

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

March 20, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 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: 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: None

Faculty: Dana Hester

Supervisors/Confidential: Marilyn Grinsdale and Adrienne Thompson

Classified Employees: None

Adjunct Faculty: None

Students: Nicole Prada

VISITORS: None

Michael J. Viera, Ph.D., Superintendent/President, welcomed Mr. Bevilacqua back to campus after his recent hospital stay.

An All Employee Survey was conducted March 5-20, 2007, with 628 total responses received (47% completion rate). Listed below are the total survey responses, broken down by constituent group categories:

55% Full-Time Faculty
45% Part-Time Faculty
63% Classified

94% Managers
100% Supervisors/Confidential
13% Student Employees

Dr. Viera looks forward to sharing and discussing survey results at the May 1, 2007, *All Campus Strategic Planning Retreat*. Additional information to be shared/discussed at the retreat includes the results of the Community College Survey of Student Engagement (CCSSE), employment trends, accreditation standards, and the Accountability Report for Community Colleges (ARCC).

Only one Board meeting is scheduled in the month of April (April 3, 2007). A Board meeting needs to be held after April 5, 2007, to award a bid for the nursing program remodel project. There was discussion regarding possible alternatives. It was decided that the Board would hold a one agenda item Board meeting, to award the nursing program remodel project, on April 10, 2007.

Assemblyman Anthony Portantino's campus visit and tour, scheduled for Friday, March 23, 2007, has been cancelled. Assemblyman Portantino's father-in-law passed away. Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, will reschedule the visit and campus tour.

Dr. Viera announced that the Accountability Report for Community Colleges (ARCC) was released last week. Ms. Paula Green, Director of Communications, was quoted in an article related to the ARCC that appeared in the March 20, 2007, *San Gabriel Valley Tribune*. Citrus College was the only community college quoted. The ARCC data, employee survey, CCSSE, and strategic planning retreat will be of assistance in setting directions for Citrus College's strategic plan.

Irene Malmgren, Vice President of Instruction, mentioned that Spring Break was held March 12-16, 2007.

Citrus College hosted the 22nd *Annual Water Awareness Day* on Tuesday, March 13, 2007. Approximately 200 public water professionals were in attendance. Board President Montgomery asked that a letter from the Board be drafted thanking Ms. Kim Holland, Director of Vocational Education, and Mr. Jim Glancy, Adjunct Instructor, for their efforts coordinating the annual event.

On Saturday, Citrus College hosted the *Expanding Horizons Women's Conference* on Saturday, March 17, 2007. The annual conference is sponsored by Senator Bob Margett. Board President Montgomery, Board Vice President Ortell, and Board Clerk/Secretary Keith attended the conference.

Ms. Malmgren attended an UMOJA II Conference on March 15, 2007. The focus of the conference was retention and academic success of African-American students. Three basic skills instructors and Ms. Sylvia Smythe, Director of Basic Skills, also attended the

conference. Ms. Malmgren was heartened by faculty's interest in attending the conference.

Deans and their assistants are busy inputting data into the Banner system for the fall class schedule. They are also reviewing the catalog, prior to publication.

As of the Board meeting date/time, 1,000 students had registered for late start classes, which is an increase over last year.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported her staff is also busy inputting and testing the Banner system. Ms. Lois Papner, Dean of Admissions and Records, and Ms. Joyce Miyabe, ERP Coordinator, hosted a Banner workshop on March 20, 2007.

Dr. Hamilton has drafted a new policy regarding drug free environment, which is required by federal law. The Academic Senate was consulted and provided input. One of their concerns was that non consumable alcohol products are used in classroom scientific experiments, which is now noted in the policy. The proposed number for the new policy is "P-5114, Drug Free Environment."

High school outreach activities continue to mushroom. More schools are calling Citrus directly requesting services. Dr. Hamilton met with Ms. Ivon McCraven, Coordinator of School Relations, and Ms. Marti DeYoung, Vocational Education Supervisor, to discuss ways to contact students that submitted interest cards at the *High School Open House* event held March 7 and 8, 2007. Dr. Hamilton thanked Ms. McCraven, Ms. Ann Heming, Fine and Performing Arts Supervisor, and Educational Advisors for doing a great job coordinating the event.

Board President Montgomery attended one of the *High School Open House* events and was very impressed and thanked Dr. Hamilton, Ms. McCraven, Ms. DeYoung, Mr. Bob Slack, Dean of Fine and Performing Arts, and Ms. Paula Green, Director of Communications, for organizing the events.

The outreach office is also planning a parent orientation evening in the spring. Each District high school student completing an application will be invited to the campus to complete their assessment testing and participate in an orientation. Parents are also encouraged to attend. Other outreach activities will also be held during the summer.

Student services programs have identified and measured their student learning outcomes (SLOs) for upcoming program reviews. They will begin gathering data and refining practices for the next cycle of program reviews.

Sandra Lindoerfer, J.D., Director of Human Resources, reported Human Resources staff is also busy inputting data into the Banner system. Dr. Lindoerfer thanked Ms. Brenda Fink, Human Resources and Staff Diversity Officer, for her efforts implementing the Banner system.

Interviews for most of the full-time faculty positions have been scheduled. Dr. Lindoerfer looks forward to bringing recommendations to the Board to hire eight full-time faculty members.

Carol R. Horton, Vice President of Finance and Administrative Services, commented that there were a number of requests to prepare bid specifications included on the agenda for approval. The bids are necessary in order to complete campus facilities projects scheduled to occur this spring, summer, and next fall. A list of facilities projects was prepared by Mr. Mike Harrington, Director of Facilities and Construction.

Mrs. Horton thanked Ms. Rosalind Zuniga, Cash Control Clerk, for her assistance implementing the Banner system.

Mrs. Horton and Dr. Viera are preparing appropriate paperwork to issue \$40 million in bond funds.

Mrs. Horton, Dr. Viera, and Ms. Rosalinda Buchwald, Director of Fiscal Services, held the first Board of Authority meeting for the retiree health benefit program.

Currently, the new Central Plant is running equipment tests. Mrs. Horton expects the Central Plant to be completed in April. Temporary electrical power will be brought in to test equipment. Mrs. Horton encouraged Board members to visit the facility. Board President Montgomery suggested hosting a tour of the facility for Trustees prior to a Board meeting.

Steel for framing of the new Center for Innovation is being installed.

Linda Chow, Student Trustee, announced that annual SpringFest activities were scheduled for April 2-6, 2007. This year's theme is "pirates." Ms. Chow encouraged staff to participate in Casino Day and other activities.

ASCC Board members have been assigned tasks to implement proposals for an Environmental Consciousness Week, a local fund raising marathon for veterans, and a news broadcast in the Owl Cafe. ASCC is hopeful to have at least one of the proposals completed by the end of the semester.

Applications for ASCC positions have been available to interested students beginning Monday, March 19, 2007.

Susan M. Keith, Clerk/Secretary, Board of Trustees, thanked everyone involved in organizing and coordinating the *Expanding Horizons Women's Conference*. Special thanks were extended to Ms. Green. Board President Montgomery requested correspondence from the Board be prepared thanking Ms. Green for her efforts coordinating and organizing the conference.

Edward C. Ortell, Vice President, Board of Trustees, was pleased to attend the *Expanding Horizons Women's Conference*, noting that the conference has grown over the years from 40 attendees to several hundred attendees. He commented it was very nice to have Senator Margett on campus.

Dr. Ortell also commented on *Water Awareness Day*, noting that Congresswoman Gloria Napolitano's representative, Ms. Amelia Wang, attended the event as a result of contacts made by the Trustees at the Community College League of California's *Annual Legislative Conference* in January. Ms. Grinsdale is attempting to schedule a campus visit and tour for Congresswoman Napolitano.

Dr. Ortell encouraged his fellow Trustees to attend the *Seventh Annual Legislative Networking Reception*, scheduled for April 5, 2007, at the University Club of Pasadena. The reception is hosted by the San Gabriel Valley Economic Partnership Council of Governments Public Affairs Network. The following legislators are scheduled to attend: Congresswoman Hilda Solis, Assembly Members Anthony Adams, Charles Calderon, Ed Hernandez, and Antony Portantino. It was noted that Citrus was a leader in the formation of the San Gabriel Valley Economic Partnership Council of Governments Public Affairs Network.

Michael Bevilacqua, Member, Board of Trustees, thanked the Board, Dr. Viera, and the Citrus College community for the flowers he received during his recent hospital stay. He also thanked everyone for sending individual get well cards. Special thanks were extended to Dr. Ortell for his personal hospital visit with Mr. Bevilacqua.

MINUTES

Item 1: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the meeting minutes of the regular meeting of March 6, 2007. 5 Yes.

INFORMATION AND DISCUSSION

Sabbatical Report, Fall 2006, George "Mitch" Hathaway, Professor, Earth Sciences — Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced Dr. George "Mitch" Hathaway, Professor, Earth Sciences, who is a product of the California Education system. Dr. Hathaway attended Crescenta Valley High School, Glendale and Grossmont Community Colleges earning an EMT certificate and transfer credits.

Dr. Hathaway attended UCSD Medical School, receiving a Paramedic Certificate; attended San Diego State, graduating cum laude, with a bachelor's degree in Geophysics. Dr. Hathaway earned his Ph.D. in Geology in 1992 from UCLA.

Dr. Hathaway continued to do research associated with his Ph.D., and recently was invited to speak at a Geological Society of America Field Forum as one of a handful of experts in magma physics and pluton emplacement. Since his initial

hire, Dr. Hathaway has taught various courses, including Astronomy, Natural History, Physical Geography, Physical Oceanography, and Geology.

Dr. Hathaway provided an overview of his sabbatical that was spent solidifying and launching collaborative efforts with colleagues in the CSU-UC system and the University of North Carolina (Chapel Hill) to: research the feasibility of drafting NSF research grants to include Citrus College students in ongoing, professional geologic research in California; develop protocols necessary for joint geology field trips with colleges within the CSU-UC system; research and establish protocols for use of community college students as field/research assistants for university geological research; research and further develop community college geology program curriculum to meet CSU and UC faculty input; and continue personal geological research in the Sierra Nevada to act as a springboard for the above NSF grant and completion of two guide books and two technical papers that are in progress. A synopsis of his sabbatical is included in the meeting minutes.

Counseling Resolution — Roberta Eisel, President, Academic Senate

Ms. Roberta Eisel, President of the Academic Senate, thanked the Board for the opportunity to speak to them regarding the Counseling Resolution (copy included) that was approved by the Academic Senate on February 28, 2007. As a result of many instructional changes (compressed calendar, inclusion of student learning outcomes), the Academic Senate wants to ensure that counseling faculty are able to fully engage in all aspects of the core counselor functions without sacrificing their daily office hour. Recent administrative changes seem to have inhibited counselors being fully engaged in student success. The broader faculty sees the resolution as a time to revise the ways in which faculty have access to one another across instruction and counseling. Ms. Eisel indicated the spirit of the resolution is not meant to be critical or negative; the Academic Senate wanted to ensure that the Board was aware of faculty's concern.

Ms. Keith was concerned about the resolution and asked Ms. Lucinda Over, Dean of Counseling, to explain the options available to the faculty to work closer with counselors.

Ms. Over provided samples of current full-time counseling faculty assignments. Ms. Over assured the Board that counselors' schedules can be changed to accommodate professional development hours. However, advance notice is necessary.

Dr. Hamilton expressed her concern that student contact was not listed as a core function of counselors in the resolution. She also commented that working hours should be discussed during negotiations rather than in a resolution.

Ms. Eisel concluded her remarks indicating she was hopeful that an accommodation could be reached between counseling faculty and administrators. The Academic Senate wants to ensure students are successful, especially with the new compressed academic calendar.

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. 5 Yes.

FACILITIES USE

Item 3: Moved by Ms. Keith and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Ms. Keith and seconded by Dr. Woods to approve A & B Warrants for February 2007. 5 Yes.

Item 5: Moved by Ms. Keith and seconded by Dr. Woods to approve purchase orders for February 2007. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Ms. Keith and seconded by Dr. Woods to approve a \$75.00 annual membership to the Library Orientation Exchange Clearinghouse for Library Instruction. 5 Yes.

Item 7: Moved by Ms. Keith and seconded by Dr. Woods to approve a \$350.00 annual membership to Recording for the Blind & Dyslexic Learning Through Listening. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: 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 9: 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 10: Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BIDS

Item 11: Moved by Mr. Bevilacqua and seconded by Dr. Woods for the purchasing staff to piggy-back on the La Habra City School District's Bid awarded to

Mobile Modular Management Corporation for the purchase of modular buildings both DSA and DOH types. 5 Yes.

Item 12: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the installation of utilities in support of Portable Number 2. These will include plumbing, electrical, voice and data and sewer. The projects will be funded from District Capital Projects accounts. Award of contract will be by Board action. 5 Yes.

Item 13: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the relocation of utilities for the move of Automotive Technology during the construction of the Vocational Technology Complex. The projects will be funded from District Capital Projects accounts. Award of contract will be by Board action. 5 Yes.

Item 14: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the move of the HVAC Program from Technology Building D to Technology Building G. The projects will be funded from District Capital Projects accounts. Award of contract will be by Board action. 5 Yes.

Item 15: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid two consoles and supporting projects in the Recording Arts Building. The projects will be funded from various District accounts. Award of contract will be by Board action. 5 Yes.

Item 16: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the Field House referred to in the Citrus Community College District Master Plan. The projects will be funded from District Bond Funds accounts. Award of contract will be by Board action. 5 Yes.

Item 17: Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid three technology wiring projects and the installation of presentation systems at various District locations. The projects will be funded from various District accounts. Award of contract will be by Board action. 5 Yes.

FIELD TRIP RECOMMENDATIONS

Item 18: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a field trip/tour for twenty-seven (27) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra), and four (4) staff members to perform in Japan and Hawaii on May 28 through June 24, 2007. 5 Yes.

Item 19: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a field trip/tour for twenty-three (23) students from MUS 222 (Women's Ensemble Summer Tour), and one (1) faculty member to travel and perform aboard the Royal Caribbean Cruise Line to the Bahamas on May 20 through May 26, 2007. 5 Yes.

Item 20: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a field trip/tour for forty-five (45) students from MUS 212 Citrus Singer Summer Ensemble and MUS 213 Professional Performance Techniques, three (3) male faculty members and one (1) female staff member to travel to New York May 23, 2007 through June 3, 2007. 5 Yes.

SUPERVISORS/CONFIDENTIAL SALARY

Item 21: Moved by Dr. Woods and seconded by Mrs. Keith to approve the salary placement study as recommended by the Director of Human Resources effective, April 1, 2007. Classified Supervisor/Confidential Salary Schedule 2007 attached. 5 Yes.

BOARD OF TRUSTEES

Item 22: Moved by Mr. Bevilacqua and seconded by Ms. Keith to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

Item 23: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve Resolution #2006-07-17 to order the Biennial Governing Board Election, Tuesday, November 6, 2007. 5 Yes.

CLOSED SESSION: At 5:09 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**

RECONVENE OPEN SESSION: At 5:58 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:59 p.m., it was moved by Dr. Woods and seconded by Mr. Bevilacqua to adjourn the meeting.

April 3, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees