

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

October 16, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 16, 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, Gary 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; and Christine Link, Recording Secretary.

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

Management: Mike Fehrs, Paula Green, and Martha McDonald

Faculty: None

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

Classified Employees: None

Adjunct Faculty: None

Students: Samantha Brown

VISITORS: Thom B. Hill and Gene Morrill

Michael J. Viera, Ph.D., Superintendent/President, announced that Assemblymember Anthony Adams will be on campus on Thursday, October 25, 2007, for a tour and reception. The tour will begin at 10:00 a.m.; reception at 11:00 a.m. in the Recording Arts Conference Room. Dr. Viera invited all Board members to attend the tour and/or reception. Steering Committee members have also been invited to attend

the reception. Dr. Viera thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for arranging the visit.

Dr. Viera plans to attend a fundraising reception and dinner in support of Prop 92 (formerly the California Community College Initiative) on Monday, November 5, 2007, at the Los Angeles Marriott Downtown. Invitations to the event were provided to the Trustees.

Mrs. Joanne Montgomery, President, Board of Trustees, Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees, and Dr. Viera plan to attend the November 15-17, 2007, *Creating Our Future: From Promises to Action* conference, sponsored by the Community College League of California. The conference will be held in San Jose and all Trustees are invited to attend. It was noted that the San Gabriel/Foothill Association of Community Colleges (SanFACC) would be meeting on November 15, 2007, in conjunction with the conference. Dr. Viera asked interested Trustees to contact Mrs. Christine Link, Executive Assistant, to coordinate conference registration details.

Dr. Edward C. Ortell, Vice President, Board of Trustees, indicated he would like to attend the conference.

Dr. Viera displayed a copy of the *2008 Winter Intersession Class Schedule* which also includes the *2008 Spring Semester Class Schedule*. It was noted that registration for both sessions begins November 13, 2007. Dr. Viera thanked and complimented the following (and their staff members) for their efforts in producing the class schedules in a very short timeframe: Ms. Paula Green, Director of Communications, Ms. Irene Malmgren, Vice President of Instruction, Dr. Jeanne Hamilton, Vice President of Student Services, and Deans from Instruction and Student Services. It was noted that the winter intersession headers were printed in blue text; the spring session headers were printed in green.

Dr. Ortell thanked and complimented everyone for producing the class schedule during a very compressed timeline.

Irene Malmgren, Vice President of Instruction, thanked and complimented everyone involved in producing the class schedules, commenting that it was truly a team effort.

Ms. Malmgren and the Instructional Deans and Directors participated in a retreat on October 5, 2007, at the home of Mr. James McClain, Dean of Mathematics. Goals were discussed and developed. Ms. Malmgren will provide Trustees a copy of the goals developed.

Ms. Malmgren reported on recent success with CurricuNet, the computer based curriculum management system. The committee processed six courses and look forward to processing more.

Jeanne Hamilton, Ph.D., Vice President of Student Services, thanked and complimented Ms. Martha McDonald, Dean of Students, Ms. Adrienne Thompson, Student Activities Supervisor, and ASCC members for the very successful homecoming activities occurring the week of October 8, 2007. The only complaint received was in regard to noise outside the Campus Center.

In her role as the Accreditation Liaison Officer, Dr. Hamilton, in conjunction with the Academic Senate, is contemplating selection of co-chairs and committee members for the upcoming accreditation process. Themes concepts, with an emphasis on dialog, are also being discussed. The accreditation self study is due March 2008; a visiting team will be on campus some time during the fall 2009 semester.

Sandra Lindoerfer, J.D., Director of Human Resources, made reference to an agenda item recommending the hiring of four gardeners. Grounds crew members will be very happy to have the positions filled.

Dr. Lindoerfer reported on the *California Community College Banner Group 2007* conference where Citrus staff members made a presentation. It was her understanding that there was standing room only during the Citrus presentation.

Carol R. Horton, Vice President of Finance and Administrative Services, announced that the auditors have completed their site work. The auditors had no findings or recommendations. Citrus College is in compliance with the performance and financial audit of the bond. The Foundation audit is almost complete. The auditors will provide a formal presentation regarding the audit at the December 4, 2007, Board meeting.

Mrs. Horton was pleased to announce that the new Field House project is underway. The gate house, ticket booth, and snack shop have been demolished.

The new parking lot off of Barranca Avenue should be complete before the beginning of the spring semester.

A bid opening for the Vocational Technology complex is scheduled for October 23, 2007.

Mrs. Horton anticipates the completion of the Center for Innovation by the end of December. However, furniture and equipment need to be in place prior to occupation. A mock office will be set up with samples of office furniture (chairs, file cabinets, etc.) for faculty to select.

Dana Hester, President, Academic Senate, reported that the Academic Senate met on October 10, 2007, and held a discussion led by Dr. Lan Hao, Director of Institutional Research, regarding benchmark scores for the Community College Survey of Student Engagement (CCSSE) data, which was completed last year. Dr. Hao provided an in depth explanation of each benchmark. Committee members broke into groups to

strategize ways to make improvements in each of the areas. The strategies will be shared with the representative council on October 24, 2007. Those representatives will disseminate and share the strategies with faculty from their respective areas. Ms. Hester expects that the representatives will bring back further suggestions, which will be compiled and posted on the Academic Senate website.

The Academic Senate looks forward to special reports from Ms. Jennetta Harris, Foundation Board President, and Carol Horton, Vice President of Finance and Administrative Services, at upcoming Academic Senate meetings.

The Academic Senate plans to send several faculty members to the Statewide Academic Senate Fall Plenary Session November 1-3, 2007, which will be held in Anaheim.

Linda Bermudez, Student Trustee, announced she has been organizing a campus *Voter Registration Day* to ensure students are eligible to vote in the February 5, 2008, election. *Voter Registration Day* was held October 11, 2007, and was quite successful with approximately 150 students registering to vote or registering to vote via absentee ballot. Over 300 flyers regarding support of Prop 92 (formerly the Community College Initiative) were distributed during *Voter Registration Day*. The number of students registering to vote was not as high as she had hoped but was delighted by the interest of students regarding Prop 92. *Voter Registration Day* went off without a hitch thanks to the contributions made by students and instructors. Professors assisted by announcing the event in their classrooms. ASCC board members, club presidents, and Student Ambassadors donated their time to assist with the event. A few students were so passionate about encouraging other students to register to vote that they spent the entire nine hour event traveling across campus registering students and providing them with information regarding Prop 92.

Homecoming week was held the week of October 8, 2007, and was very successful. The football game, against Bakersfield College, was said to have been one of the liveliest games Citrus has had over the last few years.

On Saturday, October 13, 2007, Ms. Bermudez had the opportunity to take part in the *Azusa Golden Days* parade with Dr. Viera. Fortunately it did not rain, allowing for a high spectator turn out. Ms. Bermudez concluded her report commenting that it was a great parade with lots of energy.

Mrs. Joanne Montgomery, President, Board of Trustees, Dr. Edward C. Ortell, Vice President, Board of Trustees, and Ms. Susan M. Keith, Clerk/Secretary, Board of Trustees, all attended the homecoming football game, commenting it was a good turn out and a good game. Board President Montgomery thanked Ms. Martha McDonald, Dean of Students, and everyone involved in organizing the wonderful homecoming activities.

Edward C. Ortell, Vice President, Board of Trustees, was pleased to attend the October 7, 2007, *Taste of Autumn*, fund raising event. He thanked and complimented all the people involved in organizing the event.

Dr. Ortell commented that the grass near the entrance to the campus on Citrus Avenue was in need of watering. Therefore, he was pleased to approve the hiring of gardeners.

INDEPENDENT CONTRACTORS

Item 1: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

Item 2: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 3: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve purchase orders for September 2007. 5 Yes.

Item 4: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve A & B Warrants for September 2007. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 5: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a \$350.00 annual membership to the Research and Planning Group of California Community Colleges. 5 Yes.

Item 6: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve a \$2,500.00 annual membership to the San Gabriel Valley Economic Partnership. 5 Yes.

FIELD TRIP

Item 7: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the 2008 Spring Sports Transportation schedule. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Ms. Keith 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 9: Moved by Ms. Keith 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 10: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

IMMUNIZATION

Item 11: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots, and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

FIELD TRIP

Item 12: Moved by Ms. Keith and seconded by Dr. Woods to approve a field trip for three (3) students and one (1) faculty to attend the ACP/CMA National College Media Convention in Washington D.C. on October 24 to October 28, 2007. 5 Yes.

Item 13: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve a field trip for approximately 40 student athletes and 4 coaches to participate in a baseball tournament at Arizona Western College in Yuma, Arizona on January 25-26, 2008. Participating students will be enrolled in PE 224 Men's Varsity Baseball. The ASO account will be used for meals and lodging. 5 Yes.

RESOLUTION

Item 14: Moved by Dr. Woods and seconded by Ms. Keith to adopt Resolution No. 2007-08-08 in support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act. 5 Yes.

CLOSED SESSION: At 4:38 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 5:19 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:20 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

November 6, 2007
Date

Susan M. Keith
Clerk/Secretary
Board of Trustees