

**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, July 17, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:21 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; Sandra Lindoerfer, Director of Human Resources; Stephen Lindsey, Dean of Business, CSIS, and Distance Education (representing Irene Malmgren, Vice President of Instruction); Dana Hester, Academic Senate President; Cathy Napoli, Classified Employees; and Christine Link, Recording Secretary.

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

**Management Team:** Maureen Estrada, Paula Green, Kim Holland, and Jim McClain

**Faculty:** None

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

**Classified Employees:** None

**Adjunct Faculty:** None

**Students:** None

**VISITORS:** Nicki Harlow

**Michael J. Viera, Ph.D., Superintendent/President,** announced that the 2007-08 California state budget had not been approved. If a budget is not agreed upon by July 20, 2007, legislators and their staff members will not receive their salaries.

A measure (Community College Initiative) has qualified for the February 5, 2008, presidential primary ballot that would increase funding by hundreds of millions of dollars and reduce community college student fees from \$20 per unit to \$15. The California Teachers Association (CTA) opposes the initiative but does not plan to provide any funding to oppose it. It was noted that the California College Administrators (CCA) supports the initiative and the California School Board Association (CSBA) took a "neutral" position. Fundraising for the initiative will be held August through October of 2007. Managers and Trustees will be asked for their support.

Dr. Viera explained that two positions on the Measure G Citizens' Oversight Committee had termed out (one member active in a support organization for the college, such as a foundation; and one member of the community at-large, appointed by the Board). There was discussion regarding formation of a Board sub-committee to make nominations for the at-large position. Board President Montgomery volunteered to locate a nominee for the at-large position. A request for the second position has been made to the President of the Citrus College Foundation, Ms. Jenetta Harris. The Board will need to take action to appoint both members at their September 11, 2007, Board meeting. It was noted that Mr. Jesus Sanchez, the current student committee member, will serve another term.

Typically, the Board hosts a planning retreat at the regular Board meeting in August. As the compressed calendar moved the first day of instruction to September, Dr. Viera asked the Board if they wanted to host the retreat in August or wait until September. The Board decided to host a retreat during the regularly scheduled Board of Trustees meeting on August 21, 2007. Topics to be discussed at the retreat include strategic planning, student and employee surveys, and goal setting for 2007-08.

**Stephen Lindsey, J.D., Dean of Business, CSIS, and Distance Education (representing Irene Malmgren, Vice President of Instruction)**, was pleased to recommend Ms. Susan Lominska for a full-time tenure track position in the discipline of Nursing. Ms. Lominska has 30 years of experience working as a clinician in diverse areas of nursing. She was the Lead Family Nurse Practitioner at Mountain View Emergency Physicians and was previously the Director of Nurse Practitioner Services in the Family Medicine Department. Ms. Lominska received her ADN from Chaffey College, her BSN and MN, Family Nurse Practitioner, from California State University - Los Angeles. Ms. Lominska has received many awards and honors.

Dr. Lindsey also recommended Ms. Erin Sackett for a full-time tenure track position in the discipline of Nursing. Ms. Sackett has been an adjunct faculty member at Citrus in the Health Occupations Department, teaching vocational nursing courses, since 2005. Her experiences from both the acute and outpatient setting will be of great benefit to our students. Ms. Sackett is currently pursuing her Master's degree in Acute Care Nurse Practitioner and Clinical Nurse Specialist from the University of California - Los Angeles. She received her BSN from the University of Phoenix and her ASN from Glendale College where she was on the Dean's List for all semesters.

Dr. Lindsey introduced Mr. Jim McClain, Dean of Mathematics, who made a presentation regarding the Citrus College Summer Math Program. Mr. McClain explained that when Ms. Esmeralda Medrano, Mathematics faculty member, joined the department last year she brought her experience with the Jamie Escalante Math Program and a desire to help students improve their performance in mathematics. Therefore, she created the first ever *Citrus College Summer Math Program*. The mission of the program is to prepare local students, in grades 6 through 12, for success in math and math related fields of study. The summer courses were designed to enrich the students' present knowledge and further develop a positive attitude toward learning mathematics. Classes offered students a *review* of their previous math class and a *preview* of the upcoming class.

The program is assisting 285 students from 19 different schools and consists of nine classes in Pre-Algebra, Algebra, and Geometry. Classes in Monrovia are being conducted at Clifton Middle School; in Duarte, classes are offered at Northview Middle School and Duarte High School. Students from other school districts are attending classes at Citrus. Rigorous coursework, with daily homework assignments and assessments, reinforce the study skills necessary for success in subsequent math classes. The improved study habits will also benefit students' performance in other disciplines, thus having an overall positive impact on their academic careers. These summer math students will be more competitive and successful when they return to their classes this fall.

Mr. McClain expressed his pride in Ms. Medrano and thanked her for the wonderful work she has done at Citrus in her first year.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, thanked Ms. Lois Papner, Dean of Admissions and Records, and Ms. Cathy Napoli, Admissions and Records Team Leader, for their efforts ensuring the success of the Banner computer system and upcoming registration. Ms. Papner and Ms. Napoli have been working closely with Ms. Linda Welz, Chief Information Services Officer, and staff from Technology and Computer Services (TeCS) solving problems that emerge.

Counseling staff will participate in a DegreeWorks workshop on July 31, 2007. DegreeWorks provides a comprehensive set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors negotiate curriculum requirements.

The Teacher Prep Program is offering a dual enrollment program option pilot program with the University of La Verne for "Center for Teacher Excellence" participants. Students must be enrolled in six or more classes at Citrus in order to participate. Classes will be held at the University of La Verne. Students will pay \$60 to enroll, \$12 for parking, and the cost of their textbooks.

Dr. Hamilton was pleased to accompany Dr. Viera on a tour and lunch for new Charter Oak Unified School District Superintendent, Mr. Clint Harwick. Mr. Harwick grew up in

Glendora, worked at the Claremont Unified School District and at Rim of the World Unified School District. Dr. Hamilton looks forward to working with Mr. Harwick.

Dr. Hamilton was pleased to recommend Mr. Jimmy Nguyen for a temporary, year-to-year categorically funded, full-time, non-tenure track faculty position in the discipline of Counseling. Mr. Nguyen has been an adjunct Counselor at Citrus in the Career/Transfer Center since 2005. His counseling work experience includes El Camino College, Golden West College, California State University - Dominguez Hills, California State University - Fullerton, and Golden West College. His skills and experience will be an asset in promoting the College's mission and in meeting the many educational needs of our students. Mr. Nguyen received his MA in Education from California State University - Dominguez Hills, and his BS in Human Services from California State University - Fullerton.

**Susan M. Keith, Clerk/Secretary, Board of Trustees**, related a recent experience where Mr. Nguyen had a very positive influence on her friend who was contemplating enrolling in a community college. Mr. Nguyen was able to provide the guidance the student needed.

**Joanne Montgomery, President, Board of Trustees**, thanked Ms. Papner and Ms. Napoli for their efforts implementing the new Banner registration system.

**Sandra Lindoerfer, J.D., Director of Human Resources**, announced the implementation of People Administration, the online applicant tracking system. Faculty and staff on hiring committees will now be able to screen applications 24-hours per day. Applicants have been very positive about the ability to apply online for various positions.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported the business office was busy closing the books for the 2006-07 fiscal year. She is anxiously awaiting the release of the state budget for 2007-08, noting it is difficult to plan without approval of the state budget.

The bidding process for the Field House is underway. A non-mandatory job walk is scheduled. Mrs. Horton hopes to bring bid proposals for the Field House for the Board's approval at their August 21<sup>st</sup> regular meeting.

Mrs. Horton anticipates beginning the bidding process for the Voc Tech Building in the very near future. She hopes to bring the project to the Board for their approval at their September 11<sup>th</sup> regular meeting.

Mrs. Horton asked the Board to consider hosting a one agenda item Board meeting in early August to award a bid for the central quad lighting project.

It was noted that the grassy area behind the Administration Building was being replaced. Currently, the grass is not being watered and a systemic, broad-spectrum herbicide has been sprayed to kill all the weeds. A new sprinkler system will be

installed and drought resistant grass will be planted. It was noted that Azusa Light and Water will provide a rebate for installation of the drought resistant grass.

It was noted that the cement walkway replacement project, behind the Administration Building, was complete. However, Mrs. Horton was not satisfied with the end result. Therefore, corrections will be made.

Mrs. Horton announced that a new supervisor had been hired by the contractor responsible for the construction of the Center For Innovation.

**Dana Hester, Academic Senate President,** reported new Academic Senate officers had officially assumed their duties. The executive board is working on ideas for senator training for the Fall semester and is interested in a proactive approach to Academic Senate related issues concerning the 16-week compressed calendar.

Mr. Jim Lancaster, Automotive Technology faculty member and CCFA President, is reinstating a newsletter that will be jointly published by the Academic Senate and CCFA. All faculty are welcome to submit articles. Mr. Lancaster and Ms. Hester will publish reports in each newsletter.

The Academic Senate is actively involved in interviews for the Student Learning Outcomes and Assessment Coordinator position. Everyone is hopeful to have the position filled within the next few weeks.

**Cathy Napoli, CSEA President,** thanked Dr. Viera for providing release time for 25 classified staff members to attend the 7<sup>th</sup> *Annual Leadership Symposium* on August 8, 2007, at Kellogg West. The symposium (One Head, Many Hats) will be facilitated by Ms. Joyce Miyabe, ERP Coordinator, and Mr. Steve Handy, Athletic Trainer II.

**Linda Bermudez, Student Trustee,** reported ASCC had not met recently but their President, Ms. Star Dominguez, has scheduled a meeting on August 3, 2007. Ms. Martha McDonald, the new Dean of Students, will be introduced, as well as Mr. Richard Ghidella, Business Faculty member, who will be teaching the Student Government course.

The proposed team building retreat Ms. Bermudez announced at an earlier Board meeting will not be held as the number of applicants exceeds the number of positions available. Therefore, appointing of the positions will occur at the start of the Fall semester.

Mrs. Bermudez concluded her report announcing that ASCC Executive Board members volunteered to assist with the July 19, 2007, All-Staff Barbecue. Members of the ASCC Executive Board look forward to the opportunity to become more familiar with staff and faculty.

**Edward C. Ortell, Vice President, Board of Trustees**, reported on a recent meeting of the California Community College Trustees (CCCT) Board that he attended where there was a lot of conversation regarding the Community College Initiative. Dr. Ortell confirmed that the community college party of CTA has taken a strong position in favor of the initiative. He also noted that over half of the donations for initiative came from CTA.

## **MINUTES**

**Item 1:** Moved by Ms. Keith and seconded by Dr. Woods to approve the June 19, 2007, meeting minutes as submitted. 4 Yes. 1 Absent (Mr. Bevilacqua).

## **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 purchase orders for June 2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 5:** Moved by Dr. Woods and seconded by Ms. Keith to approve A & B Warrants for June 2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

## **INSTITUTIONAL MEMBERSHIP**

**Item 6:** Moved by Dr. Woods and seconded by Ms. Keith to approve the amended 2007-2008 institutional membership list to include the omitted memberships to Association of Performing Arts Presenter, California Presenters, International Ticketing Association, Inc., Travel Adventure Cinema Society (TRACS) and Western Arts Alliance (WAA).  
4 Yes. 1 Absent (Mr. Bevilacqua).

## **FIELD TRIPS**

### **Instruction and Student Services**

**Item 7:** Moved by Dr. Woods and seconded by Ms. Keith to approve the 2007 fall sports transportation schedule. 4 Yes. 1 Absent (Mr. Bevilacqua).

## **PERSONNEL RECOMMENDATIONS**

**Item 8:** 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 9:** 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 10:** 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 11:** Moved by Ms. Keith and seconded by Dr. Woods to approve the specified signatures for Citrus Community College District business functions and bank accounts deleting Dr. Arnold Rollin and adding Martha McDonald, Dean of Students, for the period of July 18, 2007, through November 30, 2007. 4 Yes. 1 Absent (Mr. Bevilacqua).

### **BIDS**

**Item 12:** Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid the Campus Center Quad Lighting project. The projects will be funded from a combination of Alumni Association, Foundation, and District Capital Project Fund accounts. Award of contract will be by Board action. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 13:** Moved by Ms. Keith and seconded by Dr. Woods to approve the award of bid #20-0607, Construction of the East Parking Lot, to E. C. Construction, Inc. of South El Monte, 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).

### **RESOLUTIONS**

**Item 14:** Moved by Dr. Woods and seconded by Ms. Keith to adopt Resolution 2007-08-01 and accept contract CCTR-7125 in the amount of \$1,422,310 for early education and care services for the period of July 1, 2007, to June 30, 2008, for the Child Development Center. 4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 15:** Moved by Ms. Keith and seconded by Dr. Woods to adopt Resolution 2007-08-02 and accept contract CFDP-7023 in the amount of \$386,275 for early education and care services for the period of July 1, 2007, to June 20, 2008, for the Child Development Center. 4 Yes. 1 Absent (Mr. Bevilacqua).

### **CURRICULUM**

**Item 16:** Moved by Dr. Ortell and seconded by Ms. Keith to approve the addition and/or deletion of courses recommended by the curriculum committee. 4 Yes. 1 Absent (Mr. Bevilacqua).

**GRANTS**

- Item 17:** Moved by Dr. Woods and seconded by Ms. Keith to approve and accept a Responsive Training Fund for Incumbent Workers Grant in the amount of \$213,309 from the Chancellor's Office, Economic Development and Workforce Preparation Division. 4 Yes. 1 Absent (Mr. Bevilacqua).

**AGREEMENTS**

- Item 18:** Moved by Ms. Keith and seconded by Dr. Woods to approve the sub-agreement between Citrus Community College and Rio Hondo College to develop Work Experience Guidelines. District will reimburse Rio Hondo College actual costs for the performance of work under this agreement in the amount not to exceed \$15,600, based on the workplan and budget incorporated into this agreement as Exhibit A. 4 Yes. 1 Absent (Mr. Bevilacqua).

**EMPLOYMENT – FACULTY**

- Item 19:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of Mr. Jimmy Nguyen for a temporary, year-to-year categorically funded full-time, non-tenure track faculty position, in the discipline of Counseling to begin on July 18, 2007, for a first year contract of 175 contract days over the twelve month period, at a salary placement of Class 2, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,798.00 annually plus \$18,915.76 in health and statutory benefits. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 20:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of Ms. Susan Lominska, effective August 31, 2007, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, 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 \$19,832.08 in health and statutory benefits. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 21:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of Ms. Erin Sackett, effective August 31, 2007, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$48,989.00 annually plus \$18,578.68 in health and statutory benefits. 4 Yes. 1 Absent (Mr. Bevilacqua).

**CLOSED SESSION:** At 5:02 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 5:41 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

**PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE**

**Item 22:** Moved by Dr. Woods and seconded by Dr. Ortell to rescind the Board of Trustees action of March 6, 2007, to adopt a resolution authorizing the release of a probationary faculty member, Mr. Joshua Junker.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**Item 23:** Moved by Dr. Woods and seconded by Ms. Keith to terminate a permanent classified employee, SSN xxx-xx-2304, effective July 18, 2007, pursuant to Education Code Section 88123.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**ADJOURNMENT:** At 5:43 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

August 21, 2007  
Date

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Susan M. Keith  
Clerk/Secretary  
Board of Trustees