

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

February 20, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 20, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:15 p.m. Board President Montgomery led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Linda Chow (Student Trustee). Absent: Michael Bevilacqua.

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; and Christine Link, Recording Secretary.

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

Management Team: Wanda Cunnyngnam and Paula Green

Faculty: None

Supervisors/Confidential: Marti De Young, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Nicole Prada

VISITORS: None

Michael J. Viera, Ph.D., Superintendent/President, announced that Mr. Michael Bevilacqua, Member, Board of Trustees, underwent emergency surgery on February 19, 2007, for a blocked intestine. Mr. Bevilacqua will remain at Foothill Presbyterian Hospital for five to seven days. Flowers will be sent to Mr. Bevilacqua on behalf of the

Board of Trustees and the Citrus College family, once he is released from the intensive care unit. Well wishes were extended to Mr. Bevilacqua.

Dr. Viera, Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees; Dr. Edward C. Ortell, Vice President, Board of Trustees; and Ms. Marilyn Grinsdale, Protocol and Government Relations Supervisor; attended the 2007 Community College National Legislative Summit, February 12-14, 2007, in Washington DC. Meetings with the following congress members were held: Adam Schiff, Hilda Solis, David Dreier, and Jenny Silva (representing Grace Napolitano). One of the topics of discussion was support of the Gold Line.

During the conference, it was noted that tuition sensitivity would be eliminated from Pell grants; Citrus students will now be able to collect maximum funding via Pell grants. Ms. Keith was pleased to see results of previous lobbying efforts by trustees around the state regarding elimination of the tuition sensitivity from Pell grants.

Dr. Ortell was honored to meet legislators with fellow trustees and government relations officers from Mt. San Antonio College, Cerritos College, San Bernardino Valley College, Riverside Community College, and Chaffey College. He asked that a letter regarding the Citrus College Water Awareness Day be sent to Congresswoman Grace Napolitano. He also requested correspondence be prepared thanking Congressman Buck McKeon for his efforts eliminating tuition sensitivity and possible elimination of social security penalties.

There was discussion regarding a suggestion to create a two-year college at California State Polytechnic University, Pomona, by their President, Dr. J. Michael Ortiz.

Dr. Viera explained that the Los Angeles/Orange County (LA/OC) Regional Consortium partnered with 11 of 18 community colleges in Los Angeles County to form a countywide *Tech Prep Consortium*, under the Tech Prep Regional Coordination (TPRC) Request for Application (RFA). The \$461,000 grant is funded by the California Department of Education (CDE), High School Initiatives/Career Education Office. The project will provide:

- an integrated regional delivery system to improve the efficiency and effectiveness of delivery of education and workforce services in response to regional economic and emerging employment needs and trends; and
- a strategy to identify new and redirected resources that will result in a plan to make necessary system changes to enhance the local and regional education and employment delivery system; and
- a systemic plan to regionally integrate education and workforce agencies with business and industry to deliver a highly skilled, adaptable, and creative workforce necessary to make California competitive in a global economy.

Citrus College will participate:

1. on the Steering Committee with representatives from secondary, postsecondary, business/industry, workforce investment boards, and economic development agencies;
2. with our high schools and Regional Occupational Programs in grant funded professional development activities, i.e., articulation, work based learning, needs assessment, and transition/sustainability planning; and
3. as one of 5 colleges implementing a career pathway mini-project.

It was noted that the Men's Basketball Team was hosting Cuesta College for the first round of the Southern California Playoffs on February 21, 2007, at 7:00 p.m. Dr. Viera encouraged everyone to attend the game.

Dr. Ortell suggested interested Trustees and staff members attend the following upcoming events:

- March 2, 2007 — *San Gabriel Valley Public Affairs Network luncheon presentation by the **Honorable Bob Huff, California State Assemblyman, 60th District***, at the Pacific Palms Conference Resort, Industry
- April 5, 2007 — *7th Annual Legislative Networking Reception* (sponsored by the San Gabriel Valley Economic Partnership), at the University Club of Pasadena

Irene Malmgren, Vice President of Instruction, reported a meeting to discuss the possibility of establishing a Citrus site in the Claremont Unified School District was held on February 15, 2007, at the invitation of Dr. Dave Cash, Superintendent of the Claremont Unified School District. The following Citrus staff members attended the meeting: Ms. Malmgren, Dr. Viera, Dr. Hamilton, and Ms. Marti De Young, Vocational Education Supervisor. Mr. Jose Castro, Superintendent of the Baldy View ROP, was also in attendance. Ms. Malmgren expressed her excitement at the possibility of adding additional transfer and vocational classes to the existing classes in Claremont.

On February 16, 2007, the Board of Registered Nursing approved Citrus College's application to establish a Registered Nursing program. Ms. Malmgren, Mr. Eric Rabbitoy, Dean of Science, Engineering, and Health Sciences; Ms. Maureen Estrada, Director of Health Occupations; Ms. Julie Ettesvold-Wong, LVN faculty member; and Ms. Gail Tucker, LVN faculty member; attended the meeting to defend the application. Final approval from the Chancellor's Office is still needed. Interested students will need to complete a competitive application in order to enroll in the Registered Nursing program.

Ms. Malmgren announced the summer class schedule was almost complete. She thanked instructional deans and their assistants for their work in developing and inputting class schedule data.

Citrus' new Emerging Theater Technologies Certificate program received final approval from the Chancellor's Office.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported Student Services staff continue to meet with tBP architects regarding the design of the new Student Services Building. Adjacent services and their locations were reviewed as well as the layout of the building. Dr. Hamilton looks forward to providing even better services for students through the construction of the new building.

Dr. Hamilton reminded everyone about the Citrus College Open House event scheduled to be held March 7th and 8th from 10:00 a.m. to 1:00 p.m. All area high school students have been invited to attend. The event reflects the very successful Open House presented by the Fine and Performing Arts Department last spring. Response for the March 8th Open House has been better; another college is hosting an Open House on March 7th. Dr. Hamilton anticipates hosting 1,000 high school students for each Open House.

Ms. Martha McDonald, Director of EOPS, CARE, and CalWORKs, hosted the Los Angeles County Community Colleges CalWORKs Consortium (agencies and colleges that have CalWORKs programs) on February 14, 2007. More than 30 people were in attendance. Two former CalWORKs students presented their stories at the beginning of the conference, demonstrating the success and reasons why there is a CalWORKs program.

Sandra Lindoerfer, J.D., Director of Human Resources, was pleased to recommend granting of tenure to Ms. Grace Lucido, Cosmetology instructor. It was also noted that 17 faculty members were being recommended to enter into a second (one-year) contract for the 2007-08 academic year. Seven faculty members were being recommended to enter into their third (two-year) contract for academic years 2007-08 and 2008-09.

Carol R. Horton, Vice President of Finance and Administrative Services, with the Board's approval, is requesting issuance of a second series of bonds, not to exceed \$40 million. Mrs. Horton assured the Board that she is watching bond cash flow and that projects and expenditures are on target.

Mrs. Horton explained that the action item requesting approval of a resolution to establish an investment trust is a result of the Governmental Accounting Standards Board (GASB) adopted Statements 43 and 45 for public employers. GASB Statements 43 and 45 established uniform financial reporting standards for other post employee benefits. Keenan and Associates developed the "Futuris," program (a comprehensive actuarial, consulting, cost management, plan documentation, and investment program)

that provides all necessary GASB 43 and 45 compliance elements from an integrated source, while assisting the District with meeting its fiduciary responsibility. Mrs. Horton has been investigating different plans and feels the "Futuris" plan best meets Citrus' needs.

Linda Chow, Student Trustee, announced final appointments were made to the ASCC Board, resulting in a full ASCC Board. The ASCC Executive Board looks forward to a productive semester.

On February 12, 2007, ASCC hosted a Chinese New Year Celebration. Children from the Orfaea Child Development Center were invited to the celebration and colored pictures of Chinese New Year related art such as gold fish, dragons, and boars.

Ms. Chow was unable to attend the February 8, 2007, "*Lessons from Little Rock*" presentation by Dr. Terrence Roberts. However, attendance was great and the ASCC Executive Board was pleased to host Dr. Roberts for lunch following his presentation.

Planning for the annual *SpringFest* celebration are underway.

Susan M. Keith, Clerk/Secretary, Board of Trustees, complimented changes to the design of the *Clarion*. She also commented that the published articles were very well written. She congratulated Ms. Meg O'Neil, *Clarion* faculty advisor, and the students for publishing an outstanding student newspaper.

Edward C. Ortell, Vice President, Board of Trustees, echoed Ms. Keith's remarks regarding the *Clarion*.

Dr. Ortell commented that the meeting with Congressman Adam Schiff was very important in respect to continuation of funding for the Gold Line. Congressman Schiff was the only legislator that mentioned the "*Rules of the Game*" publication which was critical of community colleges. Dr. Ortell asked that correspondence be prepared in response. He also suggested publishing a counter response, if an editorial appears in any local newspaper regarding "*Rules of the Game*."

MINUTES

Item 1: Moved by Dr. Woods and seconded by Ms. Keith to approve the meeting minutes of the regular meeting of February 6, 2007.
4 Yes. 1 Absent (Mr. Bevilacqua).

INDEPENDENT CONTRACTORS

Item 2: Moved by Dr. Woods and seconded by Ms. Keith to approve the attached list of independent contractor/consultant agreements as submitted.
4 Yes. 1 Absent (Mr. Bevilacqua).

FACILITIES USE

- Item 3:** Moved by Dr. Woods and seconded by Ms. Keith to approve facility rentals and usage. 4 Yes. 1 Absent (Mr. Bevilacqua).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 4:** Moved by Dr. Woods and seconded by Ms. Keith to approve A & B Warrants for January 2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 5:** Moved by Dr. Woods and seconded by Ms. Keith to approve purchase orders for January 2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

FACULTY PERSONNEL RECOMMENDATIONS

- Item 6:** Moved by Dr. Woods and seconded by Ms. Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Mr. Bevilacqua).

CLASSIFIED PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Dr. Woods and seconded by Ms. Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Mr. Bevilacqua).

SHORT TERM PERSONNEL RECOMMENDATIONS

- Item 8:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Mr. Bevilacqua).

BOND

- Item 9:** Moved by Ms. Keith and seconded by Dr. Woods to adopt Resolution No. 2006-07-12 authorizing the issuance of Citrus Community College District, Los Angeles County, California General Obligation Bonds, Election of 2004, Series 2004B. 4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 10:** Moved by Dr. Woods and seconded by Ms. Keith to approve the Contract of Purchase for Citrus Community College District County of Los Angeles California General Obligation Bonds, Election of 2004, Series 2004B. 4 Yes. 1 Absent (Mr. Bevilacqua).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Ms. Keith and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2006, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 4 Yes. 1 Absent (Mr. Bevilacqua).

RESOLUTIONS

- Item 12:** Moved by Ms. Keith and seconded by Dr. Woods to adopt Resolution No. 2006-07-13 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2008, 2009 and 2010, and authorizing the execution and delivery of related documents and actions.
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 13:** Moved by Ms. Keith and seconded by Dr. Ortell to adopt Resolution No. 2006-07-14 establishing the Futuris Public Entity Investment Trust.
4 Yes. 1 Absent (Mr. Bevilacqua).

INVESTMENTS

- Item 14:** Moved by Ms. Keith and seconded by Dr. Ortell to enter into the Futuris Public Entity Investment Program Services Agreement with Keenan & Associates for an Annual Fee of \$1,200, plus 20 to 70 Basis Points of Benefit Fund Balance.
4 Yes. 1 Absent (Mr. Bevilacqua).

RESOLUTIONS

- Item 15:** Moved by Dr. Woods and seconded by Ms. Keith to adopt Resolution No. 2006-07-15, certifying Michael J. Viera, Ph.D., Superintendent/President, as the Board authorized representative of Citrus Community College District to approve a \$461,000 contract with the California Department of Education for the Tech Prep Regional Coordination Project – Region 7 from May 1, 2006 through June 30, 2008.
4 Yes. 1 Absent (Mr. Bevilacqua).

EMPLOYMENT — FACULTY

- Item 16:** Moved by Ms. Keith and seconded by Dr. Woods to approve the granting of tenure to Ms. Grace Lucido for academic year 2007/2008.
4 Yes. 1 Absent (Mr. Bevilacqua).

SALARIES

- Item 17:** Moved by Ms. Keith and seconded by Dr. Woods to approve a salary increase of 4.32%, retroactive to January 1, 2006; and an additional COLA salary increase of 4.92% retroactive to January 1, 2007, for the Superintendent/President.
4 Yes. 1 Absent (Mr. Bevilacqua).

CLOSED SESSION: At 5:02 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 DISCIPLINE/DISMISSAL/RELEASE

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

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

March 6, 2007

Susan M. Keith
Clerk/Secretary
Board of Trustees