeting, he asked that the other Board members notify him if they were unable to attend.

Ms. Paula Green, Director of Communications, has been working with Azusa Pacific University, to provide space for a press conference for the Soulforce Equality Ride. As Azusa Pacific University does not permit press conferences on their campus, a press conference is scheduled to be held on the southwest corner of the Citrus College parking lot (as close as possible to Azusa Pacific University) on April 5, 2006. The Soulforce Equality Ride is a journey to change the heart and mind of America on the issue of lesbian, gay, bisexual and transgender (LGBT) equality. Dr. Viera thanked Ms. Green and Dr. Jeanne Hamilton, Vice President of Student Services, for their efforts ensuring a safe press conference.

The San Gabriel Valley Economic Partnership is hosting the Sixth Annual Legislative Networking Reception on April 21, 2006, from 5:30 p.m. to 7:30 p.m., at the University Club of Pasadena. The event was originally scheduled for March 23, 2006. While Dr. Viera will be unable to attend, he asked the Board to contact his office if they were interested in attending.

The San Gabriel Valley Economic Partnership is also hosting a luncheon to honor Congresswoman Hilda Solis in recognition for her contributions to the San Gabriel Valley on Monday, May 15, 2006, at the Courtyard Marriott in Baldwin Park. Dr. Viera asked the Board to contact his office if they were interested in attending.

Dr. Viera and Mr. Robert Slack, Dean of Fine and Performing Arts, will be traveling to Japan to provide welcoming remarks at schools in Fukuoka, Tokyo, Nagoya, and Osaka. Mr. Slack will also be presenting lectures. Dr. Viera and Mr. Slack are providing the welcoming and lectures as a result of positive collaborations between Citrus College and the COM Group of Japan. The COM Group of Japan sends hundreds of Japanese students to Citrus College for intense weekend workshops (Kenshu Programs) focused in the entertainment industry.

**Irene Malmgren, Vice President of Instruction**, introduced Ms. Cherie Brown, Fine Arts faculty member. Ms. Brown introduced the cast and crew of last spring's original student written show, *La Lista Negra*, which was chosen as an alternate for the national Kennedy Center American College Theatre competition in Washington D.C. Seventy-one shows in the country were invited to participate in the Utah competition; only four shows are sent forward to the competition in Washington D.C. The fact that Citrus was selected as an alternate indicates Citrus was fifth in the country. The production was the only show represented from the West Coast. Ms. Brown thanked the Board, Dr. Viera, Mr. Mike Fehrs, Executive Director of Development and External Relations, Ms. Paula Green, Director of Communications, Mrs. Carol Horton, Vice President of Finance and Administrative Services, Ms. Laurie Woolery, Adjunct Theatre Arts instructor, Mr. Neil Weiss, Adjunct Theatre Arts instructor, Ms. Allison Grinsdale, Theatre Arts Assistant, and everyone involved in the venture. Special thanks were extended to the writer of the production, Ms. Tatiana Leiva. The following student performers, cast, and

crew were in attendance: Chris Bergmann, Dan Carreker, Calvin Chong, Karina Contreras, Zoila Craft, Audra DeStefano, Theresa Fowles, Allison Grinsdale, Marie Hantano, Roschanda Harrison, Heidi Hunt, Tatiana Leiva, Michael Montenegro, Ashley Simpson, Kevin Slay, Gael Toumajan, Isidro Vega, Arlene Velazco, Daniel Verbera, and Paul Watson. Ms. Brown concluded her statement indicating she is very proud of her students and to be a part of Citrus College.

Mr. Daniel Volonte, Drama faculty member, thanked everyone for their support, adding he was very proud to be a part of the production.

Mrs. Joanne Montgomery, Vice President, Board of Trustees, was privileged to attend a performance of *La Lista Negra* indicating it was an exciting show. She encouraged Ms. Leiva to continue writing.

Ms. Susan M. Keith, Member, Board of Trustees, echoed Mrs. Montgomery's statement, stating it was **one of the best plays** she had ever seen.

Dr. Edward C. Ortell, Clerk/Secretary, Board of Trustees, was also pleased at the success of the production and expressed his pride in the students and faculty involved.

The *Clarion* newspaper received 13 awards including the top award for General Excellence for a newspaper at the Annual State Conference for the Journalism Association of Community Colleges. The conference was held March 30, 2006 – April 1, 2006, at the Wilshire Grand Hotel in Los Angeles. More than 500 communication students and advisers from 60 California community colleges participated in the event. Eighteen students and four instructors represented the *Clarion*. Ms. Malmgren thanked and applauded Ms. Meg O'Neil, Language Arts faculty member, and the students for their outstanding success.

Ms. Malmgren reported she, and many instructional staff members, have been busy preparing for faculty hiring committees.

Ms. Malmgren was privileged to provide the welcoming remarks for the March 31, 2006, Battle of the Big Bands between Citrus College and Azusa Pacific University. Ms. Deanna Porterfield, from Azusa Pacific University, joined Ms. Malmgren as the co-master of ceremonies. The event was a great success and was sold out. It was noted that 10 of the 18 Azusa Pacific University musicians were former Citrus College students. Ms. Malmgren looks forward to hosting the event next year, which may be held two nights.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, announced the Annual Job and Career Fair will be held on April 26, 2006, from 9:00 a.m. to 12:00 noon outside the Campus Center. Employers from various disciplines such as medical, law enforcement, preschool, banking, automotive repair, retail, food service, and many more are scheduled to attend. As in past years, UPS will graciously sponsor refreshments.

Dr. Hamilton thanked and complimented Mr. Tedd Goldstein, Student Employment Services Supervisor, for his efforts ensuring the success of this annual event.

Mr. Goldstein advised they have filled over 600 job orders, received over 800 job orders, and provided 6,100 student referrals this fiscal year.

Dr. Hamilton reported she, and many student services staff members, have also been busy preparing for the faculty hiring process.

Student Services staff have also been very busy attending student business processes meetings in regard to the new WingSpan computer system. Each step in the registration process is being evaluated and refined.

Counselors have expressed a concern regarding reporting responsibilities of child abuse, suicide, and threats of violence. Therefore, Ms. Lucinda Over, Dean of Counseling, made contact with legal counsel who provided a lengthy legal analysis. Counselors, Educational Advisors, faculty, administrators, and classified staff are all considered "mandatory" reporters. Staff is currently establishing procedures and notification processes. A workshop is scheduled for May 16, 2006. All staff need to be aware that they are mandatory reporters. Dr. Hamilton made reference to an incident where a student indicated their sibling was being abused, which should have and was reported to Child Protective Services.

**Sandra Lindoerfer, J.D., Director of Human Resources**, reported staff is busy with the hiring process. Dr. Lindoerfer looks forward to presenting more faculty hires at the next Board meeting.

Human Resources staff have also been very busy attending business processes meetings in regard to the new WingSpan computer system. Payroll, accounting, and the Office of Instruction are working together to make the best use of the new computer system.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, commented that often the amount of work the hiring process requires is not adequately appreciated.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported the Central Plant was not operating. She explained that during the demolition of the old Math Building the contractor broke into the cold water loop pipe. The contractor had someone repair the pipe but failed to flush the system. Therefore, the entire cold water loop was contaminated with mud and silt. The cold water loop supplies air conditioning to the campus. While air is circulating, the air conditioning is inoperable. Contractors have been hired to repair the Central Plant, which Mrs. Horton anticipates will take about 14 days.

During Spring Break (April 10-14, 2006) heavy duty cranes will be on campus to install HVAC systems on the Haugh Performing Arts Building and the LB Building.

Mrs. Horton asked the Board to consider approving the Budget Calendar and Budget Assumptions included on the agenda. She indicated that the information had been distributed and discussed with all constituent groups. Mrs. Horton plans to bring a tentative budget to the Board for adoption in June.

**Dennis Korn, Academic Senate President**, on behalf of the Academic Senate, thanked Michelle Landau for her years of service to the Curriculum Committee. Mr. Korn indicated Ms. Landau has been an invaluable member of the Curriculum team and will be missed upon her retirement.

The Academic Senate will vote on the latest revision to the proposed Program Discontinuance Regulation. The companion policy has already been passed and the passage of the Regulation will allow both to go forward to the Educational Programs Committee. Mr. Korn thanked all faculty members and administrators for their input into the important documents.

The Academic Senate will vote on the latest revisions to the Equivalency Regulation. Mr. Korn thanked Professor Eric Rabitoy and the members of the Equivalency Committee, as well as Dr. Lindoerfer and members of the Human Resources Committee for their hard work on the revisions. The changes will improve the hiring process for all participants.

The Academic Senate will have a first reading of the campuswide Code of Ethics. Mr. Korn thanked Professor Bruce Grossman for representing faculty on the committee working on the Code of Ethics.

In cooperation with the Academic Senate, the Educational Programs Committee has established a procedure for program name changes. The procedure originates with recommendations from the Program Review process (with input from advisory committees where appropriate) and is then presented to Educational Programs Committee for review. The Educational Programs Committee will request input from the Academic Senate, Curriculum Committee, and other appropriate groups before approving the name change. The decision will then be forwarded to the Steering Committee for final approval. The Office of Instruction will be responsible for ensuring an approved name change is distributed to all appropriate groups on campus for incorporation in documents, etc.

**Cathy Napoli, CSEA President**, thanked the Board for their generosity in granting an 11-week, four-day workweek.

**Lisa Daniels, Student Trustee**, announced Spring Fest activities were a success with 263 students participating in Casino Day, 90 at the Comedy Show, and 872 were provided lunch by In-N-Out. Seventy-four pints of blood were collected throughout the week. Ms. Daniels thanked everyone involved in planning and coordinating the annual event.

The Associated Students of Citrus College approved the draft of the Code of Ethics. They also approved the following regulations: 5130, Residence Determination and Nonresident Tuition; and 5203, Student Course Adds.

The Associated Students of Citrus College hosted a group of 35 students from Harrington Elementary School in Pomona. The elementary students are members of their student council and were interested in Citrus's student government classes. Ms. Daniels was impressed with the students, indicating some of them will probably be future ASCC board members.

**Susan M. Keith, Member, Board of Trustees**, commended Ms. Daniels for being the master of ceremonies during Coach Carter's address which was held in conjunction with the annual Youth Fair.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, heard many positive remarks regarding Coach Carter's address. He complimented Ms. Linda Merlo, College Promotions Specialist, for making the arrangements and her ability to negotiate a reduced contract with Coach Carter.

**Joanne Montgomery, Vice President, Board of Trustees**, thanked and complimented Mr. Fehrs and Ms. Merlo for producing an outstanding Youth Day conference.

Dr. Ortell announced that Ms. Keith was presented an award at the annual Expanding Horizons Women's Conference that was held on the Citrus College campus on April 1, 2006. Dr. Ortell commented he is very proud of Ms. Keith and her accomplishments.

Ms. Keith was pleased to be a part of the Expanding Horizons Women's Conference. She thanked Ms. Wanda Cunyngnam, Dean of Continuing and Contract Education, and **other staff members for providing** assistance ensuring the success of the event. The annual conference is an inspiring event providing assistance for women that have experienced sexual abuse, are fighting unemployment, have health issues, have experienced abuse, etc. Ms. Keith thanked Senator Bob Margett for providing a conference focused for disadvantaged women.

Ms. Keith had an opportunity to attend the Battle of the Big Bands event indicating it was incredible. She complimented Ms. Malmgren's welcoming comments. Ms. Keith was pleased to bring several guests with her to the performance who were quite impressed with the quality of the student performers.

Mrs. Montgomery also attended the Battle of the Big Bands and the reception held prior to the concert. She complimented Mr. Fehrs and External Relations for providing a superb reception.

## INFORMATION AND DISCUSSION

*Feasibility Study – Proposed Registered Nursing Program, Terrence Damron, Dean of Science, Engineering, and Health Sciences; Marti DeYoung, Vocational Education Programs Supervisor — Irene Malmgren, Vice President of Instruction*

Mr. Damron explained the study was prepared by a consultant and edited by Ms. Marti DeYoung, Vocational Education Programs Supervisor, Ms. Marilyn Collins, Director of Health Occupations, and himself. The document will now be submitted to the Board of Registered Nursing for their May 4, 2006, hearing. Mr. Damron is confident the study will be approved. If approved, additional work will be necessary in order for implementation. Citrus staff will also work with the Regional Occupations Deans group for approval and implementation of the program. Mr. Damron thanked and complimented, Ms. DeYoung and Ms. Collins for their efforts in completing the report.

It was noted that Ms. Maureen Estrada, Health Sciences faculty member, was selected as the Interim Director of Health Occupations upon Ms. Collins' retirement.

### MINUTES:

**Item 1:** Moved by Ms. Keith and seconded by Dr. Woods to approve the minutes of the regular meeting of March 21, 2006. 5 Yes.

### INDEPENDENT CONTRACTOR

**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.

### BIDS

**Item 4:** Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the replacement of the fire alarm system District wide. Award of contract will be by Board action. 5 Yes.

**Item 5:** Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid four twelve-passenger vans for use in the District's Transportation Department. 5 Yes.

### FIELD TRIPS

**Item 6:** Moved by Dr. Woods and seconded by Ms. Keith to approve a field trip for eighteen (18) students, one (1) faculty member and two (2) chaperones to travel to the Island of Oahu, Hawaii over a five (5) day period. The group will depart on May 20, 2006, and return on May 24, 2006. All expenses will be covered by monies secured from fundraising activities; funds secured from performances, the Women's ensemble ASO account,

Foundation monies provided from community donations to the Women's Ensemble, and student, chaperone and faculty payments. 5 Yes.

### **PERSONNEL RECOMMENDATIONS**

- Item 7:** 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 8:** 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 9:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 10:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the 2006-07 Budget Calendar and Budget Development Assumptions that were approved by the Financial Resources Committee on March 21, 2006. 5 Yes.

### **EMPLOYMENT — FACULTY**

- Item 11:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the employment of Ms. Shauna Gorham Bigby, effective May 1, 2006 until May 20, 2006 in a full-time tenure track position as the College Nurse, at a salary placement of Class 2, Step 6 (pro rated), on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience). Authorization is requested to approve the employment of Ms. Shauna Gorham Bigby, effective August 11, 2006 in a full-time tenure track position (a first year contract of 176 days), at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,302.00 annually plus \$17,773.20 in health and statutory benefits. 5 Yes.

*Ms. Gorham Bigby has been a part-time nurse practitioner and adjunct faculty member at Citrus College since 2003. Ms. Gorham Bigby comes to Citrus from Kaiser Permanente in Harbor City where she served as Assistant Clinical Director/Staff Education in Medical Surgical Services. Ms. Gorham Bigby attended Cal State University, Long Beach earning her Master's of Science in Nursing, Family Nurse Practitioner, and Functional Minor in Education. She received her Bachelor's of Science in Nursing from University of Southern California, an Associate's Degree in Nursing from Mount St. Mary's College, Los Angeles, and an Associate's Degree in Humanities from Pasadena City College.*



- Item 12:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the employment of Ms. Rebecca Rudd, effective August 11, 2006, in a full-time tenure track position (a first year contract of 176 days) in the discipline of English, at a salary placement of Class 3, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$49,891.00 annually plus \$17,233.92 in health and statutory benefits. 5 Yes.

*Ms. Rudd earned her MA in English Composition from Cal State University, San Bernardino where she also earned her BA in English Literature. Ms. Rudd attended Orange Coast College where she earned her AA. Mr. Rudd has taught English at Citrus College, Crafton Hills College, Chaffey College, and Cal State University, San Bernardino.*

- Item 13:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the employment of Ms. Sarah Webster, effective August 11, 2006, in a full-time tenure track position (a first year contract of 176 days) in the discipline of English, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$44,759.00 annually plus \$16,618.08 in health and statutory benefits. 5 Yes.

*Ms. Webster received her MA in English from Cal State University, Fullerton as well as her BA in English. Ms. Webster attended Riverside Community College where she earned her AA degree. Ms. Webster taught English at Cal State University Fullerton, Fullerton College, and Santa Ana College.*

- Item 14:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of Ms. Nickawanna Shaw effective August 11, 2006, in a full-time tenure track position (a first year contract of 176 days) in the discipline of Physical Education/Coach, at a salary placement of Class 3, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$56,870.00 annually plus \$18,071.40 in health and statutory benefits. 5 Yes.

*Ms. Shaw received her MA in Exercise and Sports Studies from Smith College and her BA in Composition and Performance Students in Fine Arts from Mt. Holyoke College. Ms. Shaw has taught at East Los Angeles College as well as coached track and cross country at Bowdoin College, Smith College, and Mt. Holyoke College.*

### **COLLECTIVE BARGAINING**

- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the District's initial collective bargaining proposal to Adjunct Faculty United (ADFAC), and to present that proposal to the union. 5 Yes.

**CONTRACTS**

**Item 16:** Moved by Ms. Keith and seconded by Mrs. Montgomery to fund the Work Order to amend the Sungard Contract to include implementation services for the Human Resources Module at a rate of \$180.00/hour not to exceed 1000 hours. 5 Yes.

**LIQUOR LICENSE**

**Item 17:** Moved by Dr. Woods and seconded by Ms. Keith to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine on campus on April 20, 2006, at the Glendora Citizen of the Year Banquet and Celebration. 5 Yes.

**CLOSED SESSION:** At 5:10 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 6:23 p.m., Board President Bevilacqua reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:24 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

May 2, 2006  
Date

\_\_\_\_\_  
Edward C. Ortell  
Clerk/Secretary  
Board of Trustees