

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

March 4, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 4, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:15 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; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Instruction; Sandra Lindoerfer, Director of Human Resources; Lucinda Over, Dean of Counseling; Dana Hester, Academic Senate President; and Christine Link, Recording Secretary.

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

Management Team: Mickie Allen, Rosalinda Buchwald, Paula Green, and Linda Welz

Faculty: Rafael Herrera

Supervisors/Confidential: Marilyn Grinsdale, Tedd Goldstein, Lari Kirby, and Eric Magallon

Classified Employees: Sandra Harden

Adjunct Faculty: None

Students: Ariel Carmona, Andrew Cress

VISITORS: None

REPORTS

Michael J. Viera, Ph.D., Superintendent/President, provided an update on the budget. Dr. Viera said the Governor supports some of the Legislative Analyst Office (LAO) recommendations regarding closing budget loopholes. However, it will still be

and uphill fight to pass a budget, as passage requires a two-thirds vote of the legislature, and the GOP has vowed not to raise taxes. Property tax revenues are down generally, and two counties over-reported property tax revenues by \$76 million. Growth will now be cut from the budget, but we will still receive full apportionment. The LAO also recommends raising fees to \$26 per unit, which is being opposed. On the more positive side, the LAO now projects the deficit at \$8 billion, down from the earlier projection of \$16 billion.

Dr. Viera said there is serious discussion in Sacramento to create a student success block grant that would lump basic skills, DSPS, and EOPS together into a single block, which would be provided at the local college level allowing the local college to make the determination of how to best allocate the money. Similarly, there has been a suggestion made for a faculty support block that would include any money we receive for part-time faculty office hours and other things related to part-time faculty. Dr. Viera said at this point we are cautious but we are planning for next year in a fashion that will allow us to move forward with our quality programs and services.

Dr. Viera reported that the men's basketball team won another game on Saturday, March 1, 2008. He thanked Dr. Edward C. Ortell, Board President; Mrs. Susan M. Keith, Board Vice President; and Mrs. Joanne Montgomery, Board Member, for attending the game. The last home game will take place on March 8, 2008; the winner will go to the state finals in Stockton on March 14, 2008.

A Board Retreat is scheduled for April 5, 2008. Dr. Cindra Smith, formerly with the Community College League of California, will facilitate the retreat and will be contacting Board members, individually, to ascertain interest in particular topics as she puts together the agenda for the retreat. To provide the Board with information on how Board goals are currently being carried out, the Board will receive reports from Instruction and the Academic Senate at the March 18, 2008, regular Board meeting and reports from Student Services, TeCS, and External Relations at the April 1, 2008 regular Board meeting.

Dr. Viera said that the Foundation Board has proposed naming the Center for Innovation, the "Louis E. Zellers Center for Innovation."

Ms. Irene Malmgren, Vice President of Instruction, reported that the spring semester was well underway, and with approximately 275 more students enrolled from last year. She also said that the summer schedule is almost complete; final edits are due March 5, 2008. The document will then be sent to the printer.

Dr. Denise Kaisler, Astronomy Instructor, invited expert vulcanologist, Dr. Rosaly Lopes, to provide a presentation on "volcanoes in the solar system." The presentation will take place on March 19, 2008, in the Campus Center.

Lucinda Over, Dean of Counseling, reporting on behalf of Jeanne Hamilton, Vice President of Student Services, announced that the annual High School Counselor

Breakfast event will take place on March 6, 2008. Ms. Alicia Longyear, Student Athlete Counselor, Ms. Laura Villegas, Counselor, Ms. Emily Burch, Adjunct Counselor, Mr. Luis Serna, Student Aide, and Ms. Susan Gonzales, Counseling Secretary, planned and organized the event. Student Ambassadors and members of ASCC are scheduled to speak at the event

Sandra Lindoerfer, J.D., Director of Human Resources, on behalf of all constituent groups, thanked the Board for considering the summer work week schedule, which was included on the agenda for Board approval.

Carol R. Horton, Vice President of Finance and Administrative Services, received the P1 report from the System Office, and simultaneously, received an e-mail from Mr. Eric Skinner, Vice Chancellor for Fiscal Policy, that the report was not correct, due to the \$76 million shortfall.

In regard to fiscal transparency, Mrs. Horton is providing budget and audit presentations to various constituent groups, including the Deans and the Academic Senate. Some of the changes impact block grants, Cal grants, and possibly an increase of \$6 per unit for student fees.

Regarding capital projects, there will be two major bid openings, one for the west campus access drive and one for the softball field complex. The projects will be included on the next agenda for Board approval.

Mrs. Horton said Citrus College "made history" in getting the Student Services buildings through the State Department of Finance in three months. She is very pleased with her staff for achieving this major accomplishment. Mrs. Keith congratulated Mrs. Horton and her department. Mrs. Keith said there had been a lot of hard work to implement the Education and Facilities Master Plan since the passage of Measure G in 2004. Mrs. Montgomery said she took the Citizen's Oversight Committee report to her community, and they are amazed with our progress.

Dana Hester, Academic Senate President, reported excellent attendance at the Academic Senate meeting on February 27, 2008, where they heard two special reports, which were well received. Mrs. Horton reviewed the audit report and provided a budget update. Ms. Hester said that the faculty recognizes the outstanding efforts of Mrs. Horton and her staff. Mrs. Connie Tucker, California Educational Technology Collaborative Ambassador, gave a report on free technology opportunities offered by the collaborative, which will facilitate faculty interaction with students and colleagues.

Ms. Hester said the Academic Senate took action to accept the annual program review form and to recommend the Steering Committee create a task force to examine the impacts of the compressed calendar, the block schedule, and Banner.

Linda Bermudez, Student Trustee, met with Gold Line representatives and students from Mt. Sierra College for a brainstorming session at Pasadena Advertising and were

provided a tour of the Gold Line. She said the Gold Line will launch a campaign called "I Will Ride," on March 12, 2008, which will highlight students from colleges across the Foothill Extension. The majority of the work for this campaign will be done at local colleges. "I Will Ride" activities on our campus will take place during Club Rush and Spring Fest. Dr. Ortell thanked Ms. Bermudez for her efforts, saying with a Citrus Station, we will have many riders for the Gold Line.

Dr. Viera congratulated Ms. Bermudez on becoming the first recipient of a new scholarship, the *Dr. Juan Lara Scholarship*. Dr. Lara is the Assistant Vice Chancellor Emeritus, UC Irvine, and he personally judged the entries.

Dr. Patricia Rasmussen, Member, Board of Trustees, attended the recent WingSpan celebration. She thanked Ms. Linda Welz, Chief Information Services Officer, and her very collegial staff for working together to implement WingSpan. Board President Ortell congratulated everyone who has assisted in implementing WingSpan, many who worked evenings and weekends to get it up and running.

MINUTES

Item 1: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the February 19, 2008, meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Center for Teacher Excellence – Update on Dual Enrollment – Rafael Herrera, Coordinator for the Center for Teacher Excellence/Jeanne Hamilton, Vice President of Instruction.

Mr. Rafael Herrera, Coordinator for the Center for Teacher Excellence, reported on grant activities for this school year. He said there will be a University of La Verne (ULV) "Future Teacher's Day" on April 4, 2008, and on May 14, 2008, Citrus College will host a "Careers in Teaching" forum to give students a perspective on what it is like to be a teacher. There is also a dual enrollment opportunity, which lines up with the objectives of the grant, where students are taught by ULV faculty on our campus.

Service Learning Presentation – Sandra Harden, Service Learning Technician II, & Bobbie Goodman, Professor of Biology/Jeanne Hamilton, Vice President of Instruction.

Ms. Sandra Harden, Service Learning Technician, discussed the Service Learning Program. She said the program has grown, with the number of students almost tripled over last year. Service learning is now being done in 15 different disciplines. She introduced a student, Ms. Michelle Yan, who was involved in service learning last semester. Ms. Yan taught economics to 8th grade students and said she enjoyed and benefited from her participation in service learning. Ms. Keith said she has worked for many non-profit

organizations, and service learning benefits both students and the organizations they serve.

**Earth Science/Astronomy Program Review 2006-2007 – Irene Malmgren,
Vice President of Instruction.**

INDEPENDENT CONTRACTORS

Item 2: Moved by Mrs. Keith and seconded by Dr. Woods 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. Woods to approve facility rentals and usage. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 4: Moved by Mrs. Keith and seconded by Dr. Woods to approve a \$8,050.00 one year membership to the Community College Survey of Student Engagement. 5 Yes.

Item 5: Moved by Mrs. Keith and seconded by Dr. Woods to approve a \$375.00 annual membership to the National Business Incubation Association. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

SURPLUS PROPERTY

Item 9: Moved by Dr. Woods and seconded by Mrs. Montgomery to dispose of the enclosed list of surplus items by public auction by the liquidation Company or donation to another public entity. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 10: Moved by Dr. Rasmussen and seconded by Mrs. Keith to authorize PW Construction, Inc. to substitute B.S. Hand & Sons Concrete Construction of Simi Valley, California for Bari Construction of Irvine, California, the listed subcontractor. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the attached budget revisions for funds 01.3 and 33.0 for the fiscal year 2007-2008. 5 Yes.

FIELD TRIPS

- Item 12:** Moved by Mrs. Keith and seconded by Dr. Woods to approve a field trip/tour for thirty-six (36) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra), and five (5) staff members to perform in Hawaii on June 2 through June 15, 2008. 5 Yes.

BOARD POLICIES

- Item 13:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the first reading of proposed revisions to Board Policy, P-4401, *Confidential Employees Defined*. 5 Yes.

WORK WEEK

- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the modified summer 4-day work week schedule consisting of nine (9) hour days, for a total of 36 hours per week during an eight (8) week time period beginning June 23, 2008, through the week of August 18, 2008, plus one (1) eight (8) hour work week of June 30, 2008, for classified employees, managers, and supervisors/confidentials. 5 Yes.

LIQUOR LICENSE

- Item 15:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine on campus on April 17, 2008, at the Glendora Citizen of the Year Banquet and Celebration. 5 Yes.

CLOSED SESSION: At 5:02 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(e) and 54957: PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT: Director of Human Resources

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

RECONVENE OPEN SESSION: At 6:46 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:47 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting.

March 18, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees