

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

December 5, 2006

The Board of Trustees of the Citrus Community College District met for the Organizational Meeting on Tuesday, December 5, 2006, in the Administration Building.

Outgoing Board President Bevilacqua called the meeting to order at 4:19 p.m. Outgoing 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, and Gary L. Woods. Absent: Linda Chow (Student Trustee).

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, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Wanda Cunnyingham, Paula Green, Sam Lee, Lois Papner, and Arnold Rollin

Faculty: Dana Hester and Daniel Volonte

Supervisors/Confidential: Marti De Young and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Jesus Sanchez

VISITORS: Ray Barney, Renee Graves, and Heather McGee

Michael J. Viera, Ph.D., Superintendent/President, reminded the Trustees of the need for a December 19, 2006, Board in order to award bids for work that will occur over the winter break. Adjunct and overload assignments for Spring 2007 will also be included on the December 19th agenda.

Roberta Eisel, Academic Senate President, announced that the Sabbatical Committee of the Academic Senate reviewed sabbatical requests and forwarded them to Ms. Irene Malmgren, Vice President of Instruction, for action. The Sabbatical Committee is interested in reviewing and updating the sabbatical policy and regulation. Ms. Eisel thanked the Board for their consideration in approving five faculty sabbaticals included on the agenda for approval.

The Academic Senate will hold its final meeting of the semester on December 6, 2006. Action items include recommendations in support of new program development and a proposed resolution on a compressed calendar. Matters of continuing concern include a counseling resolution, academic renewal policy, and a draft of a drug free environment policy.

Cathy Napoli, Classified Employees, reminded everyone about the CSEA Annual Holiday Dessert buffet scheduled to be held on Tuesday, December 12, 2006, in the Campus Center.

Joanne Montgomery, Outgoing Vice President, Board of Trustees, had the opportunity to attend the December 1, 2006, CARE/CalWORKs Winter Workshop. She thanked Ms. Martha McDonald, Director of EOPS, CARE, and CalWORKs, for inviting Ms. Queen Peterson, a counselor from Fullerton College, to be the guest speaker. It was noted that Ms. Peterson was a classified employee at Fullerton College while Dr. Viera was President; he encouraged her to continue her education and hired her as a counselor at Fullerton College. Mrs. Montgomery was also very pleased to sit with two students from Monrovia during the event.

Edward C. Ortell, Outgoing Clerk/Secretary, Board of Trustees, reported that nominations for three positions on the California Community College Trustees Board were available. Mr. Andre Quintero, from the Rio Hondo Community College District, is resigning his position on the CCCT. Mr. Quintero was an activist and very involved in local politics. Ms. Roseanne Bader, from the Mt. San Antonio Community College District, is also resigning and is also an activist and a great member of CCCT.

Mrs. Montgomery congratulated Dr. Ortell in receiving the *2006 Outstanding Civic Service Award* at the November 22, 2006, Duarte Mayor's Thanksgiving Prayer Breakfast and Community Recognition Awards event

MINUTES

Item 1: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the minutes of the regular meeting of November 21, 2006. 5 Yes.

HEARINGS

Outgoing Board President Bevilacqua opened a public hearing at 4:28 p.m., for the purpose of receiving public comment with regard to the District's Annual Financial and Compliance Audit Report. Hearing no comments, he declared the public hearing closed at 4:29 p.m.

INFORMATION AND DISCUSSION

Audit Report by Vicenti, Lloyd and Stutzman, Certified Public Accountants — Carol R. Horton, Vice President of Finance and Administrative Services

Ms. Heather McGee, from Vicenti, Lloyd and Stutzman, provided an overview of the basic financial statements, stating Citrus received an unqualified audit opinion. Audit adjustments were not necessary.

Ms. Renee Graves, from Vicenti, Lloyd and Stutzman, reported minor findings related to state compliance requirements and one internal control finding related to an anti-fraud program. The auditors recommend that the District adopt an organizational-wide code of ethics, which is permeated throughout the organization at least annually. It was noted that in 2005-06 a committee was formed consisting of management, supervisors/confidential, classified, faculty, and students to develop a code of ethics. All college constituent groups approved the code of ethics that was developed, except for the Academic Senate. The Vice President of Finance and Administrative Services is working together with the Academic Senate to identify the language that the Academic Senate feels is appropriate.

Ms. Graves thanked Mrs. Horton and fiscal services staff for their assistance with the audit report.

Mrs. Horton thanked and complimented Ms. Rosalinda Buchwald, Director of Fiscal Services, Ms. Lucia Blades, Accounting Supervisor, and Ms. Carol Cone, Budget Supervisor, for their work ensuring an unqualified audit report. She also thanked Ms. Lois Papner, Dean of Admissions and Records, for her diligence in cleaning up the minor audit findings regarding concurrent enrollment.

A copy of the audit report is available through the Superintendent/President's Office.

Architect presentation and approval of plans for Security Building — Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. John W. McMurray and Mr. Greg Beard, from tBP Architects, who provided a presentation on the proposed Security Building. The 2,300-2,400 square foot Security Building will be located at the south west corner of the campus. The southern most access route to campus at Citrus Avenue will be eliminated. The Security Building will include a drive-thru information booth for visitors to obtain parking permits and other information, eliminating traffic congestion on Citrus Avenue. A covered parking area for electric carts is also planned, as well as staff and visitor parking. The building includes four offices, restrooms, showers, lockers, a break room, and an area for Live Scan fingerprinting services. Construction is expected to begin in May or June 2007.

The cost to construct the building is estimated at \$2 million and should take approximately 10 months to complete.

Mrs. Horton confirmed that parking is being analyzed to better define students, staff and visitors.

Photography Program Review 2004-06 — Irene Malmgren, Vice President of Instruction

SIGNATURES AUTHORIZATION

Item 2: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

Item 3: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 1, 2006, through November 30, 2007. 5 Yes.

INDEPENDENT CONTRACTORS

Item 4: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES

Item 5: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve facility rentals and usage. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve a \$323.00 annual membership to the Association for Institutional Research. 5 Yes.

BIDS

Item 7: Moved by Dr. Woods and seconded by Mrs. Montgomery to allow staff to prepare specifications and formally bid four HVAC projects. These projects are to upgrade the HVAC systems in the Educational Development Center, Lecture Hall, Hayden Hall and Infant Center Buildings. Award of contract will be by Board action. 5 Yes.

FIELD TRIPS

Item 8: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the following performances with Gwen Stefani: nineteen (19) Citrus College students to perform on November 20 & 21, 2006 for the American Music Awards in Los Angeles and December 3 & 4, 2006 for the Billboard Awards in Las Vegas. Four (4) Citrus College students to attend

performances on December 7-11, 2006 for Saturday Night Live, Good Morning America, and David Letterman in New York. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 9:** 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. 5 Yes.
- 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 classified employees. 5 Yes.
- Item 11:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD OF TRUSTEES

- Item 12:** Moved by Ms. Keith and Dr. Woods to elect **Joanne Montgomery** for the office of President of the Board of Trustees for the period from December 1, 2006, through November 30, 2007. 5 Yes.

On behalf of the Board of Trustees, Mrs. Montgomery presented an engraved clock to Mr. Bevilacqua as a token of appreciation of his leadership during the past year.

- Item 13:** Moved by Dr. Woods and seconded Ms. Keith to elect **Edward C. Ortell** for the office of Vice President of the Board of Trustees for the period from December 1, 2006, through November 30, 2007. 5 Yes.
- Item 14:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to elect **Susan M. Keith** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2006, through November 30, 2007. 5 Yes.
- Item 15:** Moved by Dr. Ortell and seconded by Mr. Bevilacqua to elect **Gary L. Woods** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 5 Yes.
- Item 16:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to select **Edward C. Ortell** as an Annual Representative to the Los Angeles County School Trustees Association for 2007. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.
- Item 17:** Moved by Ms. Keith and seconded by Dr. Woods to select **Joanne Montgomery** as the governing board's voting representative to elect

members to the Los Angeles County Committee on School District Organization in October/November 2007. 5 Yes.

- Item 18:** Moved by Ms. Keith and seconded by Dr. Woods to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2006, through November 30, 2007, as follows:
 Date: 1st & 3rd Tuesdays
 Time: 4:15 p.m.
 Place: Citrus Community College District Board Room (AD 202) 5 Yes.

SABBATICAL

- Item 19:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve Faculty 2007 Sabbatical Leave recommendations as follows:
- Jack Call, Ph.D.** **Fall 2007 Semester**
 Writing a book on the principles of individualistic religion.
- Robert Everest** **Fall 2007 Semester**
 Complete Masters Degree in Educational Technology and Learning from Azusa Pacific University.
- Toby Guebert** **Fall 2007 Semester**
 Observe the teaching of English as a Foreign Language in secondary schools in Japan, South Korea, and Taiwan, as well as private "feeder" institutions.
- Anna McGarry** **Fall 2007**
 Write a basic skills student guide entitled "How to Study a Foreign Language at Citrus College."
- James F. Skalicky, Ph.D.** **Spring 2008**
 Work with the National Mental Health Association of Greater Los Angeles as a chair-elect of the Board.
- 5 Yes.

AUDITORS

- Item 20:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2006. 5 Yes.

CURRICULUM

- Item 21:** Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve a one-year Emerging Theatre Technologies Certificate program that offers in-depth technical specialization in digital audio and digital lighting control. If this certificate is approved, the program is scheduled to start in Fall 2007. 5 Yes.

COLLECTIVE BARGAINING

Item 22: Moved by Dr. Woods and seconded by Ms. Keith to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Faculty Association (CCFA/CTA/NEA), effective January 1, 2006 through December 31, 2008, ratified by a majority affirmative vote of the unit membership. *This item is contingent upon ratification by CCFA membership.* 5 Yes.

Ms. Keith advocated planning a strategic retreat with trustees, managers, classified staff, and members of the Academic Senate.

Mrs. Montgomery thanked everyone involved in the negotiations process, noting she appreciated their hard work and was very pleased that negotiations had been concluded.

Dr. Ortell thanked and recognized Mr. Ray Barney, CTA representative, for his work throughout the collective bargaining process.

SALARIES

Item 23: Moved by Dr. Ortell and seconded by Ms. Keith to approve the COLA increase of 4.92% to the salaries of contracted professional experts effective according to the specifics of their contracts, but no sooner than January 1, 2007. 5 Yes.

Item 24: Moved by Dr. Ortell and seconded by Ms. Keith to approve the COLA increase of 4.92% to the respective Salary Schedules effective January 1, 2007, for: Assistant Walk-on Coaches; CDC Short-Term Hourly Substitutes; Hourly Professional Experts; Community Education Instructors; Noncredit Instructors; and Short-Term and Substitute Non-Academic Employees. 5 Yes.

Item 25: Moved by Dr. Ortell and seconded by Ms. Keith to approve the COLA increase of 4.92% to the respective Salary Schedules effective January 1, 2007, for: CDC Permit Teachers, Specialists, and Nurse; Classified Supervisors; Confidential Employees; and Managers. 5 Yes.

CLOSED SESSION: At 5:26 p.m., Incoming Board President Montgomery 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

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION — Superintendent/President

RECONVENE OPEN SESSION: At 5:59 p.m., Incoming Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:00 p.m., it was moved by Ms. Keith and seconded by Mr. Bevilacqua to adjourn the meeting.

December 19, 2006
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees