

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

November 6, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 6, 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: 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, CSEA President; and Christine Link, Recording Secretary.

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

Management: Wanda Cunnyngnam, Mike Fehrs, Paula Green, Sam Lee, Martha McDonald, Robert Melendez, and Sylvia Smythe

Faculty: None

Supervisors/Confidential: Marilyn Grinsdale and Lari Kirby

Classified Employees: None

Adjunct Faculty: Dan Tosney

Students: Savannah Dominguez and Quinn Klingerman

VISITORS: Bob Iverson

Comments from the audience

Dan Tosney, President of Adjunct Faculty United Local 6106, stated ADFAC has been going through a course of negotiations on behalf of the adjunct faculty with Dr. Lindoerfer. Dr. Lindoerfer is acting as the Board's principal spokesperson and main

negotiator. Dr. Tosney advised the Board that Dr. Lindoerfer was going to move for impasse as she felt there was no resolution regarding salaries.

Mr. Tosney stated that salary was not the only subject of negotiations. Adjuncts have been consistently, since May, attempting to achieve some resolution of other issues including personnel matters, office hours, medical payments, and security of the union. In general, hours and working conditions of employees and expectation of re-employment for successfully demonstrated adjunct faculty. These items have been put aside, or in the case of the office hour's program, actually retracted to less than they were with the original contract. Mr. Tosney felt that a hatful of important, vital issues relating to the relationship between adjunct faculty and the college had been systematically put aside, or delayed by not providing information needed from the college, requested from Dr. Lindoerfer; or simply pooh-poohed at the end of the exchange with an assumption that since management didn't feel like doing it, it couldn't possibly be anything of any value. Mr. Tosney stated the problem with that is that with any other business you have to look and ask yourself is it working properly. Whenever a group of employees unionize it is a signal of failure to keep the loyalty of those employees. To continue with the same course of conduct that caused them to become organized is bad business practice.

Mr. Tosney is aware that Citrus is not a private corporation but stated in many ways the public school system is beginning to pattern itself after private corporations. The difference is that if you had an employee who was running an HR department in a private corporation, who could not identify who was employed by the end of the first month of employment (could not give the union a list of those people that are employed), that person would be fired. It is just impossible to believe that an HR department does not know who it is hiring for the school semester. However, that is the kind of behavior ADFAC has received from Dr. Lindoerfer. The point is that Dr. Lindoerfer is the Board's agent. If she isn't providing information to ADFAC, Mr. Tosney inferred that, under the doctrine of respondent superior, she is not providing it because the Board doesn't want ADFAC to have it. Therefore, the Board must not want ADFAC to be able to negotiate and that is why ADFAC's response to the claim of impasse is rather a claim of a failure to negotiate in good faith, as negotiation in good faith requires that people attempt to resolve issues, not simply make an adamant position and sit there without moving and providing an opportunity for movement on the other side. Therefore, ADFAC will be going to PERB to file a claim of bad faith on the part of the District.

Mr. Tosney expressed his disappointment as negotiations began in May and there had been no resolutions. Mr. Tosney indicated there had been no movement on the part of the District as to salaries, from the original proposal, and the District has taken a position saying, if you don't settle with us with this proposal at this time then there will be no application of agreement on the salary until after the Board ratifies, whatever the settlement may be. In other words, adjunct faculty are being penalized for attempting to negotiate rather than simply rolling over and saying OK we will take whatever you say

you will give us. Mr. Tosney felt negotiations were not in good faith and thought that was unduly coercive and hideously disrespectful to the adjunct faculty

Michael J. Viera, Ph.D., Superintendent/President, looks forward to joining Board members at Community College League of California's convention and partner conferences, *Creating Our Future: From Promises to Action*, to be held in San Jose on November 15-18, 2007. It was noted that the San Gabriel/Foothill Association of Community Colleges (SanFACC), the regional community college caucus comprised of the community college districts located in the San Gabriel Valley and foothills, namely Chaffey College, Citrus College, Glendale College, Mt. San Antonio College, Pasadena City College and Rio Hondo College, would be meeting on November 15th, in conjunction with the convention, at 3:00 p.m.

A reception celebrating **Michael Bevilacqua's, Member, Board of Trustees**, retirement from the Board will be held on December 4, 2007, at 3:30 p.m. in AD 206. Dr. Viera encouraged everyone to attend.

Dr. Viera anticipates holding one Board meeting in December (December 4, 2007).

Dr. Viera provided an update on the mandated water conservation of Azusa Light and Water. Effective November 1st, Citrus must reduce water consumption by 10%; an additional 10% reduction is effective December 1st. Therefore, the fountain has been shut down and sprinkler timers have been adjusted. Mrs. Carol Horton, Vice President of Finance and Administrative Services, and staff are looking at other ways to reduce water consumption, including covering the pool (which may be quite expensive). Even with the conservation efforts, Dr. Viera and Mrs. Horton feel the new turf can be preserved.

Irene Malmgren, Vice President of Instruction, announced the 2007 Fall semester was halfway over. She commended faculty for their creativity and working with students to ensure their success with the new compressed calendar. Ms. Malmgren thought faculty will be legitimately tired by the end of the semester.

A preliminary meeting regarding changes to Title 5, approved by the Board of Governors, was held on campus. Some of the changes are mandated and some provide option for flexibility. However, changes to Board policies and regulations will be necessary. Ms. Malmgren hopes to bring those changes to the Board at one of their February 2008 meetings.

Jeanne Hamilton, Vice President of Student Services, invited everyone to attend the November 8, 2007, Salute to Veterans event. Activities include a military flyover, display of military vehicles and historic weapons, a 21-gun salute, and remarks from local officials. Dr. Hamilton will introduce local officials. She thanked Dr. Bruce Solheim, History faculty member, for organizing the event. She also thanked Ms. Marilyn Grinsdale, Protocol and Government Relations, for her assistance in contacting local officials.

The Transfer Task Force met last week after the very successful Transfer Fair. Dr. Hamilton was astounded at the complexity of different requirements from the different schools, noting that transfer is a very complicated process for students and counselors. Dr. Hamilton thanked and complimented Ms. Lucinda Over, Dean of Counseling, for ensuring student transfer success.

Dr. Hamilton was pleased to report that all student services programs completed their first round of student learning outcomes last year. Dr. Hamilton met with Ms. Roberta Eisel, Student Learning Outcomes Coordinator, in early December with all student services department program heads to discuss completing the second round of student learning outcomes. She expects student services programs will have substantial progress and will move to the next stage on how to modify and improve programs via assessment. Through the experience, it was determined that more direction needs to be provided with the template so everyone understands the process. Dr. Hamilton thanked and complimented Ms. Eisel for her assistance.

Sandra Lindoerfer, J.D., Director of Human Resources, confirmed a comprehensive proposal was presented to ADFAC on Friday, November 2, 2007. However, nothing was resolved. Therefore, Dr. Lindoerfer will be filing the PERB paperwork for impasse; a mediator will be appointed by PERB.

Dr. Lindoerfer noted the recommendation to hire two secretaries (Career/Transfer Center and Security) included on the Board agenda. It was noted that the candidate selected for the Security position worked part-time in the Human Resources offices for several months and did a great job.

Carol R. Horton, Vice President of Finance and Administrative Services, was pleased to submit Board action to file a notice of completion for the Central Plant.

It was also noted that bids for the Vocational Technology Complex came in slightly above (3%) original estimated costs from tBP Architects. Documents indicating \$387,000 of the project will be funded by local bond funds and \$13,262,000 will be funded by state bond funds, pending state approval.

Mrs. Horton provided an explanation of the furniture bid included on the agenda for approval. It was noted that the bid amounts will be determined per project and approved via purchase orders. Funding for the furniture will come from various District funds. Furniture for the new Center For Innovation building is included in this bid. Faculty will have the opportunity to select desk chairs and filing cabinets. A mock office, containing furniture selections, will be setup in the Library in the next two weeks.

tBP Architects prepared color boards for the new Student Services Building. A meeting was held with faculty, staff, and architects to make color selections for the building.

Dana Hester, Academic Senate President, reported the Academic Senate met on October 24, 2007, and accepted Board Policy P-4401 Confidential Employees Defined.

Other items of discussion included the 2008-09 academic calendar, the college's core competencies, and the possibility of faculty and staff identification cards.

The Sabbatical Committee will be meeting soon to discuss applications for next year.

The Academic Senate is in the process of recruiting faculty to serve on standards committees for our next accreditation self study.

Academic Senate ASCC representatives, Ms. Bree Wilson and Mr. Jeremy Huacuja, collected student input regarding syllabus best practices to include with the faculty perspective on the Academic Senate's website.

The Academic Senate Executive Board invited the ASCC Executive Board to attend the Thanksgiving luncheon to thank them for the work they do. Ms. Hester and members of the Academic Senate Executive Board look forward to sharing their company.

Mr. John Vaughan, Ms. Gailynn White, Ms. Roberta Eisel, Ms. Maia Greenwell Cunningham, and Ms. Hester attended the Statewide Academic Senate Plenary Session in Anaheim on November 1-2, 2007. They received valuable information including, but not limited to, recent changes to Title V, accreditation, non-credit needs across the state, as well as strategies for planning for student success. The Vice Chancellor of the California Community Colleges, Mr. Patrick Perry, provided an enlightening discussion which covered what our system is doing well in light of the many external sources that are quick to publish statistics that focus on areas desirous of improvement. Citrus' Academic Senate will review several of the resolutions that were passed during the plenary session at their November 14, 2007, regular meeting. The Academic Senate will also be collecting departmental input regarding Citrus' Community College Survey of Student Engagement (CCSSE) activity which they hope to share with the Steering Committee.

Cathy Napoli, CSEA President, invited the Board, and everyone in attendance, to attend CSEA's 21st Annual Holiday Celebration on December 11, 2007, from 12:30 to 2:30 p.m. in the Campus Center. As was held last year, a table decorating contest will be conducted.

Linda Bermudez, Student Trustee, announced ASCC held "Diversity Week," October 29 – November 2, 2007, which was very successful. Ms. Bermudez made reference to a special presentation entitled "From Hate to Hope," that included Tim Zaal, a former Neo-Nazi skinhead, and Matthew Boger a gay man, who shared their stories of hate, racism, tolerance, and forgiveness.

ASCC plans to hold a school supply drive for the Highlands Education International School in Nigeria. The drive is planned to begin after ASCC's traditional Christmas toy drive. The ASCC Executive Board hopes to set-up school supply donation boxes in the Owl Bookstore, offering students the opportunity to buy a few extra pencils or other supplies to donate as they shop for the upcoming semester.

Susan M. Keith, Clerk/Secretary, Board of Trustees, commented on a recent article in the Clarion regarding establishing some type of emergency text messaging system for students on campus. Dr. Viera commented discussions regarding emergency notifications have been underway. However, the text messaging system is quite costly and there are issues surrounding use. A student portal is coming online that may be of assistance. Dr. Viera also commented that a new telephone system with 911 assistance is being implemented. The new 911 system will call Campus Security, if/when students/staff call 911 – Security will be able to monitor the call along with the 911 operator, which will provide better response.

Edward C. Ortell, Vice President, Board of Trustees, was pleased to see publicity regarding the newly formed SanFACC where Dr. Viera was quoted.

Joanne Montgomery, President, Board of Trustees, commented on an article appearing in the San Gabriel Valley Tribune regarding Proposition 92 (Community College Initiative) where Dr. Viera was quoted. Dr. Viera thanked Trustees Susan M. Keith and Joanne Montgomery for attending a Proposition 92 fundraiser with him on November 5, 2007.

MINUTES

Item 1: Moved by Ms. Keith and seconded by Dr. Woods to approve the October 2, 2007, regular meeting minutes as submitted.

4 Yes. 1 Abstain (Mr. Bevilacqua).

Item 2: Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the October 16, 2007, regular meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Program Plan for Extended Opportunities Programs & Services 2007-2008 — Jeanne Hamilton, Ph.D., Vice President of Student Services

Superintendent/President Search Process — Al Fernandez, Community College Search Services

Dr. Viera introduced Dr. Al Fernandez and Dr. Leslie Purdy, consultants from the Community College Search Services, who have conducted 60 or more California superintendent/president searches. Community College Search Services will conduct the search for the new Superintendent/President of Citrus College.

Dr. Fernandez complimented Dr. Viera for his leadership at Citrus College. He explained that Dr. Leslie Purdy would be the primary contact for the Citrus College search.

Dr. Fernandez made reference to the following documents he distributed: *Generic Components* and *Superintendent/President Search Agenda*. He

explained that the Board of Trustees has the final responsibility in selecting the next Superintendent/President. The search will be conducted much like the 2003 search. The committee will be charged with drafting a search brochure that will come to the Board for final approval. The brochure will be distributed nationally.

Dr. Fernandez made reference to committee composition in 2003, which included all constituent groups. He anticipates forming a similar committee. He suggested that the committee send six to ten finalists to the Board for final interviews. An attendance policy should be clearly spelled out for committee members; everyone must be present for every meeting. Dr. Fernandez anticipates hosting three committee meetings and two full days of interviews. Committee members will be asked to bring calendars to the first meeting to establish meetings. Dr. Fernandez stated committee members need to be reminded that the process is *confidential* and must remain confidential.

Dr. Fernandez suggested funding be provided for candidates' travel at both first and second level interviews.

Dr. Fernandez looks forward to receiving some direction from the Board regarding the level of compensation for the superintendent/president. He also suggested that the Board establish a process if they are dissatisfied with the candidates forwarded to them.

Dr. Purdy introduced herself explaining she is a retired community college president and currently resides in Northern California. She commented that 25% of the recently selected superintendents/presidents came from outside of California. While there are a lot of superintendent/president vacancies in the state, Dr. Purdy thought a two-and-a-half month search would be sufficient.

As they maintain a target database, Community College Search Services will send the brochure and an accompanying letter encouraging applicants nationwide. They will also advertise in key journals and periodicals. They will also make personal phone calls to candidates they feel are a good match for Citrus. Dr. Fernandez and Dr. Purdy also plan to attend applicable conferences (ACCA, CCLC, League for Innovation, etc.) to encourage candidates to apply. Community College Search Services will tailor their search to the unique strengths and opportunities available at Citrus College.

It was noted that Community College Search Services conducted superintendent/president searches at the following: Citrus College, Mt. San Antonio College, North Orange County Community College District, Rio Hondo College, Los Angeles Community College District (presidents and the chancellor), Rancho Santiago College, Long Beach City College, Santa Barbara College, Cuesta College, Glendale, and others.

The first order of business is to establish a first level interview committee, who will draft a search brochure. The committee will have the responsibility of screening all applications utilizing the criteria spelled out in the brochure.

Community College Search Services will conduct thorough reference checks once the first level interview committee has completed their interviews and selected finalists to send to the Board.

Once the Board has conducted their interviews, Dr. Purdy suggested the Board, as a whole or a subcommittee, make a site visit to the candidate(s) current institution.

Board President Montgomery, asked Dr. Purdy to draft a timeline of activities. Dr. Purdy anticipates announcement of the candidate in May 2008.

Board President Montgomery asked that the first level interview committee be established and meet prior to the winter holiday break. She also requested that Mrs. Christine Link, Executive Assistant to the Superintendent/President and Recording Secretary to the Board, act as the Board's liaison with the search consultants.

INDEPENDENT CONTRACTORS

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

INSTITUTIONAL MEMBERSHIPS

Item 5: Moved by Dr. Woods and seconded by Ms. Keith to approve a \$200.00 annual membership to the National Network 2. 5 Yes.

Item 6: Moved by Dr. Woods and seconded by Ms. Keith to approve a \$100.00 annual membership to the Southern California Organization of Associate Degree Nursing Program Directors. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Dr. Woods and seconded by Ms. Keith to dispose of the enclosed list of surplus items by public auction by the Liquidation Company or Chiller Services or donation to another public entity. 5 Yes.

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. 5 Yes.

- 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, as corrected. 5 Yes.
- Item 10:** Moved by Dr. Woods and seconded by Ms. Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 11:** Moved by Dr Woods and seconded by Mr. Bevilacqua to accept Project #17-0506, Central Plant #2 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$6,833,905.00. 5 Yes.
- Item 12:** Moved by Dr. Woods and seconded by Ms. Keith to approve the award of bid #06-0506, Vocational Technology Complex, to PW Construction Inc. of Glendora, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$13,649,000 is within budget and will be funded by local and state bond funds, pending state approval. 5 Yes.
- Item 13:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the award of bid #02-0708, Two LED Marquee Signs to National Sign & Marketing Corporation of Chino, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. Funding, of \$148,962.00 will be from Administrative Services Funds. 5 Yes.
- Item 14:** Moved by Mr. Bevilacqua and seconded by Ms. Keith to approve the award of bid #03-0708, Furniture Bid for Various Products to R & D Business Interiors of Glendora, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid amounts will be determined per project and will be approved via purchase order. Funding will be from various District funds. 5 Yes.
- Item 15:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to allow staff to prepare specifications and formally bid the Baseball Complex Improvements. Award of contract will be by Board action. 5 Yes.
- Item 16:** Moved by Ms. Keith and seconded by Dr. Woods to reject the claim, submitted on September 21, 2007, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

Instruction and Student Services

Item 17: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the Memorandum of Understanding (MOU) between the Foothill Workforce Investment Board (WIB) and Citrus College. 5 Yes.

EMPLOYMENT — FACULTY

Item 18: Moved by Ms. Keith and seconded by Mr. Bevilacqua to approve the recruitment of one (1) full-time, tenure track nursing faculty member to begin instruction in the 2008 spring semester. 5 Yes.

Item 19: Moved by Dr. Woods and seconded by Ms. Keith to approve the increase of 3.53% (COLA minus 1%) to the respective salary schedules effective January 1, 2008, for: CDC Permit Teachers, Specialists and Nurse; Classified Supervisors; Confidential Employees; and, Managers. 5 Yes.

Item 20: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the increase of 3.53% (COLA minus 1%) to the respective Salary Schedules effective January 1, 2008, for: Assistant Walk-on Coaches; CDC Short-Term Hourly Substitutes; Hourly Professional Experts; Community Education Instructors; Noncredit Instructors; and, Short-Term and Substitute Non-Academic Employees. 5 Yes.

Item 21: Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve an increase of 3.53% (COLA minus 1%) to the salaries of contracted professional experts effective according to the specifics of their contracts. 5 Yes.

Item 22: Moved by Ms. Keith and seconded by Dr. Woods to approve the modification to the Student Salary Schedule increasing the minimum wage by 50 cents per hour from \$7.50 to \$8.00 per hour effective January 1, 2008. 5 Yes.

CLOSED SESSION: At 5:33 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 6:19 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:20 p.m., it was moved by Dr. Woods and seconded by Ms. Keith to adjourn the meeting.

November 20, 2007
Date

Edward C. Ortell
Vice President
Board of Trustees