

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

February 5, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 5, 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, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, 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; Brenda Fink, Human Resources and Staff Diversity Officer; Dana Hester, Academic Senate President; and Christine Link, Recording Secretary.

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

Management Team: Paula Green and Sylvia Smythe

Faculty: Terry Miles

Supervisors/Confidential: Marti DeYoung and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Mark Ferrari, David “Dean” Kays, Sharon Lewis, and Patricia Myers

REPORTS

Michael J. Viera, Ph.D., Superintendent/President, provided an overview of a Citrus College 2007 report entitled *Outreach Activities to District High Schools*. The report covers 11 high schools located in the five college districts and includes ACCUPLACER information and a summary of outreach events. He thanked Ms. Ivon McCraven, Coordinator of School Relations; Mrs. Linda Merlo, College Promotions Specialist; Mr.

Jerry Capwell, Administrative Assistant; Ms. Pam McGuern, Administrative Assistant; and Ms. Pam Sewell, Administrative Assistant; for their work in compiling the information. Dr. Edward C. Ortell, Board President, thanked them for the information, which he used as a panelist at the recent Education Summit. The summit was attended by Dr. David Long, the Secretary of Education, and many representatives from K-12 districts. Dr. Ortell said it was good to be able to demonstrate the many ways Citrus College works with our K-12 districts for the benefit of students.

Dr. Viera thanked the trustees for their attendance at the Community College League of California (CCLC) legislative conference, where they received additional information about the budget and mid-year cuts. So far, of the \$40 million in mid-year cuts to community colleges, Vice Chancellor Erik Skinner has identified \$23 million in unallocated funds. Also, the System Office has withdrawn two new grant opportunities. Mrs. Susan M. Keith, Board Vice President, said in recent discussions with legislators, it was pointed out that simply stating numbers is too vague to make an impact. We instead should speak of specific programs that we will lose as a result of the cuts.

Dr. Cindra Smith, formerly with CCLC, has agreed to facilitate a Board Retreat on April 5, 2008. The retreat will take place on campus.

Irene Malmgren, Vice President of Instruction, reported that Flex Day 2008 will focus on student success. She thanked Ms. Sylvia Smythe, Director of Basic Skills, for her work in arranging for Dr. Vincent Tinto to be the keynote speaker. Dr. Tinto is an expert on the social dimensions of student learning and a noted scholar on student success.

A Citrus College student, has been accepted to JPL program. Ms. Malmgren thanked Mr. Y. (Eagle) Zhuang for his success in working with students in being accepted to the JPL program.

Ms. Malmgren invited the Board and the campus community to "Pack-the-Gym" Night on February 6, 2008. The Owls men and women basketball teams are finishing a very successful season and they are hoping for a big turnout for both games.

Ms. Joyce Cohn, Library Media Technician, passed the state board exam for Licensed Vocational Nurse.

Ms. Malmgren was pleased to announce that a new faculty member for nursing was on the agenda for Board approval. Mr. Lawrence Santiago, RN, received his B.S.N. from Azusa Pacific University and his master's degree in nursing from Cal State Dominguez Hills. He is currently working on a doctorate from Azusa Pacific University. Mr. Santiago has worked and taught at many hospitals, colleges, and universities in the region.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Citrus College staff representing economics, mathematics, nursing, and career counseling

attended the annual job fair at the airport Westin Hotel on January 26, 2008. She thanked the Human Resources staff for making an excellent presentation.

Dr. Hamilton reported good progress in implementing a staff identification card for all faculty and regular staff. The cards should be available in the next few weeks.

Procedures for matriculation assessment or placement testing in community colleges are established in law. One of the requirements is to validate cut scores that colleges use. Dr. Hamilton reported that our cut scores for the Fall 2007 semester have been validated by an outside consultant and appear to be set at the correct level and are functioning well.

Dr. Hamilton was pleased to report that Ms. Philomena O'Shea, Cafeteria Supervisor, is doing very well and is looking forward to returning to work soon.

Brenda Fink, Human Resources and Staff Diversity Officer, reporting on behalf of Dr. Sandra Lindoerfer, Director of Human Resources, thanked all faculty and deans who attended the job fair. She said their participation makes a big difference in helping to attract the best possible candidates.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that construction on the new Field House has been slowed due to the weather. She said Tech O is down and Tech D is currently being demolished. They are working with the City of Glendora to resolve campus access issues, with safety as the top priority.

Regarding the Center for Innovation, Mrs. Horton said they are now establishing the move-in schedule.

The schedule for bidding and Board approval (May 6, 2008) for the Student Services Building has been established. Regarding secondary effects, LB and FP will receive renovations, converting space into classrooms, during the summer.

Regarding the budget, Mrs. Horton said nothing has been resolved. The Senate and the Assembly are not even working on the same year. She is concerned about a possible tax shortfall this spring. The shortfall could have an additional negative impact on the July apportionment, which the governor is proposing to withhold until fall. She will be watching the college budget carefully and keeping the board apprised.

Dana Hester, Academic Senate President, thanked the Tech Prep Regional Coordination Project – LA County Steering Committee for supporting the *Generational Understanding for Education and Workforce Professionals* seminar held at Citrus College. She thanked Dr. Lyla Eddington, Project Director, and Ms. Marti DeYoung, Career Technical Supervisor, for coordinating this important event and the Board for supporting the program. Faculty who attended the seminar will disseminate information to their colleagues.

Ms. Hester congratulated Dr. Beverly Van Citters, Language Arts Instructor, who has completed the first section of the Toastmasters International communication program. She also complimented Dr. Van Citters for her very successful Learning Community class, where she continually updates her teaching techniques to reflect the current needs of students.

Linda Bermudez, Student Trustee, reported on efforts to pass Proposition 92. Compared to other colleges she believes that Citrus College students are the most active in working for passage of the ballot measure. She has attended numerous events in support of Proposition 92, including the opening of Hillary Clinton campaign headquarters in East Los Angeles; a "human billboard" for Proposition 92 in front of the democratic debate in Hollywood; a rally at Cal State LA; and a Get-Out-the-Vote party. She has also been interviewed by CNN and other media outlets. Dr. Patricia Rasmussen, Board member, commented that we are very fortunate to have such a dedicated student to serve on the board.

Patricia Rasmussen, Member, Board of Trustees, attended "Souper Bowl" Sunday at Citrus College, and commended Mr. Mike Hillman, Fine and Performing Arts Instructor, and his staff for this event that benefits the community.

Dr. Rasmussen continues to visit different areas of the college. She thanked Mrs. Horton and Mr. Bradshaw for a tour of the Center For Innovation on January 15, 2008. She looks forward to the upcoming tour provided by Dr. Hamilton where they will visit Financial Aid, Student Employment, and Admissions and Records. She thanked Ms. Linda Welz, Chief Information Services Officer, and Mr. Leigh Buchwald, Network Central Computer and Telecom System Supervisor, for the tour of TeCS. She added that she continually receives feedback from the community regarding the great people that work at Citrus College.

Dr. Rasmussen attended the CCLC conference, including the new trustees' workshop. She believes Citrus' regional caucus, SanFACC, will be beneficial to the college. She commented on a session she attended where she discovered that Citrus could be of assistance in providing training for installation of solar panels, as PG&E hires thousands of people to install solar panels.

Susan M. Keith, Board Vice President, reported on the SanFACC nursing summit, which included nursing directors, chief instructional officers, superintendent/presidents, and trustee representatives from each of the six SanFACC colleges. She said collegiality was demonstrated as they discussed problems and shared insights regarding staffing, clinicals, and other issues facing nursing education in our region. Mrs. Keith suggested research into the specifics of becoming accredited by the national nursing accreditation board, as that is a requirement for federal nursing grants.

Mrs. Keith reported on the Foundation Executive Board meeting. She said the Foundation is planning a quarterly newsletter, and they will also be having Board retreat.

Mrs. Joanne Montgomery, Member, Board of Trustees, reported that speakers at the CCLC conference were excellent. While in Sacramento, SanFACC had five half-hour meetings with legislators, including Assemblymembers Anthony Adams, Anthony Portantino, and Paul Krekorian; and Senators Jack Scott and Bob Margett. She said the meetings were very productive.

MINUTES

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the January 15, 2008, regular meeting minutes as corrected. 5 Yes.

INFORMATION AND DISCUSSION

Measure G Citizens' Oversight Committee Annual Report — Mrs. Sharon Lewis, Chairman of the Measure G Citizens' Oversight Committee — Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced members of the Measure G Citizens Oversight Committee in the audience, including committee chair Mrs. Sharon Lewis, Dr. David Kays, Mr. Mark Ferrari and Ms. Patricia Myers. Mrs. Lewis provided an overview of the committee's work for 2007 and walked them through the 2007 Annual Report. She said serving on the committee has been a wonderful experience and she complimented Mrs. Horton, Mr. Bob Bradshaw, Project Manager, Ms. Ariane Lehew, Consultant, and Ms. Judy Rojas, Facilities Rental Supervisor, for their support. Five members of the committee will be termed-out this year, and this summer they will look to the Board of Trustees for candidates from the community to serve in their place.

Mrs. Montgomery commented that the report was a beautiful document.

Mrs. Keith thanked the committee for their work. She commended Mrs. Lewis for her service to Citrus College, including her work on the Citizens Oversight Committee, the Foundation board, *A Taste of Autumn* and many other areas of the college in which she serves.

Economics Program Review – 2006-07 — Irene Malmgren, Vice President of Instruction

Philosophy Program Review – 2006-07 — Irene Malmgren, Vice President of Instruction

Political Science Program Review – 2006-07 — Irene Malmgren, Vice President of Instruction

Psychology Program Review – 2006-07 — Irene Malmgren, Vice President of Instruction

Superintendent/President Search Update and Inquiries — Christine Link, Board Liaison to Search Consultant

Mrs. Christine Link, Executive Assistant and Board Liaison to the search consultant, provided a superintendent/president search update. She said Dr. Leslie Purdy, search consultant, will begin working on a possible list of interims and is very encouraged by the number of inquiries she has received about the position. Dr. Purdy will provide a more detailed report to the Board later in February.

INDEPENDENT CONTRACTOR

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

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT

Item 4: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve A & B Warrants for December 2007. 5 Yes.

Item 5: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve purchase orders for December 2007. 5 Yes.

FIELD TRIP

Item 6: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve a field trip for twenty-five (25) students, one (1) faculty member and three (3) chaperones to travel to the Mexican Riviera over a 7 day period. The group will depart on June 15, 2008 and return on June 22, 2008. All expenses will be covered by monies secured from fundraising activities. 5 Yes.

Mrs. Keith requested that bids be submitted in the action portion of the agenda rather than the consent portion of the agenda in order for discussion.

BIDS

Item 7: Moved by Mrs. Keith and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid the Remodel of the Foundation and Publication Building project. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

Item 8: Moved by Mrs. Keith and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid the West Campus Access Drive project. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

Item 9: Moved by Mrs. Keith and seconded by Dr. Rasmussen to allow staff to prepare specifications and formally bid the Softball Fields Complex and the Student Services Building. Funding will be from Measure G Bond funds and State Bond funds. Award of contract will be by Board action. 5 Yes.

There was discussion again regarding retroactive hiring approvals presented for approval at the Board meeting. Mrs. Keith felt it was disrespectful for the Board to continue to be asked to approve retroactive items. She suggested that, if need be, the Board should have additional meetings in order to pass personnel items in a timely manner. Dr. Viera sent a memo to managers and supervisors explaining that is incumbent upon them that they receive Board approval *prior* to the start of employment for any individual. Failure to do so may result in the new hire not being compensated before Board approval. He looks forward to a refined process.

PERSONNEL RECOMMENDATIONS

Item 10: Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 11: Moved by Mrs. Keith and seconded by Mrs. Montgomery 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 Mrs. Keith and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT

Item 13: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2007, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 14: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery for Custom Design and Construction Company to substitute ThyssenKrupp Elevator of Los Angeles, California for Fredrick Tower of Tujunga, California, the listed subcontractor. 5 Yes.

- Item 15:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to award of a contract for project #07-0708, Energy Services Contract for Installation of heating, ventilation and air conditioning (HVAC) equipment for two district buildings to ACCO Engineering Systems of Glendale, California, in the amount of \$1,447,070, and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. These projects are part of the planned campus wide HVAC energy upgrades to be funded by scheduled maintenance funds and bond funds.
5 Yes.
- Item 16:** Moved by Dr. Rasmussen and seconded by Dr. Woods to accept Project #05-0708, Baseball Complex Improvements as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$73,634.00.
5 Yes.
- Item 17:** Moved by Dr. Woods and seconded by Mrs. Keith to accept Project #20-0607, Construction of the East Parking Lot as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$1,388,233.40.
5 Yes.

BOARD POLICIES

- Item 18:** Moved by Mrs. Keith and seconded by Dr. Rasmussen for a second reading to approve the revisions to Board Policy, P-1006, Sexual Assaults.
5 Yes.

RESOLUTIONS

- Item 19:** Moved by Dr. Woods and seconded by Mrs. Montgomery to adopt Resolution No. 2007-08-10 and approve Contract Number CIMS-7175 in the amount of \$3,464.00 for instructional materials for the period of July 1, 2007 – June 30, 2008 for the Child Development Center.
5 Yes.

EMPLOYMENT – FACULTY

- Item 20:** Moved by Mrs. Keith and seconded by Dr. Woods to approve the employment of Mr. Lawrence Santiago for a full-time, tenure track faculty position, in the discipline of Nursing to begin on February 19, 2008, for one-half of the regular 175 day contract, at a salary placement of Class 2, Step 6 on the faculty salary schedule (pending verification of education and experience), totaling \$61,532.00 annually, plus \$20,473.09 in health and statutory benefits, all prorated for half of an academic year.
5 Yes.

CLOSED SESSION: At 5:45 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 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, MICHAEL J. VIERA, SUPERINTENDENT/PRESIDENT — Unrepresented Employees: Executive Assistant to the Superintendent/President and Recording Secretary to the Board of Trustees (Confidential) and Administrative Assistant (Confidential)

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

RECONVENE OPEN SESSION: At 6:29 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:30 p.m., it was moved by Mrs. Montgomery and seconded by Dr. Rasmussen to adjourn the meeting.

February 19, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees