

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, September 11, 2007, in the Administration Building.

Board President Montgomery called the meeting to order at 4:15 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, and Gary L. Woods (arrived at 5:25 p.m.). Absent: Linda Bermudez (Student Trustee).

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: Mike Fehrs, Paula Green, Jim McClain, Lucinda Over, and Linda Welz

Faculty: Terry Miles, Kristie Shimokawa, and Paul Swatzel

Supervisors/Confidential: Marti De Young, Tedd Goldstein, and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: Mike Paolini and Stefano Saltalamacchia

VISITORS: Pat Rasmussen

Michael J. Viera, Ph.D., Superintendent/President, reported he attended the September 10, 2007, Board of Governor's dinner and meeting with Chancellor Diane Woodruff in Sacramento. During the meeting, Chancellor Woodruff announced that a new spot bill was created, AB 194, which would restore the \$33.1 million that Governor Schwarzenegger vetoed for basic skills. There has now been concurrence between the

Department of Finance and the Chancellor's Office about the conditions for granting this \$33.1 million; the Republicans signed off on it and the Governor was expected to sign it.

Trustee Kay Albiani (member of the Los Rios Community College Board of Trustees) is currently the President of the Board of Governors. She is up for reappointment to the Board of Governors in January. The expectation is that will not happen as any appointment to the Board of Governors requires a two-thirds approval of the California State Senate; you must have at least two GOP votes in order to be approved to become a member of the Board of Governors. The Republican Senate caucus has made AB 540, the legislation in 2001 to exempt out of state tuition; any non-resident student who had attended high school for three years in California was declared a resident for purposes of tuition, rather than non-resident tuition. Trustee Albiani supported that legislation and in her reconfirmation hearing she indicated to the Republican members that she supported the intent of AB 540 and for that reason the Republican caucus will not support her. In order to get past the Republican members of the Senate who are responsible for the appointments or confirming the appointments to the Board of Governors candidates must declare whether or not they support of the intent of AB 540. There are already several vacancies on the Board of Governors with several more expected in January for this very reason.

Dr. Viera thanked the Supervisors/Confidential Team for hosting information booths across campus for the first three days (Tuesday, Wednesday, Thursday) of instruction. The booths were staffed by 23 Supervisors/Confidential volunteers. Booths were located at entry points on the south, east, and west side of campus and were in operation from 7:00 a.m. to 7:00 p.m. Dr. Viera specifically thanked Mr. Tedd Goldstein, Student Employment Services Supervisor, and Ms. Lari Kirby, Distance Education Supervisor, for organizing the staffing and information packets for each booth. The following Supervisors/Confidential Team members hosted the booths:

| | |
|-------------------|-----------------|
| Lucia Blades | Joanne Hinojosa |
| Leigh Buchwald | Glenna Johnson |
| Randy Cable | Lari Kirby |
| Carol Cone | Coe Lamoureux |
| Sandra Coon | Christine Link |
| Marti De Young | Eric Magallon |
| Jeff Eichler | Marcy Morris |
| Tedd Goldstein | Rocky Reynolds |
| Linda Graves | Judy Rojas |
| Marilyn Grinsdale | Pam Sewell |
| Judith Heinrichs | Lauri Stoner |
| Ann Heming | |

Irene Malmgren, Vice President of Instruction, reported the first Curriculum Committee met on September 11, 2007. The committee reviewed curriculum and conducted instruction business.

The winter and spring class schedules are being finessed. The Deans will have the first draft completed by September 21, 2007.

On Friday, September 14, 2007, Ms. Malmgren plans to attend the Basic Skills Initiative Training. Gina Hogan, Chair of the Basic Skills Committee and Language Arts faculty member, will join Ms. Malmgren, as well as other Curriculum Committee members that are available. Citrus will begin the assessment portion of the Basic Skills Initiative this fall.

Ms. Malmgren announced that, for the second year in a row, the *Clarion* newspaper was named as a *2007 Pacemaker* award finalist by the Associated Collegiate Press (ACP). Citrus is one of only 15 community colleges from across the United States that have been named finalists for the *2007 Pacemaker* award, the highest award for excellence in student journalism in the country. In addition, the fall 2006 editor, Ms. Denise Heady, and the spring 2007 editor, Ms. Samantha Bravo, have been identified as finalists. The *2007 Pacemaker* awards will be presented at the annual ACP convention in Washington DC, October 24-28, 2007.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported enrollment numbers from Admissions/Records are positive. However, Dr. Hamilton was unsure of the accuracy of the report due to the new Banner registration system. Ms. Linda Welz, Chief Information Services Officer, commented that head count was accurate but she was not confident regarding the reported weekly student contact hours (WSCH). Ms. Welz is working with consultants and expects to have accurate numbers by the end of the week. Head count for this fall appears to be 20 percent above last fall; WSCH is substantially more than that. One true indicator of increased enrollment is that parking lots are full.

The Student Services team is meeting to discuss built-in furniture and electrical needs for the new Student Services Building.

Dr. Hamilton was pleased to recommend Mr. Robert Melendez, Jr., as the Director of EOP&S, CARE, and CalWORKs. Mr. Melendez's work experience includes the Rancho Santiago Community College District (Santiago Canyon College and Santa Ana College) as the Student Services Coordinator and Adjunct Faculty member; Chapman University, he was a Marriage and Family Therapist Intern; and at Santiago Canyon College as a Counseling Intern. Mr. Melendez is the recipient of the *Distinguished Full-Time Classified Employee of the Year* award from Santiago Canyon College and the *Presidents Award* from Rancho Santiago Community College Board of Trustees. He received his Bachelor's of Arts, Psychology from University of California, Irvine and his Master of Arts, Marriage and Family Therapy, from Chapman University.

Sandra Lindoerfer, J.D., Director of Human Resources, asked the Board to consider approving the Memorandum of Understanding (MOU) included on the agenda regarding office hours for fall 2007 for Adjunct Faculty United, AFT Local 6016. The process for office hours is different than previous years. Dr. Lindoerfer was hopeful that the MOU

would be beneficial to both the District and the union. It was noted that Deans provided input in the creation of the MOU.

Dr. Lindoerfer was pleased to report success of the new online applicant tracking system which has been in place since July. It was noted that 78 applications were received for 3 gardener positions, demonstrating a dramatic increase of applications submitted. Perspective candidates can submit applications online or come to the Human Resources Office to complete the applicant online, with assistance from staff.

Carol R. Horton, Vice President of Finance and Administrative Services, reported campus parking has been an issue as, for the first time, Citrus College and Azusa Pacific University classes started on the same day (September 4, 2007). The number of parking spaces rented to Azusa Pacific University students was decreased in order to accommodate Citrus students. However, due to parking demands, 200 Azusa Pacific University students were asked to relocate their vehicles from the Stadium Lot the first week of instruction. Mrs. Horton anticipates the completion of the Barranca Avenue parking lot in mid to late October. She also commented that parking spaces will be lost due to the softball field constriction scheduled later in the semester. It was noted that the new softball field will include a scoreboard.

Mrs. Horton commented working drawings for the Student Services Building are ready to be submitted to the Department of State Architects. Meetings with staff and architects continue. Staff has been in contact with the Chancellor's Office to ensure all deadlines are complete.

District auditors were on site conducting their work the week of September 10, 2007.

Mrs. Horton plans to submit the 2007-08 Budget for the Board's approval at the October 2, 2007, Board meeting. Staff has been busy building the budget.

The Chancellor's Office will be conducting budget workshops in the near future. Mrs. Horton announced that Citrus' growth rate should be between 3 and 2 percent.

It was noted that the new grass in the central area of campus was growing.

Dana Hester, Academic Senate President, enjoyed participating in the Convocation event which she thought fun and informative; faculty looks forward to "*Riding the Wave of Progress*" this year.

The Academic Senate Executive Board met last week and set goals for the year. The first priority is to determine how the compressed calendar has affected student success. Another ambitious goal is to train representative council in areas of primacy for the Academic Senate. In addition, the Academic Senate is revising their constitution and by-laws.

The Academic Senate looks forward to working collaboratively with and supporting Ms. Roberta Eisel, Student Learning Outcomes and Assessment Coordinator. Ms. Hester is looking forward to many successes in institutional, program, and course level assessment this academic year.

The Academic Senate is working on the final version of the Program Review Coordinator's job description. Ms. Hester hopes this very important position is filled as soon as possible.

The first meeting of the Academic Senate is scheduled for Wednesday, September 12, 2007, at 2:10 pm in the faculty lounge.

Edward C. Ortell, Vice President, Board of Trustees, thanked and recognized everyone involved in implementing the Banner system. He also expressed his thanks to the Supervisors/Confidential team members for hosting the information booths. He also thanked the Student Ambassadors for the great job they do in providing tours and encouraging students to enroll at Citrus College.

Dr. Ortell also commented on the recent success of the football team, with two wins and no losses.

Michael Bevilacqua, Member, Board of Trustees, was pleased to attend the August 31, 2007, Convocation event, noting it was an electrifying event with lots of excitement.

Joanne Montgomery, President, Board of Trustees, was unable to attend Convocation; therefore she welcomed all new faculty members, classified staff, supervisors/confidential team members, and managers to Citrus College.

Mrs. Montgomery gave special thanks to Ms. Gus Brooks, Director of Cosmetology, and her students and staff for providing haircuts and manicures for elementary school children in the Monrovia area as part of Foothill Unity's Back to School event. Cosmetology students and staff spent the entire day serving over 1,000 school age children.

Susan M. Keith, Clerk/Secretary, Board of Trustees, reported the Student Ambassadors did a great job at Convocation, which she was very happy to attend.

MINUTES

Item 1: Moved by Dr. Ortell and seconded by Ms. Keith to approve the August 21, 2007, regular meeting minutes as submitted.

4 Yes. 1 Absent (Dr. Woods).

PUBLIC HEARING

Board President Montgomery opened a public hearing at 5:02 p.m., for the purpose of hearing public viewpoints regarding the District's proposed 2007-2008 Gann

Appropriation Limit. Hearing no comments, she declared the public hearing closed at 5:03 p.m.

INFORMATION AND DISCUSSION

Summer 07 POWER Math Program — Jeanne Hamilton, Ph.D., Vice President of Student Services

Dr. Hamilton introduced Ms. Kristy Shimokawa, Coordinator of Noncredit Matriculation, and Mr. Paul Swatzel, Mathematics faculty member, who created the first POWER Math class offered through Noncredit Instruction and Counseling.

Ms. Shimokawa explained that the Summer 07 POWER math program was an intensive, eight day, math preparation program that helped students strengthen and refresh their math skills to their fullest potential. The components of the program consisted of the use of ALEKS software, class lectures, small group tutoring, counseling, and college success workshops in a fun and supportive environment. By successfully participating in POWER Math, students were given the opportunity to retake the math portion of the college's math placement test. By potentially increasing their math placement score, students were able to save extra time from taking additional math classes, as well as, saving hundreds of dollars in tuition, supplies, and textbooks.

Mr. Swatzel announced the program was very successful. Results showed that every student participating in the program increased their pre-algebra math skills; 50 percent increased one math level, 36 percent increased two math levels.

One of the students participating, Ms. Raquel Estefan, shared her positive experience with the POWER Math program. She thanked Ms. Shimokawa and Mr. Swatzel for creating the great program that allowed her to skip several remedial math classes.

Tech Prep: Citrus College Consortium — *Life After High School Guide* — Irene Malmgren, Vice President of Instruction

Ms. Malmgren introduced Ms. Marti De Young, Career Technical Education Supervisor, who provided an overview of the *Life After High School Guide*.

Ms. DeYoung explained that the Citrus College Tech Prep grant supports many professional networks that connect education with careers. All project initiatives include the college, working in partnership with area high schools and regional occupational programs, and the activities provide direct services to parents and education personnel (instruction, guidance, and administration). The *Life After High School Guide* was purchased with Tech Prep funds and will be provided to over 3,000 parents in the Citrus College Consortium of secondary schools. Customized for Citrus College, the content integrates virtual and Internet resources with text. The expense of the guide would be difficult for high school personnel to support; the grant provides the guide because it

facilitates the involvement of parents in the learner's achievement of their educational goal to start college prepared.

Introduction of Student Ambassadors — Mike Fehrs, Executive Director of Development and External Relations

Mr. Mike Fehrs, Executive Director of Development and External Relations, reported that Student Ambassadors represent Citrus College at community events throughout the San Gabriel Valley. They welcome visitors to campus, provide personal tours, and assisted in staffing information booths. They greet guests at a variety of special events throughout the year, including Foundation friend raisers, fundraisers, alumni reunions, and meetings with elected officials. The Student Ambassadors are the critical link between Citrus College and local high schools, as well as any other perspective Citrus students who want and need to know about college life. Their knowledge about educational programs and student services and commitment to team effort and their school spirit are appreciated.

Mr. Fehrs thanked Ms. Linda Merlo, College Publications Specialist, and Ms. Debra Cruz, College Promotions Specialist, for organizing and leading the Student Ambassadors.

Ms. Merlo provided statistics of the Student Ambassador Program. Each Student Ambassador provided their bio and a Citrus College fact.

2007-2008 Student Ambassadors

Shane Austin
Linda Bermudez
Katie Coon
Andrew Cress
Candis Gimbel
Jeremy Huacuja
Teri Jackson
Amy Sherman
Brianna Wilson

Italics denotes attendance

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.

FACILITY USE

Item 3: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 4: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve a \$1,000.00 annual membership to the Daraja-Umoja Consortium. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 5: Moved by Mr. Bevilacqua and seconded by Dr. Woods to accept Project #18-0607, Walkway Replacement 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 \$170,413.97.
5 Yes.

Item 6: Moved by Mr. Bevilacqua and seconded by Dr. Woods to accept Project #09-0607, HVAC Upgrades 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 \$1,480,580.00. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 7: Moved by Mr. Bevilacqua and seconded by Dr. Woods to increase the Bookstore Fund revolving fund account from \$3,000.00 to \$6,000.00. 5 Yes.

Item 8: Moved by Mr. Bevilacqua and seconded by Dr. Woods to decrease the Cafeteria Fund revolving fund account from \$5,100.00 to \$2,100.00. 5 Yes.

SURPLUS PROPERTY

Item 9: Moved by Mr. Bevilacqua and seconded by Dr. Woods to dispose of the enclosed list of surplus items by public auction by the Liquidation Company or donation to another public entity. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 10: 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 11: 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 12: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTIONS

Item 13: Moved by Dr. Woods and seconded by Mr. Bevilacqua to adopt Resolution No. 2007-08-07 establishing the District's GANN Appropriation Limit of \$73,477,063 for the 2007-2008 fiscal year. 5 Yes.

SIGNATURES AUTHORIZATION

Item 14: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the specified signatures for Citrus Community College District business functions and bank accounts adding Eric Magallon, Bookstore Supervisor, for the period of September 12, 2007, through November 30, 2007. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 15: Moved by Dr. Woods and seconded by Ms. Keith to approve Change Order Two in the amount of \$72,226.71 and add zero days to the time for completion for project number 17-0506, Central Plant, Number 2. 5 Yes.

Item 16: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve Change Order One in the amount of \$90,796.76 and add twenty-five (25) days to the time for completion for project number 12-0506, Center for Innovation. 5 Yes.

GRANTS

Item 17: Moved by Dr. Woods and seconded by Ms. Keith to approve the California High School Exit Exam (CAHSEE) Preparation Fund Grant RFA 06-0093-06 Amendment One for an additional \$28,600 and an extension of six months through June 30, 2008. 5 Yes.

FIELD TRIPS

Item 18: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a field trip/tour for approximately forty-four (44) students from *MUS 212 Citrus Singer Classical Ensemble* and *MUS 213 Professional Performance Techniques* and three (3) faculty members to travel to Scandinavia April 10, 2008 through April 21, 2008. 5 Yes.

CURRICULUM

Item 19: Moved by Ms. Keith and seconded by Dr. Woods to approve non-substantial changes, as required by the California Commission on Teacher Credentialing, to the following certificate programs effective September 12, 2007:

- Child Development Teacher Certificate
- Child Development Master Teacher Certificate
- Child Development Master Teacher – Early Intervention Certificate
- Child Development Associate Teacher Skill Award
- School Age Associate Teacher Skill Award
- Infant Toddler Associate Teacher Skill Award

5 Yes.

EMPLOYMENT – MANAGEMENT

Item 20: Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve the hiring of Mr. Robert Melendez, Jr. effective September 17, 2007, as the Director

of EOP&S, Care, and CalWORKs at a salary placement of \$96,684.00 annually, plus \$22,849.08 in health and statutory benefits. 5 Yes.

MEMORANDUM OF UNDERSTANDING

Item 21: Moved by Dr. Ortell and seconded by Dr. Woods to approve the Memorandum of Understanding regarding the Office Hours for fall 2007 between the Citrus Community College District and the Adjunct Faculty United, AFT Local 6016, Alternatively known as AFT Local 6352. 5 Yes.

LIQUOR LICENSE

Item 22: Moved by Mr. Bevilacqua and seconded by Ms. Keith 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 at the Foundation’s “*A Taste of Autumn*” event to be held on campus on October 7, 2007. 5 Yes.

CLOSED SESSION: At 5:40 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 54956.9: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – One (1) potential case

RECONVENE OPEN SESSION: At 6:24 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:25 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

October 2, 2007

Date

Susan M. Keith
Clerk/Secretary
Board of Trustees