

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

August 15, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, August 15, 2006, in the Administration Building.

Board President Bevilacqua called the meeting to order at 4:16 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 Linda Chow (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; Roberta Eisel, 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, Maureen Estrada, Kim Holland, Samuel Lee, Steve Lindsey, Lois Papner, Eric Rabitoy, and Linda Welz

Faculty: Dana Hester and Terry Miles

Supervisors/Confidential: Marti De Young, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Marcy Morris

Classified Employees: Peggy Olson

Adjunct Faculty: None

Students: None

VISITORS: None

Comments: Members of the Audience — John Fincher, Language Arts faculty member and CCFA President, announced the members of the CCFA Executive Board:

Jim Lancaster, Vice President; Kathy Bakhit, Treasurer; Jim McClain, Lead Negotiator; Steve O'Hara, Negotiator; and Ken Guttman, Negotiator.

Mr. Fincher reported CCFA looks forward to the mediation meeting between the District and CCFA on Wednesday, August 30, 2006. He announced that the contract presented to CCFA was rejected by 74% of the members last spring.

Mr. Fincher indicated changes to the faculty tenure evaluation was one of the issues why the contract was rejected. He inquired why the Evaluation Tenure Oversight Committee (ETOC) had not met. Faculty feel discussions regarding tenure evaluations should take place at the lowest level. It was noted that Long Beach City College resolved labor issues with faculty by the District dropping efforts to modify tenure evaluation. Mr. Fincher also mentioned it would be difficult for faculty to support the cost of living adjustment (minus one) salary offer with the District in such excellent financial shape.

The CCFA approved the formation of a new Political Action Fund that would be used only for elections to the Citrus College Board of Trustees. Faculty would have to endorse a candidate by a two-thirds majority before any expenditure would occur.

Mr. Fincher looks forward to contract settlement via mediation.

Michael J. Viera, Ph.D., Superintendent/President, announced classes were underway. The Supervisors/Confidential team coordinated and staffed information tables at five locations throughout the campus to assist students. Approximately 1,000 questions were answered on Monday alone. Due to the success of the project, it will be continued. Dr. Viera thanked the Supervisors/Confidential team members for volunteering their time to assist students. Special thanks were extended to Tedd Goldstein, Job Placement Supervisor, for his great idea.

Dr. Viera met with representatives of the Xerox Corporation who were on campus delivering a digital press machine, which will replace three copy machines. The new digital press will reduce outsourcing. Educational Services plans to host an open house in September to introduce the new iGEN3 digital press. It was noted that Citrus College was the first community college west of the Mississippi to receive the iGEN3 digital press.

In regard to comments made by Trustee Susan M. Keith at a previous Board meeting, Dr. Viera announced that Foothill Transit provides three bus routes to Citrus College (187, 281, and 789). Dr. Arnold Rollin, Dean of Students, discovered that the Bookstore sells approximately 100 local student passes. Unfortunately, there is no way to track the students purchasing the passes or that are riding busses to Citrus. Foothill Transit has no plans, at this time, to include any express service to Citrus College from the Claremont area.

Irene Malmgren, Vice President of Instruction, said it was good to be welcoming new and continuing students to campus for the fall semester.

Ms. Malmgren introduced Ms. Maureen Estrada, Director of Health Sciences, who announced that Citrus College has been awarded a Licensed Vocational Nursing (LVN) to Registered Nursing (RN) Step-Up Program Development grant by the Chancellor's Office. First year funding of \$500,000 will support design and construction of a multi-functional clinical skills lab. Second year funds of \$133,000 will support continued program design and development needs. Ms. Estrada said there is significant student interest in this program. She acknowledged the tremendous effort and expenditure of time by other areas of the campus and thanked Dr. Viera and Ms. Malmgren for their support and involvement.

Ms. Malmgren thanked Admissions, Records, and Counseling staff for their "tireless" efforts with regard to the "Freshman Experience." The program is now filled with students.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that enrollment is down 4% in headcount, but down less than 1% in weekly student contact hours (WSCH).

The midterm accreditation report is due October 15, 2006. Prior to being presented to the Board at the first board meeting in October, the report will go to the Steering Committee and all campus constituencies.

Dr. Hamilton plans to present the results of the Community College Survey of Student Engagement (CCSSE) to the Board and the campus later this fall.

Ms. Ivon McCraven, Coordinator of School Relations, has been setting appointments with all principals and superintendents of area high schools to review the menu of available services from Citrus College.

Dr. Hamilton said the annual Student Services planning meeting will take place at her home on September 8, 2006. Student Services staff will review their goals for the year at the meeting.

Sandra Lindoerfer, J.D., Director of Human Resources, reported nine new classified hires or promotions are included on the agenda for the Board's approval.

Dr. Lindoerfer said she was pleased to present the collective bargaining agreement with CSEA to the Board, requesting the Board to ratify the agreement.

Carol Horton, Vice President of Finance and Administrative Services, reported that she has received the advanced apportionment from the Chancellor's Office. There is a substantial cost of living adjustment and funding for the community college system. However, much of it is one-time money. What is different about this year is that SB 361,

which proposes a new method for funding community colleges, is still awaiting passage in the legislature. As equalization money is part of SB 361, there is no equalization in the budget, at this time. There has been much negotiation with regard to SB 361, but Mrs. Horton is hopeful for passage before the end of the legislative session in August.

Finance and Administrative Services is very busy with accounting, closing the books, new building projects, and readying the campus for the fall semester. The Center for Innovation and the new Central Plant building projects are on schedule. Mrs. Horton added that she has received many compliments on how nice the campus looks. She thanked Mr. Mike Harrington, Director of Facilities and Construction, Mr. Lou Caldwell, Maintenance Supervisor, Mr. Randy Cable, Grounds Supervisor, and Ms. Leslie Arnold, Custodial Supervisor, for preparing the campus for the fall semester.

Roberta Eisel, Academic Senate President, announced that Biological Sciences faculty member, Dr. Glenn Gorelick published a paper, "A Review of *Callophrys affinis* Edw. with a Description of Two New Subspecies from New Mexico and Mexico," which appeared in the Journal of the Lepidopterists Society in December 2005.

Women in Power: World Leaders Since 1960, published by Praeger press, was co-written by Social Sciences faculty member Dr. Bruce Solheim and Mr. Gunhild Hoogensen.

Language Arts faculty member, Dr. Dale Salwak, completed the first sixteen chapters of his new book, Dear Kelly: Letters to a Young Teacher, which is a series of imagined letters prompted by the death of a young student many years ago.

Counseling faculty member, Ms. Saadia Lagarde-Porche accepted the position of head of the EOPS program at Long Beach City College.

Ms. Eisel plans to present the Academic Senate's goals for the year at the next Board meeting.

Cathy Napoli, CSEA President, commented that staff enjoyed the "wonderful" convocation, and she thanked Dr. Viera for the invitation to participate.

Linda Chow, Student Trustee, said ASCC is looking forward to beginning the new year.

Joanne Montgomery, Vice President, Board of Trustees, said she regretted that she was unable to attend convocation. She was very impressed with the longevity awards and congratulated all of the new deans, managers, supervisors, and classified staff. She also extended a warm welcome to all new faculty and staff. Mrs. Montgomery concluded her statement indicating she is looking forward to a wonderful year.

Susan M. Keith, Member, Board of Trustees, commented that she enjoyed the convocation program and was pleased with the diverse backgrounds of the new faculty. She thanked everyone involved in the recruitment and hiring processes.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the regular meeting of July 18, 2006. 5 Yes.

INFORMATION AND DISCUSSION

Annual Report to the Chancellor's Office regarding Distance Education — Dr. Stephen Lindsey, Dean of Business and Distance Education

Ms. Malmgren introduced Dr. Stephen Lindsey, Dean of Business and Distance Education, who noted several facts regarding the Annual Report to the Chancellor's Office on Distance Education. Dr. Lindsey said the Distance Education Program has seen significant growth over the last year, with a 53% increase in classes from 2005 to 2006. Dr. Ortell complimented Dr. Lindsey for taking on this program in addition to his other duties and added that an expanding program requires a lot of work.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve purchase orders for July 2006. 5 Yes.

Item 5: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve A & B Warrants for July 2006. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Mrs. Montgomery 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 7: Moved by Mrs. Montgomery 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 8: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Ms. Keith and seconded by Dr. Woods to accept contract #16-0506, Golf Driving Range Pole and Netting Extension as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$25,900.00. 5 Yes.
- Item 10:** Moved by Mrs. Montgomery and seconded by Ms. Keith to accept contract #01-0203, New Math-Science Building as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount after all change orders is \$7,687,322.00. 5 Yes.
- Item 11:** Moved by Dr. Woods and seconded by Mrs. Montgomery for Woodcliff Corporation to substitute Civil Works Corporation of Bellflower, California for CalCoast Concrete Construction Inc. of Highland, California, the listed subcontractor. 5 Yes.
- Item 12:** Moved by Ms. Keith and seconded by Dr. Ortell to approve Change Order Two in the amount of \$49,168.00 and add thirty days to the time for completion for project number 08-0506, Energy Services Contract for Installation of HVAC Equipment. 5 Yes.

RESOLUTIONS

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Woods to adopt Resolution #2006-07-03 and accept Contract CRPM-5026, for \$4,472 for repairs and renovations of the Child Development Center. 5 Yes.

AGREEMENTS

- Item 14:** Moved by Dr. Woods and seconded by Dr. Ortell to approve the agreement with the Grammy Foundation to present a Grammy Camp at Citrus College for the period July 15, 2006 through July 31, 2006. 5 Yes.

GRANTS

- Item 15:** Moved by Ms. Keith and seconded by Dr. Woods to accept the Economic Development and Workforce Preparation grant. 5 Yes.

EMPLOYMENT – FACULTY

- Item 16:** Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the employment of Ms. Michelle Plug for a full-time, tenure track faculty position, in the discipline of Counseling – Articulation Officer to begin on August 16, 2006, for a first year contract of 196 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 \$56,910.70 annually plus \$18,076.28 in health and statutory benefits. 5 Yes.

Dr. Hamilton indicated Ms. Plug has been a familiar face on campus. For over five years Ms. Plug has been an Educational Advisor in the Career/Transfer Center and most recently assisting the interim articulation officer. Her experience is one of being most helpful to our diverse population of students. She has prepared training workshops for the counseling and advisement staff in regards to transfer-related issues. Ms. Plug received her MS, Education Counseling from the University of La Verne and her Bachelor's of Arts at CSU, Fullerton.

COLLECTIVE BARGAINING

Item 17: Moved by Ms. Keith and seconded by Mrs. Montgomery to approve the tentative agreement between the Citrus Community College District and the California School Employees Association and its Citrus College Chapter 101, effective January 1, 2006 through December 31, 2008, ratified by a majority affirmative vote of the unit membership. 5 Yes.

LIQUOR LICENSE

Item 18: Moved by Ms. Keith and seconded by Mrs. Montgomery 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 at the Foundation's "A Taste of Autumn" event to be held on campus on October 8, 2006. 5 Yes.

CLOSED SESSION: At 4:52 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 — Human Resources Technician II

RECONVENE OPEN SESSION: At 5:51 p.m., Board President Bevilacqua reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:52 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting.

September 12, 2006

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees