

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

May 6, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 6, 2008, in the *Louis E. Zellers* Center for Innovation Community Room (CI 159).

Board President Ortell called the meeting to order at 4:28 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: Wanda Cunnyngnam, Sylvia Smythe, Lan Hao, Samuel Lee, Lucinda Over, and Jody Wise

Faculty: Dale Salwak

Supervisors/Confidential: Marilyn Grinsdale, Glenna Johnson, and Lari Kirby

Classified Employees: Debbie Vanschoelandt

Adjunct Faculty: Bob Orso

Students: Andrew Cress and Stefano Saltalamacchia

VISITORS: Leslie Purdy

COMMENTS FROM THE AUDIENCE

Bob Orso, adjunct instructor, announced that he had been elected to serve as the new president of Adjunct Faculty United. Mr. Orso looks forward to working with the District.

Michael J. Viera, Ph.D., Superintendent/President, noted that the Board meeting was the first meeting to be held in the new Center for Innovation Community Room. He said the Board might consider using the room for Board meetings that will take place during the remodel of the Administration Building in a few years.

Dr. Viera congratulated Board President, Edward C. Ortell on winning re-election to the California Community College Trustees Board of Directors.

Dr. Viera announced that the California Community Colleges received a \$50 million gift from philanthropist Bernard Osher. This is the single largest gift to a community college system in the nation and one of the largest gifts ever made to higher education. The first \$25 million will go to students in form of \$1,000 scholarships. The second \$25 million will require a two-to-one match from local Foundations.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that 12 bids for the construction of the new Student Services Building were received. At 60,000 square feet, this building will be the largest building on campus. The term "access to all services" that are student-related is being used to describe the function of the facility.

Board President Edward C. Ortell commented that Mrs. Horton has "shown her magic" with completion of the Louis E. Zellers Center for Innovation and thanked her for all of her work on all the major construction projects going on.

Cathy Napoli, CSEA President, in honor of Classified School Employees Week, distributed CSEA buttons. She commented that Dr. Viera always asks for his CSEA button each year and thanked him for his leadership in beginning the tradition of the Classified Staff Appreciation Breakfast.

Linda Bermudez, Student Trustee, reported that students participated in two Gold Line events during the last several weeks, including the MTA Community meeting on April 8, 2008, where she provided a 3-minute presentation on the *I Will Ride* campaign. Citrus students also participated at an MTA Board meeting and press conference on April 24, 2008.

Ms. Bermudez commented this was her last meeting as Student Trustee. She thanked the Board, Dr. Viera, Mrs. Christine Link, Executive Assistant, Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, Ms. Martha McDonald, Dean of Students, and Ms. Adrienne Thompson, Student Activities Supervisor, for their support and guidance over the past year.

On behalf of the Board, Dr. Ortell presented Ms. Bermudez with a plaque honoring her service and commended her for being an outstanding Student Trustee. Mrs. Susan M. Keith, Vice President, Board of Trustees, remarked that Ms. Bermudez demonstrated tremendous poise, professionalism, and leadership as Student Trustee. Dr. Patricia

Rasmussen, Member, Board of Trustees, wished Ms. Bermudez well, and said she has been one of the best Student Trustees she has had the pleasure to know.

On behalf of ASCC, Stefano Saltalamacchia, presented Ms. Bermudez with flowers, noting that Ms. Bermudez had done a fantastic job as Student Trustee, and wished her much success.

Susan M. Keith, Vice President, Board of Trustees, commented that the recent 2008 Annual Trustees Conference, sponsored by Community College League of California, held May 2-4, 2008, was excellent. Among the workshops she attended was an informative session on accreditation where they reinforced the new push for data-driven results from community colleges.

Patricia Rasmussen, Ed.D., Member, Board of Trustees, complimented Mr. Eric Rabitoy, Dean of Science, Engineering and Health Sciences, for his work promoting Citrus College to our K-12 districts. On May 23, 2008, Mr. Rabitoy brought 40 Glendora Unified School District elementary school students to the campus as a reward for completing their science fair projects. In addition, Citrus will host two classes for Glendora Unified School District's summer GATE academy, July 14-27, 2008. Mr. Rabitoy is also working with Duarte High School to bring their students to the Citrus College campus to participate in anatomy labs in May and June.

On May 1, 2008, Citrus College provided tours for the mayors of Glendora and Azusa. Dr. Rasmussen said she highly recommends these tours for the other cities and believes the chambers of commerce and school boards should be included.

Dr. Rasmussen thanked everyone involved in hosting the *Glendora Citizen of the Year* event that was held on campus on April 17, 2008, which she was pleased to attend.

Dr. Rasmussen was pleased to see a reference to Citrus College in the March 2008 edition of *Performance Business Magazine*. *Performance Business Magazine* is a dynamic trade publication dedicated to helping retailers, tuners, and builders prosper in today's marketplace. She quoted the paragraph written and provided by Citrus College Automotive Faculty member, Mr. Dennis Korn.

Dr. Rasmussen thanked and complimented the Foundation for their "*Bright Futures*," Spring 2008, publication which listed donors. She suggested that an upcoming edition include an article honoring Bill May.

Dr. Rasmussen thanked all staff involved in organizing Senator Bob Margett's *Expanding Horizons Women's Conference* that was held April 19, 2008, on the Citrus College campus. Many women in transition attended and were provided a variety of assistance. Attendees also had the opportunity to visit the Citrus College information booth.

Dr. Rasmussen attended a Governance Leadership Institute 2008, sponsored by the Association of Community College Trustees, April 13-15, 2008, in San Antonio Texas. Dr. Rasmussen received a lot of good information on board roles, ethics, and board/ceo relations. She shared a packet of information from the conference with her fellow trustees and hopes to discuss it at a future Board meeting

Dr. Rasmussen made reference to an advertisement appearing in the Summer 2008 Credit Class Schedule for a one day class "How to Become a Successful Online Student" that will be held on June 23, 2008. Dr. Rasmussen was pleased that help and support was available to online students.

Dr. Rasmussen looks forward to seeing positive press regarding the following Citrus College productions:

- *Les Miserables* July 25-26, 2008 – presented by the Summer Theatre presented by Fine and Performing Arts Summer Conservatory program
- *Who's Afraid of Virginia Woolf?* — June 20-29, 2008 – presented by the Summer Theatre
- *Rumors* — July 11-27, 2008 – presented by the Summer Theatre

Dr. Rasmussen (and several trustees) thanked the members of the Superintendent/President Search Committee for the many hours they spent reading applications and other committee work related to the search. Thank you letters, from the Board, will be prepared for committee members.

Joanne Montgomery, Member, Board of Trustees, announced that the Foothill Unity Center is hosting their 10th Annual Golden Plate Awards event on June 5, 2008. Mr. Peter Hoffman, from Sierra Auto, is the 2008 Heart in Hand Humanitarian Award Honoree. The 2008 corporate Award Honoree is Worley Parsons. Citrus College will be presented with the Community Organization Award for all the volunteer work provided by our Cosmetology students and faculty, as well as ASCC for collecting donations (canned goods and toys) for the needy during the Thanksgiving and Christmas holidays. Mrs. Montgomery applauded Citrus College for all efforts in reaching out and giving back to our communities. She also congratulated Citrus for winning the very prestigious award. Mrs. Montgomery hopes that some Citrus College staff and students could attend the dinner, which conflicts with Achievement Awards.

INFORMATION/DISCUSSION

Presentation by Dale Salwak — "Teaching Life: Letters from a Life in Literature" – Irene Malmgren, Vice President of Instruction

Ms. Irene Malmgren, Vice President of Instruction, introduced Dr. Dale Salwak, Language Arts instructor. Dr. Salwak has been a faculty member at Citrus College since 1973. He received his B.A. from Purdue University in 1969 and his Ph.D. from the University of Southern California in 1974. In a review of his latest book, *Teaching Life:*

Letters from a Life in Literature, the *Los Angeles Times* pointed to Dr. Salwak's "immense passion and reverence for the vocation." His description of the "exhaustive preparation" he undertakes before teaching a new class," said the reviewer, "shows how seriously he takes his profession."

Dr. Salwak said he appreciated the opportunity to speak on the subject of his book and also considered it an opportunity to thank those who supported him, including the Board; Dr. Viera; Mr. Sam Lee, Dean of Language Arts; Mr. Rudy Saldana, Social and Behavioral Sciences instructor; and Ms. Sarah Webster, Language Arts instructor. He added that the project would have been inconceivable without the thousands of students he has been privileged to work with since 1973, when he began his career.

Accountability Reporting for the Community Colleges Presentation — Lan Hao, Ph.D., Director of Institutional Research

Dr. Viera introduced Dr. Lan Hao, Director of Institutional Research. Dr. Hao's professional experience includes professional expert at Los Angeles Trade Technical College and Research Analyst at the Center for Urban Education at USC. She has taught basic skills classes and has participated in strategic planning, enrollment management, and program evaluation activities at these institutions. Dr. Hao received her Master's and Ph.D. in higher education from USC.

Dr. Hao presented data pertaining to Citrus College in the Accountability Report for the Community Colleges (ARCC) 2008, which meets legal requirements established by AB 1417. The California Community College System Office produces this report each year and disseminates to local college districts to be shared with local boards of trustees so that policymakers, local college officials, and elected boards are aware of system and college performance in specific areas and to inform the public about overall system performance. To make sure the campus is aware of how Citrus is performing on various indicators, Dr. Hao will present the ARCC data to various campus constituencies. Indicators include student progress and achievement, percent of students earning 30 units, persistence rates, course success rates in vocational and basic skills, and basic skills improvement rates. Dr. Hao explained that peer group methodology was used so that colleges could be compared with each other. Peer colleges share similar characteristics among factors that affect the specific performance indicator. That is why we have seven sets of peer groups. Out of the seven, Citrus scored below average on two indicators: student progress and achievement rate (50.7) and persistence rate (66.8). However, Citrus was the peer group high in the improvement rate for the credit ESL courses indicator (79.9).

It was noted that the required college self-assessment statement was also included as part of the final report.

The Board reviewed and discussed the ARCC data, as well as the self-assessment. Dr. Hao, and staff members present, provided appropriate responses to inquiries made by

Board members. Based on results of the ARCC, appropriate adjustments are being made to programs and services offered at the college.

Strategic Planning Goals — Michael J. Viera, Ph.D., Superintendent/President

Beginning in Spring 2007, the college went through a process aimed at creating a strategic planning document. Early in the process, the college continued to survey students through the “Community College Survey of Student Engagement” (CCSSE) as well as conducting an all employee survey. Approximately 100 members of the college staff met for an off campus retreat in May 2007 and crafted ideas that led to the formulation of strategic planning goals. In Fall 2007, the process of strategic planning was continued with committees established for each of the four identified goals. Trustee Sue Keith served as the liaison from the Board to the strategic planning group.

Dr. Viera presented a brochure entitled *Citrus College Strategic Planning Goals 2007-2008*. The brochure will be distributed to all members of the campus community and included on the Citrus College website. Dr. Viera thanked Ms. Paula Green, Director of Communications, and Mr. Rocky Reynolds, Reprographics Supervisor, for their work in producing the publication.

INDEPENDENT CONTRACTORS

Item 1: Moved by Mrs. Keith and seconded by Dr. Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 3: Moved by Mrs. Keith and seconded by Dr. Woods to approve A & B Warrants for March 2008. 5 Yes.

Item 4: Moved by Mrs. Keith and seconded by Dr. Woods to approve purchase orders for March 2008. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 5: Moved by Mrs. Keith and seconded by Dr. Woods to approve a \$110.00 one year membership to the National League for Nursing. 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 Dr. Rasmussen and seconded by Mrs. Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees, as revised. 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.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2008, 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.

CLAIMS

Item 10: Moved by Dr. Woods and seconded by Mrs. Keith to reject the claim, submitted on April 10, 2008, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BIDS

Item 11: Moved by Mrs. Montgomery and seconded by Dr. Woods to allow staff to prepare specifications and formally bid Landscaping and Irrigation Improvements at Various District Locations. Funding will be from Measure G Bond funds. Award of contract will be by Board action. 5 Yes.

Item 12: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the award of bid #09-0708, Gymnasium Floor Replacement to Foster Flooring of Seal Beach, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$217,726.00 is within budget and will be funded by Measure G Bond Funds. 5 Yes.

Item 13: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the award of bid #10-0607, Student Services Building to PW Construction of Glendora, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$19,868,000.00 is within budget and will be funded by state and Measure G Bond funds. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 14: Moved by Dr. Woods and seconded by Dr. Rasmussen to authorize Los Angeles Engineering, Inc. to substitute Coast Roof Company of Fullerton, California for Conex Corp. of Orange, California, the listed subcontractor. 5 Yes.

- Item 15:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve Change Order One in the amount of \$8,244.00 for Project #07-0708, Energy Services Contract for Installation of HVAC Equipment. 5 Yes.
- Item 16:** Moved by Dr. Woods and seconded by Mrs. Keith to approve Change Order One in the amount of \$16,079.00 for Project #10-0708, West Campus Access Drive. 5 Yes.
- Item 17:** Moved by Dr. Woods and seconded by Mrs. Keith to accept Project #02-0708, Two LED Marquee Signs as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$148,962.00. 5 Yes.
- Item 18:** Moved by Dr. Woods and seconded by Dr. Rasmussen to accept Project #10-0708, West Campus Access Drive as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$132,079.00. 5 Yes.

EMPLOYMENT – FACULTY

- Item 19:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the employment of Ms. Stephanie Yee, for a full-time tenure track position in the discipline of Counseling (Career) to begin on July 1, 2008, for a first year contract of 175 days over the twelve month period, at a salary placement of Class 4, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,441.00 annually plus \$20,208.59 in health and statutory benefits. 5 Yes.

SALARIES

- Item 20:** Moved by Dr. Rasmussen and seconded by Dr. Woods to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2008/2009 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

PROCLAMATIONS

- Item 21:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 19-23, 2008, as Classified School Employees Week. 5 Yes.

Dr. Ortell, on behalf of the Board, read a proclamation (copy included in meeting minutes) honoring the classified staff members.

CLOSED SESSION: At 5:40 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 APPOINTMENT/EMPLOYMENT: Superintendent/President

RECONVENE OPEN SESSION: At 7:24 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:25 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