

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

January 15, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 15, 2008, in the Administration Building, Board Room.

Board President Ortell called the meeting to order at 4:18 p.m. Board President Ortell led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL — Present: Susan M. Keith (arrived at 5:11 p.m., due to jury duty service), Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods (arrived at 4:34 p.m.), and Linda Bermudez (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Michael J. Viera, Superintendent/President; Jeanne Hamilton, Vice President of Student 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 Team: Mickie Allen, Mike Fehrs, Sam Lee, Martha McDonald, Robert Melendez, Sylvia Smythe, and Linda Welz

Faculty: Dave Brown, Dave Kary, and Terry Miles

Supervisors/Confidential: Marti DeYoung, Tedd Goldstein, Marilyn Grinsdale, and Lari Kirby

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Jennetta Harris

Board President Ortell announced the passing of Mr. Tom Hippie (Director of Purchasing and Warehouse) on December 27, 2007. Board President Ortell commented on Mr. Hippie's long service to the District, noting he will be missed.

COMMENTS FROM THE AUDIENCE

Jim Lancaster, CCFA President and Automotive Technology faculty member, commented on the status of negotiations and faculty teaching loads. He noted that discussions regarding load began in 2000. A memorandum of understanding was approved at the June 21, 2005, Board meeting establishing a special task force to study the issue of faculty loads. However, implementation of the compressed calendar stalled the establishment of equitable faculty teaching loads. Mr. Lancaster looks forward to a mutually acceptable resolution regarding faculty teaching loads and hopes not to go to impasse.

REPORTS

Michael J. Viera, Ph.D., Superintendent/President, introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who, along with Ms. Lari Kirby, Distance Education Supervisor, presented the Student Worker of the 2007 Fall Semester Award, Mr. Magdaleno (Leno) Pedroza, from EOP&S, is the recipient of the fall semester award. Mr. Pedroza is a full-time student, works 20 hours in EOP&S, and also works in his family's gardening business. On behalf of the Supervisors/Confidential Group, Ms. Kirby presented Mr. Leno with a \$150 check in honor of his recognition as the Fall 2007 Student Worker of the Semester. Mr. Goldstein announced that seven outstanding nominations were received; six were awarded with honorable mentions.

Dr. Viera provided a report on his attendance at the January 15, 2008 ACCCA Annual Budget Workshop. It was noted that Mrs. Carol R. Horton's, Vice President of Finance and Administrative Services, was at the workshop. Highlights of the workshop include a \$400 million mid year reduction of Prop 98 funds; suspension of Prop 98 funds for 2008-09 (requires a 2/3 vote of the legislature); no cost of living adjustment (projected at 4.94%) for 2008; a reduction of net growth from 3% to 1%; a \$51.4 million reduction for categorical programs; \$3 million reduction for the nursing initiative; \$2.2 million reduction for Career Technical Education; \$3.3 million reduction for the Student Success Initiative (basic skills). As the state faces a \$6.7 billion operating deficit, additional proposed mid year reductions include: 10% for all state programs; \$400 million for K-14; and \$40 million from Prop 98 for community colleges. On the positive side, there are no proposals to change/increase student fees.

Dr. Viera announced the retirement of Dr. Sandra Lindoerfer. Dr. Lindoerfer joined the Citrus College family in November 2004. Previously, she served as Dean of Human Resources for seven years at Pasadena City College. In that position, she led the Human Resources Department for 1,200 full-time faculty and staff and approximately 1,600 part-time faculty and staff. Prior to Pasadena, she served as Director of Human Resources at El Camino College and Director of Classified Personnel in the Pomona Unified School District. Dr. Lindoerfer is a graduate of the College of Saint Rose in New York and holds a Juris Doctorate degree from the University of California, Los Angeles. As an attorney, she practiced Labor and Employment, and Education Law. Dr. Lindoerfer is a volunteer mediator for the Los Angeles County Superior Court. She is also a member of the Pasadena Commission on the Status of Women.

Dr. Viera introduced Ms. Jennetta Harris, Foundation Board President, and Mr. Mike Fehrs, Executive Director of Development and External Relations and Director of Foundation, who presented Board Clerk/Secretary Woods with a plaque in honor of his service to the Foundation Board 2004-2007. Dr. Woods expressed his gratitude to the Foundation Board noting that he has been extremely impressed with the members of the Foundation Board for their sincere dedication to Citrus College and wished the Foundation much success.

Ms. Harris welcomed Board Vice President, Mrs. Susan M. Keith, as the Board's liaison to the Foundation for 2008.

Mr. Fehrs announced a memorial scholarship has been established honoring Mr. Tom Hippie. The scholarship will be awarded to students in the Facilities Department. Anyone interested in donating should contact the Foundation Office.

Mr. Fehrs distributed an informational booklet regarding Fall 2008 Scholarships & Grants. It was noted that the deadline to apply for Spring 2008 was March 7, 2008.

Irene Malmgren, Vice President of Instruction, reported that the first ever winter intersession semester was underway; most classes report full capacity.

Fine Arts faculty member, Cherie Brown, has been selected as a recipient of the Excellence in Education Award. The award is given to eight individuals from Region VIII for dedication to teaching, theatre, and excellence. The dinner will be held on the Cal State University, Los Angeles campus on February 15, 2008, in conjunction with the Kennedy Center American College Theatre Festival.

Ms. Malmgren announced the retirement of Ms. Wanda Cunnyingham, Dean of Continuing and Contract Education. Ms. Cunnyingham started her long career with Citrus College in 1981 as a part-time Clerk Typist II in the Evening Office. In 1987 she became a full-time Secretary for the Noncredit Program and then was promoted to the Coordinator of Noncredit. In 2001 she became the Director of Continuing Education and in 2004 was named Dean of Continuing and Contract Education. Ms. Cunnyingham was an essential part of the success of Senator Bob Margett's Annual Women's Conference from 2003-2006, which is held on the Citrus College campus. Ms. Cunnyingham received her A.A. from Mt. Sac, B.S. in Business Administration from the University of La Verne, and her M.B.A. from the University of La Verne.

Jeanne Hamilton, Ph.D., Vice President of Student Services, has established a timeline to implement changes to Board policies and regulations in response to changes to Title 5. Dr. Hamilton and Ms. Malmgren are drafting language which they hope to submit to constituent groups for approval. Ultimately, the changes will be brought before the Board for approval, after all constituent group approval.

Dr. Hamilton announced the re-establishment of the Student Equity Committee. A roster of participants has been established through the Steering Committee and the

Academic Senate. Dr. Hamilton looks forward to establishing assignment responsibilities.

Ms. Martha McDonald, Dean of Students, is presenting a Dealing with Disruptive Students panel discussion during the February 19, 2008 Flex day activities (1:20 to 3:10 p.m.). The workshop is focused on identifying students with potential problems before they arise.

Sandra Lindoerfer, J.D., Director of Human Resources, announced that Citrus College and the Office of Human Resources are hosting the PeopleAdmin Southern California Regional Customer Meeting and Roundtable on January 16, 2008. At the meeting, users will be provided a brief overview of client services, best practices examples and online customer resources, and exchange ideas in roundtable discussions. Customers from Coast Community College District, Mira Costa College, Santa Barbara City College, UCLA, UC Santa Barbara, Riverside Community College, San Bernardino Community College District, the Scripps Research Institute and Ventura Community College are expected to attend.

Dana Hester, Academic Senate President, announced that the last Academic Senate meeting was held December 12, 2007, where Mr. Eric Guzman, Risk Management Supervisor, provided an overview of the Code of Conduct policy and the "We Tip" hotline. The Academic Senate accepted the proposed change of language from credit/no credit to pass/no pass to address confusion that occurs between taking a course and earning a grade of "no credit" versus courses labeled as non-credit courses. The Academic Senate also accepted new program review checklist that will be utilized by the Academic Senate and curriculum representatives serving on formal program review panels. They also approved the proposed 2008-09 academic calendar.

The next meeting of the Academic Senate will be held on Wednesday, February 27, 2008, at 2:10 p.m. in the Faculty/Staff Lounge.

Linda Bermudez, Student Trustee, reported she took part in a Prop 92 rally, as well as a Rock the Vote Day; both events provided further education for students regarding the proposition. She also took part in a *La Opinion* editorial board meeting organized by the Prop 92 organization. The objective of the meeting was to gain the endorsement of the newspaper, which is the largest Spanish language newspaper in the United States and second-most read newspaper in Los Angeles. The paper published an article in the January 14, 2008, edition declaring their endorsement.

Ms. Bermudez was selected as one of the top five applicants for the Board of Governors Student Representative position. With the assistance of Dr. Viera and Ms. Pam Sewell, Administrative Assistant, she flew to Sacramento and was interviewed by the Student Senate for California Community Colleges. The interview went very well and the board seemed impressed with her experience as a Student Ambassador and other various projects she has worked on in her role as Student Trustee. Ms. Bermudez was selected

as one of the three applicants to be interviewed by the Governor for possible appointment to one of two available positions.

Ms. Bermudez had the opportunity to attend a Student Senate meeting where they discussed the need for public transportation and the desire to assist in creating a "green" California. Several regions across the state are working with their local public transportation systems to create a relationship with community colleges. One college added a \$2 fee to their registration fees which in return gives each student a free bus pass for the semester. A few other colleges have set aside money from their student government budget to donate to local public transportation; in return they are given a large discount on bus passes for their students. Another topic of discussion was open educational resources. They also discussed the success of many text book rental programs which have been created throughout the state in various colleges.

Patricia R. Rasmussen, Ed.D., Member, Board of Trustees, reported that one of her campaign goals was to ensure that bond money was being used wisely. She met with Mrs. Horton who walked her through the process and shared the master plan and introduced her to Mr. Robert Bradshaw, Bond Project Manager. She also attended a Citizens' Bond Oversight Committee meeting and was impressed with the committee's interest and efforts in monitoring bond related projects. It was also noted that a very informational Bond Oversight Committee web page is available via the Citrus College website.

Dr. Rasmussen and Dr. Viera are scheduled to meet with Glendora Unified School District Superintendent/President, Dr. Catherine Nichols, and their Board President, Dr. Chuck Gomer, to share dialog and data regarding student success rates in Glendora. Dr. Rasmussen looks forward to identifying ways to increase success for students in the Glendora Unified School District.

Dr. Rasmussen was also pleased to see that dialog continues, through the Strategic Planning Committee, regarding the All Campus Strategic Planning Retreat, held on May 1, 2007.

Dr. Rasmussen was pleased to attend the Vocational Nursing ceremony held on January 11, 2008. It was noted that the students planned, executed, and paid for their own ceremony. Dr. Rasmussen thanked and complimented Health Sciences faculty member, Mr. David Greene for moderating the event.

On Saturday, January 12, 2008, Dr. Rasmussen attended Kenshu Program activities. It was noted that there were approximately 400 Japanese students in attendance studying with professionals on how to work with technology. Dr. Rasmussen looks forward to publicity regarding this event.

Dr. Rasmussen also had an opportunity to meet with Ms. Malmgren who updated her on what was new in the Instruction Department.

Dr. Mickie Allen, Director of the Child Development Center, provided a tour of the center for Dr. Rasmussen who was impressed with the number of years of service (totaling 450) of staff members working in the center. She was also impressed that the center is becoming self sufficient and is no longer receiving grants.

Dr. Rasmussen expressed her interest in hosting a Board retreat to refine goals.

Edward C. Ortell, Board President, announced that Citrus College will host Senator Bob Margett's Education Summit on Thursday, January 24, 2008. Other dignitaries planning to attend include Assemblyman Bob Huff, and Secretary of Education, Dr. David Long. Dr. Ortell also plans to participate in a panel discussion at the event with Dr. Louise Taylor, Superintendent, Monrovia Unified School District; Ms. Roseanne Bader, Member, Board of Trustees, Mt. San Antonio College District; and Mr. Robert Ketterling, Principal of Bonita High School.

MINUTES

Item 1: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the December 4, 2007, regular meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

Item 2: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the December 11, 2007, special meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

INFORMATION AND DISCUSSION

Cosmos in the Classroom Posters and Life After High School Guide – Irene Malmgren, Vice President Instruction

On August 3-5, 2007, faculty members Dr. Denise Kaisler and Mr. Dave Kary attended the Cosmos in the Classroom education conference. Presented by the Astronomical Society of the Pacific and held at Pomona College, this conference brought together astronomy instructors from two and four year institutions in order to share the latest teaching techniques and to disseminate the most recent findings from astronomy and astronomy education research.

At the conference, each of the Citrus attendees presented a poster on the innovative techniques used in their classrooms. Dr. Kary's poster centered on the use of model solar systems to teach mathematical and critical thinking skills. Dr. Kaisler's poster, presented in conjunction with Ms. Joann Eisberg from Chaffey College, detailed the use of advances in infrared cameras in classroom and laboratory settings.

Superintendent/President Search – Edward C. Ortell, President, Board of Trustees

Board President Ortell announced that approximately 4,400 letters were being sent encouraging applications to the consultant's (Dr. Leslie Purdy) "source" list, university CEOs, and association CEOs. The search brochure was included in the mailing.

The next meeting of the Superintendent/President First Level Search Committee will be held on Thursday, February 7, 2008. The committee will begin reviewing applications March 24, 2008. First level interviews are scheduled for April 23-25, 2008.

Dr. Rasmussen requested that Dr. Purdy provide sample contract information and a list of possible interims, given the large number of vacancies.

There was discussion regarding the large number of retroactive hiring approvals presented for approval at the Board meeting. In an attempt to resolve the issue Ms. Keith suggested that the Board meet more than once in the month of December. Dr. Viera commented he planned to send a memo to managers and supervisors reminding them to submit hiring documents in a timely manner.

INDEPENDENT CONTRACTOR

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 5: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve purchase orders for November 2007. 5 Yes.

Item 6: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve A & B Warrants for November 2007. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 7: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve a \$100.00 annual membership to the 5 Community Colleges Track & Cross Country Coaches Association. 5 Yes.

Item 8: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve a \$125.00 annual membership to the National Coalition for Campus Children's Centers. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Dr. Woods and seconded by Dr. Rasmussen for Custom Design and Construction Company to substitute Fredrick Tower of Tujung, California for B&B Steel, Inc of Perris, California, the listed subcontractor. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees (as corrected). 5 Yes.
- Item 11:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 12:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTIONS

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Resolution #2007-08-09 adopting a nonresident tuition fee of \$181.00 per semester unit, plus a \$29.00 capital outlay surcharge, effective for the 2008-2009 fiscal year (commencing with the summer term, 2008). 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 14:** Moved by Dr. Woods and seconded by Mrs. Keith to approve Change Order Number One in the amount of \$85,208.40 and add seventy-two (72) days to the time for completion for project number 20-0607, Construction of the East Parking Lot. 5 Yes.
- Item 15:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order Two in the amount of \$168,370.47 and add sixty (60) days to the time for completion for project number 12-0506, Center for Innovation Re-Bid for construction of the Center for Innovation. 5 Yes.

BIDS

- Item 16:** Moved by Dr. Woods and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid the replacement of the gymnasium floor in the Physical Education Building. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

Item 17: Moved by Mrs. Keith and seconded by Mrs. Montgomery to allow staff to prepare specifications and formally bid the remodel of Portable Building One to make it suitable for Cosmetology/Esthetician programs. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

Item 18: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid HVAC Upgrades at Various Locations. Funding will be from Measure G Bond funds and Scheduled Maintenance funds. Award of contract will be by Board action. 5 Yes.

Item 19: Moved by Mrs. Montgomery and seconded by Mrs. Keith to allow staff to prepare specifications and formally bid two consoles and ancillary equipment for the Recording Arts Studios. Funding will be from Instructional Equipment funds. Award of contract will be by Board action. 5 Yes.

BOARD POLICIES

Item 20: Moved by Mrs. Keith and seconded by Dr. Rasmussen for a second reading to approve the revisions to R-1006 Procedures Regarding Sexual Assaults.

BOARD OF TRUSTEES

Item 21: Moved by Dr. Woods and seconded by Mrs. Montgomery to nominate Dr. Edward C. Ortell to be a candidate for the California Community College Trustees Board. 5 Yes.

CLOSED SESSION: At 5:28 p.m., 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 6:13 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

BROWN ACT: REVIEW AND UPDATE

Ms. Mary Dowell, Attorney at Law, from Liebert Cassidy Whitmore, the District's legal counsel, provided a review and update on the Brown Act for members of the Board and interested staff and community members. Copies of the PowerPoint presentation are available from the Superintendent/President's Office.

ADJOURNMENT: At 7:34 p.m., it was moved by Ms. Keith and seconded by Dr. Woods to adjourn the meeting in Mr. Tom Hippié's (Director of Purchasing and Warehouse) memory.

February 5, 2008

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees