

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

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 16, 2006, in the Administration Building.

Board President Montgomery called the meeting to order at 4:19 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 Bermudez (Student Trustee).
Absent: None.

RESOURCE PERSONNEL PRESENT: Michael J. Viera, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Instruction; Sandra Lindoerfer, Director of Human Resources; Roberta Eisel, Academic Senate Vice President; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Mike Fehrs, Paula Green, and Linda Welz

Faculty: Roberta Eisel and Jim Lancaster

Supervisors/Confidential: Marilyn Grinsdale, Lari Kirby, Eric Magallon, and Adrienne Thompson

Classified Employees: Roy LaBomme

Adjunct Faculty: None

Students: None

VISITORS: Stephanie Phelan and Marc Higa

PRESENTATION OF PROCLAMATIONS TO RETIREES

Proclamations were prepared for all staff retiring during the 2006-07 academic year. Prior to the Board meeting being called to order, Board President Montgomery presented retirement proclamations for retirees in attendance (identified by italics):

Nancy Albert — Classified
Nancy Dean — Classified

Robert DeVries — Classified
Glenn Gorelick — Faculty

Karl Hunsicker — Faculty
Ronald Leos — Faculty
Steve Morris — Classified

Arnold Rollin — Management
Judy Smith — Classified
Vickie Taylor — Classified

RECOGNITION OF TENURED FACULTY

After the proclamations were presented and before the Board meeting was called to order, Dr. Viera congratulated Ms. Grace Lucido, Cosmetology instructor, for earning tenure. Ms. Lucido came to the teaching profession inspired to change the lives of other and to improve the quality of life of her students, members of our community, and the world around us. Ms. Lucido was an adjunct instructor at Citrus College, Fullerton College, Cerritos College, and Golden West College. She became a full-time Cosmetology instructor at Citrus College in 2003.

Comments: Members of the Audience — Ms. Pat Lawrence, Language Arts Instructor and Curriculum Chair, commented that her three-year term as Curriculum Chair had ended. Mr. Jim Williams, retired, was serving as Interim Vice President of Instruction when Ms. Lawrence began her assignment as Chair of the Curriculum Committee. Ms. Lawrence complimented Ms. Malmgren for making a smooth transition into that role and working with her.

Mr. James Lancaster, Automotive Technology Instructor and CCFA Vice President, announced the names of the incoming CCFA Executive Board including Ms. Barbara Rugeley, Secretary; Ms. Kathy Bakhit, Treasurer; Mr. Terry Miles, Vice President/President Elect; and Mr. John Fincher, Past President. Mrs. Montgomery complimented Mr. Fincher on his hard work and leadership as CCFA President.

The faculty voted to accept the catastrophic illness memorandum of understanding and the compressed calendar. Mr. Lancaster thanked Mrs. Horton for facilitating discussions. Members of the CCFA Executive Board look forward to working with Dr. Lindoerfer, Ms. Malmgren, and Dr. Hamilton over the summer. CCFA goals for next year are to return to the purposes enumerated in the CCFA constitution.

Michael J. Viera, Ph.D., Superintendent/President, introduced Ms. Linda Bermudez, incoming Student Trustee. Ms. Bermudez is in the Honors Program, serves on the Honors Advisory Committee, and is a Student Ambassador. She is a Psychology major with a 3.7 grade point average and hopes to graduate in the spring of 2008 and transfer to UCLA.

Dr. Viera announced that Ms. Grace Lucido, Cosmetology instructor, has been awarded tenure. Ms. Lucido holds a bachelor's degree in Vocational Education and a master's degree in professional studies/curriculum and instruction from Cal State Long Beach. She began her career at Citrus College in 1994 and has taught at Fullerton, Cerritos, and Golden West colleges.

The organizational meeting for the San Gabriel/Foothill Association of Community Colleges took place on May 9, 2007, and was very successful. Representatives from

Chaffey, Glendale, Mt. San Antonio, Pasadena, and Rio Hondo Colleges were in attendance. Dr. Viera said the group set the first meeting in the fall to take place at the ACCT conference in San Diego in September.

On Friday, May 11, 2007, Board President, Mrs. Joanne Montgomery; Board Vice President, Dr. Edward C. Ortell; Board Clerk/Secretary, Ms. Susan M. Keith; Board Member, Dr. Gary L. Woods; and Dr. Viera provided a campus tour and reception for Assembly Member Anthony Portantino who is the chair of the Assembly Committee on Higher Education and Duarte Mayor, Ms. Lois Gaston. The trustees and Dr. Viera met later that day with Senator Bob Margett to discuss funding for enhanced noncredit instruction.

Irene Malmgren, Vice President of Instruction, reported that the Automotive Technology drive-through tire clinic was very successful. Automotive Technology staff members spoke with approximately 30 drivers and received many positive comments and calls following the event. She added that 40 prospective students attended the first Automotive Technology new student orientation.

The *Clarion* and *Logos* were both awarded "General Excellence," the highest possible award, at the JACC state convention. Mrs. Montgomery congratulated Ms. Meg O'Neil, Language Arts instructor, on these honors.

Ms. Malmgren welcomed Dr. June Han who was approved at the May 1, 2007, Board meeting, as the full-time tenure track position in the discipline of Biology. Dr. Han has been an adjunct Biology instructor at Citrus College and has taught at UCLA, Santa Monica Community College District, and UC San Diego. Dr. Han earned her master's in Art and Ph.D. from UCLA and her master's in Science from UC San Diego.

Ms. Malmgren also welcomed Mr. Gino Munoz who was also approved at the May 1, 2007, Board meeting, as the full-time tenure track position in the discipline of Music (Instrumental). Mr. Munoz earned his AA at Citrus College and his bachelor's and master's in Art from Azusa Pacific University. Mr. Munoz has toured the world playing his trumpet in the Glen Miller Orchestra.

Mr. Gino Munoz, Instrumental Music instructor,

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the student health fee had been raised to \$16 per regular semester and \$15 for summer semesters. The increase is consistent with the rise in the consumer price index as specified by the Education Code.

Mr. Rafael Herrera was being recommended to the Board to be hired as a Career Counselor in the Career/Transfer Center. Mr. Herrera stated his career at Citrus College in 2001 as an on-call education advisor and went on to serve as a full-time education advisor and adjunct counselor. He has also served as the Interim Coordinator in the Career/Transfer Center at San Bernardino Valley College.

Dr. Hamilton said the entire Student Services staff is engaged in Banner implementation and she reported that registration was working. Ms. Lois Papner, Dean of Admissions and Records, added that her staff is working extremely hard, including many late nights and weekends.

Ms. Adrienne Thompson, Student Activities Supervisor, reported on SpringFest, which is the largest student event of the year. She explained the many learning and leadership opportunities for students and the campuswide support for the event. Mrs. Montgomery thanked her for the great work she does with students.

Sandra Lindoerfer, J.D., Director of Human Resources, said the initial proposal for ADFAC was on the agenda. The proposal will be available for public review at five libraries in the Citrus College service area, the Library, and the Superintendent/President's Office. A public hearing will be scheduled for the June 19, 2007, Board meeting.

Carol Horton, Vice President of Finance and Administrative Services, presented a finance report that focused on expenditures. Dr. Viera complimented her on the report, adding that Citrus' stabilization funding will end this year and we have not been growing. He said we will continue to work on growth. Mrs. Horton said the budget report will be presented at the Board meeting in June.

Roberta Eisel, Academic Senate President, presented a resolution on student learning outcomes and assessment coordination. She stated that the Academic Senate looks forward to providing continued leadership in this area.

The following are members of the 2007-08 Academic Senate Board: Ms. Dana Hester, President; Mr. John Vaughan, Vice President/President-Elect; Ms. Gailynn White, Secretary; and Ms. Denise Kaisler, Treasurer. Ms. Meg O'Neil, Mr. Scott Mondrala, and Ms. Dora Arredondo will serve as representatives-at-large.

Ms. Eisel announced that Ms. O'Neil was selected as the faculty member of the year.

Ms. Eisel said she enjoyed serving as President and looks forward to continuing some of the important work done this year. Mrs. Montgomery said Ms. Eisel should be very proud of her many accomplishments. Dr. Ortell said there are many dimensions to the role of the Academic Senate President, and Ms. Eisel has done a remarkable job.

Cathy Napoli, CSEA President, distributed buttons to Board members in honor of Classified School Employees Week (May 21-25, 2007). This year's theme is *Professions on the Job/Leaders in the Community*. Ms. Napoli and classified staff members look forward to the Annual Classified Staff Appreciation Breakfast, scheduled to be held the morning of May 23, 2007. On behalf of all classified staff members, Ms. Napoli thanked the Board for the upcoming four-day workweek.

Linda Bermudez, Student Trustee, said she was honored to represent the students on the Board of Trustees and looks forward to the year ahead.

Susan M. Keith, Clerk/Secretary, Board of Trustees, said the Student Achievement Awards Ceremony was wonderful, and she is inspired by these outstanding students who are working, getting good grades, and doing community services. She also reported on the CCLC conference, which was the best she has attended. Nancy Schlock, Ph.D., author of the CSU report, *Rules of the Game*, made a presentation, and Ms. Keith pointed out that her report omitted the fact that community colleges are funded significantly lower than other segments of higher education. By 2013, 80% of higher education students will attend community colleges, and Ms. Keith said we need to educate the public and the legislature about our needs.

Joanne Montgomery, President, Board of Trustees, thanked Mr. Mike Fehrs, Executive Director of the Foundation/External Relations, for organizing the Student Achievement Awards. She also thanked the staff who worked on the Assembly Member Anthony Portantino campus tour and visit. Mrs. Montgomery also recognized Ms. Jackie Boxley, Athletics instructor, for being named Western States Conference Coach of the Year.

MINUTES

Item 1: Moved by Ms. Keith and seconded by Dr. Woods to approve May 1, 2007, regular meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Drafting Technology Program Review 2006-07 — Irene Malmgren, Vice President of Instruction.

DSP&S Program Review 2006-07 — Irene Malmgren, Vice President of Instruction.

Physics Program Review 2006-07 — Irene Malmgren, Vice President of Instruction.

Citrus College Promotional DVD Presentation — Paula Green, Director of Communications

Ms. Paula Green, Director of Communications, introduced Ms. Stephanie Phelan and Mr. Marc Higa, representatives of Modern Art Pictures who directed the Citrus College promotional DVD. Technical difficulties prohibited the showing of the 10-minute DVD. The DVD will be shown at the June 19, 2007, Board meeting.

INDEPENDENT CONTRACTORS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 4:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve A & B Warrants for April 2007. 5 Yes.
- Item 5:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve purchase orders for April 2007. 5 Yes.

BIDS

- Item 6:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to allow staff to prepare specifications and formally bid three projects. They are:
- Concrete Walkway Replacement at Various District Locations
 - Turf Renovation in the Campus Mall
 - Elevator Controls at the Technology Building B and the Owl Bookstore Elevators
- Award of contract will be by Board action. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 8:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 9:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD POLICIES

- Item 10:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve a first reading of new Board Policy #3602 - Code of Conduct. 5 Yes.

BIDS

- Item 11:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to accept Project #04-0506, Replace Four In-Ground Hydraulic Elevator Jacks at Various District Locations as complete and authorize staff to file the required

Notice of Completion with the County of Los Angeles. The final contract amount is \$145,114.00. 5 Yes.

SURPLUS PROPERTY

Item 12: Moved by Ms. Keith and seconded by Mr. Bevilacqua to dispose of the enclosed list of surplus items by public auction by the Liquidation Company or donation to another public entity. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 13: Moved by Dr. Woods and seconded by Ms. Keith to approve Change Order One in the amount of \$14,722.00 and add five days to the time for completion for project number 04-0607, Technology Building B Nursing Program Alterations. 5 Yes.

FIELD TRIPS

Item 14: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve a deposit in the amount of \$14,000.00 to ACFEA Tour Consultants to secure our agreement for a lower cost per person rate for a spring 2008 tour to Scandinavia on April 10, 2008, through April 21, 2008. 5 Yes.

CURRICULUM

Item 15: Moved by Ms. Keith and seconded by Mr. Bevilacqua is requested to approve the addition and/or deletion of courses recommended by the curriculum committee. 5 Yes.

EMPLOYMENT – MANAGEMENT

Item 16: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the employment of Mr. Rafael Herrera, for a full-time, tenure track faculty position in the discipline of Counseling (Career) to begin on July 1, 2007, for a first year contract of 176 contract days over the twelve month period, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,434.00 annually plus \$20,208.40 in health and statutory benefits. 5 Yes.

COLLECTIVE BARGAINING

Item 17: Moved by Dr. Woods and seconded by Mr. Bevilacqua to accept ADFAC's initial bargaining proposal to Citrus College (the District), and to present that proposal to the public at its June 19, 2007, Board meeting. 5 Yes.

SALARIES

Item 18: Moved by Dr. Woods and seconded by Ms. Keith to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2007/2008 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

RESOLUTIONS

Item 19: Moved by Mr. Bevilacqua and seconded by Ms. Keith to adopt Resolution #2006-07-18 recognizing Senator Alan Lowenthal for his actions resulting in enactment of SB 490 (Chapter 366, Statutes of 2006). 5 Yes.

ELECTION – BOARD OF TRUSTEES

Item 20: Moved by Dr. Woods and seconded by Ms. Keith to retain the 200-word limitation on the Board of Trustees candidates' statements and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. 5 Yes.

LIQUOR LICENSE

Item 21: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the Citrus College Foundation applying for a one-day liquor license from the Alcoholic Beverage Control Agency to serve beer and wine at the Foundation's reception to be held June 15, 2007 from 5:00 p.m. until 9:00 p.m. on the Citrus College campus. 5 Yes.

CLOSED SESSION: At 5:55 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 6:55 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

Item 22: Moved by Mr. Bevilacqua and seconded by Dr. Woods to terminate a permanent classified employee, SSN xxx-xx-5417, effective May 16, 2007.

ADJOURNMENT: At 6:56 p.m., it was moved by Ms. Keith and seconded by Mr. Bevilacqua to adjourn the meeting.

Susan M. Keith

June 19, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees