

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

February 19, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 19, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:21 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; 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: Martha McDonald and Linda Welz

Faculty: Cherie Brown and Lawrence Santiago

Supervisors/Confidential: Marilyn Grinsdale and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Andrew Cress and Savannah Star Dominguez

VISITORS: Fred Bauezsfeld, Vic Donas, Eddie Hahn, and Arthur Miranda

REPORTS

Michael J. Viera, Ph.D., Superintendent/President, provided information on mid year reductions to the state budget. The Governor's original proposed state budget included mid year reductions totaling \$400 million; \$40 million of which affecting community colleges. During the last three years it was noted that community colleges incurred reductions totaling \$31.1 million in either unallocated or unused allocations. Therefore,

the legislature denied any further community colleges budget reductions. All immediate reductions requested by the Governor on behalf of community colleges have been handled at the system level. The 2008-09 budget hearings will commence shortly.

Dr. Viera distributed copies of a flier from the Community College League of California regarding *Capitol Days 2008*. Three *Capitol Days* events are scheduled to occur on March 12, 2008, May 20, 2008, and June 17, 2008. These one-day events provide an opportunity for community college leaders to participate in intense lobbying efforts focused on legislators who most influence the community college budget. The ideal composition of a district advocacy team should include a trustee, a CEO, a student, a faculty member, a classified staff member, and a community member. It was decided that Citrus would participate in the May 20th event.

Dr. Viera also would like to participate in an April 1st Rally for Higher Education in Sacramento. Students and faculty will be asked to participate in a rally that will be held on the steps of the state capitol.

Dr. Viera introduced Mr. Lawrence Santiago, the full-time, tenure track nursing faculty member who was approved for hiring at the February 5, 2008, Board meeting. Mr. Santiago expressed his excitement at being selected as a Citrus faculty member and looks forward to joining the nursing program.

Irene Malmgren, Vice President of Instruction, announced that classes begin tomorrow and she is still signing hiring documents as many adjuncts agreeing to provide instruction have accepted positions at other institutions and must now be replaced. Ms. Malmgren is aware of the Board's concern about retroactive hiring; staff is working diligently to complete hiring documents in a timely manner. However, classes cannot be held without instructors.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported enrollment increased almost 20% in head count and 30% in weekly student contact hours (WSCH).

The first training for accreditation co-chairs and committee members has been scheduled for February 26, 2008, at 3:00 p.m. in the Faculty/Staff Lounge. Three-ring binders, including applicable reference materials, are being prepared for co-chairs. Dr. Hamilton attended an ASCC meeting and explained the importance of student participation in accreditation committees. While Dr. Hamilton does not expect to have a student member for each committee, she encouraged student participation on the Instruction, Student Services, and Decision-Making committees.

In relation to accreditation, Dr. Hamilton made reference to recent correspondence from the Accrediting Commission for Community and Junior Colleges listing the actions taken on 64 institutions, including comprehensive evaluation, candidacy, initial accreditation, midterm reports, progress reports, and substantive change reports. It was noted that only five community colleges were reaffirmed for accreditation. Many others were placed on warning or probation, denied initial accreditation, accepted progress reports

with visits, etc. Dr. Hamilton feels the actions demonstrate that the commission intends to show the federal government that they can hold community colleges accountable to higher standards.

Mrs. Susan M. Keith, Vice President, Board of Trustees, commented on a session she attended at the National Legislative Summit in Washington DC where one of Senator Kennedy's staff members provided remarks inferring that the factor that they want to look at for holding community colleges accountable was graduation rates. It was apparent that the speaker had no idea about the missions of community colleges, as many students do not transfer; they get certificates and get jobs. Mrs. Keith feels that many legislators attended four-year universities and therefore have a misunderstanding of what community colleges are about. Mrs. Keith supports events, such as Capitol Days, that promote community colleges, as legislators need to be educated on the importance of community colleges.

Dr. Hamilton introduced Ms. Savannah Star Dominguez, President of ASCC. Ms. Dominguez, on behalf of ASCC, presented a certificate of appreciation to Student Trustee, Ms. Linda Bermudez, for her contributions to Prop 92. Ms. Bermudez has contributed far beyond expectations and continues to impress and inspire her peers. Ms. Dominguez is glad to call Ms. Bermudez a fellow student leader and a good friend.

Sandra Lindoerfer, J.D., Director of Human Resources, indicated the Board agenda included requests to approve tenure for 19 full-time faculty members. She looks forward to the contributions these faculty members will make to the college and their students.

Dana Hester, President, Academic Senate, reported faculty look forward to the spring semester.

The next meeting of the Academic Senate will be held on February 27, 2008, in the Faculty/Staff Lounge.

The Academic Senate looks forward to more opportunities to share expertise and strategies on how to improve in the area of student engagement and appreciated the opportunity to hear Dr. Tinto at FLEX day. Assessment data, CCSSE data, and participation in the upcoming accreditation self study will stimulate more dialogue; faculty are committed to providing the best environment for students.

Ms. Hester congratulated Dr. Dale Salwak, English faculty member, for publishing another book entitled "Teaching Life: Letters from a Life in Literature."

Linda Bermudez, Student Trustee, had the opportunity to attend the National Legislative Summit in Washington DC, which was tremendously informative. She brought back information to share with the members of ASCC. Through a meeting with Congressman David Dreier, she learned the importance of student interaction with local legislators. The main points emphasized included student presence during legislator

interaction, sharing of personal stories, and the value of campus tours/events for legislators. It was noted that Congressman Dreier requested Ms. Bermudez's resume. She thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for offering her assistance with her resume. Ms. Bermudez hopes to increase student participation in future meetings with legislators.

Board President Ortell thanked and complimented Ms. Bermudez for her participation and enthusiasm at the summit.

Joanne Montgomery, Member, Board of Trustees, also attended the National Legislative Summit in Washington DC. Citrus trustees had the opportunity to meet with Congressman David Dreier, a representative from Congresswoman Hilda Solis, and Congressman Adam Schiff. United States Secretary of Education, Ms. Margaret Spellings, presented comments indicating that she now understands the need and importance of community colleges. Mrs. Montgomery reported that Governor Roy Romer is taking over the K-12 school reform initiative, which is basically a student success program that will bring students to the community college system. Mr. Charlie Cook, Publisher and Political Analyst for NBC news, and Mr. Stuart Rothenberg, Publisher and Political Analyst for CBS News, presented remarks during the general session luncheon. Trustees thanked members of the legislature for taking away the sensitivity issue related to PELL grants and for increasing the dollar amounts of PELL grants provided to students. Trustees also had an opportunity to ask legislators to reauthorize Perkins Act funds. Additional discussion included reauthorizing of the Higher Education Act and accountability.

Board President Ortell, who also attended the summit, was impressed at the greetings provided to trustees by legislators. He also commented that legislators seemed impressed at the formation of the SanFACC, a coalition of local community colleges including: Citrus, Chaffey, Glendale, Pasadena, Rio Hondo, and Mt. San Antonio. The caucus also promoted finalization of the Gold Line. He also commented that governmental relations officers from all the districts of SanFACC were a great asset at the summit as they paved the way for trustees to meet with legislators.

It was suggested that Assemblymember Ed Hernandez and Congresswoman Hilda Solis be invited to the campus for a tour.

Mrs. Montgomery commented on a recent full page advertisement appearing in the *Pasadena Star News* announcing that Assemblymember Hernandez is working with Rio Hondo and Mt. San Antonio colleges on a *College Now Program* to ensure students go to college.

Patricia Rasmussen, Member, Board of Trustees, continues her campus tours and visits with staff. She thanked Mr. Mike Harrington, Director of Facilities and Construction, and Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for the tour of the Maintenance/Operations and Warehouse/Purchasing areas. Dr. Rasmussen was impressed with all the services provided. Dr. Rasmussen

applauded the recycling efforts of Mr. Jeff Eichler, Environmental Health Programs Supervisor, and the recycling facility, which is a model facility that other organizations are interested in touring. She suggested that a press release be written regarding the recycling facility, prior to *Earth Day*. Dr. Rasmussen also toured the new Central Plant and was very impressed that the computerized system is capable of heating and air conditioning all campus buildings. She commented on the great sprinkler system that is in place that shuts off when it starts to rain.

Mrs. Horton also provided an overview for Dr. Rasmussen of all the mandated state reports, related to fiscal accountability, that Citrus is required to complete.

Dr. Jeanne Hamilton, Vice President of Student Services, and Ms. Lois Papner, Dean of Admissions and Records, met with Dr. Rasmussen and shared challenges related to the implementation of the WingSpan computer system. At some point students will be able to have a MY CITRUS web page where they will be able to get grades, messages from faculty members, check traffic reports, check the weather, and other related information.

Ms. Irene Malmgren, Vice President of Instruction, and Ms. Jody Wise, Dean of Physical Education and Athletics, provided an overview of the athletic program and an update on Title IX. Dr. Rasmussen was impressed that coaches emphasize the importance of academics to their student athletes. Dr. Rasmussen complimented Ms. Wise for her efforts in training all coaches and identifying fund raising efforts so people are not asked multiple times for fund raising.

Dr. Rasmussen was very pleased to be able to attend FLEX day activities and was quite impressed with Dr. Tinto's comments.

Dr. Rasmussen looks forward to additional campus tours and visits with staff, which will begin again once the semester is underway.

MINUTES

Item 1: Moved by Mrs. Keith and seconded by Dr. Woods to approve the February 5, 2008, regular meeting minutes, as revised. 5 Yes.

INFORMATION AND DISCUSSION

Introduction of Dr. Vincent Tinto — Sylvia Smythe, Director of Basic Skills/Irene Malmgren, Vice President of Instruction.

Ms. Malmgren introduced Ms. Sylvia Smythe, Director of Basic Skills, who provided an introduction of Dr. Vincent Tinto, who was the keynote speaker at the February 19, 2008, FLEX day activities. Dr. Tinto spoke on engaging students for success and provided information on how to motivate and reach today's students. He also led a workshop on strategies for student success, had lunch and fielded questions from the audience, and worked all afternoon with faculty.

Dr. Vincent Tinto received his Ph.D. in Education and Sociology from the University of Chicago. He is currently a Distinguished University Professor and Chair of the Higher Education Program at Syracuse University. He has carried out research and has written extensively on higher education, focusing on how colleges and universities can build learning communities based on clear expectations, accessible support structures, academic challenge, and student retention.

Dr. Tinto has consulted widely with federal and state agencies, independent research firms, foundations, and two and four-year institutions of higher education on a broad range of higher educational issues, not the least of which concern the retention and education of students in higher education.

As a member of the Pathways to College Network, he is currently engaged in a national effort to increase access to college. His current research, funded by grants from the Lumina Foundation for Education and the William and Flora Hewlett Foundation, focuses on the impact of learning communities on the academic achievements of under-prepared college students in urban two and four-year colleges.

Dr. Tinto thanked Ms. Smythe and everyone involved in organizing his keynote speech and activities at the college. Dr. Tinto was honored to be asked to speak at a community college and realizes and appreciates the importance of community colleges. Dr. Tinto shared his perspectives regarding the success of colleges and students and offered his assistance.

Kennedy Center American College Theatre Festival: California State University – Los Angeles, February 11-16, 2008 — Cherie Brown, Theatre Department Faculty/Irene Malmgren, Vice President of Instruction.

Ms. Malmgren introduced Ms. Cherie Brown, Theatre Arts Faculty member, who was the recipient of the Kennedy Center's *Excellence in Education Award*. Each year, eight individuals from the region are chosen for their dedication to teaching, theatre, and excellence in their work. Ms. Brown also adjudicated and responded at the acting competition where several Citrus students participated.

Ms. Brown explained that on February 11-16, 2008, 13 Citrus College theatre arts students competed and/or performed at the Kennedy Center American College Theatre Festival (KCACTF). The festival provides theatre students the opportunity to have their work critiqued, improve their dramatic skills, and receive national recognition for excellence. The events include the *Irene Ryan Acting Competition* and the *Invitational Scene* performance. The festival region includes California, Arizona, Utah, Nevada, and Hawaii. Out of several hundred productions seen and adjudicated throughout the year, 14 scenes were chosen to perform. A scene from Citrus' production from last fall, *JOINED AT THE HEAD*, was chosen to compete.

Additionally, under the guidance of Mr. Dan Volonte, Theatre Arts faculty member, five students in Technical Theatre and Design competed in the areas of *Stage Lighting, Sound, and Set Design*. Presentations of their designs from last spring's production of *SUBURBIA* and last fall's, *JOINED AT THE HEAD* were reviewed and adjudicated by various educators.

Citrus College Veterans Program — Bruce O. Solheim, Ph.D., Professor of History and Volunteer Veterans Coordinator/Jeanne Hamilton, Ph.D., Vice President of Student Services.

Ms. Malmgren introduced Dr. Bruce O. Solheim, History faculty member and the Volunteer Coordinator of the Veterans Program.

Dr. Solheim explained that veterans attending Citrus College are in need of a support program where they can receive services such as counseling, information on enrollment, benefits, and social networking. A course called *Boots to Books* was offered in fall 2007 and has been very helpful for recently returned veterans to transition back to civilian life. A veterans fund has been established through the Citrus College Foundation, as well as *The Veterans Network*, a support club for students. *The Veterans Network* was responsible for campus Veterans Day celebrations.

Dr. Solheim introduced several Veterans who were in attendance.

Attached to the meeting minutes is a copy of Dr. Solheim's written report.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT

Item 4: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve A & B Warrants for January 2008. 5 Yes.

Item 5: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve purchase orders for January 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Dr. Rasmussen 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 7: Moved by Dr. Rasmussen 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 8: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

ACADEMIC CALENDAR

Item 9: Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the proposed 2008-09 Academic Calendar. 5 Yes.

EMPLOYMENT – FACULTY

Item 10: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Dora Arredondo for the 2008/2009 academic year. 5 Yes.

Item 11: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Kathy Bakhit for the 2008/2009 academic year. 5 Yes.

Item 12: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Patrick Borja for the 2008/2009 academic year. 5 Yes.

Item 13: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Deborah Bowman for the 2008/2009 academic year. 5 Yes.

Item 14: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Jackie Boxley for the 2008/2009 academic year. 5 Yes.

Item 15: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Claudia Castillo for the 2008/2009 academic year. 5 Yes.

Item 16: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Richard Ghidella for the 2008/2009 academic year. 5 Yes.

Item 17: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Patty Glover for the 2008/2009 academic year. 5 Yes.

- Item 18:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Bruce Grossman for the 2008/2009 academic year. 5 Yes.
- Item 19:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Mark Gunderson for the 2008/2009 academic year. 5 Yes.
- Item 20:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Cliff Hadsell for the 2008/2009 academic year. 5 Yes.
- Item 21:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Salvador Hernandez for the 2008/2009 academic year. 5 Yes.
- Item 22:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Dr. Denise Kaisler for the 2008/2009 academic year. 5 Yes.
- Item 23:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Dr. Andrew Kim for the 2008/2009 academic year. 5 Yes.
- Item 24:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Dr. Senya Lubisich for the 2008/2009 academic year. 5 Yes.
- Item 25:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Gloria Ramos for the 2008/2009 academic year. 5 Yes.
- Item 26:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. James Swatzel for the 2008/2009 academic year. 5 Yes.
- Item 27:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Ms. Lisa Villa for the 2008/2009 academic year. 5 Yes.
- Item 28:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the granting of tenure to Mr. Dan Volonte for the 2008/2009 academic year. 5 Yes.

- Item 29:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the employment of Mr. Ralph Meza for a temporary, year-to-year, categorically-funded non-tenure track, full-time faculty position, in the discipline of Counseling (Teacher Education) to begin on July 1, 2008, for a year-to-year categorically funded contract of 175 contract days over the twelve month period, at a salary placement of Class 1, Step 8 on the Full-Time Faculty Salary Schedule totaling \$63,896.00 annually plus \$20,772.144 in health and statutory benefits. Compensation for this position is supported by the Title 5 HSI Teacher Preparation Grant. 5 Yes.
- Item 30:** Moved by Mrs. Keith and seconded by Dr. Woods to approve the employment of Mr. Jimmy Nguyen, for a temporary, year-to-year categorically funded full-time, non-tenure track faculty position, in the discipline of Counseling to begin on July 1, 2008, for a year-to-year categorically funded contract of 175 contract days over the twelve month period, at a salary placement of Class 2, Step 7 on the Full-Time Faculty Salary Schedule totaling \$64,170.00 annually plus \$20,806.80 in health and statutory benefits. 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 31:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the employment of Ms. Sylvia Smythe effective July 1, 2008, as the Director of Basic Skills at a salary placement of \$112,127.00 annually, plus \$26,873.36 in health and statutory benefits. The Director of Basic Skills is a year-to-year categorically funded position through Title 5 HSI Solo Grant. 5 Yes.

BOARD OF TRUSTEES & MANAGEMENT TEAM

- Item 32:** Moved by Dr. Woods and seconded by Mrs. Keith for members of the Board of Trustees (5), the superintendent/president, the vice president of finance and administrative services, the vice president of students services, the vice president of instruction, the director of human resources, the executive director of development and external relations, the chief information services officer, the Dean of Continuing and Contract Education, and the Director Purchasing and Warehouse to receive a monthly \$50 cellular phone stipend in lieu of being provided District cellular phones, effective March 1, 2008. 5 Yes.

CLOSED SESSION: At 5:30 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

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Dean of Admissions and Records
- Dean of Business, CSIS, and Distance Education
- Dean of Continuing and Contract Education
- Dean of Counseling
- Dean of Mathematics
- Dean of Fine and Performing Arts
- Dean of Language Arts
- Dean of Library and Information Services
- Dean of Physical Education and Athletics
- Dean of Science, Engineering, and Health Sciences
- Dean of Social and Behavioral Sciences
- Dean of Students
- Director of Basic Skills
- Director of Center of International Trade and Development
- Director of Child Development Center
- Director of Communications
- Director of Cosmetology
- Director of EOPS, CARE, and CalWORKs
- Director of Facilities and Construction
- Director of Financial Aid
- Director of Fiscal Services
- Director of Health Sciences
- Director of Human Resources and District Chief Negotiator
- Director of Institutional Research
- Director of Performing Arts Center
- Director of Purchasing and Warehouse
- Director of Vocational Education
- Chief Information Services Officer
- Executive Director of Development and External Relations and
Director of Foundation
- Human Resources/Staff Diversity Officer
- Vice President of Instruction
- Vice President of Finance and Administrative Service
- Vice President of Student Services

RECONVENE OPEN SESSION: At 7:19 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:20 p.m., it was moved by Dr. Woods and seconded by Mrs. Keith to adjourn the meeting in honor of **Dr. Darrell “Red” Holman** (former Citrus Community College District Trustee from Monrovia, 1967 to 1974) who passed away February 11, 2008; and **Dr. Bill May** (Citrus College alumnus and avid supporter) who passed away on February 9, 2008.

March 4, 2008

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees