

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

March 18, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 18, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:17 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.

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

Management Team: Mickie Allen, Paula Green, and Sylvia Smythe

Faculty: None

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

Classified Employees: Peggy Olson

Adjunct Faculty: None

Students: Andrew Cress and Julia Kupisiewicz

VISITORS: None

Dr. Viera announced that the men's basketball team claimed its first State Championship in program history with a 72-67 victory over Fullerton College at the game held in Stockton, California on Sunday, March 16, 2008.

Dr. Viera introduced Ms. Jody Wise, Dean of Physical Education and Athletics, who thanked the Board, Dr. Viera, Ms. Malmgren, Mrs. Horton, and everyone involved in assisting, encouraging, and supporting the basketball team's success. Ms. Wise said it was a very exciting season and championship tournament and credited Head Coach, Mr. Rick Croy, for ensuring his student athletes' success both on and off the court. Ms. Wise introduced Mr. Croy.

Mr. Croy thanked everyone for their support and enthusiasm of the 2007-2008 men's championship basketball team; adding that It was a very exciting season. Mr. Croy introduced the following team members in attendance:

Virgil Buensuceso
Nate Richardson
Kelly Johnson
Steven Bennet
Jeremy Smith

Darren Moore
AJ Gasporra
Ralph Monday
Buchi Awaji
Troy Payne

Valentine Ike
AJ Greenwood
Richard Frohlich

Mr. Croy explained that the team could not have been successful without the talent of the outstanding coaches listed below:

Assistant Coach, Josh Dunaj
*Assistant Coach, Will Kimble**
Assistant Coach, Chris Acker
Recruiter and Director of Basketball Operations, Joey Wellman
Student Assistant, Steve Harper
Director of Basketball Operations, Jim Croy

**Unable to attend*

Special thanks were extended to Mr. Andrew Wheeler, Sports Information Coordinator, for traveling with the team and his talent in writing blog reports during the games that kept everyone at home apprised during the championship tournament.

Mr. Croy concluded his remarks stating that the team's success was truly a "team" effort and thanked the players and the coaches for their dedication and enthusiasm.

COMMENTS FROM THE AUDIENCE

James Lancaster, CCFA President and Automotive Technology Instructor, announced that the faculty ratified the memorandum of understanding regarding faculty load by a vote of 111 in favor and 17 opposing. Mr. Lancaster thanked the Board for the opportunity to work through the load issue. Special thanks were extended to Mr. Sam Lee, Dean of Language Arts, for the many hours he spent creating multiple draft faculty load spreadsheets. Mr. Lancaster concluded his remarks thanking everyone that was involved initiating the memorandum of understanding.

REPORTS

Michael J. Viera, Ph.D., Superintendent/President, announced that Ms. Cindra Smith, who will facilitate the April 5, 2008, Board Retreat, will begin calling Board members to receive input regarding the agenda for the retreat.

As previously reported, three members on the Measure G Citizens' Oversight Committee have termed out and must be replaced prior to the September 4, 2008, scheduled meeting. The categories to be filled include a senior citizens organization, a taxpayer organization, and someone representing a local business. Mrs. Keith and Dr.

Woods volunteered to serve on a subcommittee to review applications and make recommendations to the Board to fill the positions. Dr. Viera asked Board members to submit nominations for perspective committee members (applications will be sent once nominations are made).

Dr. Viera met with members of the Foundation's Financial Committee, headed by Mr. Jack Watson, regarding the financial debacle with the Bear Stearns Investment firm, which manages the Foundation's accounts. It appears all Foundation accounts are in good shape and contact has been made with representatives from Bear Stearns.

Lucinda Over, Dean of Counseling, on behalf of Dr. Jeanne Hamilton, Vice President of Student Services, thanked Dr. Rasmussen for attending the March 6, 2008, High School Counselor Breakfast held on campus with 21 high schools represented.

Ms. Martha McDonald, Dean of Students, and Ms. Ivon McCraven, Coordinator of School Relations, worked with many faculty and staff to host two successful open house events on March 12 & 13, 2008, with approximately 1,300 high school students attending. Most high schools within the Citrus Community College District were represented along with Upland, Temple City, Baldwin Park, Covina, Rowland, and El Monte.

During the last few weeks, the CalWORKs program hosted orientations for incoming students. This year, Mr. Robert Melendez, Director of EOPS, CARE, and CalWORKs, added a work study orientations to prepare work study students for campus jobs. In addition, the Harriett Buhai Center for Family Law was on campus March 11, 2008, to consult with students about custody issues, child support, and provided legal advice for CalWORKs students.

Ms. Robin McBurney and Ms. Marilyn Eng, Counselors, are working with Ms. Sylvia Smythe, Director of Basic Skills, to offer study skills workshops in several basic skills classes this semester. Instructional faculty have been very receptive to adding this additional help for students and so far the workshops have been well received.

The Career/Transfer Center is preparing for its March 26, 2008, College Fair. Over 40 colleges and universities are scheduled to attend. A Transfer Task Force meeting was held upon completion of the fair with Citrus College staff and representatives from the colleges and universities attending the fair. Ms. Justina Rivadeneyra, Coordinator of the Career/Transfer Center, discussed the results of a research report from the Jack Cooke Kent Foundation on best practices in transfer.

Educational Advisors, Ms. Emily Burch and Ms. Paige Miyabe, are coordinating the *Art Portfolio Panel* event for students in the Fine Arts program scheduled for April 2, 2008. Several art students will meet with excellent art schools such as: Art Center, UCLA, CSU Fullerton, Otis, and Cal Arts. Mr. John Quinn, Vice President of Character Art at the Disney Corporation, will review portfolios and give advice to students who want to work in the field.

Sandra Lindoerfer, J.D., Director of Human Resources, thanked everyone involved in creating the faculty load memorandum of understanding. It was a difficult task that took much longer than anticipated and Dr. Lindoerfer was pleased to bring closure to the issue.

Carol R. Horton, Vice President of Finance and Administrative Services, was pleased to submit action items approving bids for the west campus access drive and the softball field complex. Both projects are funded via Measure G Bonds.

Receipt of bid packages for the renovation of the Liberal Arts/Business (LB) Building were extended to Friday, March 21, 2008.

Mrs. Horton was pleased to announce that the Center For Innovation Building project is coming along very well. She thanked Mr. Mike Harrington, Director of Facilities and Construction, Mr. Jim Scinocca, Project Manager, Ms. Bernice Deck, Buyer, R & D Business Interiors, and Woodcliff Corporation for working together to move furniture into the building. The first phase of move in is scheduled for April 12, 2008. Faculty moving into the Center For Innovation will be provided keys so they can move in during spring break.

Mrs. Horton provided an update on the status of the state budget. Community colleges across California were appraised of a statewide cut of \$84.4 million, with only three months left in the fiscal year. The cut reduces general support by \$72 per full-time student. The surprise is primarily due to a drop in property tax revenue. Citrus' estimated reduction to the general fund is \$854,417. Mrs. Horton is hopeful she will be able to retain a 5% ending balance. She asked Board members to contact legislators and advocate for some type of legislation to ensure student access and success is maintained. Mrs. Horton concluded her report indicating there are no discretionary funds available in the budget.

Dana Hester, Academic Senate President, announced that the Academic Senate met on Wednesday, March 12, 2008. Ms. Irene Malmgren, Vice President of Instruction, initiated a discussion on the types of resources that faculty might utilize for basic skills training and Dr. Bruce Solheim, History Instructor, provided an update on the Veterans Program.

Title 5 changes, and associated new and revised Board policies and regulations that have been approved by Student Services and/or have been discussed at Educational Programs, are included on the March 26, 2008, Academic Senate agenda for discussion.

Academic Senate elections are underway. Nominations from the floor will be taken at the March 26, 2008, meeting, which will be followed by a candidate's forum.

Cathy Napoli, CSEA President, congratulated the men's basketball team for their success.

On behalf of all classified staff members, Ms. Napoli thanked the Board for the summer four-day modified workweek.

Ms. Napoli announced that classified staff members are getting involved and participating in accreditation committees.

Linda Bermudez, Student Trustee, reported that ASCC held a very successful St. Patrick's Day celebration on March 17, 2008. The quad area, outside of the Owl Café, was filled with students enjoying delicious Irish food and music.

The "I Will Ride" campaign website is operational. The website offers visitors the opportunity to sign a petition and upload a video, stating why they will ride the Gold Line extension if it is built. The website also provides links to information regarding the proposed extension plan. Students are planning two "I Will Ride" events on March 31, 2008, and April 3, 2008. Next week posters should be posted throughout campus promoting the website.

Ms. Bermudez was asked to be the keynote speaker for the EOPS and CARE Recognition Ceremony on June 6, 2008.

Patricia R. Rasmussen, Member, Board of Trustees, attended the March 14, 2008, *Soup Supper* at the First Christian Church in Glendora. The *Soup Supper* was held in conjunction with the *Empty Bowls Project* that provides support for food banks, soup kitchens, and other organizations that fight hunger. Mr. Mike Hillman, Citrus Ceramics Instructor, provides the work space and instructions for volunteers creating soup bowls to be filled with food for the hungry. Dr. Rasmussen was pleased to see a lot of information about Citrus College at the event.

Dr. Rasmussen was pleased to attend a science fair at Sellers Elementary School where Citrus faculty members provided science experiments. Dr. Rasmussen thanked and complimented Mr. Eric Rabitoy, Dean of Science, Engineering, and Health Sciences, and all the faculty members for donating their time to motivate the elementary school students. It was noted that the elementary school students will also come to Citrus for a tour of the science areas some time in the near future.

Dr. Rasmussen attended the March 15, 2008, *Vienna Boys Choir* concert held in the Haugh Performing Arts Center, which was very well attended. She thanked and complimented Mr. Greg Hinrichsen, Director of Performing Arts, for continuing to bring concerts and performances that the community wants to see to the Citrus College campus.

Dr. Rasmussen had an opportunity to tour the Registered Dental Assisting facility on March 18, 2008, during their annual Children's Dental Screening event. Pre-K children from the Child Development Center were screened by local volunteer dentists. The children learned to brush their teeth and had the opportunity to see their teeth on a television monitor. As Ms. Claudia Pohl, Dental Assisting faculty member, wrote and

was awarded a grant for a dental chair, Dr. Rasmussen suggested that an hourly person be hired to write additional grants to acquire equipment for all the vocational programs.

Dr. Rasmussen congratulated Counseling staff members for their efforts ensuring the success of the March 6, 2008, High School Counselor Breakfast. Special thanks were extended to Student Athletics Counselor, Ms. Alicia Longyear, for coordinating the breakfast meeting.

Dr. Rasmussen, and all members of the Board, congratulated the men's basketball team and their coaching staff for a very successful season.

Dr. Rasmussen also commented that the new marquees on Citrus and Barranca look very nice.

Sue Keith, Vice President, Board of Trustees, attended the March 15, 2008, Foundation Retreat that took place on campus. She complimented the facilitator and Ms. Jennetta Harris, Foundation Board President, for organizing a very comprehensive retreat. Everyone in attendance signed up for a committee or an event. The Foundation looks forward to locating a new superintendent/president who is willing, able, and has fund raising talents. The Foundation is hosting a friend raiser event where renowned artist (and Citrus College adjunct instructor), Mr. Chris Van Winkle, will provide a water color demonstration and donate a painting to be offered as a fund raiser raffle prize.

As a result of the success with the basketball blog, Mrs. Keith suggested that some type of newsletter be published promoting the success and highlights occurring on the Citrus College campus.

In response to a suggestion from Mrs. Keith, Dr. Viera and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, will attempt to schedule meetings and/or campus tours for Assemblymember Ed Hernandez and Congresswoman Hilda Solis.

Edward C. Ortell, President, Board of Trustees, commented that the *Report to Our Communities* publication was quite impressive. Ms. Green confirmed that the report was sent to the communities and reports that are individually wrapped for each trustee (200 each) would be sent to each trustee's distribution list.

MINUTES

Item 1: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the March 4, 2008, meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Board Goals Presentation

- Irene Malmgren, Vice President of Instruction
- Dana Hester, President, Academic Senate

In anticipation of the Board's Retreat of April 5, 2008, staff prepared updates on activities that they have taken in support of the Board's eight (8) goals, which were adopted by the Board at their December 4, 2007, organizational meeting and are attached to these meeting minutes.

The Office of Instruction and the Academic Senate presented their updates in spreadsheets that were presented to the Board prior to the presentation. Copies of the PowerPoint display presented are attached to these meeting minutes.

Student Services, TeCS, and External Relations will present their updates at the April 1, 2008, Board meeting.

INDEPENDENT CONTRACTOR

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 3:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.
- Item 4:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve A & B Warrants for February 2008. 5 Yes.
- Item 5:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve purchase orders for February 2008. 5 Yes.

BIDS

- Item 6:** Moved by Dr. Rasmussen and seconded by Dr. Woods to authorize staff to prepare specifications for College Class Schedules and advertise for bids. Award of contract will be by Board action. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Dr. Rasmussen 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 8:** Moved by Dr. Rasmussen 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 9:** Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes
5 Yes.

BIDS

- Item 10:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to adopt the new bid limit of \$72,400 for maintenance, equipment, and supply items.
5 Yes.

- Item 11:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the award of bid #10-0708, West Campus Access Drive to Gentry Brothers, Inc. of Irwindale, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$116,000.00 is within budget and will be funded by Measure G Bond Funds.
5 Yes.

- Item 12:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the award of bid #11-0607, Softball Fields Complex to Los Angeles Engineering, Inc. of Covina, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$4,084,000.00 is within budget and will be funded by Measure G Bond Funds.
5 Yes.

FIELD TRIPS

- Item 13:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve a field trip for twenty-six (26) students, one (1) faculty member and three (3) chaperones to travel to the Mexican Riviera over a 6 day period. The group will depart on June 22, 2008 and return on June 27, 2008. All expenses will be covered by monies secured from fundraising activities.
5 Yes.

BOARD POLICIES

- Item 14:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the second reading of proposed revisions to Board Policy, P-4401, *Confidential Employees Defined*.
5 Yes.

MEMORANDUM OF UNDERSTANDING

- Item 15:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the Memorandum of Understanding, dated February 13, 2008, regarding Workload between the Citrus Community College District and the Citrus College Faculty Association.
5 Yes.

LIQUOR LICENSE

Item 16: Moved by Dr. Woods and seconded by Mrs. Montgomery to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California.

5 Yes.

CLOSED SESSION: At 5:59 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 6:42 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

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

April 1, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees