

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

October 17, 2006

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 17, 2006, in the Administration Building.

Board President Bevilacqua called the meeting to order at 4:20 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; and Christine Link, Recording Secretary.

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

Management Team: Wanda Cunnyingham, Mike Fehrs, Paula Green, Sam Lee, Lois Papner, and Linda Welz

Faculty: None

Supervisors/Confidential: Marilyn Grinsdale and Lari Kirby

Classified Employees: None

Adjunct Faculty: None

Students: Shafiq Ali, Denise Heady, and Frank Ram

VISITORS: Lan Hao

Michael J. Viera, Ph.D., Superintendent/President, announced that the Citrus College Fine and Performing Arts Department will present *A Night of Music from Film* on October 19 and 20, 2006, at 8:00 p.m.

Citrus College will host a new event to honor veterans on November 9, 2006, at 11:30 a.m. The keynote speaker will be Mr. Juventino ("J") Gomez, Senior Deputy to Supervisor Michael D. Antonovich and El Monte City Councilman, who is also a disabled veteran. There will be a military color guard and display of military vehicles. Dr. Viera thanked Dr. Bruce Solheim, Social Sciences faculty member, and Ms. Martha McDonald, Director of EOPS, CARE and CalWORKs, for organizing the event. He added that this is a good opportunity to thank our students who are veterans, many of whom served in Iran and Afghanistan.

Dr. Viera said he received clarification from the Community College League of California that AB 1234, which requires ethics training for board members of local agencies, does not apply to community colleges. It was noted that the Citrus College Board of Trustees recently adopted a new ethics statement.

Irene Malmgren, Vice President of Instruction, reported that her staff is currently immersed in Banner training. She also reported that they are well underway entering 340 summer class sections into Banner, with 190 entered today.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the California Community Colleges Chief Student Services Administrators Association was hosting their *Annual Southern Drive-In Conference* at Golden West College in Huntington Beach on October 20, 2006. Ms. Pam McGuern, Administrative Assistant, provided assistance with publicity, registration, and name tag preparation.

Dr. Hamilton reported that Citrus College was well represented at the *Strengthening Student Success — California Community College Assessment Conference*, with 23 faculty and staff members in attendance. The conference was held October 4-6, 2006, in San Diego.

Dr. Hamilton said her staff is still very involved in Banner training.

Sandra Lindoerfer, J.D., Director of Human Resources, introduced Dr. Lan Hao who was being recommended for the position of Director of Institutional Research. Dr. Hao comes to Citrus from Los Angeles Trade Technical College where she was a Professional Expert, assisting the Vice President for Academic Affairs, and as a Research Analyst at the Center for Urban Education, USC. She has taught basic skills classes and has participated in strategic planning, enrollment management, and program evaluation activities. Dr. Hao received her Master's and Ph.D. in Higher Education from the University of Southern California.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that in November, the Chancellor's Office will hold meetings to discuss implementation of SB 361, the new community college funding formula.

Mrs. Horton discussed an updated drawing of the Facilities Master Plan provided by tBP Architects, which shows the basic dimensions of several new facilities. It was noted that

the Citizens' Bond Oversight Committee does not approve the construction of new buildings; approval comes from the Board of Trustees. It was also noted that the Gym Parking lot, off of Barranca Avenue, will be larger due to the elimination of the soccer/softball fields. Soccer will be played in the Stadium and two softball diamonds are being added, north of the Driving Range. Mr. Bevilacqua asked how projected growth will impact parking. Mrs. Horton responded that Citrus College will lose 77 parking spaces with the completion of the Facilities Master Plan. Therefore, she has been in contact with an architectural organization that specializes in space utilization, and new parking spaces will be generated through their design suggestions. Dr. Edward C. Ortell, Clerk/Secretary, Board of Trustees, commented that one of Citrus' greatest assets is available parking.

Roberta Eisel, Academic Senate President, reported that in faculty polling, 66% of those voting responded that a compressed calendar will enhance student success. Dr. Viera attended their October 11, 2006, meeting to share information related to enrollment and the academic calendar. The Academic Senate will poll the faculty again to ask if they favor moving to a compressed calendar.

Ms. Eisel reported a high level of attendance at Academic Senate meetings, which she said indicates the importance of their work. They are especially pleased with student participation, adding that Mr. Jesus Sanchez, Student Representative, is well informed and engaged.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, commented on a brochure inviting the community to meetings to discuss art for the Gold Line stations. Dr. Ortell said Citrus College participated in early Gold Line meetings and was instrumental in extending the first segment of the Gold Line beyond Irwindale to Citrus Avenue, greatly increasing access to the campus. He added that we need to keep advocating for construction of the Gold Line.

Joanne Montgomery, Vice President, Board of Trustees, commented that the Foundation's fund raiser, *A Taste of Autumn*, was very well done. She complimented the staff and volunteers for their outstanding efforts, including Mr. Mike Fehrs, Executive Director of the Foundation and External Relations, Ms. Paula Green, Director of Communications, Mrs. Jane Cole, Administrative Assistant, Mrs. Cheryl Greer, Account Clerk, Ms. Phyllis Fritz, Foundation Board President, Ms. Sharon Lewis, Foundation Board Member, Ms. Tina Crosby, Operations Assistant, Ms. Adrienne Thompson, Student Activities Supervisor, and the Student Ambassadors.

Susan M. Keith, Member, Board of Trustees, said the October 11, 2006, mixer with K-12 superintendents and trustees provided a good opportunity to dialogue with colleagues in our K-12 districts. She commented that staff did a fabulous job with presentations on programs of instruction, high school outreach, and our facilities master plan.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the October 3, 2006, meeting minutes as corrected. 5 Yes.

INFORMATION AND DISCUSSION

Web Site Demonstration — Linda Welz, Chief Information Services Officer

Ms. Linda Welz, Chief Information Services Officer, gave a demonstration of the new Citrus College website. She said the two directives guiding the development of the site were that the site be easy to update and easy to navigate. As a front door for the college, they also wanted it to be a welcoming page, which would give a feel for life at Citrus College. Ms. Welz said this was a substantial project and she acknowledged the work of consultant Jon Cornelison, Leigh Buchwald, Network Central Computer and Telecommunication System Supervisor, Web Page Specialists Ms. Jolie Ellman and Ms. Jane Hayes. Mr. Andrew Wheeler, Sports Information Coordinator, was also very helpful in developing the athletics web pages. Ms. Keith said she is very impressed with the new website and that it is very user friendly.

Sabbatical Report, Spring 2006, Dale Salwak, Professor, Language Arts — Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced Language Arts Professor, Dr. Dale Salwak, who has been teaching full-time at Citrus College since 1973 with courses in Shakespeare, English, World Literature, Literature of the Bible, and Children's Literature. Dr. Salwak is a recipient of a National Endowment for the Humanities grant as well as Purdue University's Distinguished Alumni Award. He received his B.A. from Purdue in 1969 and his M.A. in 1970 and Ph.D. in 1974 from the University of Southern California under a National Defense Education Act competitive fellowship program. Dr. Salwak has published 21 books on a variety of literary topics.

Dr. Salwak provided an overview of his Spring 2006 Sabbatical.

During his sabbatical leave he completed the final draft of an epistolary memoir drawn from his many years in the classroom at Citrus College. In 1978, one of his students died tragically in an automobile accident on her way to his office for a meeting to talk over her career plans as a teacher. It was the suddenness of her death, along with the utter loss of so much potential, which struck him so forcibly, and he wondered if anything he had said in class had made a difference in her too-short life or, for that matter, in the lives of any of his students. Two years ago he realized that one way to find an answer to these slippery questions, and many others, was to write a series of imagined letters to her (now in his mind a metaphor for all his students) as if she had survived the accident, completed her undergraduate and graduate studies in English, and become a teacher. Thus was conceived his new project, *Dear Kelly: Letters to a Young Teacher*.

While he hopes that college and university students who aspire to enter the teaching profession, as well as educators early in their careers, will benefit from what he has written. He hopes he has captured for some and awakened in others the fascination, the enlightenment, and the sheer joy that literary studies can offer both the professor and the students. Dr. Salwak also spoke about Western society's prevailing and disturbing prejudice against the profession.

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 September 2006. 5 Yes.

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

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Ms. Keith and seconded by Dr. Woods to approve a \$75.00 annual membership to the College Band Directors National Association. 5 Yes.

Item 7: Moved by Ms. Keith and seconded by Dr. Woods to approve a \$55.00 annual membership to the International Writing Center Association. 5 Yes.

BIDS

Item 8: Moved by Ms. Keith and seconded by Dr. Woods to allow staff to prepare specifications and formally bid a block wall to enclose the facilities, purchasing and warehouse compound. Award of contract will be by Board action. 5 Yes.

Item 9: Moved by Ms. Keith and seconded by Dr. Woods to allow staff to prepare specifications and formally bid an equipment upgrade to the Performing Arts Center Audio System. Award of contract will be by Board action. 5 Yes.

SURPLUS PROPERTY

Item 10: Moved by Ms. Keith and seconded by Dr. Woods to dispose of the enclosed list of surplus items by public auction by the Liquidation Company or donation to another public entity. 5 Yes.

FIELD TRIPS

- Item 11:** Moved by Ms. Keith and seconded by Dr. Woods to approve a field trip for three (3) students and one (1) faculty member (Margaret C. O'Neil) to attend the ACP/CMA National College Media Convention in St. Louis, Missouri, October 25-29, 2006. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 12:** 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 13:** 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 14:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 15:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2006, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

BOARD POLICIES

- Item 16:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the first reading of revisions to P-5180, Student Rights and Privacy. 5 Yes.

MANAGEMENT PERSONNEL RECOMMENDATION

- Item 17:** Moved by Mrs. Montgomery and seconded by Ms. Keith to approve the hiring of Dr. Lan Hao effective October 18, 2006, as the Director of Institutional Research at a salary placement of \$81,514.00.00 annually, plus \$21,038.68 in health and statutory benefits. 5 Yes.

CLOSED SESSION: At 5:04 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 — Permit Teacher

RECONVENE OPEN SESSION: At 5:58 p.m., Board President Bevilacqua reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Item 18: Moved by Dr. Woods and seconded by Ms. Keith to suspend a permanent Child Development Center permit teacher, SSN xxx-xx-2509, without pay, for a period of one (1) working day on Thursday, October 19, 2006. 5 Yes.

BOARD RETREAT

The Board discussed and completed a self-evaluation.

ADJOURNMENT: At 6:38 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

November 7, 2006
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees