

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

April 1, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 1, 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; Sandra Lindoerfer, Director of Human Resources; Dana Hester, Academic Senate President; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Mickie Allen, Paula Green, Martha McDonald, and Linda Welz

Faculty: None

Supervisors/Confidential: Marti DeYoung, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Andrew Cress

VISITORS: None

Michael J. Viera, Ph.D., Superintendent/President, reported that the August Board meeting would be held as originally scheduled (August 19, 2008).

Dr. Viera announced that the 8th *Annual Mariachi Festival* was held in downtown Azusa on March 22, 2008. Ms. Sharon Lewis, Foundation Board Member, thanked Citrus College for placing an advertisement in the festival program.

Dr. Viera said a review on the progress of the 2007-08 Board Goals would be provided by Student Services, Foundation/External Relations, and TeCS later in the meeting. The review will provide information in preparation for the Board retreat, that will be facilitated by Ms. Cindra Smith, and held on Saturday, April 5, 2008.

Dr. Viera announced unanimous approval by all constituent groups (faculty, managers, classified, supervisors/confidential and students) to name the new Center for Innovation Building in honor of Dr. Louis E. Zellers.

Irene Malmgren, Vice President of Instruction, reported that last week Citrus College hosted the Disney college recruiters for *Big Mouse on Campus*. Over three days, recruiters held resume writing and interview skills workshops, visited Business Department classes, and staffed an information booth on the quad. Forty-five students applied to the program and 20 to 30 will receive offers. The students who are accepted will have the opportunity to study and work with Disney for one year.

Language Arts faculty member, Ms. Meg O'Neil, reported that the Associated Collegiate Press selected the *Clarion Online* as one of 27 finalists in the 2008 *Online Pacemaker* competition. Ms. Samantha Bravo, editor in chief of the print edition for fall 2007 is also the *Clarion Online* editor. Ms. Malmgren said she is very proud of the accomplishments of the *Clarion* this year.

The Child Development Center collected \$1,242 for the Muscular Dystrophy Association during their recent "Hop-a-Thon" that raised money and awareness for muscular dystrophy and those with disabilities. Ms. Malmgren reported that over 40 children participated.

Mr. Eric Rabitoy, Dean of Science, Engineering and Health Science, and Dr. Denise Kaisler, Astronomy faculty member, met with Monrovia High School instructors and administrators to discuss a possible astronomy instruction collaborative effort. Mr. Rabitoy and Dr. Kaisler are working to achieve a partnership that would benefit both Citrus and Monrovia students.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that a second accreditation co-chairs meeting was held. The meeting, co-chaired by Dr. Hamilton, and Ms. Roberta Eisel, provided good opportunities for the exchanging of information on how each group is doing and how they are organizing their work. Team members have been communicating electronically and information will be available to the visiting team via the Citrus College website.

Financial Aid has "gone live" via the Banner system. Staff is beginning to load applications for next year. Dr. Hamilton thanked Ms. Linda Welz, Chief Information

Services Officer, for working with Financial Aid to ensure things went smoothly and proceeded in a timely manner.

Sandra Lindoerfer, J.D., Director of Human Resources, said, on behalf of Human Resources, she is pleased to recommend the hiring of a new full-time tenure track Mathematics instructor, Mr. Jesus Gutierrez. Dr. Lindoerfer said Mr. Gutierrez has an inspirational story and will be a great role model for students. She added that Human Resources continues to work hard to hire the best and brightest employees for Citrus College.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the campus continues to undergo major changes that are creating challenges with regard to parking and driving on campus. Parking lots on the south side of campus have been closed due to the construction of the softball fields. Large speed bumps have been installed in the Stadium Lot (S6), which serves as overflow parking. Construction on the new Student Services Building will be underway in June, as will renovations to the gymnasium. Projects currently under construction include the Vocational Technology Complex and the Athletic Field House. Next year, staff will begin planning for the redesign the Administration Building. Mrs. Horton thought 2008 would be the busiest construction year.

Mrs. Horton announced that Budget Analyst, Ms. Elizabeth Hill, has proposed an alternate budget for the state, which does not reduce Proposition 98 as severely as the Governor's Budget. Dr. Viera said Citrus College will send an advocacy team to Sacramento on May 20, 2008, to participate in *Capitol Days*. Citrus continuously monitors developments regarding the budget through various sources including the Community College League of California. Mrs. Horton is waiting for the Governor to publish his *May Revise* before determining next steps.

Dana Hester, Academic Senate President, reported that a candidate's forum for Academic Senate officer positions was held during their last meeting. Treasurer, secretary, and senator-at-large positions were all contested. They also discussed proposed revisions and new policies, in response to changes in Title 5, at the meeting.

The Academic Senate compiled a list of concerns and comments to bring to the newly-formed Compressed Calendar/Block Schedule/Banner task force.

Ms. Hester said the Academic Senate has had outstanding student participation this semester; she thanked and complimented student representatives Ms. Erika Lim and Mr. Andrew Cress.

Linda Bermudez, Student Trustee, reported that last week Student Trustee-Elect, Mr. Andrew Cress, spoke at the Gold Line press conference organized by Congresswoman Hilda Solis. The event was successful in drawing media attention to the Foothill Extension of the Gold Line. ASCC held the first "*I Will Ride*" event to promote the Gold Line. A second event will take place in a week. She said faculty, staff, and students

have been working very hard over the last two weeks to get the message out that the Foothill Extension of the Gold Line must be completed.

Edward C. Ortell, President, Board of Trustees, attended Congresswoman Hilda Solis' press conference as it progressed on to the cities of Duarte and Monrovia. He had the opportunity to speak in Duarte and reiterated that Citrus has the riders for the Foothill Extension.

Susan M. Keith, Vice President, Board of Trustees, also attended Congresswoman Hilda Solis' press conference. She said it was very impressive that three Congressional representatives, Hilda Solis, David Dreier, and Adam Schiff attended the event in the middle of the week. She believes all three are now working together to get the Foothill Extension of the Gold Line completed. She added that the San Gabriel/Foothill Association of Community Colleges (SanFACC) supports the Gold Line and suggested the possibility of SanFACC working with other caucuses in the region to develop a regional message in support of the Gold Line.

Patricia Rasmussen, Ed.D., Member, Board of Trustees, attended a Battle of the Bands performance and gave kudos to Mr. Bob Slack, Dean of Fine and Performing Arts, for the great way he showcases the talents of our students. She attended several other campus events and praised the lecture on volcanoes entitled "Where's the Hot Stuff?" and the Child Development Center for sponsoring the "Hop-a-Thon." Dr. Rasmussen also commended Ms. O'Neil and the *Clarion* staff for continuing to win awards and External Relations for publishing *Citrus College in the Media*. She hopes the new publication will soon be available on the college website.

MINUTES

Item 1: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the March 18, 2008, meeting minutes as corrected. 5 Yes.

INFORMATION/DISCUSSION

Board Goals Presentation

- **Jeanne Hamilton, Vice President of Student Services**
- **Linda Welz, Chief Information Services Officer**
- **Paula Green, Director of Communications**

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.

Student Services, TeCS, and External Relations 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.

INDEPENDENT CONTRACTORS

- Item 2:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.
- Item 3:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve facility rentals and usage. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 4:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 5:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees as corrected. 5 Yes.
- Item 6:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the employment of short-term, non-academic employees and substitutes as corrected. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the 2008-09 Budget Calendar and Budget Development Assumptions that were approved by the Financial Resources Committee on March 18, 2008. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 8:** Moved by Mrs. Montgomery and seconded by Dr. Woods to authorize PW Construction, Inc. to substitute Tri-Power Electric of Garden Grove, California for Electrical Design Professionals of Pomona, California. 5 Yes.
- Item 9:** Moved by Dr. Woods and seconded by Mrs. Keith to authorize PW Construction, Inc. to substitute Pierre Sprinkler and Landscape of Baldwin Park, California for Advanced Landscape 2000, Inc. of Woodland Hills, California. 5 Yes.
- Item 10:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to authorize staff to prepare specifications for Scoreboards for Stadium and Softball Fields and advertise for bids. Funding will be from District and Measure G Bond Funds. Award of contract will be by Board action. 5 Yes.
- Item 11:** Moved by Mrs. Keith and seconded by Dr. Woods to approve the award of bid #06-0708, LB Classroom Remodel to DCL Construction of Hacienda Heights, California and authorize the Vice President of Finance &

Administrative Services to execute the contract on behalf of the District. The bid price of \$428,800.00 is within budget and will be funded by Measure G Bond Funds. 5 Yes.

Item 12: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the naming of the Center for Innovation Building in honor of *Dr. Louis E. Zellers*. 5 Yes.

EMPLOYMENT — FACULTY

Item 13: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the employment of Mr. Jesus Gutierrez, effective August 29, 2008, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Mathematics, at a salary placement of Class 2, Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$56,262.00 annually plus \$19,806.44 in health and statutory benefits. 5 Yes.

CLOSED SESSION: At 5:48 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 6:30 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:31 p.m., it was moved by Dr. Woods and seconded by Mrs. Keith to adjourn the meeting.

May 27, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees