

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

March 6, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 6, 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: 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; Irene Malmgren, Vice President of Instruction; Sandra Lindoerfer, Director of Human Resources; Rosalinda Buchwald, Director of Fiscal Services (Representing Carol R. Horton, Vice President of Finance and Administrative Services); Lucinda Over, Dean of Counseling (Representing Jeanne Hamilton, Vice President of Student Services); 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:** Paula Green, Samuel Lee, and Linda Welz

**Faculty:** Patrick Culbertson and Roberta Eisel

**Supervisors/Confidential:** Marilyn Grinsdale and Lari Kirby

**Classified Employees:** Karen Praeger

**Adjunct Faculty:** None

**Students:** Nicole Prada

**VISITORS:** None

**Michael J. Viera, Ph.D., Superintendent/President,** explained that Mr. Michael Bevilacqua, Member, Board of Trustees, had been released from the hospital and was recuperating at home. Well wishes were extended to Mr. Bevilacqua.

Spring Break is scheduled for the week of March 12<sup>th</sup>; classes will not be held. However, the campus will be open with several special events being hosted.

The 22<sup>nd</sup> Annual Water Awareness Day is scheduled for Tuesday, March 13, 2007, on the Citrus College campus. Approximately 250 water professionals are expected to participate in Water Awareness Day where 16 professional development opportunities will be presented; lunch will be served.

On Saturday, March 17, 2007, Senator Bob Margett will host his annual Women's Conference on the Citrus College campus. The conference is open to anyone interested in attending. There is no registration fee to attend. The conference will feature informative seminars that have been designed to motivate and inspire women and to help them realize their full potential. Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees, thanked Ms. Paula Green, Director of Communications, for her assistance coordinating the conference. Dr. Ortell complimented all staff members involved in hosting the conference, indicating he planned to attend this year.

The election of members to the CCCT board of the Community College League of California takes place between March 10<sup>th</sup> and April 25<sup>th</sup>. There are ten two-year vacancies and one one-year vacancy on the board. Therefore, it is necessary for the Board to take action to cast their ballot at their regularly scheduled meeting of March 20, 2007. There was discussion regarding the Board's selection of nominees. It was decided that Mrs. Montgomery and Dr. Ortell would confer, with input from all Board members, and select candidates.

**Irene Malmgren, Vice President of Instruction**, was pleased to announce that the Summer 2007 Class Schedule, prepared with the new Banner system, had been sent to the printer. Ms. Malmgren thanked Ms. Lois Papner, Dean of Admissions and Records, Mr. Sam Lee, Dean of Language Arts, and Ms. Lucinda Over, Dean of Counseling, for their efforts implementing the Banner system and producing the class schedule.

Copies of fliers and postcards for the Citrus College Open House (for high school students), scheduled to be held March 7 & 8, 2007, were provided. Ms. Malmgren thanked Ms. Paula Green, Director of Communications, and the Outreach Office, for coordinating the event. Each day, approximately 900 high school students are expected to attend the Open House. Fine and Performing Arts took the lead coordinating the Open House, as well as 7 or 8 other instructional departments.

Cal State Long Beach held an orientation for 50 people interested in participating in their Bachelor of Science in Occupational Studies program that will be held on the Citrus College campus. Every student that attended the orientation was sent an email providing additional information and confirmation from Cal State Long Beach. It was noted that a vast variety of students attending the orientation were Citrus College employees.

Late Start classes are scheduled to begin the weeks of March 19, 2007, and April 13, 2007. Ms. Malmgren was pleased to announce that this was the largest offering of late start classes to date.

**Lucinda Over, Dean of Counseling**, reporting for Dr. Jeanne Hamilton, Vice President of Student Services, announced that the March 1, 2007, High School Counselor Breakfast was very successful. This year, the breakfast meeting was hosted by first year faculty member, Ms. Alicia Longyear, who did a fantastic job. Special thanks were extended to Emily Burch, Educational Advisor/Testing Specialist, and Susan Gonzales, Counseling Secretary. Through a suggestion from Mr. Steve Avalos, Counselor, a Citrus College promotional DVD was created in approximately six weeks by Ms. Paula Green, Director of Communications. The DVD was previewed at the breakfast. Student athlete, Mr. Jason McClellan, was the Student Speaker and did a great job.

A matriculation site visit is expected next spring. A site visit has not been conducted in over ten years. Therefore, a Matriculation and Assessment Committee was formed, which meets monthly. Discussions include: validation studies of cut scores for assessment, ESL assessment validation, and requirement (rather than an option) of an education plan or an appointment with a counselor for all basic skills students.

Mr. Ralph Meza, Counselor, is working with Cal Poly Pomona to create a cross enrollment class (Liberal Studies 201).

The Counseling and Advisement Center sent letters to students in Basic Skills classes (1,800), students on probation from the fall semester (2,300), new students with undeclared majors, and undeclared majors with 30, plus units (2,100). Early Alert letters have also been mailed.

**Sandra Lindoerfer, J.D., Director of Human Resources**, announced a memo was distributed to all full-time faculty offering the opportunity for a reassignment for a full-time Counselor for Basic Skills. This reassignment position to Basic Skills is equal to 100%, on a year-to-year basis and is funded through a Hispanic-Serving Institution (HSI) grant.

Dr. Lindoerfer encouraged everyone to complete the all campus employee survey that was available online. Questions regarding the survey should be directed to Dr. Lan Hao, Director of Institutional Research. Dr. Lindoerfer looks forward to the presentation of survey results at the upcoming All Staff Strategic Planning Retreat, scheduled for May 1, 2007.

**Roberta Eisel, Academic Senate President**, announced that the Academic Senate, at their February 28, 2007, regular meeting, approved Resolution No. 05-02-07, regarding the roles and responsibilities of counseling faculty. The resolution is a revision and renewal of concerns raised in Resolution No. 05-02 from November 2005. Ms. Eisel intends to submit the resolution to the Board of Trustees.

Ms. Dana Hester, Academic Senate Vice President/President-Elect, is accepting nominations for officers and senators for the 2007-08 academic year. Nominations will be accepted from the floor at the March 28, 2007, Academic Senate meeting. An election will be held shortly thereafter.

Anthropology faculty member, Ms. Maia Greenwell Cunningham has been appointed as the Chair of the Curriculum Committee for three years. Ms. Greenwell Cunningham has served on the Curriculum Committee for nine years and the Academic Senate looks forward to her serving in this very critical role.

Ms. Eisel and the Academic Senate look forward to a productive second half of the spring semester.

**Cathy Napoli, CSEA President**, wanted to ensure that Board meeting Highlights and meeting minutes reflect the correct slate of CSEA officers: 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.

Ms. Napoli is encouraging classified staff to complete the survey in a timely manner. Student workers are also being encouraged to complete the survey. She is also discussing attendance at the All Staff Strategic Planning Retreat with the CSEA Executive Board.

Dr. Viera explained that students were surveyed last year via the Community College Survey of Student Engagement. Mrs. Montgomery suggested the survey data be included during discussions at the All Staff Strategic Planning Retreat.

**Linda Chow, Student Trustee**, announced that ASCC will host a St. Patrick's Day celebration on March 8, 2007, in the Owl Cafe. Noon time activities include live music, free food, and contests. Ms. Chow encouraged everyone to attend.

ASCC Commissioner, Ms. Dana Rodriguez, and ASCC Treasurer, Mr. Chris Walls, have submitted a proposal for ASCC to host an Environmental Consciousness Week. Topics to be discussed include, global warming, animal rights, human rights, and the war. Organizations, such as PETA and UNICEF, are being contacted to see if they would send a representative to the campus to make presentations and/or have discussions with students.

ASCC Commissioner of Veterans Affairs, Mr. Mike Pinta, who is also a veteran, has submitted a proposal for ASCC to host a local fund raising marathon for veterans returning from the war. Proceeds from the fund raiser would be used to offset textbook costs for veterans enrolled in Citrus College that have families.

ASCC Senator, Mr. Jessie Sanchez, has proposed that ASCC provide a news broadcast in the Owl Cafe. The purpose of the news broadcast is to inform students who their ASCC leaders are and the many events ASCC holds.

**Edward C. Ortell, Vice President, Board of Trustees**, announced he had the opportunity to meet with Assemblyman Bob Huff last week. During the discussion, Assemblyman Huff indicated he would support the establishment of a nursing program at Citrus College.

Dr. Ortell also met with Assemblyman Anthony Adams. The meeting provided an opportunity to educate the new assemblyman about community colleges.

Dr. Viera announced that Assemblyman Anthony Portantino would be on campus on Friday, March 23, 2007, at 9:00 a.m. for a campus tour and reception. Duarte Mayor, Ms. Lois Gaston, will also participate in the tour and reception. Dr. Viera encouraged Board members to attend the tour and/or reception.

Dr. Ortell requested an invitation for a campus tour and reception be extended to Assemblyman Anthony Adams.

## **MINUTES**

**Item 1:** Moved by Dr. Woods and seconded by Ms. Keith to approve the meeting minutes of the regular meeting of February 20, 2007, as revised.  
4 Yes. 1 Absent (Mr. Bevilacqua).

## **INFORMATION AND DISCUSSION**

### **Sabbatical Report, Fall 2006, Patrick Culbertson, Professor, Language Arts — Irene Malmgren, Vice President of Instruction**

Ms. Malmgren introduced Dr. Patrick Culbertson, Professor, Language Arts, who began teaching at Citrus College in 1976 as a part-time instructor and has been a full-time faculty member since 1990. Dr. Culbertson holds a BA in English Literature from Pomona College, an MA in Speech and Drama from Stanford University, and a Ph.D. in Education from Claremont Graduate University. Dr. Culbertson is Citrus' own renaissance man of literature, theatre arts, education, international travel, and culture. Having served ten years in the ESL Department, Dr. Culbertson transitioned to English in 2000, where he specializes in teaching the writing process in English 100 and literature and composition in English 101.

Dr. Culbertson provided an overview of his sabbatical that was spent auditing courses at Pitzer and Pomona College in order to learn about developments in critical theory since 1966. A synopsis of his sabbatical is included in the meeting minutes.

**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.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**PERSONNEL RECOMMENDATIONS**

- Item 3:** 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. 4 Yes. 1 Absent (Mr. Bevilacqua).
- 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 classified employees. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 5:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**EMPLOYMENT – MANAGEMENT**

- Item 6:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of Ms. Sylvia Smythe for a second year-to-year, categorically funded position as the Director of Basic Skills to begin on July 1, 2007 at a salary placement of \$104,137.00 annually, plus \$25,185.74 in health and statutory benefits. The Director of Basic Skills is a year-to-year categorically funded position through Title 5 HSI Solo Grant.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**EMPLOYMENT – FACULTY**

- Item 7:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of Mr. Anthony Henry for a seventh year-to-year, categorically funded non-tenure track, full-time faculty position, in the discipline of Early Childhood Education/Child Development to begin on August 31, 2007, for a one year contract of 176 days, at a salary placement of Class 4, Step 12 on the Faculty Salary Schedule, totaling \$80,329.00 annual salary, plus \$21,418.62 in statutory and health benefits. Compensation for this position is supported by the Child Development Careers Project Grant and Careers in Child Care Training Program Grant.  
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 8:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of Mr. Ralph Meza for a second year-to-year, categorically-funded non-tenure track, full-time faculty position, in the discipline of Counseling (Teacher Education) to begin on July 1, 2007, for a second year contract of 176 contract days over the twelve month period, at a salary placement of Class 1, Step 7 on the Full-Time Faculty Salary Schedule totaling \$59,174.00 annually plus \$22,328.78 in health and

statutory benefits. Compensation for this position is supported by the Title 5 HSI Teacher Preparation Grant. 4 Yes. 1 Absent (Mr. Bevilacqua).

**CLOSED SESSION:** At 4:57 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:**

- Dean of Admissions and Records**
- Dean of Business, CSIS, and Distance Education**
- Dean of Continuing and Contract Education**
- Dean of Counseling**
- Dean of Mathematics**
- Dean of Fine and Performing Arts**
- Dean of Language Arts**
- Dean of Library and Information Services**
- Dean of Physical Education and Athletics**
- Dean of Science, Engineering, and Health Sciences**
- Dean of Social and Behavioral Sciences**
- Dean of Students**
- Director of Center of International Trade and Development**
- Director of Child Development Center**
- Director of Communications**
- Director of Cosmetology**
- Director of EOPS, CARE, and CalWORKs**
- Director of Facilities and Construction**
- Director of Financial Aid**
- Director of Fiscal Services**
- Director of Health Sciences**
- Director of Human Resources and District Chief Negotiator**
- Director of Institutional Research**
- Director of Performing Arts Center**
- Director of Purchasing and Warehouse**
- Director of Vocational Education**
- Chief Information Services Officer**
- Executive Director of Development and External Relations and Director of Foundation**
- Human Resources/Staff Diversity Officer**
- Vice President of Instruction**
- Vice President of Finance and Administrative Services**

**Vice President of Student Services**

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Accounting Supervisor**
- Aquatics Center Supervisor**
- Audio Recording Supervisor**
- Administrative Secretary III, Confidential**
- Bookstore Supervisor**
- Budget Supervisor**
- Campus Security Supervisor**
- Chief Engineer**
- Child Development Center 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**

During closed session, the Board took action to discipline/dismiss/release an employee. The action in closed session will not be reported until any and all appeals are exhausted.



**RECONVENE OPEN SESSION:** At 6:09 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:10 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting.

March 20, 2007

Date

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Susan M. Keith  
Clerk/Secretary  
Board of Trustees