

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

November 20, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 20, 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, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Linda Bermudez (Student Trustee). Absent: Susan M. Keith.

**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 Team:** Mickie Allen, Mike Fehrs, Paula Green, Kim Holland, Martha McDonald, and Sylvia Smythe

**Faculty:** Terry Miles

**Supervisors/Confidential:** Marilyn Grinsdale, Eric Magallon, and Adrienne Thompson

**Classified Employees:** None

**Adjunct Faculty:** None

**Students:** Savannah Star Dominguez, Albert Fattal, Quinn Klingerman, Emily Rios, Jesse Sanchez, and Andrew Vasquez

**VISITORS:** Juan Cendejas, Pat Rasmussen

**Comments from the audience**

**Juan Cendejas** explained he was hired as a Gardner II at Citrus College on October 17, 2007. When completing the application, Mr. Cendejas answered “no” to the inquiry

regarding having any convictions on his record. On November 4, 2007, he was advised to meet with Dr. Sandra Lindoerfer. Mr. Cendejas met with Dr. Lindoerfer on November 6<sup>th</sup> who notified him that he could no longer be employed as his fingerprint record came back with misdemeanor convictions. He explained that he had forgotten about the convictions as they occurred over 20 years ago. Mr. Cendejas apologized, explaining that he never intended to deceive or lie to anyone. He thanked Dr. Lindoerfer for her assistance in explaining to him how he could rectify the situation. He stated he had changed his life; he operated a business in Maui, Hawaii and was active in local politics while there. Mr. Cendejas plans to clear up his record and will apply for a similar position, when and if available. He asked the Board for their consideration in hiring him again. He thanked the Board and everyone at Citrus College for the opportunity to explain his situation.

**Michael J. Viera, Ph.D., Superintendent/President**, thanked Board President Montgomery, Board Vice President Ortell, Board Clerk/Secretary Keith, and Board Member Woods for attending the November 15-17, 2007, Community College League of California Convention in San Jose. During the convention, Dr. Viera attended a session where the legislative analyst's office provided a fiscal outlook for 2007-08 through 2012-13. He explained that the August anticipated \$4.1 billion reserve is now projected to be a \$1.9 billion deficit. Some of the rationale for the deficit includes the no sale of education funds at \$1 billion, a \$500 million repayment to Cal STRS; \$1 billion down in property tax revenues, \$174 million spent on fighting the wildfires; and a \$2 billion forecast of lower income taxes. Dr. Viera explained that \$10 billion worth of solutions are needed for the 2008-09 fiscal year. He looks forward to the January 10, 2008, release of the Governor's Proposed Budget.

Philomena O'Shea, Cafeteria Supervisor, was notified of a matching kidney donation on November 17, 2007. She underwent surgery on November 16, 2007, at UCLA and should be in the intensive care unit for three to five days. Dr. Viera wished Ms. O'Shea a speedy recovery.

Dr. Viera plans to have a consultant provide a refresher on Brown Act requirements at the first Board meeting in January.

He also asked that Board members meet with their local city council members and invite them to a joint meeting at the newly constructed Center for Innovation.

**Irene Malmgren, Vice President of Instruction**, thanked the Board and Dr. Viera for allowing her to attend Community College League of California's Convention explaining she learned more about changes to Title 5.

Ms. Malmgren looks forward to hiring four new full-time faculty members, after the Board's approval.

Registration for the winter intersession is underway; some classes are already full. Students are advising staff they are interested in attending the winter intersession.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, announced that the Second Annual Citrus Salutes Veteran's event on November 8, 2007. The event featured a musical prologue, presentation of colors by the American Veterans State Honor Guard, a military helicopter flyover, a keynote address by an Army colonel, and brief remarks by Bruce Solheim (History instructor) and Manual Martinez (counselor at the East Los Angeles Veterans Center). Elected officials from several cities were present and proclamations were presented by state legislative staff. Dr. Hamilton thanked and acknowledged Dr. Solheim for coordinating the event. She also thanked Student Affairs staff members, and Marilyn Grinsdale (Protocol and Government Relations Officer Advancement/External Relations) for her assistance in coordinating the participation of local dignitaries. Special thanks were extended to Pam McGuern, Dr. Hamilton's Administrative Assistant, for her assistance. It was noted that Board President Montgomery and Board Clerk Secretary Keith attended the event.

The Counseling Department is working cooperatively with the Veteran's Center to have Mr. Martinez teach a counseling course targeted for veterans and their families. In the near future, the Veteran's Center is interested in having Mr. Martinez actually provide a few hours of counseling on campus for veteran students. A memorandum of understanding is being drafted for the Veterans Center to provide the hours of service, at their expense.

John Vaughan, Dance instructor and Vice President of the Academic Senate, is working with Martha McDonald, Dean of Students, and Teri Shamhart, Administrative Secretary II, to restage the Achievement Awards Banquet to be more entertaining, flow more smoothly, and do a better job in recognizing student achievement. Dr. Hamilton and staff appreciate Mr. Vaughan's assistance.

The Center for Teacher Excellence held a welcome back orientation for all of the program's students on November 6, 2007. The purpose of the orientation was to update students on services available through the program, and most recent information on requirements to become a K-12 teacher. Citrus' Title V Cooperative Grant University partner, the University of La Verne, was also present.

**Sandra Lindoerfer, J.D., Director of Human Resources**, was pleased to recommend the hiring of four full-time faculty members for the fall 2008 semester. It was also noted that a nursing instructor will be hired for the spring 2008 semester.

Dr. Lindoerfer looks forward to the Southern California Job Fair scheduled to be held on January 26, 2008.

It was also noted that feedback from perspective employees indicates satisfaction with the new online hiring process. Candidates also commented on the friendliness of staff.

**Carol R. Horton, Vice President of Finance and Administrative Services**, indicated the Chancellor's Office anticipates a possible cost of living adjustment in order for the legislature to balance the budget. A reduction of one-time costs may also occur.

Bids for the Baseball Complex Improvements projects came in within budget estimates.

Mrs. Horton looks forward to approval from the Chancellor's Office for the Vocational Technology Complex project. Documents regarding the project have been forwarded to the Department of Finance.

Mrs. Horton provided an explanation of the Quarterly Financial Status Report (311) included on the agenda for approval. The report demonstrates the fiscal healthiness of the District for three years. It was noted that budget revisions had not been submitted for approval. Mrs. Horton looks forward to receipt of the February report which will indicate if Citrus will be funded for all growth. Mrs. Horton concluded her report indicating the District is very flush with cash and she is available for any questions.

**Dana Hester, Academic Senate President**, announced that Ms. Jennetta Harris, Foundation Board President, attended the last Academic Senate meeting introducing herself and providing information about the Foundation's goals and how faculty can become involved. Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, also attended the meeting providing a presentation on the current budget and answered questions about the process. Ms. Hester, on behalf of the Academic Senate, thanked both presenters for providing important information.

Several faculty members have volunteered to populate accreditation self study subcommittees. Ms. Hester looks forward to the appointment of accreditation co-chairs.

Members of the Academic Senate recommended Ms. Hester and Mr. John Vaughan, Academic Senate Vice President, as their representatives to the Superintendent/President Search Committee. Ms. Hester and Mr. Vaughan look forward to bringing the voice of the Academic Senate to the process.

The Sabbatical Committee met last week and forwarded five names to Ms. Irene Malmgren, Vice President of Instruction, for approval for the 2008-09 academic year.

**Cathy Napoli, CSEA President**, thanked the Board for the opportunity for three classified staff members to serve on the Superintendent/President Search Committee. The following are the classified representatives: Steve Handy, Athletic Trainer II, Pam McGuern, Administrative Assistant, and Joyce Miyabe, ERP Coordinator.

Ms. Napoli distributed invitations to the Board for CSEA's Holiday Dessert Buffet scheduled to be held December 11, 2007, from 12:30 to 2:30 p.m. in the Campus Center.

**Linda Bermudez, Student Trustee**, announced that ASCC will hold their annual food and toy drive November 26, 2007, through December 14, 2007. All donated items will be provided to the Foothill Unity Center and WINGS Domestic Violence Services. The Activities Board has set a goal of collecting 5,000 items. In order to encourage student donations, they have organized several activities, including a Holiday Extravaganza and photo opportunities with a modern urban Mr. and Mrs. Clause. Donation boxes will be located throughout the campus.

**Gary L. Woods, Member, Board of Trustees**, congratulated Mr. Bevilacqua on his retirement.

Dr. Woods also appreciated attending the November 15-17, 2007, Community College League of California Convention.

Dr. Woods asked Mike Fehrs, Director of Development and External Relations and Director of Foundation, to provide an update on Foundation activities. It was noted that the Foundation's endowment grew by approximately 400%. The endowment account now ranks in the top 5% of community college foundations. Janet Levine provided an endowment training at the last Foundation Board meeting.

It was also noted that the number of Bright Futures scholarships increased from 6 high schools within the District to 11. Dr. Woods had the opportunity to present the Azusa High School recipient their scholarship.

Dr. Woods thanked and complimented Phyllis Fritz for organizing the recent Taste of Autumn event. It was noted that this year's event had a record size audience as well as raising \$50,000.

**Edward C. Ortell, Vice President, Board of Trustees**, attended the CCCT meeting, which was held the day before the Community College League of California Convention. A lot of the conversation focused on support of Prop 92.

Dr. Ortell thanked Board President Montgomery for chairing the recent meeting of the SanFACC (San Gabriel/Foothill Association of Community Colleges) which was also held in conjunction with the convention. He also thanked Marilyn Grinsdale, Protocol and Government Relations Officer Advancement/External Relations, for making all the arrangements.

**Michael Bevilacqua, Member, Board of Trustees**, announced that the Citrus College football team lost the bowl game to Fullerton College (34 to 24). However, he commented everyone should be very proud of the team. He also thanked Kevin Emerson, Head Football Coach, for leading the team to the bowl game.

Dr. Viera commented that the men's basketball team has had a very successful season with a 5/0 win/loss record. The women's basketball team is also doing with a 4/0 win/loss record.

Mr. Bevilacqua thanked all factions of the Citrus College community for the opportunity to represent Trustee Area 4 (Glendora) for the past 20 years. He wished Dr. Rasmussen good luck in her new role. Mr. Bevilacqua concluded his remarks stating Citrus College will always be in his heart and he will miss everyone, especially members of the Board.

**Joanne Montgomery, President, Board of Trustees**, confirmed the hiring of Dr. Al Fernandez and Dr. Leslie Purdy (Community College Search Services) as the consultants for the Superintendent/President Search. There was discussion regarding possible community members for the committee. Board President Montgomery asked Christine Link, Recording Secretary and search liaison, to contact Duarte community member, Lois Gaston, to determine her availability to serve on the search team.

In an effort to ensure every voice is heard, Board President Montgomery requested the consultants conduct interviews with each constituent group on December 11, 2007. Community members will be invited, via newspaper advertisement, to provide their input. Following the interviews, Board President Montgomery suggested holding an information/discussion only Board meeting in order for the Board to provide their input to the consultant. The meeting will be open to the public and is scheduled to begin at 5:30 p.m.

The first search committee meeting is scheduled for December 7, 2007, from 10:00 a.m. to 1:00 p.m.

Currently, search committee members include:

**Citrus College Alumni Association:** Wendy Nichols & Joyce Dill

**Academic Senate:** Dana Hester & John Vaughan

**Classified Staff:** Steve Handy, Joyce Miyabe, & Pam McGuern

**Citrus College Faculty Association:** Jim Lancaster

**Supervisors/Confidential Team:** Christine Link

**Management Team:** Carol Horton, Irene Malmgren & Jody Wise

**Associated Students of Citrus College:** Savannah Star Dominguez, Jesse Sanchez,  
& Bree Wilson

**ADFAC:** Tom Gerfen

It was also noted that an outside diversity officer is being recruited. The diversity officer will attend all meetings to ensure all diversity issues are covered, but will be a non-voting member. Dr. Purdy will also be a non-voting member.

## MINUTES

**Item 1:** Moved by Dr. Ortell and seconded by Mr. Bevilacqua to approve the November 6, 2007, regular meeting minutes as submitted.  
4 Yes. 1 Absent (Ms. Keith).

## INFORMATION AND DISCUSSION

### **Incumbent Worker Training Program — Kim Holland, Director of Vocational Education — Irene Malmgren, Vice President of Instruction**

Ms. Holland explained that last spring, California community colleges had an opportunity to receive funding from the Economic & Workforce Development branch of the California community college systems office in order to upgrade the skills of the workers in our communities. After discussions with many stakeholders, both on the Citrus campus and in the community, it was decided that there was a need for succession planning in the Public Works and Water sectors. The training project will provide the educational engine for workers to move up the career ladder in their profession.

In June, Citrus College was awarded \$213,000 for a one-year grant project. Employer partners include:

- Los Angeles County Department of Public Works
- Pasadena Public Works Department
- Pasadena Water and Power
- City of South Gate

In addition to the grant award, these employers committed a total of \$243,000 in in-kind services including employee release time to attend Citrus classes. The median hourly earnings for public works and water professionals, such as “highway maintenance workers” and “water system operators,” range from \$20 to \$26 per hour. Supervisor salaries currently listed for Southern California range from \$50,00 to \$85,000 annually. These careers are considered high wage/high growth careers.

Through the grant, a training plan was designed for each employer-partner with the help of faculty coordinators, and 8 college credit classes have been scheduled for their worksites. Each employee site was visited and employees were assisted in submitting their applications to Citrus College online. One hundred twenty five employees became Citrus College students. Two of those employees never touched a computer before.

Pre- and post-assessment of students in one of the 8 scheduled classes, showed an average improvement of 32 percentage points after taking the class. The biggest gain was by a student who increased his score from 27% on the pre-test to 93% on the post-test – again of 66 percentage points.

Ms. Holland listed the top ten outcomes of the project, concluding her report stating Citrus College will continue to be recognized as a leader in these highly specialized career programs.

**Associated Students of Citrus College Executive Board Fall 2007 — Martha McDonald, Dean of Students — Jeanne Hamilton, Vice President of Student Services**

Savannah Star Dominguez, Associated Students of Citrus College (ASCC) President, introduced herself and explained that the ASCC Executive Board is the elected voice of the student body. The ASCC Executive Board plans and executes a variety of educational, cultural, and social activities to all members. The ASCC Executive Board has an active voice in campuswide committees, making sure that students' needs and opinions are considered in decisions affecting their education. Ms. Dominguez introduced the members of the Fall 2007 ASCC Executive Board (some of the members were in attendance):

Linda Bermudez – Student Trustee  
Savannah Star Dominguez – President  
Jesse Sanchez – Vice President  
Elena Gallud – Treasurer  
Abigail Thomson – Recording Secretary  
Michael Paolini – Legislative Liaison  
Jeremy Huacuja – Senator  
Jose Martinez – Senator  
Andrew Vasquez – Senator  
Bree Wilson – Senator  
Albert Fattal – Commissioner of Clubs  
Quinn Klingerman – Commissioner-at-Large  
Stefano Saltalmacchia – Commissioner of Activities

Ms. Dominguez distributed the first edition of Students In Action, a new publication distributed on campus. She thanked Stacy Quillen Armstrong, Publications Specialist, and staff in External Relations for their assistance in creating the publication.

**National Council for Marketing and Public Relations (NCMPR) Awards Presentation — Paula Green, Director of Communications — Mike Fehrs, Executive Director of Development and External Relations and Director of Foundation**



Paula Green, Director of Communications, presented the five Medallion Awards won by Citrus College in the recent National Council for Marketing and Public Relations (NCMPR), District 6, competition.

Ms. Green explained that Citrus College, through the Office of External Relations, holds a membership in NCMPR, the only organization of its kind that exclusively represents marketing and public relations professionals at community and technical colleges. NCMPR has more than 1,500 members from nearly 600 colleges across the United States, Canada, and other countries.

These awards are special because of the solid and effective programs, plus the outstanding students and colleagues that made Citrus' marketing and promotional efforts easier. The awards presented to Citrus are the byproducts of the work done here every day.

Listed below are the awards received

**Gold Medallion of Excellence**

- Government Relations/Community Relations, *San Gabriel Foothill Association of Community Colleges*, Marilyn Grinsdale
- Promotional Campaign for a Special Event, *2006 A Taste of Autumn*, A Taste of Autumn Committee, Citrus College and External Relations staff, HA Designs

**Silver Medallion of Achievement**

- Media Success Story, *2006 A Taste of Autumn*, Stacy Quillen Armstrong
- Feature Story, "*Student Receives Recognition from JPL*," Stacy Quillen Armstrong

**Bronze Medallion of Merit**

- Feature Story, "*From Boots to Books*," Stacy Quillen Armstrong

**INDEPENDENT CONTRACTORS**

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

**FACILITY USE**

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

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

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

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

**INSTITUTIONAL MEMBERSHIP**

- Item 6:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve a \$75.00 annual membership to the Health Services Association-California Community Colleges. 4 Yes. 1 Absent (Ms. Keith).

**PERSONNEL RECOMMENDATIONS**

- Item 7:** 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. 4 Yes. 1 Absent (Ms. Keith).
- Item 8:** 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. 4 Yes. 1 Absent (Ms. Keith).
- Item 9:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Ms. Keith).

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

- Item 10:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the Quarterly Financial Status Report for the fiscal quarter ended September 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 (Ms. Keith).
- Item 11:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to increase the Cafeteria Fund revolving fund account from \$2,100.00 to \$3,000.00. 4 Yes. 1 Absent (Ms. Keith).

**EMPLOYMENT FACULTY**

- Item 12:** Moved by Mr. Bevilacqua and seconded by Dr. Woods to approve the recruitment of four (4) full-time faculty positions: three (3) faculty positions to begin instruction in August 2008 and one (1) faculty position to begin as counselor on July 1, 2008. With this action, preparations for hire of the four (4) full-time faculty positions are authorized. 4 Yes. 1 Absent (Ms. Keith).

**SUPERINTENDENT/PRESIDENT**

- Item 13:** Moved by Dr. Woods and seconded by Mr. Bevilacqua to approve an increase of 5% in the base pay and a 3.53% (COLA minus 1%) increase to the Superintendent/President effective January 1, 2008. 4 Yes. 1 Absent (Ms. Keith).

**CLOSED SESSION:** At 5:35 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**
3. **Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

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

December 4, 2007

Date

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Gary L. Woods  
Clerk/Secretary  
Board of Trustees