

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, August 21, 2007, 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 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 President; Cathy Napoli, Classified Employees; and Christine Link, Recording Secretary.

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

Management Team: Maureen Estrada, Mike Fehrs, Paula Green, and Sylvia Smythe

Faculty: None

Supervisors/Confidential: Marilyn Grinsdale and Lari Kirby

Classified Employees: None

Adjunct Faculty: None

Students: Savannah Star Dominguez

VISITORS: Marc Kevin Gable, Jennetta Harris, and Pat Rasmussen

Michael J. Viera, Ph.D., Superintendent/President, provided an update on the status of the 2007-08 State Budget, which was approved by the State Senate and is headed to Governor Schwarzenegger for approval. The budget for community colleges is unchanged from the package approved by the conference committee on June 29th. Community colleges will be provided a 4.53% cost of living adjustment and 2% for enrollment growth.

Due to the new compressed calendar and implementation of the Banner computer system, advertising efforts have been increased. In addition to local newspaper print advertisements, Charter cable television will run 928 commercials and Time Warner cable television will run 213 commercials. It was also noted that 400 print advertisements will appear in buses on five Foothill Transit bus lines. Dr. Viera thanked and complimented **Ms. Paula Green, Director of Communications**, for her efforts providing advertisement for Citrus College.

While registration is underway, currently, both head count and weekly student contact hours are positive.

Dr. Viera encouraged everyone to attend *Convocation* activities on August 30, 2007. This year's theme is "Ride the Wave of Progress," which reflects changes to the compressed calendar and implementation of the Banner computer system. Activities include continental breakfast at 7:30 a.m.; the program begins at 8:30 a.m. Division meetings will be held in the afternoon.

Dr. Viera introduced **Ms. Jennetta Harris, President of the Citrus College Foundation**. Ms. Harris has been very active and has participated in the Classified Staff Development workshop, attended a Claremont Chamber event promoting Citrus College, awarded raffle prizes at the annual all-staff summer barbecue, and attended a Deans and Directors meeting.

Ms. Harris provided an update regarding on Foundation activities and their plans for the coming year under her leadership. She applauded the staff in the Foundation office, including **Mr. Mike Fehrs, Executive Director of Development and External Relations and Director of Foundation**.

In August, the Foundation received a gift in the amount of \$100,000 from alumnus, **Mr. Eugene Dudley**. Mr. Dudley attended classes at Citrus College and served as the student body president in 1964. He was very involved with extracurricular activities, clubs, and was on the student newspaper. When asked, why Citrus College, he said "*Citrus College has always held a special place in my heart. I, like many others, did not grow up in affluence and Citrus provided me with an affordable opportunity to begin my college career. I didn't see the necessity, nor did I want to burden myself or my parents with excessive college debt, so Citrus was the perfect choice for me, for my first two years of college. There are, doubtless many Citrus students who confront the high cost of upper division under graduate study as they prepare to transfer to a four-year college or university. I am hopeful that my scholarship will assist at least one person each year to ease a bit of the financial burden that they all are facing.*" Ms. Harris announced that the Foundation was grateful and proud to establish the *Eugene Dudley Leadership Scholarship*.

Also in August, another gift in the amount \$100,000 was received through the bequest of a long-time friend of Citrus College, **Dr. Robert Rector**. This gift creates a lasting legacy through the *Margaret Hayden and Robert Rector Memorial Scholarship*

Endowment. In the last six weeks, the Foundation also received nearly 30 memorial gifts in honor of Margaret and Robert Rector, including a \$10,000 from Mrs. Helen Meier of Wilmette, Illinois. With matching funds, made available through a Title V federal grant, the total of the endowment is close to \$250,000.

Ms. Harris invited everyone to attend the Foundation's 10th Annual "A Taste of Autumn" annual gourmet food and wine extravaganza featuring music and entertainment, which is held on campus. The committee, under the leadership of past president, **Ms. Phyllis Fritz**, is doing outstanding job coordinating the event. The October 7, 2007, event showcases many of the area's most popular restaurants and wineries. Proceeds benefit student scholarships, campus building and expansion projects, and other selected college programs.

Ms. Harris has enjoyed attending various events promoting Citrus College and the Foundation. She looks forward to more collaborations with campus entities. The Foundation looks forward to building internal partnerships and engaging others to invest their time, energy, talent, wisdom, work, and most importantly their wealth.

Ms. Harris, Mr. Fehrs, and **Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees**, have been engaging possible candidates to serve on the Foundation Board. The candidates will be submitted to the nomination committee for approval.

Ms. Harris commented that the Foundation will be reviewing the Bright Futures Scholarships to make sure everything can be done to assist students.

The Foundation also has a Board Retreat scheduled for the spring semester.

Ms. Harris was pleased to announce a new member to the Foundation Board, Mr. Mark Ferrari. Mr. Ferrari graciously agreed to represent the Foundation on the Measure G Oversight Committee.

Ms. Harris expressed her excitement in being involved with Citrus College and looking forward to achieving Foundation goals.

Irene Malmgren, Vice President of Instruction, reported that the fall semester will begin soon. She thanked the Supervisor/Confidential group for once again staffing information booths throughout campus. The Student Ambassadors will assist them with the effort.

Mr. Eric Rabitoy, Dean of Science, Engineering, and Health Sciences, is getting ready for the new faculty mentor program.

Mr. John Thompson, Dean of Library and Information Services, is preparing for the new faculty orientation.

Ms. Malmgren distributed postcards that were sent to all Distance Education students inviting them to two Distance Education orientations, "*How to Become a Successful Online Student*" scheduled for August 28, 2007 and September 4, 2007.

All 24 nurses who started the ADN program this summer successfully passed their first class and are ready to start their next class on September 4, 2007.

The instructional deans and their assistants have finalized the winter and spring class schedules. All data needs to be input by the middle of September.

Jeanne Hamilton, Ph.D., Vice President of Student Services, commented that this is a very busy time of year for Student Services. Problems with Banner have been resolved, but she did not rule out some surprises as the fall semester begins.

She reported that the EOP&S held their closing ceremony for their Summer Bridge program, which expanded to three full classes and continues to grow as a link for recent high school disadvantaged students.

Ms. Martha McDonald has been selected as the **Dean of Students**, has been busy learning her area. Dr. Hamilton and Ms. McDonald spent time with Ms. Philomena O'Shea, Cafeteria Supervisors, looking at ways to improve sales in order to balance the budget.

Interviews for the Director of EOP&S, CARE, and CalWORKs are underway. Interviews have been conducted. Dr. Hamilton commented that it was a delight to have former Dean of Counseling, Mr. Art Briones, step in and act as the Interim Director of EOP&S, CARE, and CalWORKs.

The Outreach Office has fielded many phone calls this summer from students and their parents interested in enrolling at Citrus.

A cooperative noncredit matriculation program between counseling and math (POWER Math) is achieving excellent results in preparing students for math. The class was held for 2 weeks, 6-hours a day using the ALEX computerized assessment program as well as tutoring and faculty assistance. The students then had the opportunity to re-take the assessment test. Dr. Hamilton indicated **Ms. Kristie Shimokawa, Coordinator Non Credit Matriculation**, and **Mr. Paul Swatzel, Mathematics instructor**, will provide a presentation to the Board regarding the POWER Math program at an upcoming Board meeting.

Sandra Lindoerfer, J.D., Director of Human Resources, said her department is gearing up for the fall semester, including hiring adjunct faculty and classified support staff. They are also assisting faculty in obtaining their WingSpan login passwords.

Carol R. Horton, Vice President of Finance and Administrative Services, commented that currently, there is a tremendous amount of complicated facilities projects occurring on campus.

The grass is now a priority, with hydro seeding taking place at the end of the week. It was noted that Azusa Light and Water is under drought conditions. Grass can only be watered after 6:00 p.m. and before 6:00 a.m.

Preconstruction on the Field House is scheduled to begin after Labor Day, and there has been a "job walk" for the Voc/Tech Building.

Another project that is underway is the addition of a parking lot where the softball/soccer fields were located off of Barranca Avenue.

Mrs. Horton is pleased the budget has been approved and said, due to careful planning, the District was able to make payroll during the two months without the release of an approved state budget. The Chancellor's Office gave notice that District budgets do not have to be adopted, September 15th; the deadline has been extended to October 15th.

Dana Hester, Academic Senate President, announced the first formal meeting of the Academic Senate will be held on Wednesday, September 12, 2007. The agenda for the meeting will be set on September 6, 2007.

Ms. Roberta Eisel, Language Arts faculty member, has been selected as the Student Learning Outcomes and Assessment Coordinator. Ms. Eisel's experience and energy will assist in guiding the campus in the area of student learning outcomes and assessment. She will co-chair a campus Student Learning Outcomes and Assessment Oversight Committee with the support and collaboration of the Academic Senate. Dr. Lan Hao, Director of Institutional Research, will serve as the other co-chair of the committee.

Ms. Hester looks forward to sharing Academic Senate goals with the Board at their regularly scheduled meeting on September 11, 2007.

Cathy Napoli, CSEA President, announced the Classified Leadership Workshop was held on August 6, 2007, at Kellogg West. Approximately 30 classified staff members attended the annual workshop, which was facilitated by **Ms. Joyce Miyabe, ERP Coordinator,** and **Mr. Steve Handy, Athletic Trainer II.** Ms. Napoli thanked and applauded Ms. Harris for participating in the event.

Linda Bermudez, Student Trustee, announced that the ASCC Executive Board is currently working on welcome back activities for the first week of the fall semester. One of the activities planned thus far is a welcome back booth, which would raise campus awareness of ASCC and hopefully catch the eye of a few highly motivated students who are interested in becoming more involved on campus. The ASCC Executive Board is

also discussing the possibility hosting a raffle and is trying to book a local a radio station to broadcast on campus in order to invoke student interest.

August 10-11, 2007, Ms. Bermudez attended Community College League of California's *2007 Student Trustee Workshop*, which was held in Santa Clara, which was extremely beneficial to her. The workshop empowered her with the information and networking necessary to serve as a productive student trustee. Ms. Bermudez was able to discuss and compare situations that have been experienced on different campuses and form close relationships with other student trustees.

During the workshop, Ms. Bermudez formed a close bond with Ms. Monica Cervantes, Student Trustee from Chaffey College. Ms. Cervantes invited the ASCC Executive Board to attend the *Region IX Student Senate for Community Colleges Transition and Election Luncheon*.

Ms. Bermudez became significantly better informed regarding the Community College Initiative during the workshop and plans to make the initiative one of her main focal points during her term as student trustee. She has discussed the possibility of making the initiative a project for ASCC. She has shared some of her ideas with the ASCC Executive Board that include the possibility of a letter campaign and rock the vote day.

Ms. Bermudez attended the MTA Special Board Meeting - Long Range Plan Workshop in downtown Los Angeles with Dr. Viera, Mrs. Montgomery, Mrs. Marilyn Grinsdale, and several Student Ambassadors. Ms. Bermudez presented reasons why the Gold Line should be extended from the student prospective. She commented that several senators and mayors were present at the workshop and felt Citrus was well represented and made an excellent impression. Ms. Bermudez also plans to include the Gold Line as project for the next year.

Ms. Bermudez introduced the newly elected ASCC President for the 2007-08 year, Ms. Savannah Star Dominguez.

MINUTES

- Item 1:** Moved by Ms. Keith and seconded by Dr. Ortell to approve the July 17, 2007, regular meeting minutes as submitted.
4 Yes. 1 Abstain (Mr. Bevilacqua).
- Item 2:** Moved by Dr. Ortell and seconded by Mr. Bevilacqua to approve the August 7, 2007, special meeting minutes as submitted.
3 Yes. 2 Abstain (Ms. Keith and Dr. Woods).

INFORMATION AND DISCUSSION

Basic Skills Presentation by Sylvia Smythe, Director of Basic Skills — Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced **Ms. Sylvia Smythe, Director of Basic Skills**, who made a presentation regarding Citrus' basic skill program, *College Success*. Ms. Smythe said this program is an integrated approach, requiring involvement from every department on campus.

Faculty and Counselor Work Experience Grant — Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced **Ms. Ann Heming, Fine and Performing Arts Supervisor**, who introduced **Ms. Lanette Baumann, Career Center Technician, Azusa High School**, **Mr. Marc Gable, Drama and ELD Teacher, Gladstone High School**, and **Mr. Levon Yotnakhparian, Video/TV Productions Teacher, Duarte High School**, who participated in the Faculty and Counselor Work Experience Grant. The objective of this \$50,000 grant was to increase high school faculty and counselor knowledge of the emerging entertainment technology industry and develop curriculum and guidance options to reflect current needs in this career field. The guests complimented Citrus' programs and thanked the Board for the opportunity to participate in the grant program.

INDEPENDENT CONTRACTORS

Item 3: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

Item 4: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 5: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve A & B Warrants for July 2007. 5 Yes.

Item 6: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve purchase orders for July 2007. 5 Yes.

BIDS

Item 7: Moved by Dr. Woods and seconded by Mr. Bevilacqua to accept Project #08-0607, Campus Wide Fire Alarm Control Panel Upgrade Re-Bid as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$283,771.75. 5 Yes.

Item 8: Moved by Dr. Woods and seconded by Mr. Bevilacqua to accept Project #12-0607, Technology Upgrades and Presentation Systems at Various District Locations, Base Bids #218, #219, and #220 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$76,610.00. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 9:** Moved by Dr. Woods 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 10:** Moved by Dr. Woods 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 11:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOND

- Item 12:** Moved by Mr. Bevilacqua and seconded Dr. Woods to appoint the following individuals to the Measure G Oversight Committee for a two year term (until September 2009): 1. Mark Ferrari. 2. Patricia A. Myers. 5 Yes.
- Item 13:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to appoint Jesus Sanchez, a student representative, to the Measure G Oversight Committee for an additional one year term. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 14:** Moved by Ms. Keith and seconded by Dr. Woods to approve participation in the 2008 Chancellor's Office Tax Offset Program. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 15:** Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve Change Order One in the amount of \$15,420.22 and add zero days to the time for completion for project number 18-0607, Walkway Replacement at Various District Locations. 5 Yes.

RESOLUTIONS

- Item 16:** Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve Emergency Resolution No. 2007-08-05 and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the Campus Center and the Technical Buildings B and C tower elevators, totaling \$53,598.00, without advertising or inviting bids pursuant to Public Contract Code Section 20654. 5 Yes.

BIDS

Item 17: Moved by Dr. Woods and seconded by Ms. Keith to approve the award of bid #14-0607, Field House and Concession Buildings to Custom Design Construction of Glendale, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. Funding, of \$7,450,000.00 will be from Bond Funds. 5 Yes.

GRANTS

Item 18: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the California High School Exit Exam (CAHSEE) Preparation Fund Grant RFA 07-0097-22 in the amount \$68,224 from July 26, 2007 through June 30, 2008. 5 Yes.

RESOLUTIONS

Item 19: Moved by Ms. Keith and seconded by Dr. Ortell to adopt Resolution No. 2007-08-and approve Contract Number CCAP-7123 in the amount of \$3,412.00 for instructional materials for the period of July 1, 2007 – June 30, 2008 for the Child Development Center. 5 Yes.

Item 20: Moved by Mr. Bevilacqua and seconded by Dr. Ortell to adopt Resolution No. 2007-08-04 and approve Contract Number CSCC-7080 in the amount of \$2,000.00 for instructional materials for the period of July 1, 2007 – June 30, 2008 for the Child Development Center. 5 Yes.

Item 21: Moved by Dr. Ortell and seconded by Ms. Keith to adopt Resolution 2007-08-06 to support, become a member of, and participate in the San Gabriel/Foothill Association of Community Colleges. 5 Yes.

EMPLOYMENT — MANAGEMENT

Item 22: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the emergency interim employment of Dr. V. Katherine Townsend, effective August 31, 2007 through December 31, 2007, as Interim Director of the Associate Degree in Nursing Program, an Academic Management position. The maximum work days for this position during this period are 40. The daily rate of pay is \$488, with total payments not to exceed \$19,520. Authorization is further requested to seek an exemption, pursuant to Education Code Section 24216(b), from the STRS retiree's earning limitations for Dr. Townsend. 5 Yes.

CLOSED SESSION: At 5:27 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 7:34 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE

Item 23: Moved by Dr. Woods and seconded by Mr. Bevilacqua to suspend a permanent unrepresented employee, SSN xxx-xx-2509, without pay for a period of ten working days on the following days: August 22, 23, 24, 27, 28, 29, 30, September 4, 5, 6, 2007. 5 Yes.

ADJOURNMENT: At 7:35 p.m., it was moved by Ms. Keith and seconded by Mr. Bevilacqua to adjourn the meeting.

September 11, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees