

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

December 4, 2007

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, December 4, 2007, in the Administration Building.

Outgoing Board President Montgomery called the meeting to order at 4:15 p.m. Outgoing Board President Montgomery led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Michael Bevilacqua (outgoing), Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen (incoming), Gary L. Woods, and Linda Bermudez (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Michael J. Viera, Superintendent/President; Jeanne Hamilton, Vice President of Student Service; 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: Mike Fehrs, Martha McDonald, Robert Slack, Sylvia Smythe, and Linda Welz

Faculty: Terry Miles

Supervisors/Confidential: Tedd Goldstein, Marilyn Grinsdale, Ann Heming, and Eric Magallon

Classified Employees: Jane Cole and Pam McGuern

Adjunct Faculty: Bob Orso

Students: Aaron Castejon

VISITORS: Jennetta Harris

On behalf of the Board of Trustees, Outgoing Board President Montgomery presented an engraved plaque to Trustee Michael Bevilacqua as a token of appreciation of his service (1987-2007) to the Board of Trustees. Mr. Bevilacqua was honored with a proclamation at a reception that was held prior to the Board meeting.

Mrs. Montgomery said Mr. Bevilacqua has been "delightful" to work with and is a man of integrity. Trustee Ed Ortell added that Mr. Bevilacqua was a tremendous supporter of the college and always weighed decisions thoughtfully. Trustee Gary L. Woods complimented Mr. Bevilacqua for his dedication to Citrus College athletic programs. Trustee Susan M. Keith said Mr. Bevilacqua was a true gentleman and would be greatly missed.

COMMENTS FROM THE AUDIENCE

At the request of Dan Tosney, President of the adjunct faculty union at Citrus College, Mr. Peter Nguyen, Field Representative for the California Federation of Teachers and Chief Negotiator for the adjunct faculty at Citrus College, expressed the union's dismay and disappointment in regard to the conduct of the District bargaining team, namely, Dr. Sandra Lindoerfer and Dr. Stephen Lindsey. Mr. Nguyen believes the District's bargaining team has been negotiating in extreme bad faith with the adjunct faculty union. Adjunct faculty work very hard, are clearly under compensated, and work without benefits. Mr. Nguyen is currently in the process of filing a charge with the Public Employee Relations Board for bad faith bargaining. He concluded his statement asking the Board to work with adjunct faculty toward a fair contract.

Mr. Terry Miles, CCFA President-Elect, provided comments to the Board, in which he thanked Trustee Michael Bevilacqua for his service to Citrus College. He also welcomed Trustee Patricia Rasmussen to the Citrus College community.

OATH OF OFFICE

Michael J. Viera, Ph.D., Superintendent/President, administered the Oath of Office to Mrs. Susan M. Keith, Claremont/Azusa/Pomona representative; Mrs. Joanne Montgomery, Monrovia/Bradbury/Duarte representative; who were re-elected (running unopposed) to the Board of Trustees in the general election held November 6, 2007. Dr. Viera also administered the Oath of Office to Dr. Patricia Rasmussen, Glendora/Azusa/Pomona representative elected to the Board of Trustees in the general election held November 6, 2007. Their terms will end November 30, 2011.

Michael J. Viera, Ph.D., Superintendent/President, said Citrus College received notification that Trustee Edward C. Ortell's term on the California Community College Trustees (CCCT) Board of Directors expires soon. Dr. Ortell has served two terms and is eligible to serve an additional three terms on the CCCT board. Elections take place in the spring.

Dr. Viera thanked Trustee Sue Keith for agreeing to attend the Proposition 92 rally, which will take place on campus on December 5, 2007. The Academic Senate and faculty leadership have also been invited to speak.

On December 6, 2007, a SanFACC nursing summit will be held at Rio Hondo College. Dr. Viera, Ms. Maureen Estrada, Director of Health Sciences, and Mr. Eric Rabinoy, Dean of Science, Engineering and Health Sciences, plan to attend the summit.

Irene Malmgren, Vice President of Instruction, reported that *Clarion* web editor, Ms. Samantha Bravo, has been selected as a finalist for a summer 2008 internship and scholarship by the California Newspaper Publishers Association.

Automotive Technology was evaluated by the National Automotive Technicians Education Foundation in the areas of curriculum, instructors, equipment and training aids, and student feedback. Thirty-five standards were scored with five as the highest score. The department received an average score of 4.84.

Ms. Malmgren commented on two fliers recently distributed on campus. One announces a campus workshop on January 17, 2008, entitled "Generational Understanding for Education and Workforce Professionals." The other announces the program for flex day 2008. The flex day theme is "engagement," and the keynote speaker will be Dr. Vincent Tinto, a renowned expert on student learning, success, and retention.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Ms. Roberta Eisel, Student Learning Outcomes (SLO) Coordinator, will provide SLO training to Student Services. This will be the second round for the student services programs, with emphasis on appropriate assessment of SLOs.

Dr. Hamilton and Ms. Malmgren will be chairing a joint meeting to outline new Title V requirements and identify a timeline for making the necessary policy and operational changes to meet these new requirements.

Ms. Philomena O'Shea, Cafeteria Supervisor, continues to recover from kidney surgery. Dr. Hamilton complimented Mr. Frank Michael, Food Service Team Leader, and Ms. Alma Palma, Food Service Assistant, for doing a nice job of catering the retirement reception for Mr. Michael Bevilacqua.

Sandra Lindoerfer, J.D., Director of Human Resources, said names of new adjunct faculty and overload assignments for the winter intersession are included on the agenda for Board approval. She is gratified to see the good response of faculty to the winter intersession.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the parking lot off Barranca is nearly finished, and it is currently being striped. Also included on the agenda for the Board's approval is a request to authorize bidding for secondary effects for remodeling the LB Building. Mrs. Horton commented that it has been three and one-half years since the passage of Measure G, and Citrus College has almost completed three buildings.

Dana Hester, Academic Senate President, welcomed Dr. Rasmussen back to Citrus College.

The first order of business on the Academic Senate's agenda for their November 28th meeting was to adopt a resolution to warmly thank Mr. Bevilacqua for his support of faculty and the college during his 20-year tenure on the Board.

Ms. Sylvia Smythe, Director of Basic Skills, and Ms. Marilyn Eng, counseling faculty, provided a report to the Academic Senate regarding the program for spring flex day, which included information on the speaker and some of the breakout sessions. They also provided an update on the College Success Program, highlighting faculty development opportunities that will enhance the faculty's understanding and support of the program.

The Academic Senate is currently collecting input from faculty on their Blackboard site regarding the Superintendent/President search and also FERPA concerns. They look forward to sharing the ideas with the greater committee soon.

Cathy Napoli, CSEA President, welcomed Dr. Rasmussen on her return to the Citrus College family. She said the classified staff wishes Dr. Rasmussen well.

Linda Bermudez, Student Trustee, said ASCC is currently holding cafeteria focus group meetings in an effort to address both student and staff needs. In addition to taking part in the press conference in support of Proposition 92, ASCC will also be sponsoring a "Rock the Vote" day on December 13, 2007, in support of Proposition 92.

Trustee Patricia Rasmussen thanked all those who supported her in her election, and she expressed her desire to do the best job possible as a member of the Board. She hopes to work on strengthening relationships with our K-12 districts and cities. Dr. Rasmussen thanked the staff and Dr. Viera for the orientation she received.

Trustee Edward C. Ortell remarked on the good publicity Citrus College received in the past few weeks in the *San Gabriel Valley Tribune* and other local publications.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Dr. Ortell to approve the November 20, 2007, Board meeting minutes with corrections submitted by Linda Bermudez (Student Trustee).
3 Yes. 2 Abstain (Mrs. Keith, Dr. Rasmussen)

INFORMATION AND DISCUSSION

**Audit Report by Vicenti, Lloyd and Stutzman, Certified Public Accountants
— Carol R. Horton, Vice President of Finance and Administrative Services**

Ms. Heather McGee and Mrs. Renee Graves, from Vicenti, Lloyd and Stutzman provided an overview of the basic financial statements, stating Citrus received an unqualified audit opinion. Audit adjustments were not necessary.

Mrs. Horton thanked and complimented Ms. Rosalinda Buchwald, Director of Fiscal Services, Ms. Lucia Blades, Accounting Supervisor, and Ms. Carol Cone, Budget Supervisor, for their work ensuring an unqualified audit report.

A copy of the audit report is available through the Superintendent/President's Office.

Citrus Singer Christmas CD 2007 — Irene Malmgren, Vice President of Instruction

Mr. Robert Slack, Dean of Fine and Performing Arts, presented the Citrus Singers' 2007 Christmas CD, *'Til the Season Comes 'Round Again*, to the Board. It was noted that this is the first CD produced by Mr. Douglas Austin, Fine and Performing Arts instructor, which Mr. Slack said exhibits outstanding work. Mr. Slack also complimented the efforts of Ms. Ann Heming, Fine and Performing Arts Supervisor, and the recording arts staff.

Superintendent/President Search Discussion — Joanne Montgomery, President, Board of Trustees

Regarding the search for the new Superintendent/President, Incoming Board President Montgomery thanked Mrs. Christine Link, Executive Assistant to the Superintendent/President and Recording Secretary to the Board, for organizing the 21-member search committee and scheduling appointments with constituent groups and the search consultant, Dr. Leslie Purdy. As Incoming Board President, Dr. Ortell will attend the first meeting of the search committee (December 7, 2007), thanking members for volunteering to serve on the committee.

INDEPENDENT CONTRACTOR

Item 2: Moved by Mrs. Keith and seconded by Dr. Ortell to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITY USE

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

CONTRACTS

Item 4: Moved by Mrs. Keith and seconded by Dr. Ortell to authorize the Director of Performing Arts to sign contracts for the 2008-2009 schedule of events for the Haugh Performing Arts Center. 5 Yes.

AGREEMENTS

Item 5: Moved by Mrs. Keith and seconded by Dr. Ortell to approve the Kenshu program for January 12 thru January 13, 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 6:** Moved by Mrs. Keith and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 7:** Moved by Mrs. Keith and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 8:** Moved by Mrs. Keith and seconded by Dr. Ortell to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD OF TRUSTEES

- Item 9:** Moved by Dr. Woods and seconded by Mrs. Keith to elect **Edward C. Ortell** for the office of President of the Board of Trustees for the period from December 1, 2007, through November 30, 2008. 5 Yes.

On behalf of the Board of Trustees, Incoming Board President Ortell presented Trustee Joanne Montgomery with a desk set and thanked her for serving as Board President for 2007. He commended Trustee Montgomery for her active participation in campus activities and for her lobbying efforts at the state and federal level on behalf of students.

- Item 10:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to elect **Susan M. Keith** for the office of Vice President of the Board of Trustees for the period from December 1, 2007, through November 30, 2008. 5 Yes.
- Item 11:** Moved by Ms. Keith and seconded by Mrs. Montgomery to elect **Gary L. Woods** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2007, through November 30, 2008. 5 Yes.

In order to make a nomination, Incoming Board President Ortell passed the gavel to Incoming Vice President Keith.

- Item 12:** Moved by Dr. Ortell and seconded by Dr. Woods to elect **Gary L. Woods** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board.
2 Yes (Dr. Ortell, Dr. Woods).
3 No (Mrs. Keith, Mrs. Montgomery, Dr. Rasmussen).

Upon completion of the vote, Incoming Vice President Keith passed the gavel back to Incoming Board President Ortell.

- Item 13:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to elect **Susan M. Keith** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board.
3 Yes (Mrs. Keith, Mrs. Montgomery, Dr. Rasmussen).
2 No (Dr. Ortell and Dr. Woods).

Item 14: Moved by Dr. Ortell and seconded by Dr. Woods to select **Edward C. Ortell** as an Annual Representative to the Los Angeles County School Trustees Association for 2008. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.

Item 15: Moved by Mrs. Montgomery and seconded by Mrs. Keith to select **Patricia Rasmussen** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2008. 5 Yes.

Item 16: Authorization is requested to adopt the Citrus College 2007-2008 Goals and direct the Superintendent/President to implement a plan and timeline for achieving the goals.

AUDITORS

Item 17: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2007. 5 Yes.

SIGNATURE AUTHORIZATION

Item 18: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 1, 2007, through November 30, 2008. 5 Yes.

Item 19: Moved by Dr. Woods and seconded by Mrs. Keith to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

BIDS

Item 20: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the award of bid #05-0708, Baseball Complex Improvements to Lamb & Sons Construction Corp of Covina, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. Funding, of \$73,634.00 will be from District funds. 5 Yes.

Item 21: Moved by Dr. Woods and seconded by Mrs. Montgomery to allow staff to prepare specifications and formally bid the remodel of the LB Building. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

SABBATICAL – FACULTY

Item 22: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve Faculty 2008-2009 Sabbatical Leave recommendations as follows:

Dennis Korn **Fall 2008 Semester**

Write a textbook on automotive engine design.

Jack Wood **Fall 2008 Semester**

Research and write a book on how to improve American education.

Linda (Holly) Colville **Fall 2008 Semester**

Explore Latin American culture in-depth by traveling to Peru, Chile, and Argentina.

David Ryba **Spring 2009 Semester**

Take Biochemistry courses at CalPoly Pomona and to interview instructors on other campuses to see how computer-aided instruction fits into their curricula.

Shelly Hahn **Fall 2008 Semester**

Enroll in courses at CalPoly Pomona to develop skills that are necessary to create multimedia materials for instructional purposes.

5 Yes.

CURRICULUM

Item 23: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the addition and/or deletion of courses recommended by the curriculum committee. 5 Yes.

Item 25: Moved by Dr. Woods and seconded by Mrs. Keith to approve the first reading of revisions to Board Policy P-1006, Sexual Assaults, and Board Regulation R-1006, Procedures Regarding Sexual Assaults. 5 Yes.

Action regarding setting the date, time, and place for regular meetings of the Board of Trustees was tabled until the December 11, 2007, meeting.

CLOSED SESSION: At 5:42 p.m., Incoming Board President Ortell 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

Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

RECONVENE OPEN SESSION: At 6:42 p.m., Incoming Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:43 p.m., it was moved by Mrs. Keith and seconded by Dr. Woods to adjourn the meeting.

January 15, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees