

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

June 20, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 20, 2006, in the Administration Building.

Board President Bevilacqua called the meeting to order at 4:18 p.m. Board President Bevilacqua led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Michael Bevilacqua, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Linda Chow (Student Trustee). Absent: Susan M. Keith.

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; Roberta Eisel, Academic Senate Vice President; and Christine Link, Recording Secretary.

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

Management Team: Rosalinda Buchwald, Mike Fehrs, Paula Green, Kim Holland, Samuel Lee, and Linda Welz

Faculty: Roberta Eisel, Eric Rabbitoy, and Dave Ryba

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

Classified Employees: Jane Cole and Linda Merlo

Adjunct Faculty: None

Students: Lisa Lopez

VISITORS: Kevin L. Davis, Roy LaBomme, and Andrew Passage

Comments: Members of the Audience — Kevin L. Davis, P.E., Senior Project Manager, ACCO Engineered Systems, made reference to the action item awarding the bid for the Central Plant. He announced that ACCO Engineered Systems had submitted a bid protest. Mr. Davis wanted to ensure that the Board had received the bid protest, prior to their vote.

Mrs. Horton confirmed receipt of the bid protest, indicating legal counsel would be contacting ACCO Engineered Systems.

Michael J. Viera, Ph.D., Superintendent/President, announced the retirement of Ms. Nancy Dean, Office Supervisor, Child Development Center, after 21 years of dedicated service to Citrus College, its students, and the children. Ms. Dean began her career at Citrus on May 20, 1985, as a Vocational Education Clerk II, in the Child Development Center. In 1990, she was promoted to the department's Office Coordinator. In that capacity, Ms. Dean worked tirelessly to enroll children in the center, and to carefully balance the needs of the students with the requirements of the program. Dr. Viera wished Ms. Dean well.

Dr. Viera introduced Mr. Tedd Goldstein, Student Employee Services Supervisor, who, on behalf of the Supervisors/Confidential Team, presented the winner of the first *On-Campus Student Worker of the Semester* award. Mr. Goldstein explained that Citrus College has approximately 760 student workers and never really receive recognition, other than individual "thanks" for the work they do. Therefore, the Supervisors/Confidential Team created the *On-Campus Student Worker of the Semester* award to be awarded once in the fall and once in the spring. The winner is awarded a certificate and \$150 (donated through the team's dues). Students work in virtually every department on campus, combining work with a minimum of 6 units at Citrus College. Student worker salaries range between \$6.92 and \$8.20 per hour and students are only allowed to work a maximum of 20 hours per week. Every Citrus College manager and supervisor was given an opportunity to submit a nomination form for any of their student worker(s) and required to cite examples such as:

- Areas where the student's work exceeded expectations
- How the student has shown enthusiasm for their work
- Where the student has demonstrated reliability, took initiative, and solved problems within the framework of their job

A selection committee, composed of Supervisors/Confidential team members, was formed to review and rank all nominations.

Seven nominations were submitted for the Spring Semester. The review team was immensely impressed with the dedication and significant contributions each of the students made to their departments. Therefore, the following students received honorable mentions:

Jennifer Angulo, Child Development Center
Dorian Barragan, Music
Yutaro Hayakawa, Counseling
Phuong Le, Fiscal Services
Alex Osborne, Security
Melissa Rangel, Performing Arts

Mr. Goldstein introduced Ms. Lisa Lopez, Office of External Relations, the recipient of the Spring Semester award, noting some of her extraordinary qualities. Mr. Goldstein introduced Ms. Lari Kirby, President of the Supervisors/Confidential Team, who presented Ms. Lopez a certificate and a check for \$150.

Ms. Lopez thanked everyone involved in her selection as the *On-Campus Student Worker of the Semester*. She enjoys working on campus and feels it is a great opportunity for students.

Dr. Viera indicated there was no news from Sacramento regarding adoption of the 2006-07 state budget.

Irene Malmgren, Vice President of Instruction, reported that the CSIS Department participated in Senator Bob Margett's and Kaiser Permanente's Health and Safety Fair 2006 on June 10, 2006, at the River Dale Elementary School in Anaheim. Over 35 agencies, including Citrus College, participated at the fair. Ms. Malmgren thanked and complimented adjunct instructor, Mr. Fred Creamer, for providing a *Protect Your Children from Internet Pedophiles* booth at the event. Mr. Creamer volunteered his time to staff the Citrus booth.

Ms. Irene Malmgren asked the Board for their consideration in approving Dr. Dave Ryba as the Dean of Mathematics. Dr. Ryba began his career at Citrus College as a Chemistry instructor in 1995, and taught a wide range of chemistry and science courses. In 2005, Dr. Ryba became the Interim Dean of Mathematics and was responsible for scheduling 120 course sections and 30 full-time equivalent faculty instructors.

Dr. Ryba has been a member of the Academic Senate and Citrus College Faculty Association, served as an administrator on duty, the Curriculum Committee, hiring committees, tenure evaluation committees, and a number of lesser ad hoc committees.

Dr. Ryba earned his Ph.D. from UC Santa Barbara and his Bachelor's in Chemistry from Harvey Mudd College in Claremont.

Ms. Irene Malmgren asked the Board for their consideration in approving Mr. Eric Rabitoy as the Dean of Science, Engineering, and Health Sciences. Mr. Rabitoy has been a Biology instructor at Citrus College since 1994. In addition to his regular faculty member responsibilities over the past 12 years, Mr. Rabitoy has supported students, peers, and the District in a variety of ways.

Mr. Ryba coordinated the development of a model curriculum guide to help students with disabilities gain access to the lab environment, proctored DSP&S students, served on the Load Committee, Scholarship Committee, Student Discipline Committee, the Curriculum Committee, and has served on a number of faculty hiring and evaluation committees. Mr. Rabitoy has acted as a Lab Supervisor, Biology Lab Coordinator, Mentoring Program Co-Chair, and administrator on duty.

Mr. Rabitoy earned his Master's degree in Biology from the University of California, Riverside, and his Bachelor's degree from Cal Poly, Pomona.

Jeanne Hamilton, Ph.D., Vice President of Student Services, introduced Ms. Lucinda Over, Dean of Counseling, who provided a report regarding her participation in the Chair Academy leadership program, a worldwide leadership training for post-secondary leaders.

Ms. Over thanked the Board, Dr. Viera, Dr. Hamilton, and Dr. Lindoerfer for supporting her participation in the academy. She attended the academy in Chandler, Arizona for one week in April 2005 and again in April 2006. During that time, Ms. Over selected Mr. Jim Williams, former Interim Vice President of Instruction, as a mentor, meeting for lunch twice a month. Ms. Over stated Mr. Williams' advice, support, and problem solving skills were invaluable to her. Ms. Over provided a list of subjects she learned at the academy. She stated that all of the topics covered were relevant and helpful to her as a new Dean. The Chair Academy was the best staff development activity Ms. Over had the privilege of attending.

Sandra Lindoerfer, J.D., Director of Human Resources, thanked managers, faculty, classified staff, and everyone involved in hiring committees. She looks forward to hiring the best instructors and staff for Citrus College. She concluded her statement, indicating she is very proud to be a part of Citrus College.

Carol R. Horton, Vice President of Finance and Administrative Services, announced that earth work for the Center for Innovation project is underway.

Mrs. Horton made reference to the tentative budget being presented for approval. Budget assumptions, adopted at the April 4, 2006, Board meeting were utilized to prepare the tentative budget. It was noted an increase in health benefits is included in the tentative budget. The ending balance for the general fund and categorical funds included in the tentative budget are estimates, as accounting records will not be closed until the end of June. Several revenues proposed in the state budget are not included in the tentative budget, as many items include a District match.

Mrs. Horton indicated a bid protest for the Central Plant project was received on Friday, June 16, 2006. The bid protest was in relation to the experience of the company with the lowest bid. The bid protest was submitted to the District's attorney for response and appropriate action. Mrs. Horton asked the Board for their consideration in rejecting the bid protest and to award the bid to Plumbing, Piping and Construction, Inc.

Roberta Eisel, Academic Senate Vice President, announced that the Academic Senate is moving forward with its leadership transition. The transition has been smooth and leadership is in place to serve throughout the summer. In order to assure the seamless transition of leadership, Ms. Dana Hester, newly elected Vice-President/President-Elect, and Ms. Eisel will attend the Faculty Leadership Institute of the Academic Senate for California Community Colleges, June 22-24, 2006.

The Academic Senate hopes to send faculty to the Curriculum Institute in July.

One of the most important ways the Academic Senate stands ready to serve, during the summer, is through the Equivalency Committee, which assures proper and complete review of faculty applicants who claim equivalent qualifications before they begin classroom instruction. This committee's leadership and faculty members remain on-call throughout the summer, a clear demonstration of the dedication of faculty to the quality of instruction.

Throughout the summer months, the Academic Senate will work on goal setting.

The Academic Senate looks forward to a productive summer and to a new year full of important accomplishments.

MINUTES:

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the minutes of the regular meeting of May 16, 2006. 4 Yes. 1 Absent (Keith).

Item 2: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the *special* meeting of June 6, 2006. 4 Yes. 1 Absent (Keith).

INFORMATION AND DISCUSSION

Introduction of Andrew Passage, Toyota T-TEN Area Manager — Dennis Korn, Automotive Technology faculty member, and Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced Automotive Technology instructors, Mr. Dennis Korn and Mr. Dave Brown, who introduced Mr. Andrew Passage, T-TEN and A-Y-E-S Area Manager for Toyota.

Mr. Passage explained that T-TEN is the Toyota Technical Network, which celebrated its 20th anniversary in conjunction with their National Instructors Conference. Citrus Automotive Technology instructors, Mr. Jeremy Clark, Mr. Jim Lancaster, and Mr. Dennis Korn, attended the conference where the new T-TEN logo was revealed. T-TEN instructors were provided an introductory view of Toyota's new diagnostic tool, Tech-Stream, along with other technological and new model training. A handful of schools were presented with recognition awards at the conference. Only 7 of the 53 T-TEN schools achieved this honor. Mr. Passage was pleased to announce that Citrus was one of the seven schools honored and provided a few of the rigorous requirements:

- Schools must meet graduate objectives, which are driven by dealer demand and set by the T-TEN department. Citrus College has consistently met and exceeded objectives. Since 1995, the Citrus T-TEN program has graduated 20 or more technicians, each year.

- Facilities and instructors are required to maintain certifications in NATEF and ASE, as well as Toyota instructor training requirements.
- T-TEN coordinators are expected to make quarterly dealer contacts to review student progress and maintain relationships with their primary dealerships. Mr. Dave Brown, Citrus' T-TEN coordinator visits 12 Toyota and Lexus dealers, regularly, which calculates to approximately 50 dealer visits per year. Mr. Brown is known to visit some of these dealers several times more than required.

Mr. Passage stated Mr. Brown, Mr. Clark, Mr. Lancaster, and Mr. Korn have proven that they maintain high standards and deliver exceptional automotive technology training, which includes the Toyota curriculum. When Mr. Passage makes dealer contacts it is clear that Mr. Brown has developed and maintained strong relationships with the dealerships and service managers, many of which have made numerous positive statements concerning the Citrus College T-TEN program.

Mr. Passage concluded his statement indicating that other automobile manufacturers are studying the T-TEN programs and looking to T-TEN schools to form similar partnerships. Even after 20 years, the T-TEN program is getting stronger and better and the growth of the program can be attributed to strong T-TEN schools such as Citrus College.

INDEPENDENT CONTRACTORS

Item 3: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Keith).

FACILITIES USE

Item 4: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve facility rentals and usage. 4 Yes. 1 Absent (Keith).

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

Item 5: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve purchase orders for May 2006. 4 Yes. 1 Absent (Keith).

Item 6: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve A & B Warrants for May 2006. 4 Yes. 1 Absent (Keith).

INSTITUTIONAL MEMBERSHIPS

Item 7: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the 2006-2007 institutional membership list. 4 Yes. 1 Absent (Keith).

SURPLUS PROPERTY

Item 8: Moved by Dr. Woods and seconded by Mrs. Montgomery to dispose of the enclosed list of surplus equipment. 4 Yes. 1 Absent (Keith).

AGREEMENTS

- Item 9:** Moved by Dr. Woods and seconded by Mrs. Montgomery to accept Agreement 432-112 in the amount of \$11,000 for ILP-DS, service period of July 1, 2006, to June 29, 2007, for the Child Development Center.
4 Yes. 1 Absent (Keith).

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Dr. Woods 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 (Keith).
- Item 11:** Moved by Dr. Woods 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 (Keith).
- Item 12:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes.
4 Yes. 1 Absent (Keith).

BIDS

- Item 13:** Moved by Dr. Woods and seconded by Dr. Ortell to reject all bid protests and approve the award of bid #17-0506, Central Plant Number Two in the amount of \$6,077,000.00 and Alternate Bid #1 \$598,000.00 for a total project cost of \$6,675,000.00 to Plumbing, Piping and Construction, Inc of Cypress, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District.
4 Yes. 1 Absent (Keith).

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

- Item 14:** Moved by Dr. Woods and seconded by Mrs. Montgomery to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2005-06 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 85201.
4 Yes. 1 Absent (Keith).
- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the 2006-07 tentative budget.
4 Yes. 1 Absent (Keith).
- Item 16:** Moved by Dr. Woods and seconded by Mrs. Montgomery for the Vice President of Finance and Administrative Services or designee to make temporary cash loans between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$500,000, per Government Code Section 85203. 4 Yes. 1 Absent (Keith).

CONSTRUCTION – CAPITAL PROJECTS

- Item 17:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve Change Order One R in the amount of \$35,605.00 and add ninety days to the time for completion for project number 08-0506, Energy Services Contract for Installation of HVAC Equipment. 4 Yes. 1 Absent (Keith).

BOARD POLICIES

- Item 18:** Moved by Mrs. Montgomery and seconded by Dr. Woods to adopt new Board Policy, P-6009, Program Discontinuance Policy. 4 Yes. 1 Absent (Keith).

AGREEMENTS

- Item 19:** Moved by Dr. Woods and seconded by Dr. Ortell to accept the award of \$336,000 from the California Community Colleges Chancellor's Office for Citrus College to serve as the fiscal agent for the Los Angeles/Orange County Regional Consortium from July 1, 2006 – June 30, 2007. 4 Yes. 1 Absent (Keith).

EMPLOYMENT – FACULTY

- Item 20:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of Ms. Shauna Gorham Bigby, effective August 11, 2006 (revised beginning date) in a full-time tenure track position (a first year contract of 176 days) as the College Nurse, 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 \$17,773.24 in health and statutory benefits. 4 Yes. 1 Absent (Keith).

- Item 21:** Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the employment of Mr. Ralph Meza for a full-time, tenure track faculty position, in the discipline of Counseling (Teacher Education) to begin on July 1, 2006, for a first year contract of 176 contract days over the twelve month period, at a salary placement of Class 1, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,737.00 annually plus \$17,465.44 in health and statutory benefits. 4 Yes. 1 Absent (Keith).

Dr. Hamilton announced that Ralph Meza has been an adjunct counselor at Citrus in the Career/Transfer Center, and has worked as an adjunct counselor at Santa Ana College. Mr. Meza has experience with program coordination through Santa Ana College's Summer Scholars Transfer Institute where he composed statistical reports regarding transfer rates and program effectiveness.

- Item 22:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of Ms. Kristie-Ann Shimokawa for a full-time, tenure track faculty position, in the discipline of Counseling (Non-Credit and

Matriculation) to begin on July 1, 2006, for a first year contract of 176 contract days over the twelve month period, 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 \$18,071.44 in health and statutory benefits. 4 Yes. 1 Absent (Keith).

Dr. Hamilton indicated that Ms. Shimokawa has over nine years of combined experience as a counselor and an advisor for the Los Angeles Unified School District's Division of Adult and Career Education. Ms. Shimokawa's experience includes counseling adult students in program planning in order to assist them in meeting their academic, career technical education, and/or personal goals successfully. Ms. Shimokawa has also worked with veteran and EDD students. In addition, she assisted with the coordination of health programs, orientations, and assessment. Ms. Shimokawa will be a real asset to Citrus College and its students.

EMPLOYMENT – MANAGEMENT

Item 23: Moved by Dr. Ortell and seconded by Mrs. Montgomery to approve the hiring of Mr. Eric Rabitoy effective July 1, 2006, as the Dean of Science, Engineering, and Health Sciences Division at a salary placement of \$108,294.00 annually, plus \$24,242.80 in health and statutory benefits. 4 Yes. 1 Absent (Keith).

Item 24: Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the hiring of Dr. David Ryba effective July 1, 2006, as the Dean of Mathematics at a salary placement of \$115,442.00 annually, plus \$25,100.04 in health and statutory benefits. 4 Yes. 1 Absent (Keith).

MISSION STATEMENT

Item 25: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Mission Statement, as revised. 4 Yes. 1 Absent (Keith).

BOARD OF TRUSTEES

Item 26: Moved by Dr. Ortell and seconded by Dr. Woods to increase the monthly stipend by \$50 (\$100 total) to the members of the Board of Trustees for electronic communication, effective July 1, 2006. 4 Yes. 1 Absent (Keith).

CLOSED SESSION: At 5:00 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.

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE
DISCIPLINE/DISMISSAL/RELEASE — Faculty Member**

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE
DISCIPLINE/DISMISSAL/RELEASE — Campus Security Officer II**

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE
DISCIPLINE/DISMISSAL/RELEASE — Financial Aid Technician**

RECONVENE OPEN SESSION: At 6:11 p.m., Board President Bevilacqua reconvened the meeting to open session with the following action taken:

Item 27: Moved by Dr. Woods and seconded by Dr. Ortell to suspend without pay a permanent classified employee, SSN xxx-xx-2304, effective June 21, 2006. 4 Yes. 1 Absent (Keith).

ADJOURNMENT: At 6:12 p.m., it was moved by Dr. Woods and seconded by Dr. Ortell to adjourn the meeting.

July 18, 2006
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees