

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

October 3, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 3, 2006, in the Administration Building.

Board President Bevilacqua called the meeting to order at 4:17 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: Wanda Cunnyingham, Mike Fehrs, Paula Green, Kim Holland, Sam Lee, Lois Papner, and Linda Welz

Faculty: None

Supervisors/Confidential: Marilyn Grinsdale and Lari Kirby

Classified Employees: None

Adjunct Faculty: None

Students: Sandra Saco

VISITORS: None

Comments: Members of the Audience — **Mr. Chris Dodge, former Citrus College student and resident of La Verne**, provided an overview of his experience in submitting a *Student Petition for Exceptional Action*. Mr. Dodge was a commissioner for the Honors Program and ASCC and received academic awards in the area of History

and Philosophy. He wanted to take advantage of the cross enrollment program by enrolling in an Ancient Greece class at Cal Poly Pomona. However, the only Ancient Greece class conflicted with the class he was enrolled in at Citrus, Planetary Astronomy. While the instructional Dean and his professor supported and encouraged him, his *Student Petition for Exceptional Action* request to drop the Planetary Astronomy class without receiving a "W" was denied. Mr. Dodge believes he was not granted his request due to budgetary concerns at Citrus College.

Ms. Sandra Saco, ASCC President and resident of Glendora, announced that ASCC supports the adoption of a compressed calendar, which will benefit the students of Citrus College. A compressed calendar would better academically prepare students. While concerns have been expressed regarding student success, Ms. Saco believes that, when challenged, students will rise to the occasion, as there are many resources available on campus for students that need assistance. Students would be able to make better use of their time as many students only need one or two units in order to transfer. Students would also have more opportunities to work and continue supporting themselves. Adoption of a compressed calendar would restore enrollment as all of the surrounding community colleges (Mt. San Antonio College, Chaffey College, and Pasadena City College) have adopted compressed calendars. Ms. Saco indicated students were surveyed and results favor a compressed calendar. She concluded her statement indicating that the student voice is clear and the ASCC Board feels adoption of a compressed calendar would benefit the campus and the entire student body.

Michael J. Viera, Ph.D., Superintendent/President, announced that the Governor signed SB 361 into law at a signing ceremony at Glendale College. Among those present were Senator Jack Scott, Secretary of Education, Alan Bersin, and Chancellor Mark Drummond. Dr. Viera said this bi-partisan legislation will restructure community college funding and lower student fees to \$20 per unit, effective January 2007.

Dr. Viera congratulated Dr. Jeanne Hamilton, Vice President of Student Services, upon the completion of the accreditation mid-term report. He also thanked Ms. Roberta Eisel, Academic Senate President, for assisting with the project and Ms. Susan M. Keith, Member, Board of Trustees, for her attendance at accreditation meetings this fall.

Irene Malmgren, Vice President of Instruction, announced nine late start classes would begin in two weeks. The General Education classes were already full. Instructional staff is identifying classrooms and instructors for the possible addition of more late start classes.

Through the HSI grant, a two-day on campus workshop on student learning outcomes was presented by Dr. Norena Badway. Dr. Badway discussed how to construct student learning outcomes and explained the assessment cycle that is critical to accreditation. Sixty-nine faculty and staff members attended the two-day training that was held on two different Fridays. Ms. Malmgren noted attendance at the workshops demonstrated the commitment of the institution ensuring that accreditation standards are met.

Twenty-three faculty members and Deans plan to attend an assessment conference October 4-6, 2006, in San Diego, which is sponsored by the RP Group. Fees for attendance at the conference were also provided via the HSI grant. Attendees will learn how to move from the development of student learning outcomes into the initiation of assessment learning.

Jeanne Hamilton, Vice President of Student Services, expressed appreciation to her Administrative Assistant, Ms. Pam McGuern, for her outstanding work on the accreditation midterm report. Dr. Hamilton said, in addition to committing a great deal of time and effort to the project, Ms. McGuern redesigned the format to create a document that is easy to read.

The Student Health Center is preparing to administer flu shots to faculty and staff. Due to the fact that the Student Health Center is operated entirely from student fees, the District reimburses them for the expense of administering the vaccine to employees. Dr. Hamilton said the process is cost-effective, in that employees stay healthy and on the job.

The cost of interpreting has gone up in the last year. However, the state has included funds in the budget for the increase. Dr. Hamilton thanked Ms. Lucinda Over, Dean of Counseling, and Ms. Jennifer McLeod, DSPS Director, for working to secure and implement this funding.

Sandra Lindoerfer, Director of Human Resources, reported that this time of year the District receives the full-time faculty obligation from the Chancellor's Office. Dr. Lindoerfer said the Faculty Needs Committee (FNIC) is currently working to identify vacancies. Dr. Edward C. Ortell, Clerk/Secretary, Board of Trustees, commented that hiring 19 new faculty members last year was a noteworthy accomplishment on the part of Human Resources, given the tremendous amount of work involved. He added that it is much to the credit of Citrus College that we continue to work toward the 75/25 full-time/part-time ratio, as many institutions of higher education are deterred by the high cost of implementation.

Carol R. Horton, Vice President of Finance and Administrative Services, referred to an action item to replace four hydraulic elevator jacks. Mrs. Horton said only one responsive bid was received and was pleased that it came in under estimates. She also commented that the upgrade to the lighting system in the Performing Arts Building and a remodel of the second floor of Tech B, was to accommodate a new instructional program and was made possible by a grant.

Regarding current construction projects, Mrs. Horton said the installation of piping for the new Central Plant is going well and she thanked everyone for their patience with this huge, disruptive project. Construction on the Center for Innovation is proceeding smoothly and the Vocational Technology Building and Field House went to the Department of State Architects. She added that her staff continues to be extremely busy.

Roberta Eisel, Academic Senate President, said the Academic Senate will carry a proposal to add Commercial Dance to the statewide disciplines list to the statewide Academic Senate Area C meeting. Mr. John Vaughan, Dance Instructor, authored the proposal and will attend the meeting to explain and defend it.

The Academic Senate polled the faculty for their opinions of what impact the compressed calendar would have on student success. The results are currently being analyzed.

Ms. Eisel said an ad hoc committee has been formed to review and consider revisions to the Academic Senate Constitution and By Laws and committee structure. Mrs. Horton addressed the Academic Senate to explain the draft anti-fraud code of conduct. Ms. Malmgren met with them to discuss ideas related to innovative class scheduling, and a committee has been formed to address questions on this important matter.

Ms. Eisel said Ms. Dana Hester, Academic Senate Vice President, Ms. Marilyn Eng, Counselor, and Mr. Vaughn will attend the Fall Plenary session. They are pleased to have Dr. Viera and Ms. Malmgren join them.

Linda Chow, Student Trustee, announced that ASCC approved funds, not to exceed \$3,225, for three *Clarion* students and one faculty member (Margaret C. O'Neil, Language Arts) to attend/participate in the ACP/CMA National College Media Convention in St. Louis, Missouri, October 25, 20, 2006. The *Clarion* was chosen as a finalist for the Pacemaker Award. The Pacemaker award is presented to student publications that "set the pace for newspapers from around the United States, not only at community colleges but also at four-year universities. This is the first time Citrus has been nominated for the award.

The ASCC approved changes to Citrus Community College District Policy 5180, *Student Rights and Privacy*.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, commented on the Student Ambassador newsletter, saying that it told our story regarding the great things Citrus College is doing for our students and the wonderful opportunities and advantages of community college education. Joanne Montgomery, Vice President, Board of Trustees, and Susan M. Keith, Member, Board of Trustees, requested copies of the newsletter to distribute within their communities. Dr. Viera commented that copies of newsletter were distributed to the high schools within the District for recruitment and information.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the regular meeting of September 12, 2006. 5 Yes.

INFORMATION AND DISCUSSION

Heating and Air Conditioning Program Review — Irene Malmgren, Vice President of Instruction.

Introduction of Student Ambassadors — Mike Fehrs, Executive Director of Development and External Relations/Director of Foundation.

Mr. Mike Fehrs, Executive Director of Development and External Relations/Director of Foundation, provided an overview of the Student Ambassador Program indicating that the concept of the Citrus College Student Ambassadors program, which officially began at the start of the Fall 2005 semester, was to have a select group of knowledgeable, motivated and enthusiastic students assist with college recruitment and public relations activities. He introduced Ms. Linda Merlo, College Publications Specialist, who coordinates the Student Ambassador Program with the assistance of Ms. Debra Cruz, Short-Term Non-Academic College Promotions Specialist. Ms. Merlo provided the evolution of the Student Ambassador Program. Each Student Ambassador provided their bio and a Citrus College fact.

2006-2007 Student Ambassadors

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|------------------------|------------------------------|
| <i>Linda Bermudez</i> | <i>Aimee Malicki</i> |
| <i>Linda Chow</i> | <i>Monica Mendez</i> |
| <i>Theresa Gregory</i> | <i>Jamie Pezold</i> |
| <i>Bryanna Harper</i> | <i>Amber Sacco</i> |
| <i>Teri Jackson</i> | <i>Brianna Nicole Wilson</i> |
| <i>Abraham Johnson</i> | |

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

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 A & B Warrants for August 2006. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

BIDS

Item 8: Moved by Dr. Woods and seconded by Ms. Keith to approve the award of bid #03-0607-Replace Four In-Ground Hydraulic Elevator Jacks at Various Campus Locations, to GMS Elevator Services, Inc. and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. 5 Yes.

Item 9: Moved by Ms. Keith and seconded by Dr. Woods to allow staff to prepare specifications and formally bid an electrical upgrade to the Performing Arts Building to accommodate an upgraded lighting system and formally bid a remodel the second floor of Technical Building B to accommodate a new instructional program. Award of contract will be by Board action. 5 Yes.

ACCREDITATION

Item 10: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the October 2006 draft midterm report to be submitted to the Accrediting Commission for Community and Junior Colleges. 5 Yes.

IMMUNIZATION

Item 11: Moved by Dr. Woods and seconded by Ms. Keith to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots, and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

RESOLUTIONS

Item 12: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Resolution #2006-07-06 for John Thompson, Dean of Library Services, to conduct the sale of library materials pursuant to Education Code 81452 at a book sale, in the college library, between October 27, 2006, and November 22, 2006. 5 Yes.

CONTRACTS

Item 13: Moved by Mrs. Montgomery and seconded by Ms. Keith to approve University of Virginia as the consultant for this year's Workforce Leader's Institute. Not to exceed \$13,500. \$6,500 to be paid now and \$6,500 to be paid after the conference. 5 Yes.

BOARD POLICIES

Item 14: Moved by Ms. Keith and seconded by Dr. Woods to approve the renumbering of Board Policy P-4219, Section 4 - Suspension, Demotion, and Dismissal to P-4220, and P-4220 - Position Classification to P-4221. 5 Yes.

CLOSED SESSION: At 5:06 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 5:57 p.m., Board President Bevilacqua reconvened the meeting to open session with no action taken.

BOARD RETREAT

An informal discussion was held regarding Board Self-Evaluation.

ADJOURNMENT: At 6:03 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting.

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees