

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

January 23, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 23, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:16 p.m. Board President Montgomery 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, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Mike Fehrs, Paula Green, Lan Hao, and Linda Welz

Faculty: None

Supervisors/Confidential: Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Employees: None

Adjunct Faculty: Jean Culp

Students: Brian Filkins and Jesse Sanchez

VISITORS: Phyllis Fritz, Sharon Lewis, Bobbie Wenrick

COMMENTS: Members of the Audience

James Lancaster, Automotive Technology faculty member and CCFA Vice President, reported that on January 4th faculty leadership sent a memo asking all faculty to preserve enrollment as a result of declining enrollment and the gloomy

funding future. Mr. Lancaster thanked Ms. Lois Papner, Dean of Admissions and Records, and her staff for their work enrolling students. He also thanked the supervisors/confidential team members for hosting information tables directing students to classes during the first week of instruction. Mr. Lancaster also thanked Ms. Paula Green, Director of Communications, and her staff for their efforts increasing local advertising. Special thanks were extended to management team members for enrolling in noncredit classes (golf, Pilates, etc.). He also thanked Ms. Irene Malmgren, Vice President of Instruction, for her efforts in providing last minute additions of off-campus courses. Special thanks were extended to all faculty, full and part-time, for their efforts to preserve enrollment; allowing students to late start enroll and helping students find open courses. While reports indicate enrollment is down by approximately 400 students, weekly student contact hours (WSCH) is up by approximately 2,000 from the same time last year. Mr. Lancaster concluded his remarks thanking everyone for their efforts in preserving enrollment.

Board President Montgomery thanked Mr. Lancaster for his positive leadership and gave special thanks to all those involved, especially faculty, for efforts to preserve enrollment.

Jean Culp, Adjunct Faculty Member, addressed the Board as an individual adjunct faculty member and as a resident of the Citrus Community College District. She urged the Board, when considering the District's initial contract proposal to ADFAC, to study the figures carefully to assure that the initial contract proposal will not involve a "step back" for adjunct faculty members. She was fearful that if the initial proposal was not as strong as the Board wanted, that it would be difficult to revise. Ms. Culp indicated adjunct faculty members have not had a pay raise since 2004. Ms. Culp looks forward to progress towards parity with full-time faculty.

Michael J. Viera, Ph.D., Superintendent/President, reported a meeting was held on January 18, 2007, with tBP Architects, campus facilities staff, Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, Ms. Irene Malmgren, Vice President of Instruction, Dr. Jeanne Hamilton, Vice President of Student Services, and Mr. Robert Slack, Dean of Fine and Performing Arts, regarding placement of the new Fine Arts and Student Services buildings. Dr. Viera made reference to the proposed site plan denoting locations of the reference buildings. It was determined that the original location of the Fine Arts Building (west of the Haugh Performing Arts Center) was unsuitable as a result of geologic testing. Six million dollars of the Student Services Building is funded with state facilities money (Prop 1D). The funds from the state must comply with the new readi-start program. The readi-start program provides the college with funding for plans, working drawings, construction, and equipment, which will come as one lump sum. In order to receive the readi-start funds the contract must be "let" by June 2008, with construction to follow after the letting of the contract. Therefore, it became apparent that both the location and the timetable dictate that the Student Services Building be constructed before the Fine Arts Building. The facilities

implementation plan will be adjusted accordingly. Construction on the Fine Arts Building may begin prior to the completion of the Student Services Building.

Dr. Viera explained that the omission of vendors on the list of purchase orders for the month of December 2006 were missing as the projects were out to bid with multiple quotations at the time of printing of the agenda. Purchase Order #07-81629, for \$2,084.02 for furniture, was awarded to R & D Business Furniture. Purchase Order #07-81628, for \$35,966.39 for audio equipment, was awarded to Apex Audio.

Dr. Viera asked Ms. Marilyn Grinsdale, Protocol and Government Relations Supervisor, to share meetings she had scheduled with legislators on January 29, 2007, in conjunction with the Community College League of California's *2007 Annual Legislative Conference* in Sacramento. Ms. Grinsdale scheduled meetings with trustees planning to attend the conference and the following legislators: Assembly Member Anthony Portantino, Assembly Member Ed Hernandez, Assembly Member Anthony Adams, Senator Bob Margett, and Senator Jack Scott. Trustees from Chaffey College, Pasadena City College, and Mt. San Antonio College will join the Citrus trustees in meeting with legislators.

Dr. Viera thanked Mr. Tedd Goldstein, Student Employment Services Supervisor, Ms. Lari Kirby, Distance Education Supervisor, and members of the Supervisors/Confidential team for staffing information booths during the first week of instruction.

Dr. Viera introduced Mr. Goldstein and Ms. Kirby who provided an overview of the *On-Campus Student Worker of the Semester* award.

The Supervisors/Confidential Team began this recognition program last spring as a way to acknowledge a group of workers in the Citrus College family who have never had any real recognition before. Awards are given out each fall and spring semester. Nomination ballots were sent to every Citrus College manager and supervisor to nominate any student worker in their area. A selection committee of five Supervisors/Confidential Team members met, reviewed, and ranked all nominations. For the Fall 2006 semester, six nominations were received. The committee was so impressed with the dedication and significant contributions that each student worker made that all nominees were awarded.

The following Citrus students were awarded certificates as honorable mentions:

- Elizabeth Gee, Environmental Health and Safety
- Kenny Gomez, Owl Bookstore
- Stacy Huyler, EOP&S/CARE
- Victor Lambert, Golf Driving Range
- Enrique Range, Financial Aid

Ms. Melissa Rangel, from Performing Arts was selected as the *Fall 2006 On-Campus Student Worker of the Semester*. Mr. Goldstein provided an overview of the extraordinary qualities demonstrated by Ms. Rangel. Ms. Kirby, on behalf of the Supervisors/Confidential Team, presented Ms. Rangel with a check in the amount of \$150.

Irene Malmgren, Vice President of Instruction, echoed Mr. Lancaster's remarks regarding the campus community's hard work in preserving enrollment. She also thanked Mr. Lancaster for his leadership.

Citrus' compressed calendar application has been submitted to the Chancellor's Office for approval. While official notification had not been received, input from the Chancellor's Office was very positive. Therefore, all instructional deans and their assistants are spending three days inputting classes into the Fall 2007 semester.

Enrollment continues for distance education classes as well as late start classes.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Ms. Lucinda Over, Dean of Counseling, chaired a six-hour Matriculation Advisory Committee workshop on FLEX day. The workshop covered materials the group needs to know to prepare for the Chancellor's Office site visit next year. The committee includes administrators and faculty from Counseling, Language Arts, ESL, and Math. Mr. Dennis Korn, Automotive Technology faculty member, is the co-chair of the committee.

Student Services staff is actively meeting with tBP architects to plan for the Student Services Building. Initial meetings with each department have been held to identify the numbers and types of work spaces needed. There has also been substantial debate regarding which programs should be on the first and second floors. The schematic design phase of the building should be complete mid February.

In an effort to free up more time in computer labs, last spring a decision was made to block access to myspace.com. Wireless access has been installed in the Campus Center and Cafeteria, allowing students to access myspace.com from their lap top computers at any time.

Service Learning Coordinator, Ms. Sandra Harden, reports that 26 class sections are offering service learning this semester. Those classes include Art (Ms. Dyane Duffy and Ms. Maryann Rachford), Ceramics (Mr. Mike Hillman), Biology (Ms. Dana Hester), Environmental Science (Mr. Bobby Goodman), Physics (Ms. Gloria Ramos), Dance (Mr. John Vaughan), Speech (Ms. Tasha Van Horn), Spanish (Ms. Ana Afzali and Ms. Ana McGarry), History (Mr. Brian Waddington and Ms. Senya Lubisich), Economics (Ms. Kathy Bahkit), Cosmetology (Ms. Patty Glover), ESL (Ms. Cynthia Cross), and Astronomy (Ms. Denise Kaisler). Dr. Hamilton thanked faculty members for including service learning in their course outlines.

As part of the Title V Teacher Prep Co-op Grant between Citrus and the University of La Verne, a workshop for future teachers will be held at the University of La Verne. Eighty-one people plan to attend the workshop which is scheduled to be held on January 25, 2007, from 11:00 a.m. to 3:00 p.m. Dr. Hamilton was pleased to announce that the Student Ambassadors will assist at the workshop.

Dr. Viera invited Board members to attend a January 24, 2007, meeting with Student Services staff members and tBP architects. The meeting is scheduled to be held in FP 100.

Sandra Lindoerfer, J.D., Director of Human Resources, reported the January 20, 2007, California Community College Job Fair, held at the Los Angeles Airport Hilton was quite successful. Citrus College had 30 people (classified, managers, and faculty) in attendance to talk with potential faculty candidates. For the first time, two Student Ambassadors were secured to move potential candidates from the main lobby to the Citrus College hospitality suite. Dr. Lindoerfer was very pleased to have so many volunteers assist at the job fair; their willingness to talk with candidates and make contacts.

Carol R. Horton, Vice President of Finance and Administrative Services, provided an overview of the Governor's Proposed 2007-08 State Budget. The California Community College System Office requested \$710,601,000 in ongoing funds; the Governor's proposed budget provided \$377,080,000 in ongoing funds.

The community college percentage share of Proposition 98 is proposed at 11.06 percent.

A 2.0 percent growth for apportionments to provide access for an additional 23,000 full-time equivalent (FTE) students has been augmented. This level exceeds the 1.65 percent change in the adult population. A better picture of growth/restoration in 2006-07 will be available with the release of P-1 data in February.

A 4.04 percent COLA for general-purpose funds and selected categorical programs has also been introduced.

A \$33.1 million reduction of surplus Basic Skills funding to support additional matriculation and support services has also been proposed. Of that amount, \$19.1 million is targeted for counseling services; this funding would provide hands on tutoring to assist young adults in progressing through their educational plan. Accountability measures for improved outcomes for these students are proposed to be incorporated into the new California Community College accountability system.

A \$9 million one-time (current year) funding increase and \$9 million in ongoing funds to support additional nursing program capacity was also proposed.

The enrollment fee remains at \$20 per credit unit.

The Governor budgeted \$9,000,000 for the California Partnership for Achieving Student Success Program.

Roberta Eisel, Academic Senate President, announced she attended the first Accreditation Institute of the Academic Senate for California Community Colleges on January 5-6, 2007, with Ms. Dana Hester, Ms. Patricia Lawrence, and Mr. Dennis Korn. The institute, "Collegial Consultation and the Successful Self-Study," provided two very rich days of education and sharing. The Academic Senate looks forward to serving as productive and resourceful members of the college community.

The Academic Senate's first meeting of January 17, 2007, review of proposed modifications to position stated in an Academic Senate resolution which addresses roles of counseling faculty. They also considered proposed changes to regulations and policy regarding Academic Renewal (R-5128 and P-5128).

The Academic Senate plans to consider revisions to their constitution, by-laws, and committee structure, during the spring semester. Selection of a new Curriculum Committee Chair is one of the major responsibilities of the Academic Senate this semester. The Nominating Committee is recruiting candidates in order to conduct elections of officers and at-large representatives is another spring semester task.

Cathy Napoli, CSEA President, provided CSEA's slate of officers for 2007: Cathy Napoli, President; Peggy Olson, Vice President; Marian Manfre, Second Vice President; Rose Ann Manfre-Campillo, Treasurer; Mike Ramos, Secretary; Steve Siegel, Communications; and Steve Handy, Political Action Officer.

Edward C. Ortell, Vice President, Board of Trustees, commented he saw an article in the Community College Facilities Coalition (CCFC) where Mrs. Horton was commended for her leadership. Citrus College pioneered the *Meet and Greet* concept of raising funds for Prop 1D; he thanked Dr. Viera, Mrs. Horton, and Mr. Mike Fehrs, Executive Director of Development and External Relations/Director of Foundation, for their efforts in hosting the May 16, 2005, *Meet and Greet* event.

Dr. Ortell thanked Ms. Grinsdale for arranging meetings with legislators in conjunction with the upcoming CCLC conference. As a result of term limit, he stressed the importance of educating new legislators regarding the community college system.

Dr. Ortell also expressed his appreciation to see the flier regarding the opportunity to take classes on the Citrus College campus to obtain a Bachelor's of Science Degree in Occupational Studies through the California State University, Long Beach.

Dr. Ortell looks forward to educating federal legislators regarding community colleges at the *2007 Community College Legislative Summit* in Washington DC. He plans to share information regarding transfer programs and vocational programs as well as encouraging the development of the Goldline with legislators.

Dr. Ortell suggested Citrus be the leader in forming a coalition with trustees from Mt. San Antonio College, Pasadena City College, Chaffey College, and Rio Hondo College.

Susan M. Keith, Clerk/Secretary, Board of Trustees, announced she and Dr. Viera have a meeting scheduled with Ms. Ellen Taylor, Claremont City Council Member, on January 31, 2007, to discuss the Goldline. Ms. Taylor is the new Claremont representative to the Goldline. There has been discussion regarding a possible extension of the Goldline to the Ontario Airport.

Joanne Montgomery, President, Board of Trustees, announced the passing of Ms. Ila Rae "Becky" Smith on January 22, 2007. Ms. Smith was employed in the Fiscal Services Department as an Account Clerk III from August 1978 until her retirement, May 9, 1992. Ms. Smith continued to work on-call and will be dearly missed by her many friends and family, especially her son, Mr. Craig Smith, Transportation/Warehouse Coordinator.

HEARINGS

Board President Montgomery opened a public hearing at 5:08 p.m., for the purpose of hearing comments with regard to an Energy Service Contract. The HVAC projects are in the Infant Care Center, the Educational Development Center, Hayden Hall, and the Lecture Hall. Hearing no comments, she declared the public hearing closed at 5:09 p.m.

MINUTES

Item 1: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the meeting minutes of the regular meeting of December 19, 2006.
3 Yes. 2 Abstain (Dr. Ortell & Dr. Woods)

INFORMATION AND DISCUSSION

Measure G Citizens' Oversight Committee Annual Report, Sharon Lewis, Chairman of the Measure G Citizens' Oversight Committee — Carol R. Horton, Vice President of Finance and Administrative Services. (Page 5)

Mrs. Horton introduced Ms. Sharon Lewis, Chair Person of the Measure G Citizens' Oversight Committee 2006-2007. Mrs. Lewis was in attendance to present the Measure G Citizens' Oversight Committee' Annual Report. Mrs. Horton thanked Ms. Lewis for chairing the committee and for all the contributions she has made to Citrus College including being an alumnus and a member of the Citrus College Foundation.

Ms. Lewis was honored to attend the meeting with her fellow Measure G Citizens' Oversight Committee members who were introduced: *Bill Bird, Bobbie Wenrick, David "Dean" Kays, Jesus Sanchez, John Serpa, and Phyllis Fritz.* (*Italic identifies those in attendance.*)

The report fulfills an important accountability requirement of Measure G and that is to assure residents and taxpayers in the Citrus Community College District that bond funds approved by passage of Measure G are being spent appropriately and as promised. As the appointed “eyes and ears of our community,” the committee meets quarterly to receive information about the progress of Measure G projects and expenditures. The report to the community provides a brief look at progress being made to provide the needed facilities for students, faculty, and community. The report also provides members of the Board of Trustees of the Citrus Community College District an opportunity for feedback. While the committee feels the report is very thorough, it is prepared and produced in keeping with the quality of Citrus College. The committee welcomes the Board’s input.

Ms. Lewis stated the committee takes their responsibility seriously and views the improvements taking place at Citrus, as a result of Measure G, with pride and excitement. Ms. Lewis acknowledged the following for their assistance in making the committee’s work and report possible: Dr. Viera, Mrs. Horton, Ms. Judy Rojas, Administrative Assistant, Mr. Bob Bradshaw, Project Manager, Ms. Rosalinda Buchwald, Director of Fiscal Services; Ms. Paula Green, Director of Communications; Mr. Albert Romo, Graphic Designer; and Mr. Rocky Reynolds, Reprographics Supervisor.

The report was printed and assembled at Citrus College, thanks to the technical savvy and state-of-the-art equipment available. The work of the committee, including the cost to prepare the report and maintain information on the website (www.citruscollege.edu – click on Bond Oversight Committee), must all be done without use of Measure G funds. The committee relies on the skill and support of those mentioned above.

Ms. Lewis concluded her statement thanking the Board for the opportunity to serve Citrus College and her community in the capacity of a member of the Measure G Citizens’ Oversight Committee. On behalf of the committee, Ms. Lewis welcomed comments and acceptance of the report for 2006.

Computer Science and Information Systems (CSIS) 2004-2006 Program Review — Irene Malmgren, Vice President of Instruction.

Information only – no discussion.

Strategic Planning — Michael J. Viera, Ph.D., Superintendent/President

Dr. Viera made reference to a memo (Strategic Planning Goal), which was reviewed. A major element to strategic planning is to conduct an all employee survey to ascertain employee perspectives about the college. Dr. Lan Hao, Director of Institutional Research, has been developing a process for conducting such a survey. Dr. Hao is contacting members of standing committees under the Steering Committee to determine their needs. Students were surveyed last year via the Community College Survey of Student Engagement (CCSSE). The

survey will be administered in March and evaluated in April. Dr. Viera would like to host an all campus strategic planning retreat that would include the Board of Trustees. There was discussion regarding possible dates and times. It was decided that the event would be held on May 1, 2007, from 4:00 to 7:00 p.m. The location is to be determined; off site locations are being considered.

INDEPENDENT CONTRACTOR

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

FACILITIES USE

Item 3: Moved by Mr. Bevilacqua and Ms. Keith to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Mr. Bevilacqua and Ms. Keith to approve A & B Warrants for November and December 2006. 5 Yes.

Item 5: Moved by Mr. Bevilacqua and Ms. Keith to approve purchase orders for November and December 2006. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

CONTRACTS

Item 9: Moved by Dr. Woods and seconded by Mr. Bevilacqua to terminate the contract with Stradling, Yocca, Carlson and Rauth and approve Fulbright & Jawarski LLP as bond counsel for the second and subsequent bond issues with rates as follows:

Minimum Fee \$31,500.00
 Aggregate Fee – Minimum Fee +
 .0016% of Principle Amount above \$4 million and below \$10 million
 .0012% of Principle Amount above \$10 million and below \$20 million
 .0008% of Principle Amount above \$20 million
 Expenses – Maximum \$5,000.00
 Disclosure Counsel Fee – Maximum \$20,000.00

5 Yes.

RESOLUTION

Item 10: Moved by Ms. Keith and seconded by Dr. Woods to approve Resolution #2006-07-11 adopting a non-resident tuition fee of \$176.00 per semester unit, plus a \$24.00 capital outlay surcharge, effective for the 2007-2008 fiscal year (commencing with the summer term, 2007). 5 Yes.

SURPLUS PROPERTY

Item 11: Moved by Dr. Woods and seconded by Mr. Bevilacqua to dispose of the enclosed list of surplus items by public auction by the Liquidation Company. 5 Yes.

CONTRACTS

Item 12: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the award of a contract for project #09-0607, Energy Services Contract for Installation of heating, ventilation and air conditioning (HVAC) equipment at four district buildings to ACCO Engineering Systems of Glendale, California, in the amount of \$1,480,580.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. 5 Yes.

GRANTS

Item 13: Moved by Ms. Keith and seconded by Dr. Woods to approve the California High School Exit Exam (CAHSEE) Preparation Fund Grant in the amount \$63,019 from January 2, 2007, through December 31, 2007. 5 Yes.

FIELD TRIP

Item 14: Moved by Dr. Woods and seconded by Ms. Keith to approve three (3) students to perform on January 18 – 21, 2007 in France with Gwen Stefani. As well as approval for one (1) staff member to travel with the above three (3) students. 5 Yes.

COLLECTIVE BARGAINING

Item 15: Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve the District's initial collective bargaining proposal to Adjunct Faculty United (ADFAC), and to present that proposal to the union. 5 Yes.

CLOSED SESSION: At 5:30 p.m., 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 7:24 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:25 p.m., it was moved by Dr. Woods and seconded by Mr. Bevilacqua to adjourn the meeting.

February 6, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees