

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

September 12, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, September 12, 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 R. 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: Rosalinda Buchwald, Wanda Cunyningham, Mike Fehrs, Lois Papner, Arnold Rollin, Linda Welz, and Jody Wise

Faculty: Shauna Bigby and Dana Hester

Supervisors/Confidential: Marti DeYoung and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Shafiq Ali and Chia-Chen Hsu

VISITORS: None

Michael J. Viera, Ph.D., Superintendent/President, on behalf of the entire campus, staff, and students, welcomed Board President, Mr. Michael Bevilacqua, back to campus after his recent hospitalization.

Dr. Viera announced the retirement of Mr. Karl Hunsicker, Mathematics faculty member, after 26 years of dedicated service to Citrus College. Mr. Hunsicker began his career at Citrus College in September of 1980 as an adjunct instructor. Dr. Viera commented that Mr. Hunsicker's ability to guide and teach helped many students at various levels of Mathematics.

Biological Sciences instructor, Mr. Glenn Gorelick, is retiring after 36 years of service to Citrus College. Mr. Gorelick began his career at Citrus College in September 1970 as a Biology instructor. He received his Master's degree from UC Berkeley and Bachelor's of Science degree from UC Davis, majoring in entomology. As a biologist, Mr. Gorelick traveled extensively around the world collecting insects and other arthropods.

Social Sciences instructor, Dr. Ronald Leos, has taught at Citrus since 1970. Dr. Viera commented that Dr. Leos' outstanding teaching experience made him the lead faculty member in Study Abroad programs in Salamanca, Spain in 1998 and London in 2005. Dr. Leos received his Juris Doctorate from Western State University in Fullerton and his Bachelor's of Arts from Claremont Men's College.

Dr. Viera announced the retirement of Dr. Arnold Rollin, Dean of Students. Dr. Rollin began his career at Citrus in 1974 as a Trade Book Manager. In 1980, he became a Student Body Bookkeeper; in 1981 Interim Student/Activities Coordinator; in 1987 and 1988 he was the Interim Director of Student Affairs/Auxiliary Services; then as the Director of Student Affairs/Student Auxiliary. In 2001, he became the Associate Dean of Students and in 2004, due to a title change, he became the Dean of Students. Dr. Rollin's education began at Citrus where he earned his Associate's Degree in 1976. He received his Bachelor's of Science degree in 1981 and Master's degree in 1984 from Cal Poly Pomona. In 1997, Dr. Rollin completed the requirements for the degree of Doctor of Education/Educational Leadership from the University of La Verne.

Irene Malmgren, Vice President of Instruction, announced that the Board of Registered Nursing unanimously accepted Citrus' feasibility study for an Associate Degree Nursing program. The next step in establishing an Associate Degree Nursing program is preparation of a self study.

On September 7-8, 2006, an accreditation team visited Citrus' Registered Dental Assisting Program. The team interviewed administrators, staff, students, and advisory committee members. As a result of the site visit, Citrus' Registered Dental Assisting Program was recommended for accreditation for the next seven years.

Jeanne Hamilton, Vice President of Student Services, announced that a very successful annual Student Services planning retreat was held on Friday, September 8, 2006. Student Services managers and coordinators attended the retreat where discussions focused on goals that were accomplished and upcoming goals to be achieved. Dr. Hamilton thanked Mrs. Joanne Montgomery, Vice President of the Board of Trustees, and Ms. Linda Welz, Chief Information Services Officer, for attending the

retreat. She also thanked Ms. Linda Chow, Student Trustee, and other ASCC representatives for participating at the retreat.

Dr. Hamilton plans to present the accreditation mid-term report to the Board at their October 3, 2006, regular meeting. The Academic Senate is scheduled to approve the report at their September 13, 2006, meeting. Following their action, the report will be submitted to the Steering Committee for approval.

Dr. Hamilton announced that procedures and protocols to implement an Automatic External Defibrillation (AED) Program have been established. The intent of the program is to increase campus safety and to give responders general guidance in case of cardiac arrest. The guidelines established follow recommendations of the American Red Cross and will be reviewed annually by the AED Program Coordinators (Shauna Bigby, College Nurse; and Steve Handy, Athletic Trainer II) and the Medical Director (Dr. Zipin) for content and modifications. AED's are located in the Student Health Center (1), Fitness Center (1), Training Room (2), and the Aquatic Center (1). Ms. Bigby confirmed that the Health Center staff takes the AED with them, when called to respond.

Roberta Eisel, Academic Senate President, extended best wishes to Mr. Bevilacqua and congratulated him on his speedy recovery.

Ms. Dana Hester, Academic Senate Vice President/President Elect and Biological Sciences faculty member, is working to make sure all campus committees have their full complement of faculty members.

The second meeting of the Academic Senate is scheduled for September 13, 2006, with a very full agenda. The proposed addition of Commercial Dance to the Disciplines List will be discussed.

Ms. Eisel and members of the Academic Senate appreciate and recognize the work of Ms. Linda Swan, Administrative Secretary II, for the wonderful job she does in keeping the Academic Senate organized.

Ms. Claudia Pohl, Dental Assisting faculty member, was elected to serve another three-year term as the 12th District Trustee on the Board of Trustees for the American Dental Assistants Association.

Ms. Marilyn Eng, Counselor, was congratulated for her two years of service to the Academic Senate for California Community Colleges as a member of the statewide Basic Skills Committee. Mr. Paul Starer, chairman of the committee, stated he truly valued Ms. Eng's contributions.

Linda Chow, Student Trustee, announced that the ASCC appointed three new officers. The ASCC also completed the first reading for revisions to Board Regulation

5113, Evaluation of Transcripts. The ASCC also reviewed a proposed policy regarding a drug free environment.

Susan M. Keith, Member, Board of Trustees, reported she and Mrs. Joanne Montgomery, attended the August 31st Vocational Nursing Commencement Ceremony. She congratulated everyone involved in preparing the Associate Degree Nursing program feasibility study and looks forward to the establishment of the program.

Ms. Keith also congratulated everyone who was involved in entering 1,045 courses in the new Banner computer system.

Joanne Montgomery, Vice President, Board of Trustees, thanked Dr. Hamilton for inviting her to participate in the Student Services retreat. She learned a lot of useful information and feels fortunate that Citrus students have so many services available to them.

Mrs. Montgomery thanked the Cosmetology students and staff for providing hair cuts and manicures at Foothill Unity Center's annual "Back to School" event, held at the Santa Anita Race Track on Tuesday, August 8, 2006. Over 1,000 K-12 students from Duarte, Monrovia, and Arcadia were provided school supplies, uniforms, and haircuts.

Michael Bevilacqua, President, Board of Trustees, thanked his fellow trustees, Dr. Viera, and the Citrus College community for the beautiful flower display that was delivered to him while he was in the hospital. He also thanked CCFA for sending a beautiful plant to him at his home.

MINUTES:

Item 1: Moved by Ms. Keith and seconded by Dr. Woods to approve the minutes of the regular meeting of August 15, 2006. 5 Yes.

HEARINGS

Board President Bevilacqua opened a public hearing at 4:32 p.m., for the purpose of hearing public viewpoints regarding the District's Adopted Budget for 2006-07. Hearing no comments, he declared the public hearing closed at 4:33 p.m.

Carol R. Horton, Vice President of Finance and Administrative Services, provided a PowerPoint presentation on the District's 2006-07 budget. Mrs. Horton recognized Ms. Rosalinda Buchwald, Director of Fiscal Services, and Ms. Carol Cone, Budget Supervisor, for their work in preparing the budget.

Mrs. Horton reported the District maintains 11 funds (restricted and unrestricted). Total revenue for 2005-06 was \$51,869,381; total expenditures at \$50,863,980. The ending balance was \$4,850,263 (9.16% of expenditures); 87% of the expenditures were for salaries and benefits. Total revenue for 2006-07 is projected at \$55,704,445; total expenditures at \$56,135,797. Mrs. Horton explained the following benefit changes:

- 14.24% increase for Blue Shield (family)
- 2.46% increase for Kaiser (family)
- No increase for Dental (family)
- No change for Life insurance (employee only)
- No change for Vision (family)
- 2.3% Workers' Compensation Rate – decrease .2%

Board President Bevilacqua opened a public hearing at 4:51 p.m., for the purpose of hearing public viewpoints regarding the District's proposed 2006-07 Gann Appropriation Limit. Hearing no comments, he declared the public hearing closed at 4:52 p.m.

INFORMATION AND DISCUSSION

Automatic External Defibrillation Program — Jeanne Hamilton, Vice President of Student Services

Recording Technology Program Review — Irene Malmgren, Vice President of Instruction

Theatre Program Review — Irene Malmgren, Vice President of Instruction

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Ms. Keith and seconded by Dr. Woods to approve purchase orders for August 2006. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 5: Moved by Ms. Keith and seconded by Dr. Woods to accept Project #07-0506, Liberal Arts/Business Building Roof Replacement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$415,991.74. 5 Yes.

Item 6: Moved by Ms. Keith and seconded by Dr. Woods to accept Project #08-0506, Energy Services Contract for Installation of HVAC Equipment as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$2,213,939.00. 5 Yes.

Item 7: Moved by Ms. Keith and seconded by Dr. Woods to accept Project 18-0506, Print Shop Electrical Upgrade as complete and authorize staff to file

the required Notice of Completion with the County of Los Angeles. The final contract amount is \$24,042.00. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Ms. Keith and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

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

Item 10: Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes, as corrected. 5 Yes.

RESOLUTIONS

Item 11: Moved by Mrs. Montgomery and seconded by Dr. Woods to adopt Resolution #2006-07-04 to establish the District's GANN Appropriation Limit of \$71,048,918 for the 2006-07 fiscal year. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 12: Moved by Ms. Keith and seconded by Mrs. Montgomery to approve participation in the 2007 COTOP program. 5 Yes.

BOND

Item 13: Moved by Dr. Woods and seconded by Ms. Keith to appoint the following individuals to the Measure G Oversight Committee for a two year term (until September 2008):

1. Sharon Lewis, At-Large Community Representative (Chairperson)
2. John Serpa, Tax Payer Representative
3. Bill Bird, Local Business Community Representative
4. David Kays, Senior Citizens' Representative (Vice Chairperson)

5 Yes.

Item 14: Moved by Dr. Woods and seconded by Mrs. Montgomery to appoint Jesus Sanchez, a student representative, to the Measure G Oversight Committee for a one year term. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 15: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the attached budget for all District funds for the 2006-07 fiscal year. 5 Yes.

CONTRACTS

Item 16: Moved by Ms. Keith and seconded by Dr. Woods to approve the CurricUNET contract in the amount of \$55,000. 5 Yes.

MEMORANDUM OF UNDERSTANDING

Item 17: Moved by Dr. Woods and seconded by Ms. Keith to approve the Memorandum of Understanding between the Citrus Community College District and the Citrus College Faculty Association. 5 Yes.

RESOLUTIONS

Item 18: Moved by Ms. Keith and seconded by Mrs. Montgomery to adopt Resolution #2006-07-05, in support of Proposition 1D, the Kindergarten-University Public Education Facilities Bond Act of 2006. 5 Yes.

CLOSED SESSION: At 4:59 p.m., Board President Bevilacqua adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5 and 54956.9(b): CONFERENCE WITH LEGAL COUNSEL ON ANTICIPATED LITIGATION — 1 potential case

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 — Human Resources Technician II

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE — Permit Teacher

Per Section 54954.5(f) and 54957.6: Discussion regarding salaries of all unrepresented groups:

- Assistant Walk-on Coaches**
- CDC Permit Teachers, Specialist, & Nurse**
- CDC Short Term, Hourly Substitutes**
- Classified Supervisors**
- Community Education Instructors**
- Confidential Employees**
- Managers**
- Noncredit Instructors**
- Professional Experts**
- Short Term and Substitute Non-Academic Employees**
- Student Employees**

RECONVENE OPEN SESSION: At 6:15 p.m., Board President Bevilacqua reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Item 19: Moved by Ms. Keith and seconded by Dr. Woods to suspend a permanent Human Resources Technician II, employee number XXX-XX-5417, without pay, for a period of 10 working days beginning Monday, September 25, 2006. 5 Yes.

BOARD RETREAT

An informal discussion was held regarding: Board Self-Evaluation, College Goals, and Superintendent/President Evaluation.

ADJOURNMENT: At 7:42 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting.

October 3, 2006
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees