

**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, June 19, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:18 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 Bermudez (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; Dana Hester, Academic Senate Vice President; and Christine Link, Recording Secretary.

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

**Management Team:** Rosalinda Buchwald, Mike Fehrs, Paula Green, Kim Holland, and Linda Welz

**Faculty:** Jim McClain, Ralph Meza, and Justina Rivadeneyra

**Supervisors/Confidential:** Marti DeYoung, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

**Classified Employees:** Wendy Coulter, Charity Fonoimoana, Roy LaBomme, Linda Merlo, and Stacy Quillen

**Adjunct Faculty:** None

**Students:** Andrew Vasquez and Brianna Wilson

**VISITORS:** Pat Rasmussen

**Michael J. Viera, Ph.D., Superintendent/President,** reported that the legislature failed to meet the constitutional mandate for passage of the state budget by June 15<sup>th</sup>. The fact that revenues are about half a billion below what was projected is proving to be a major problem.

Dr. Viera introduced Mr. John Fincher, CCFA past president. Mr. Fincher has just been elected to serve as regional director of the Community College Association (CCA), a CTA affiliate. Mrs. Joanne Montgomery congratulated Mr. Fincher on his new leadership role.

Mr. Fincher commented on the recent vote by CTA to oppose the Community College Ballot Initiative. He said CTA plans to spend money to defeat the measure. CCA had voted earlier to support the initiative. Mr. Fincher said this is a major setback and makes passage a difficult hill to climb. Apparently CTA is concerned that the initiative will have a negative impact on K-12 Prop 98 funding.

Dr. Viera introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who, along with Ms. Lari Kirby, Distance Education Supervisor, presented the Student Worker of the Semester Award. Mr. Goldstein said this year the selection committee had a tie for first place and therefore they were pleased to make two \$150 awards. The awards were presented to Ms. Catherine Gomez, who works in the Library and Ms. Brianna Wilson, a Student Ambassador. Mr. Goldstein congratulated these "two shining stars," and on behalf of the Supervisor/Confidential Group, thanked all student workers for their dedication and hard work.

**Irene Malmgren, Vice President of Instruction**, said she was pleased to welcome Mr. Gerhard Peters as a new instructor of political science. Mr. Peters holds masters degrees in international relations and political science and is currently working on his Ph.D. in political science.

Ms. Malmgren was also happy to announce that Mr. Jim McClain has been selected as the new Dean of Mathematics. Mr. McClain began his career at Citrus College over 20 years ago. Mr. McClain has a masters of science degree in computer science and technology. Mrs. Montgomery commented that the Board was pleased with these excellent choices.

Ms. Malmgren reported that former student, Mr. Justin Kemerer, has been doing an internship at JPL along with about 20 other students, many from four-year universities. Another former student, Ms. Kancy Lee, has been awarded the *2007 Harry Showman Prize* from UCLA. The prize is awarded to "those who most effectively communicate the achievements, research results, or social significance of any aspect of engineering to a student audience, the engineering professions or the general public."

Ms. Malmgren reported fall schedules had been distributed, which is a testament to the persistence of everyone on campus. This was the first class schedule created using the new Banner computer system.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, requested the Board's approval in hiring Ms. Martha McDonald as the Dean of Students. Ms. McDonald began her career at Citrus College in 2004 as Director of EOP&S/CARE and CalWORKs. She holds a masters degree in counseling and has worked at Fullerton College and

Chapman College. Mrs. Montgomery said she is pleased when those within the college can rise to even greater service.

Dr. Hamilton introduced Ms. Justina Rivadeneyra, Center for Teacher Education Coordinator, who provided an overview and a PowerPoint presentation of the Center for Teacher Excellence Program. The program has far exceeded its goal of 30 students per semester, with 253 students enrolled. With many teachers expected to retire in the next few years, there is expected to be a critical teacher shortage. The center is funded by a Title V grant in partnership with University of La Verne and has cross-enrollment opportunities with UC and CSU.

**Sandra Lindoerfer, J.D., Director of Human Resources**, announced that Human Resources was pleased to support the aforementioned excellent candidates for positions at Citrus College.

**Carol Horton, Vice President of Finance and Administrative Services**, commented that revisions to the budget include equalization funding from the fall and revisions to the general fund that are revenue only. She said Dr. David Ryba, Dean of Mathematics, calculated WSCH in the compressed calendar. It appears fall enrollment will be up about 3%, which includes 1 percent growth and 2 percent WSCH.

Mrs. Horton added that the agreement for *Grammy Camp 2007* had been negotiated and finalized.

**Dana Hester, Academic Senate Vice President**, reported that the Academic Senate looks forward to a productive year that includes academic renewal, unaddressed recommendations of their 2005 resolution on crisis intervention, participation in enrollment management, impacts of the new academic calendar, and their constitution and by-laws. USA Funds, an organization that provided support for the Basic Skills Initiative, has granted the System Office \$3,000 to award to a faculty member in recognition of exemplary efforts in increasing student retention. The Academic Senate has forwarded the name of Mr. Alan Tussy, Mathematics instructor, for consideration.

**Cathy Napoli, CSEA President**, was unable to attend the meeting. However, the following statement was read on her behalf: *I would like to take this opportunity to thank the Board of Trustees, faculty, managers, supervisors/confidential, and the Citrus College Foundation for the wonderful breakfast we all enjoyed May 23<sup>rd</sup>. The food was great and the prizes were fantastic. Again, thank you for our recognition of Classified School Employees Week.*

**Linda Bermudez, Student Trustee**, said ASCC held its first unofficial meeting on June 15, 2007. The entire board looks forward to a productive year and to welcoming the new Dean of Students, Ms. McDonald.

**Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees**, thanked those involved in assisting a young man she knows, who was contemplating not attending college. She

praised the many options available for students and commented that it was good to experience, first-hand, what a wonderful institution Citrus College is.

**Dr. Edward C. Ortell, Vice President, Board of Trustees**, thanked Ms. Malmgren, Ms. Linda Merlo, College Promotions Specialist, and Ms. Ivon McCraven, Coordinator of School Relations, for participating in the Distinguished School Award process. He was pleased that Duarte High School was named a Distinguished School, and he said it was exciting to see Citrus College employees serving the community, in addition to their regular duties.

**Board President Montgomery** thanked the Foundation for their work on the Bright Futures scholarships. Bright Futures scholarships were presented to a student in each of the main communities Citrus serves. She also thanked Ms. Sharon Lewis, Chair of the Scholarship Committee, for providing plaques to hang in each high school. Mrs. Montgomery also thanked Mrs. Horton for giving her with a tour of the Central Plant, which she described as cost-efficient and working well.

## **MINUTES**

**Item 1:** Moved by Dr. Woods and seconded by Dr. Ortell to approve the May 15, 2007, meeting minutes as submitted. 4 Yes. 1 Absent (Mr. Bevilacqua)

## **HEARINGS**

Board President Montgomery opened a public hearing at 4:55 p.m., for the purpose of receiving public comment in regard to Adjunct Faculty United Local 6106 (ADFAC's) initial proposal. Hearing no comments, she declared the public hearing closed at 4:56 p.m.

## **INFORMATION AND DISCUSSION**

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

Ms. Paula Green, Director of Communications, presented a DVD designed to provide critical enrollment information to prospective students. The DVD was created at the request of Ms. Lucinda Over, Dean of Counseling, and was filmed by a team from Modern Art Productions. It features Citrus College students. Ms. Green said she is confident we are reaching additional students through this production.

## **INDEPENDENT CONTRACTOR**

**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).

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

**INSTITUTIONAL MEMBERSHIPS**

- Item 6:** Moved by Dr. Woods and seconded by Ms. Keith to approve the 2007-2008 institutional membership list. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 7:** Moved by Dr. Woods and seconded by Ms. Keith to approve a \$115.00 annual membership to the Association for Student Advancement Programs. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 8:** Moved by Dr. Woods and seconded by Ms. Keith to approve a \$2,500.00 annual membership to the Los Angeles County Economic Development Corporation. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 9:** Moved by Dr. Woods and seconded by Ms. Keith to approve a \$3,700.00 annual membership to the California Chamber of Commerce. 4 Yes. 1 Absent (Mr. Bevilacqua).

**BIDS**

- Item 10:** Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid two projects. The projects will be funded from District Bond Funds accounts. The projects are the Vocational Technology Building, and the new East Parking Lot. The projects will be funded from various District accounts. Award of contract will be by Board action. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 11:** Moved by Dr. Woods and seconded by Ms. Keith to accept Project #04-0607, Technical Building B Nursing Program Alterations as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$393,722.00. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 12:** Moved by Dr. Woods and seconded by Ms. Keith to accept Project #15-0607, Portable Number Two Utilities as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$23,500.00. 4 Yes. 1 Absent (Mr. Bevilacqua).

**PERSONNEL RECOMMENDATIONS**

- Item 13:** 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).

**Item 14:** 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).

**Item 15:** 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).

### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 16:** Moved by Ms. Keith and seconded by Dr. Woods to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2006-07 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 85201. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 17:** Moved by Dr. Woods and seconded by Ms. Keith to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 39.0, 41.0, 42.0, 51.0, 52.0, 59.0, 71.0 and 74.0 for the fiscal year 2006-2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 18:** Moved by Dr. Woods and seconded by Ms. Keith to approve the 2007-08 tentative budget. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 19:** Moved by Ms. Keith and seconded by Dr. Woods for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2007-2008 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$500,000. 4 Yes. 1 Absent (Mr. Bevilacqua).

### **BOARD POLICIES**

**Item 20:** Moved by Ms. Keith and seconded by Dr. Woods to approve a final reading of new Board Policy #3602 – Code of Conduct. 4 Yes. 1 Absent (Mr. Bevilacqua).

### **BIDS**

**Item 21:** Moved by Dr. Woods and seconded by Ms. Keith to approve the award of bid #18-0607, Walkway Replacement at Various District Locations, to Cornerstone Concrete and Construction, Inc. of Upland, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. Funding will be from Bond funds. 4 Yes. 1 Absent (Mr. Bevilacqua).

**AGREEMENTS**

- Item 22:** Moved by Ms. Keith and seconded by Dr. Woods to approve the agreement with the Grammy Foundation to present a Grammy Camp at Citrus College for the period of July 14, 2007 through July 31, 2007.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**GRANTS**

- Item 23:** Moved by Dr. Woods and seconded by Ms. Keith to approve and accept the Strengthening Career Technical Education Programs Grant.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 24:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement of the Tech Prep Regional Coordination Project – Region 7/LA County grant by and between Citrus Community College District and El Camino College. District will reimburse El Camino College actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 over ten months, which is based on the workplan and budget incorporated into this agreement in Exhibit A.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 25:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement of the Tech Prep Regional Coordination Project – Region 7/LA County grant by and between Citrus Community College District and East Los Angeles College. District will reimburse East Los Angeles College actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 over ten months, which is based on the workplan and budget incorporated into this agreement in Exhibit A.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 26:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement of the Tech Prep Regional Coordination Project – Region 7/LA County grant by and between Citrus Community College District and Los Angeles City College. District will reimburse Los Angeles City College actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 over ten months, which is based on the workplan and budget incorporated into this agreement in Exhibit A.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 27:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement of the Tech Prep Regional Coordination Project – Region 7/LA County grant by and between Citrus Community College District and Los Angeles Trade – Technical College. District will reimburse Los Angeles Trade - Technical College actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 over ten months, which is based on the workplan and budget incorporated into this agreement in Exhibit A.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 28:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement of the Tech Prep Regional Coordination Project – Region 7/LA County grant by and between Citrus Community College District and Los Angeles Valley College. District will reimburse Los Angeles Valley College actual costs for the performance of work under this agreement in the amount not to exceed \$25,000 over ten months, which is based on the workplan and budget incorporated into this agreement in Exhibit A.  
4 Yes. 1 Absent (Mr. Bevilacqua).

#### **EMPLOYMENT – FACULTY**

- Item 29:** Moved by Dr. Woods and seconded by Ms. Keith to approve the Reduced Work Load Agreement between the Citrus Community College District and Mr. Richard Betancourt commencing July 1, 2007, ending June 30, 2012.  
4 Yes. 1 Absent (Mr. Bevilacqua).

#### **MANAGEMENT PERSONNEL RECOMMENDATIONS**

- Item 30:** Moved by Ms. Keith and seconded by Dr. Woods to approve the hiring of Mr. James McClain effective July 1, 2007, as the Dean of Mathematics at a salary placement of \$128,203.00 annually, plus \$28,084.36 in health and statutory benefits.  
4 Yes. 1 Absent (Mr. Bevilacqua).

#### **FACULTY PERSONNEL RECOMMENDATIONS**

- Item 31:** Moved by Ms. Keith and seconded by Dr. Woods to approve the hiring of Ms. Martha McDonald effective July 1, 2007, as the Dean of Students at a salary placement of \$118,530.00 annually, plus \$27,684.05 in health and statutory benefits.  
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 32:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of Mr. Gerhard Peters, effective August 31, 2007, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Political Science, at a salary placement of Class 4, Step 5, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$62,508.00 annually plus \$20,200.96 in health and statutory benefits. 4 Yes. 1 Absent (Mr. Bevilacqua).

#### **MEMORANDUM OF UNDERSTANDING**

- Item 33:** Moved by Ms. Keith and seconded by Dr. Woods to approve the Memorandum of Understanding regarding Catastrophic Illness Leave between the Citrus Community College District and the Citrus College Faculty Association.  
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 34:** Moved by Ms. Keith and seconded by Dr. Woods to approve the Memorandum of Understanding regarding the Compressed Calendar between the Citrus Community College District and the Citrus College Faculty Association.  
4 Yes. 1 Absent (Mr. Bevilacqua).



**CLOSED SESSION:** At 5:33 p.m., Board President Montgomery adjourned the meeting to closed session per the following sections of the Government Code:

**RECONVENE OPEN SESSION:** At 6:12 p.m. Board President Montgomery reconvened the meeting the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:30 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

July 17, 2007  
Date

\_\_\_\_\_  
Susan M. Keith  
Clerk/Secretary  
Board of Trustees