

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

April 3, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 3, 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: Mike Fehrs and Eric Rabbitoy

Faculty: Terry Miles

Supervisors/Confidential: Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Nicole Prada

VISITORS: None

Michael J. Viera, Ph.D., Superintendent/President, announced a Board meeting would be held on April 10, 2007, to award a bid for the nursing program remodel project. No reports will be made and closed session will not be held.

Dr. Viera announced that a planning meeting will be held on April 12, 2007, to prepare for the *All Campus Strategic Planning Retreat*, which will be held May 1, 2007, at the

Sheraton Four Points in Monrovia. Dr. Sara Lundquist will moderate the planning meeting and the retreat. The regularly scheduled Board meeting of May 1, 2007, will be held in conjunction with the retreat at the retreat location.

Dr. Viera said in the future, student learning outcomes (SLOs) for all courses will be required. The accrediting commission is requesting assessment of student learning outcomes, an analysis of the results, and use of results to implement changes. Citrus' next accreditation is scheduled for Fall 2009; satisfactory progress in SLOs must be made to avoid receiving a warning from the accrediting commission. Dr. Viera has been talking with the Academic Senate regarding the possible formation of a Student Learning Team to address accreditation requirements regarding SLOs.

On May 11, 2007, Assembly Member Anthony Portantino will be on campus for a campus tour and reception. Ms. Lois Gaston, the Mayor of Duarte, will also participate in the tour/reception. Dr. Viera thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Supervisor, for her efforts in rescheduling the tour. Trustees were invited to attend.

The Board confirmed that the best date for them to host the Foothill/San Gabriel Valley Community College Caucus meeting would be May 9, 2007, from 4:00 to 6:00 p.m. The location needs to be identified. Ms. Grinsdale has drafted an agenda which she will distribute to Board members.

Irene Malmgren, Vice President of Instruction, announced the Instruction team is involved with interviews and the hiring of new faculty. They are also very involved with implementation of the Banner system.

Ms. Malmgren will participate in a training team for the Statewide Basic Skills Initiative with Ms. Marilyn Eng, Counselor, April 17-18, 2007, in Sacramento. Upon their return, they will develop a process to bring the training to the Citrus region.

Ms. Malmgren introduced Mr. Eric Rabitoy, Dean of Engineering, Science, and Health Sciences, who provided details regarding the new Registered Nursing Program.

Mr. Rabitoy explained that the college has been working to develop and implement a Registered Nursing Program. On February 16, 2007, the Board of Registered Nursing granted initial approval status to the college. In March, approval was received from the Chancellor's Office to begin the program. The *Registered Nursing Program Advanced Placement Option* will be the first offering of the new program. This plan is consistent with the \$500,000 Vocational Nurse to Registered Nurse Step Up grant. This grant supported the construction of Citrus' new skills lab which is scheduled to open later this month. The next step is to announce the program opportunity to the community at large. Mr. Rabitoy expects quite a bit of attention when the information and application packages are released. Fair and equitable access to the information is necessary; more importantly, every candidate interested in applying must receive accurate and consistent information. Interested applicants will be directed to a dedicated web site

and invited to attend public information sessions that will be held on campus. The information and application package will be completed and reviewed by Paula Green this week. The campus community will be notified of the dedicated web site and telephone numbers on April 11, 2007. Information and application packages will be posted on the dedicated web site on April 12, 2007. Applications will be due May 31, 2007, and reviewed for the first three weeks of June. Selected candidates will be notified on or about June 26, 2007. Twenty-four candidates will take Nursing 200, the role transition course, during the month of July. When the fall semester begins, these registered nursing students will enter the third of four semesters in the Registered Nursing Program, complete the program in May 2008, and graduate with an Associate in Science degree.

Mr. Rabitoy personally thanked the following staff members who worked very hard to bring the program to campus: Ms. Gail Tucker, faculty member, Ms. Julie Ettesvold-Wong, faculty member, Dr. Maureen Estrada, Director of Health Sciences, Ms. Therese Adams, Information Technology Specialist, and Ms. Marti De Young, Vocational Education Supervisor.

Ms. Malmgren thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her staff for their efforts remodeling and setting up the nursing skills lab.

Jeanne Hamilton, Ph.D., Vice President of Student Services, announced the annual Job Fair will be held on the Citrus College campus on April 18, 2007, from 9:00 a.m. to 12:00 noon in front of the Campus Center. Approximately 50 employers, including Alaska Airlines, Disneyland, In-N-Out Burger, Los Angeles County Fire Department, various law enforcement agencies, health care agencies, and child care agencies are expected to participate.

The Career/Transfer Center hosted the Citrus College Spring College Fair on Wednesday, March 28, 2007, from 10:00 a.m. to 1:00 p.m.

The Articulation Office is working with Azusa Pacific University to establish a 2+2 agreement for Liberal Studies and Social Work.

Azusa Pacific University is promoting two \$5,000 scholarships designated for Citrus College transfer students. The scholarships are available to students, with at least a 2.2 grade point average, from Gladstone, Azusa, and Sierra High Schools.

Weekly class visits and tours are being conducted to promote Career/Transfer services and events. The total number of student contacts from July 1, 2006, to March 20, 2007, is 1,922; 19 class visits and tours are planned for April/May.

The Center for Teacher Excellence currently has 254 students enrolled.

The cross enrollment course with Cal Poly Pomona (LS 201, Introduction to Liberal Studies) began on March 27, 2007, with 24 students enrolled. It was noted that the class is held on the Citrus College campus.

The Center for Teacher Excellence is working on a new one-unit CSU transferable course (Careers in Teaching), which will be submitted to Technical Review for approval.

Ms. Judy Chappie, Educational Advisor, and Ms. Michelle Plug, Articulation Officer, will attend the April 5, 2007, Deans and Directors meeting in an effort to inform deans and faculty members of available associate degrees, certificates, and skill award programs.

The Counseling and Advisement Center has mailed 1,776 Early Alert letters to identified students.

The annual DSP&S recognition ceremony will be held on May 2, 2007, from 11:00 a.m. to 1:00 p.m. Dr. Hamilton encouraged everyone to attend this touching and rewarding event.

Noncredit Counseling is finalizing the format of the POWER Math program to be offered during the summer. POWER Math is a two-week intensive math review program designed for students who want to improve their math scores on the ACCUPLACER assessment test. POWER Math will be offered July 30, 2007, to August 9, 2007, from 9:00 a.m. to 3:00 p.m. High schools will be notified regarding the availability of the POWER Math program.

Dr. Hamilton recognized Admissions and Records staff members for working around the clock testing the Banner system. Special thanks were extended to Ms. Lois Papner, Dean of Admissions and Records, for leading the Banner team. Banner is expected to go "live" on May 4, 2007. Board President Montgomery thanked everyone involved, stating that the Board really appreciates their hard work.

Sandra Lindoerfer, J.D., Director of Human Resources, announced staff in Human Resources is busy filling available faculty positions and looks forward to bringing the best candidates forward to the Board of Trustees for their approval.

Roberta Eisel, Academic Senate President, announced that elections of officers and at-large representatives for the Academic Senate are scheduled to be held later this month, which will be followed by elections of senators from various departments.

The Academic Senate continues to work on the following matters: revisions to the academic renewal policy and procedure, improved utilization of counseling faculty resources, and assessment of Academic Senate effectiveness.

On April 13, 2007, Ms. Dana Hester, Biology faculty member and Academic Senate President-Elect, Mr. John Vaughan, Dance faculty member and Academic Senate Secretary, and Ms. Eisel will attend a regional meeting of Learning Outcomes

Coordinators. While Citrus has made great strides in developing student learning outcomes, a collegewide structure for integrating student learning outcomes throughout the course, program, core competencies levels and the linking of these outcomes with assessment and the accreditation process has not been developed. Ms. Eisel, Ms. Hester, and Mr. Vaughan plan to return from the meeting with recommendations for a local structure and implementation plans.

Ms. Marilyn Eng, Counselor, has been selected to serve on the statewide Basic Skills Initiative team.

Revisions to Title 5 language in the area of curriculum are being forwarded to the local levels for review and discussion. Additionally, changes to the assessment process seem to be on a fast-track. These, and other important issues, will receive serious attention at the spring plenary session of the Academic Senate of the California Community Colleges to be held in San Francisco later this month. Ms. Hester, Mr. Vaughan, and Ms. Eisel plan to attend and contribute.

Cathy Napoli, CSEA President, was pleased to attend a performance of the Battle of the Bands concert that was held March 30, 2007, and March 31, 2007.

Board President Montgomery also attended one of the performances, remarking that it gets better every year. Special thanks were extended to Mr. Mike Fehrs, Executive Director of Development and External Relations and Director of Foundation, and his staff for hosting a fabulous Foundation gathering prior to the Saturday performance. Mrs. Montgomery said it was good to have many retired faculty and alumni in attendance. She added that the Battle of the Big Bands continues in popularity, with sold-out performances each night.

Linda Chow, Student Trustee, Ms. Linda Chow, Student Trustee, announced this year's theme for SpringFest is "pirates" and is scheduled for the week of April 2, 2007. SpringFest activities include: a comedy show, a blood drive, a *Treasure of fun* event (In-N-Out burgers, club competitions, lip-sync, etc.), salsa dancing lessons, and showing of the movie "Pirates of the Caribbean." ASCC worked hard putting together this year's SpringFest activities.

Ms. Chow said ASCC is planning to conduct a student survey to find out what students think about smoking on campus.

Board Vice President, Dr. Edward C. Ortell, said he attended Congresswoman Hilda Solis' Education Roundtable in Duarte. The event was well attended by education leaders and legislators from our region, including Assembly Members Anthony Portantino, Dr. Ed Hernandez and Mike Eng, and Superintendent of Public Instruction, Jack O'Connell. Dr. Ortell said we should expect a flurry of legislation in the next year, as there will be a presidential election. Board Clerk/Secretary, Ms. Susan M. Keith, added that she expects we will see additional federal resources coming to California, as Congresswoman Nancy Pelosi, a Californian, is Speaker of the House.

MINUTES:

- Item 1:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the meeting minutes, as corrected, of the regular meeting of March 20, 2007.
5 Yes.

INFORMATION AND DISCUSSION**Proposed Student Services Building Presentation by tBP Architects — Carol R. Horton, Vice President of Finance and Administrative Services**

Mrs. Horton introduced Mr. John McMurray and Mr. Gary Moon, from tBP Architects, who made a schematic presentation of the new Student Services Building. The new 58,000 square foot facility will unite all student services functions in one location. Mrs. Horton said the building was designed by faculty and staff working together.

Sabbatical Report, Fall 2006, Robin McBurney, Counselor — Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton introduced Ms. Robin McBurney, who has been a Counselor, Instructor, and Early Alert Coordinator at Citrus College for over nine years. Ms. McBurney conceived, setup, and presently runs the Early Alert retention program that served approximately 4,000 students this year. She serves on the Curriculum Committee, the Student Services Building Committee, and the Mentoring Committee. Ms. McBurney loves to teach and is currently teaching seven units, three being a learning community (pairing Counseling 160 with Mr. Dave Casey's Math 150 class).

Ms. McBurney has an MS degree from CSULA with options in Higher Education and Marriage Family Counseling, a Community College Teaching credential from UCLA, and a BA in Fine Arts from UCSC. During her spare time, she likes to take her family to Guatemala and study Spanish.

Ms. McBurney provided an overview of her sabbatical that she spent enrolled in Proyecto Linguistico Francisco Marroquinin Antigua, Guatemala, during the Fall 2007 semester improving her Spanish speaking skills. She said she gained insight into difficulties experienced by ESL students, and her new language abilities enable her to communicate more effectively with this growing demographic. She thanked the board for this opportunity.

Math Program Review 2005-06 — Irene Malmgren, Vice President of Instruction

INDEPENDENT CONTRACTORS

- Item 2:** Moved by Mr. Bevilacqua 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 Mr. Bevilacqua and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 4:** Moved by Mr. Bevilacqua 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 Mr. Bevilacqua 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 Mr. Bevilacqua and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Dr. Woods and seconded by Ms. Keith to approve the 2007-08 Budget Calendar and Budget Development Assumptions that were approved by the Financial Resources Committee on April 2, 2007. 5 Yes.

CLAIMS

- Item 8:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to reject the claim, submitted on February 20, 2007, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BIDS

- Item 9:** Moved by Dr. Woods and seconded by Ms. Keith to approve the award of bid #09-0607, IDRC Grant Performing Arts Audio Systems Upgrades to RSPE Audio Solutions in the amount of \$84,830.63 and authorize staff to execute the contract on behalf of the District. The purchase will be funded from the IDRC Grant. 5 Yes.

- Item 10:** Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve the award of bid #07-0607, IDRC Grant Performing Arts Audio System Upgrades Speakers, to Acromedia Construction, Inc. of Los Angeles, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid amount of \$168,344.43 is within budget and will be funded by the IDRC Grant. 5 Yes.

BOARD POLICIES

Item 11: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the first reading of P-5114 Drug Free Environment. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 12: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the modified summer 4-day work week schedule consisting of nine hour days, for a total of 36 hours per week during a ten week time period beginning May 21, 2007, and ending the week of July 23, 2007 for classified employees, managers, and supervisor/confidentials. 5 Yes.

LIQUOR LICENSE

Item 13: Moved by Ms. Keith and seconded by Dr. Woods to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine on campus on April 19, 2007, at the Glendora Citizen of the Year Banquet and Celebration. 5 Yes.

CLOSED SESSION: At 5:50 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

RECONVENE OPEN SESSION: At 7:00 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

Item 14: Moved by Mr. Bevilacqua and seconded by Ms. Keith to suspend, without pay, a permanent classified employee, SSN xxx-xx-2304, effective March 13, 2007, until further notice. 5 Yes.

ADJOURNMENT: At 7:01 p.m., it was moved by Ms. Keith and seconded by Mr. Bevilacqua to adjourn the meeting.

May 1, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees