

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

October 2, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 2, 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; Irene Malmgren, Vice President of Instruction; Carol R. Horton, Vice President of Finance and Administrative Services; Sandra Lindoerfer, Director of Human Resources; Dana Hester, Academic Senate President; and Christine Link, Recording Secretary.

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

**Management:** Rosalinda Buchwald, Mike Fehrs, Sam Lee, and Martha McDonald

**Faculty:** None

**Supervisors/Confidential:** Marti De Young, Marilyn Grinsdale, and Lari Kirby

**Classified Employees:** None

**Adjunct Faculty:** Gene Morrill

**Students:** None

**VISITORS:** Pat Rasmussen

**Michael J. Viera, Ph.D., Superintendent/President**, read a letter to the Board giving notice of his retirement, effective June 30, 2008. Dr. Viera outlined several important initiatives that have taken place during his tenure as president, including a facility building program to modernize the college; two Title V Hispanic Serving Institution grants; a new enterprise system for data management; salary upgrades and

restructuring; enhanced relationships with local, regional and state organizations; and strengthened services to students through learning communities, increased high school outreach, expanded distance learning and new instructional programs such as our associate degree in nursing. Dr. Viera said he "owes a debt of gratitude to a wonderful faculty, staff and Board of Trustees." He added that the college is in good hands, and our future is "bright with possibilities."

Mrs. Joanne Montgomery, President, Board of Trustees, complimented Dr. Viera, saying he has raised the stature of the college, and through his many activities in the community he has garnered respect for Citrus College. She added that he has been an outstanding academic leader, and brought out the best in every individual.

Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees, commented that Dr. Viera has set us on a path that has benefited Citrus College immensely. She added that with him at the helm until June, and with a new Superintendent/President that is the same caliber person as he, Citrus College will fulfill the vision that he has begun.

Dr. Edward C. Ortell, Vice President, Board of Trustees, commented on all the wonderful projects Dr. Viera has overseen during his tenure at the college. He said Dr. Viera has been an outstanding leader in the state and dealt with major policy decisions. He has also demonstrated genuine interest in and courtesy to Citrus College employees and students. Dr. Ortell said he is confident that Dr. Viera will continue to make a positive impact wherever he directs his efforts.

**Irene Malmgren, Vice President of Instruction**, reported that the class schedule has gone to the printer, and there are many people to thank. She said this project, which usually takes five months, took six weeks, thanks to all those who worked tirelessly to make it happen.

Ms. Malmgren said it was a pleasure to hold today's open house for the Nursing Skills Lab. She thanked all those involved in establishing the new facility, including Ms. Marti De Young, Career/Technical Education Programs Supervisor, the Health Sciences faculty and staff and the facilities team, under the leadership of Mrs. Carol R. Horton, Vice President of Finance and Administrative Services. Students are already training in the lab.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, thanked Dr. Viera for his outstanding support of Student Services. They have accomplished much due to a combination of high expectations, a desire to raise the bar, and a great deal of support.

Dr. Hamilton reported that they now have firmer enrollment numbers, which show an increase of 12.3 percent in credit headcount and an increase of 13.9 percent in non-credit headcount.

The annual Student Services planning meeting took place last week, where each department shared goals for the coming year. Highlights included a Banner update

from Ms. Linda Welz, Chief Information Services Officer; an update on Basic Skills by Ms. Sylvia Smith, Basic Skills Director, and a presentation on conflict resolution provided by Ms. Lucinda Over, Dean of Counseling.

**Sandra Lindoerfer, J.D., Director of Human Resources**, added her voice to others in expressing that has been a pleasure to work with Dr. Viera. She thanked him for his support of her personally and of Human Resources, encouraging them to grow and become better in their role of serving the college.

**Carol R. Horton, Vice President of Finance and Administrative Services**, provided a presentation on the budget for 2007-2008. She recognized the work of Mr. Rocky Reynolds, Reprographics Supervisor, in printing the budget, Ms. Rosalinda Buchwald, Director of Fiscal Services, Ms. Carol Cone, Budget Supervisor, and upper-level management. The budget will be presented to various campus constituencies, including the Academic Senate and the Steering Committee.

**Dana Hester, Academic Senate President**, began her report by thanking Dr. Viera for his support of the Academic Senate. She said the Academic Senate had a very productive meeting on September 26, 2007, which included a report from Ms. Malmgren on enrollment management; an update from Ms. Marilyn Eng, Counseling, and Ms. Sylvia Smythe, Director of Basic Skills on the Basic Skills Initiative and our own College Success Program; and training on the equivalency process from Mr. Carsten Dau, Language Arts instructor. They also adopted the Student Learning Outcomes and Assessment Philosophy statement. Ms. Hester said there will be many "Connecting the Dots" training and discussion sessions offered this semester by Ms. Roberta Eisel, Student Learning Outcomes and Assessment Coordinator.

**Linda Bermudez, Student Trustee**, reported that the ASCC Board is now fully seated, and she looks forward to introducing them at a future Board meeting. She said ASCC will be sponsoring the 78<sup>th</sup> Homecoming, including a week of activities preceding the game on October 13, 2007. Ms. Bermudez and ASCC are also organizing a Voter Registration Day, scheduled for October 11, 2007. Students will be provided an opportunity to register to vote and to request an absentee ballot. They will also provide information on the Community College Initiative.

Ms. Bermudez rode with Dr. Viera in Duarte's Salute to Route 66 parade. She commented on the banners displayed along the parade route, which announced the names of Duarte High School students who have chosen to continue their education at various colleges and universities, including many who will attend Citrus College. She was inspired by the community's support for higher education. Dr. Viera added that there were 72 banners with student's names, 40 of whom will attend Citrus College.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, reported on the ACCT Congress, during which Dr. Viera chaired the first "official" meeting of the San Gabriel/Foothill Community College Association (SanFACC). Dr. Viera thanked the Board for their support in forming the caucus. At the first meeting there was a focus on

health education issues. Ms. Keith said the group is also discussing plans to hold a news conference at Mt. San Antonio College regarding the Community College Initiative. Mrs. Montgomery said the next meeting of SanFACC will take place at the Community College League of California's annual conference in November where a legislative program will be developed.

Dr. Ortell also commented on the meeting that Dr. Viera attended with Los Angeles Mayor Antonio Villaraigosa to discuss the importance of the extension of the Metro Gold Line. Dr. Viera said a Citrus Avenue station will make a tremendous difference to Citrus College students in the future.

## **MINUTES**

**Item 1:** Moved by Ms. Keith and seconded by Dr. Woods to approve the September 11, 2007, regular meeting minutes as submitted.  
4 Yes. 1 Absent (Mr. Bevilacqua)

## **PUBLIC HEARING**

Board President Montgomery opened a public hearing at 4:54 p.m. for the purpose of hearing public viewpoints regarding the District's proposed Adopted Budget for 2007-2008. Hearing no comments, she declared the hearing closed at 4:55 p.m.

## **INFORMATION AND DISCUSSION**

**2006-2007 Annual Distance Education Institutional Report — Irene Malmgren, Vice President of Instruction.**

## **INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Ms. Keith and seconded by Dr. Woods to approve the attached list of independent contractor/consultant agreements as submitted.  
4 Yes. 1 Absent (Mr. Bevilacqua).

## **FACILITY USE**

**Item 3:** Moved by Ms. Keith and seconded by Dr. Woods to approve facility rentals and usage.  
4 Yes. 1 Absent (Mr. Bevilacqua).

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

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

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

## **INSTITUTIONAL MEMBERSHIP**

**Item 6:** Moved by Ms. Keith and seconded by Dr. Woods to approve a \$125.00 annual membership to the California Community College Council for Staff and Organizational Development.  
4 Yes. 1 Absent (Mr. Bevilacqua).

- Item 7:** Moved by Ms. Keith and seconded by Dr. Woods to approve a \$295.00 annual membership to the National Council for Workforce Education.  
4 Yes. 1 Absent (Mr. Bevilacqua).

### **CONSTRUCTION – CAPITAL PROJECTS**

- Item 8:** Moved by Ms. Keith and seconded by Dr. Woods to accept Project #07-0607, IDRC Grant Performing Arts Audio System Upgrades Speakers as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$168,344.43.  
4 Yes. 1 Absent (Mr. Bevilacqua).

### **FIELD TRIP**

- Item 9:** Moved by Ms. Keith and seconded by Dr. Woods to approve a field trip for approximately 35 student athletes and 4 coaches to participate in a baseball tournament at Arizona Western College in Yuma, Arizona on November 9 – 10, 2007. Participating students will be enrolled in PE 207 Out-of-Season Athletes. Expenses will be paid through fundraising.  
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 10:** Moved by Ms. Keith and seconded by Dr. Woods to approve the 2007 fall out-of-season sports transportation schedule.  
4 Yes. 1 Absent (Mr. Bevilacqua).

### **PERSONNEL RECOMMENDATIONS**

- Item 11:** Moved by Ms. Keith and seconded by Dr. Woods 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 12:** Moved by Ms. Keith and seconded by Dr. Woods 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 13:** Moved by Ms. Keith and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes.  
4 Yes. 1 Absent (Mr. Bevilacqua).

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

- Item 14:** Moved by Dr. Woods and seconded by Dr. Ortell to approve the attached budget for all District funds for the 2007-2008 fiscal year.  
4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 15:** Moved by Dr. Ortell and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2007, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.  
4 Yes. 1 Absent (Mr. Bevilacqua).

**AGREEMENTS**

- Item 16:** Moved by Ms. Keith and seconded by Dr. Woods to enter into a Service Agreement 403(b) Plan with National Benefit Services LLC and Orange County Teachers Federal Credit Union to administer the district 403(b) plan regulations. 4 Yes. 1 Absent (Mr. Bevilacqua).

**CLAIM**

- Item 17:** Moved by Ms. Keith and seconded by Dr. Woods to reject the claim, submitted on July 18, 2007, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 4 Yes. 1 Absent (Mr. Bevilacqua).

**SURPLUS PROPERTY**

- Item 18:** Moved by Dr. Woods and seconded by Ms. Keith to dispose of the enclosed list of fifteen passenger vans by public auction by the Liquidation Company and use the proceeds to purchase twelve passenger vans. 4 Yes. 1 Absent (Mr. Bevilacqua).

**BIDS**

- Item 19:** Moved by Dr. Woods and seconded by Ms. Keith to allow staff to prepare specifications and formally bid several types of furniture for use in various District locations. The projects will be funded from various District accounts. Award of contract will be by Board action. 4 Yes. 1 Absent (Mr. Bevilacqua).
- Item 20:** Moved by Ms. Keith and seconded by Dr. Woods to allow staff to prepare specifications and formally bid two LED marquee signs located on Citrus Avenue and Barranca Avenue. Award of contract will be by Board action. 4 Yes. 1 Absent (Mr. Bevilacqua).

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 21:** Moved by Dr. Woods and seconded by Ms. Keith for Woodcliff Corporation to substitute Demac Painting and Coating Inc. of Saugus, California for Whitehouse Brothers, Inc. of La Habra, California, the listed subcontractor. 4 Yes. 1 Absent (Mr. Bevilacqua).

**SALARIES**

- Item 22:** Moved by Ms. Keith and seconded by Dr. Woods to create a revised pay scale for professional expert interpreters and to implement it immediately. 4 Yes. 1 Absent (Mr. Bevilacqua).

**CLOSED SESSION:** At 5:25 p.m., Board President Montgomery adjourned the meeting to closed session per the following sections of the Government Code:

- 1. 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.**

- 2. Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**RECONVENE OPEN SESSION:** At 6:14 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:15 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

November 6, 2007  
Date

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Susan M. Keith  
Clerk/Secretary  
Board of Trustees