

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

February 6, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 6, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:17 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:** Wanda Cunyningham, Paula Green, Lan Hao, Kim Holland, Sam Lee, and Lois Papner

**Faculty:** None

**Supervisors/Confidential:** Marilyn Grinsdale

**Classified Employees:** Joyce Miyabe

**Adjunct Faculty:** None

**Students:** None

**VISITORS:** Steve Esbenshade and Roy LaBomme

**Michael J. Viera, Ph.D., Superintendent/President,** announced that February was Black History month. In recognition, Dr. Terrence Roberts, a member of the Little Rock Nine, will present "*Lessons from Little Rock.*" Dr. Roberts is also a Congressional Medal of Honor Recipient, a psychologist, educator, consultant, and works with the Museum of Tolerance. Dr. Viera will join a luncheon with Dr. Roberts and members of

ASCC and the Black Student Union, which will be held after the presentation. Dr. Viera invited the Board to the luncheon and encouraged everyone to attend the presentation scheduled for February 8, 2007, at 11:00 a.m., in the Haugh Performing Arts Center.

Dr. Viera made reference to a report published by the Institute for Higher Education CSU's entitled "*Rules of the Game*," which was released February 1, 2007. The report is quite critical of community colleges, especially low rates of degree completion and student success. The document reports that 40% of first-time community college students did not seek a degree; they sought basic skills, job skills, and personal achievement. Of the 60% seeking a degree or certificate, only one-quarter transferred or earned an associate degree. While there are few barriers to access, there are many barriers to completion, which include the following:

- Enrollment based funding
- 50% law (counselors and librarians are not considered faculty members)
- Faculty hiring practices – the goal of 75% of courses being taught by full-time faculty limits flexibility
- No control over fees – all fees are set by the state
- Institutional role in guiding student course taking

Open access has created a philosophy within the California community college system that students have the right to fail, which has manifested a reluctance to impose requirements on students, even when professionals and research data support requirements that would aid student success. The national trend is toward embracing a philosophy of "the institutional responsibility to help students succeed," which requires more student support that may be precluded under current California community college policies.

Dr. Viera provided the following recommendations:

- Set clear standards and send consistent message about what it takes to be "college ready" for high school students
- Assessment should be mandatory for degree seeking students
- Students with remedial needs should be placed in basic skills courses in their first term
- More orientation
- Annually update student program content

Dr. Viera commented that ways to achieve student success must be considered while developing Citrus' strategic plan. In an effort to ensure student success at Citrus College, outreach programs have been strengthened, an Enrollment Management Committee has been established, and the Academic Senate is developing student learning outcomes (to be assessed by the Director of Institutional Research).

Board President Montgomery asked that talking points, focused on Citrus College, be developed in response to the "*Rules of the Game*" report.

Board Vice President Ortell expressed his concern that all community colleges were compared as a whole rather than the specific programs and services offered by each community college. It was also noted that private and proprietary institutions transfers are not included in the report, which would affect the success rate. The award of certificates for vocational programs were also not included or considered in the report. Another consideration in the low percentage rate is that a lot of community college students take six to ten years to complete/obtain their degrees.

Board Clerk/Secretary Keith was inspired by Dr. Viera's remarks and was hopeful that the strategic plan will make Citrus College an even better higher education institution.

Board Member Woods, in his role as a faculty member, expressed his concern that some community college students bypass ESL classes and are, therefore, unsuccessful.

Per state reimbursement rates, there was an increase to the fee schedule for non-subsidized families receiving services at the Orfalea Family Child Development Center, effective February 1, 2007. Dr. Viera confirmed that only 14 of the 240 children served by the center are non-subsidized.

**Irene Malmgren, Vice President of Instruction**, thanked and complimented Ceramics faculty member, Mr. Mike Hillman, for organizing a very successful *Souper Bowl Sunday Party* on February 4, 2007, which was held on the Citrus College campus. More than 800 bowls for the charity event were made by approximately 300 people including students from Citrus College, Pasadena City College, Mt. San Antonio College, Glendale College, Chaffey College, local high school instructors and students, community members, and the Director of the American Museum of Ceramics Arts. On the evening of March 9, 2007, local restaurants will donate soup to fill the bowls. That night, the filled bowls will be sold at a soup supper hosted by the First Christian Church of Glendora; proceeds will be used to provide hunger relief.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported Student Services staff members continue to work with tBP Architects regarding the design of the new Student Services Building. Staff are delighted with the design and look forward to occupation.

Dr. Hamilton announced receipt of official notification from the Accrediting Commission for Community and Junior Colleges of the acceptance of the Citrus College Midterm Report. The commission commended the college for the clarity of the report and thoroughness in the progress on meeting the college's self-identified action plans. The letter is being disseminated to staff, signatories of the report, constituent group leaders, and the Board of Trustees. Dr. Hamilton thanked her Administrative Assistant, Ms. Pam McGuern, for her efforts in producing the Midterm Report.

*A Careers in Teaching Workshop and College Fair* will be held on Wednesday, February 14, 2007, in the Campus Center from 6:00 to 8:30 p.m. Dr. Hamilton thanked

and complimented Counselor, Mr. Ralph Meza, for organizing the event. A similar workshop was held at the University of La Verne with over 70 perspective teachers in attendance.

In relation to the earlier discussion of the "*Rules of the Game*," article, Dr. Hamilton commented that the student services trend in the California community college system is going toward making things easier for students (online registration, web based orientations, etc.) to ensure their success.

**Sandra Lindoerfer, J.D., Director of Human Resources**, looks forward to receipt of the collective bargaining proposal from Adjunct Faculty United (ADFAC).

**Linda Chow, Student Trustee**, announced that ASCC will be hosting a *Chinese New Year Celebration* on Monday, February 12, 2007, from 11:00 a.m. to 1:00 p.m. in the Campus Center Mall. Food, music, and activities will be available. (Fliers distributed.)

As previously mentioned, on Thursday, February 8, 2007, Dr. Terrence Roberts, a member of the Little Rock Nine, will be speaking to students in the Haugh Performing Arts Center from 11:00 a.m. to 12:30 p.m. Ms. Chow encouraged everyone to attend. (Fliers distributed.)

As Dr. Hamilton mentioned, a *Careers in Teaching Workshop and College Fair* is scheduled for February 14, 2007. Ms. Chow commented that ASCC plans to contribute funds for the event. (Fliers distributed.)

More members are being appointed to ASCC positions. Ms. Chow, along with members of the ASCC Executive Board, looks forward to a very productive semester.

**Edward C. Ortell, Vice President, Board of Trustees**, attended the Community College League of California's *2007 Annual Legislative Conference* in Sacramento, January 28-29, 2007, with Board Clerk/Secretary Keith, Dr. Viera, and Ms. Marilyn Grinsdale, Protocol and Government Relations Supervisor. He reported the conference was quite successful and meetings with legislators (Assemblymembers Anthony Portantino, Ed Hernandez, and Anthony Adams; Senators Bob Margett and Jack Scott) were very beneficial. As a result of term limits, Dr. Ortell feels it is imperative to educate new legislators regarding the community college system.

## HEARINGS

Board President Montgomery opened a public hearing at 4:52 p.m., for the purpose of hearing comments with regard to the initial collective bargaining proposal to Adjunct Faculty United (ADFAC).

## MINUTES:

**Item 1:** Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve the meeting minutes of the regular meeting of January 23, 2007, as corrected.

5 Yes.

## INFORMATION AND DISCUSSION

### **Presentation by the Maintenance Superintendents Association (Public Works) — Irene Malmgren, Vice President of Instruction**

Ms. Malmgren introduced Mr. Steve Esbenshade, the Engineering Division Manager for the City of Duarte for the past 17 years. Mr. Esbenshade's department, Community Development, manages public works contracts and private development projects. Mr. Esbenshade's work includes: design, inspections, contract administration, acting as traffic engineer, coordinator of the National Pollutant Discharge Elimination System, emergency preparedness, and staff liaison to the Traffic and Safety Commission.

Mr. Esbenshade earned an Associate's Degree in Construction Technology while in the Air Force, his National Science degree from Citrus College, and then moved to the University of La Verne for his Bachelor's degree in Public Administration.

Since 1999, Mr. Esbenshade has served on the Board of Directors of the Maintenance Superintendents Association (MSA). He was President of the MSA from 2003 to 2005. His priority with the MSA has been to improve the education program for the public works industry.

Mr. Esbenshade announced he was a proud graduate of Citrus College, which definitely enhanced his career.

Mr. Esbenshade was in attendance to endorse the partnership established between the Maintenance Superintendent's Association (MSA) and Citrus College, Santiago Canyon College, and Palomar College. He explained that the MSA has approximately 2,000 members which covers California, Nevada, some of Oregon, and a good part of Arizona. The MSA is primarily made up of public works officials, facility maintenance officials, and parks and recreation staff. The MSA has evolved from a social club to something that is primarily focused on education. That focus has enhanced membership and resulted in having more quality people in the industry.

One of the focuses of the MSA in Southern California is the public works certificate programs that these three colleges have promoted. Over the last few years, a lot of progress has been made to unify the curriculum in order to establish a regional advisory board which encompasses all Southern California. The MSA is promoting a similar program in Northern California.

One of the items that has been especially rewarding is the establishment of web based classes, which allows anyone, anywhere, to take public works courses. All three colleges are participating in the web based classes, which allows people to take different classes for essentially six semesters.

Mr. Esbenshade expressed his gratefulness for all the hard work Citrus College has done on behalf of MSA and the public works industry. Mr. Esbenshade presented a plaque and certificate from the Los Angeles and Orange County area chapter of MSA, which has approximately 450 members. The MSA considers Citrus, and the other two colleges, honorary members.

Mr. Esbenshade presented a plaque and certificate of recognition from the Maintenance Superintendent Association to Board President Montgomery.

Mrs. Montgomery thanked Mr. Esbenshade for the plaque and collaboration. She also thanked Ms. Kim Holland, Director of Vocational Education, for her efforts with the public works program and all she does for Citrus College.

### **General preliminary information regarding the Accountability Reporting for the Community Colleges (ARCC) — Lan Hao, Ph.D., Director of Institutional Research**

Dr. Hao provided an overview of the Accountability Reporting for the Community Colleges (ARCC), explaining Citrus' percentage ranking for each indicator and identifying each indicator's peer grouping. Dr. Hao prepared a spreadsheet listing each indicator, rate, peer group averages, lows, and highs, and the colleges included in the peer group. The number of peers in each indicator was also listed. An ARCC Activity Timeline was also presented.

Board Vice President Ortell requested an analysis of the transfer data for 18-24 years olds in order to compare to CSUs.

### **Preliminary discussion for a San Gabriel Valley College Caucus — Marilyn Grinsdale, Protocol and Government Relations Supervisor**

Ms. Grinsdale provided background information related to the formation of a San Gabriel Valley Community College Caucus. Information regarding existing regional community college caucuses and documents published by existing caucuses providing examples of their work, and a sample letter inviting other colleges to an initial meeting (a date had not been identified) were also provided. Community colleges district's expressing an interest in joining the San Gabriel Valley Community College Caucus includes: Chaffey, Citrus, Mt. San Antonio, Pasadena Area, and Rio Hondo.

Board Clerk/Secretary Keith suggested changing the name of the proposed caucus, as Claremont is not considered part of the San Gabriel Valley.

### **INDEPENDENT CONTRACTOR**

**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.

**PERSONNEL RECOMMENDATIONS**

- Item 4:** 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 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 classified employees. 5 Yes.

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

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 7:** Moved by Dr. Woods and seconded by Ms. Keith to accept Project #06-0506, Block Wall at Facilities Compound as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$123,000.00. 5 Yes.

- Item 8:** Moved by Ms. Keith and seconded by Mr. Bevilacqua for Woodcliff Corporation to substitute Bligh Pacific of Santa Fe Springs, California for Letner Roofing Co. of Orange, California, the listed subcontractor. 5 Yes.

**FIELD TRIP**

- Item 9:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve a field trip for nine (9) students and one (1) faculty to compete/supervise at the Kennedy Center American College Theatre Festival held in Cedar City, Utah Monday, February 12, 2007 through Sunday, February 18, 2007. 5 Yes.

**CLOSED SESSION:** At 5:36 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 PERFORMANCE EVALUATION:**

**Accounting Supervisor  
Aquatics Center Supervisor  
Audio Recording Supervisor  
Administrative Secretary III, Confidential  
Budget Supervisor  
Campus Security Supervisor  
Chief Engineer  
Child Development Centre Office Coordinator  
Custodial Supervisor  
Distance Education Supervisor  
Environmental Health Supervisor  
EOP&S/CARE Supervisor  
Executive Secretary, Confidential  
Fine and Performing Arts Program Supervisor  
Food Service Supervisor  
Golf Driving Range Supervisor  
Governmental Relations Supervisor  
Grounds Supervisor  
International Students Supervisor  
Learning Center Program Supervisor  
Maintenance Supervisor  
Network Central Supervisor  
Performing Arts Technical Supervisor  
Physical Education Activities Supervisor  
Promotion and Operations Supervisor  
Registrar  
Reprographics Supervisor  
Risk Management Supervisor  
Student Activities Supervisor  
Student Employment Services Supervisor  
Technology Operations and Support Services Supervisor  
Vocational Programs Supervisor**

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

**RECONVENE OPEN SESSION:** At 6:46 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.



**ADJOURNMENT:** At 6:47 p.m., it was moved by Ms. Keith and seconded by Mr. Bevilacqua to adjourn the meeting.

February 20, 2007  
Date

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Susan M. Keith  
Clerk/Secretary  
Board of Trustees