

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

May 27, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 27, 2008, in the Administration Building Board Room.

Board President Ortell called the meeting to order at 4:25 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 Andrew Cress (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, Lois Papner, Sylvia Smythe and Linda Welz

Faculty: Jimmy Nguyen and Justina Rivadeneyra

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

Classified Employees: None

Adjunct Faculty: None

Students: Aaron Castrejon, James Deming, Jay Mubiala, Frank Ram, and Jesse Sanchez

VISITORS: None

PRESENTATION OF PROCLAMATIONS TO RETIREES

Proclamations were prepared for all staff retiring during the 2007-08 academic year. Prior to the Board meeting being called to order, Board Vice President Keith presented retirement proclamations for retirees in attendance (identified by italics):

Patrick Culbertson – Faculty
Wanda Cunnyngnam – Management
Linda Foster – Classified
 Nancy Haugh – Faculty
Sandy Lindoerfer – Management

Amelia Rios – Classified
 Elaine Seubert – Classified
Irma Shannon – Classified
Diane Woodward – Faculty

RECOGNITION OF TENURED FACULTY

After the proclamations were presented and before the Board meeting was called to order, the following faculty members were congratulated for earning tenure.

Dora Arredondo, Dental
Kathy Bakhit, Economics
Patrick Borja, Accounting
 Deborah Bowman, Licensed Vocational
 Nursing
 Jackie Boxley, Physical Education
Claudia Castillo, Counseling
Richard Ghidella, Business
Patty Glover, Cosmetology
Bruce Grossman, Business
 Mark Gunderson, Reading

*Cliff Hadsell, Emergency Medical
 Technician*
Salvador Hernandez, Cosmetology
Denise Kaisler, Astronomy
 Andrew Kim, Behavioral Sciences
Senya Lubisich, History
Gloria Ramos, Physical Sciences
 James (Paul) Swatzel, Mathematics
Lisa Villa, Counseling
 Daniel Volonte, Theatre Arts

(Italics identifies those faculty members attendance)

Michael J. Viera, Ph.D., Superintendent/President, thanked the Board for attending the reception in honor of the retirees and the newly-tenured faculty.

Dr. Viera reported that Citrus College has been working with Azusa Pacific University and the cities of Azusa and Glendora to resolve traffic issues impacting the intersection of Citrus Avenue and Foothill Boulevard. Dr. Viera said they reached a proposed solution which would add a northbound right-turn lane into our campus and upgrade traffic signals. Dr. Viera thanked Mr. Mike Harrington, Director of Facilities and Construction, Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her staff for working to improve traffic flow around the college.

Dr. Viera reported that the Citrus College delegation had positive and insightful discussions with our elected officials in Sacramento on Capitol Day on May 20, 2008. On May 23, 2008, the education subcommittees met and both houses expressed strong support for the May Revise budget proposal to provide additional state general fund dollars to make up for the property tax shortfall of \$92 million for 2007-2008 and \$139 million for 2008-2009. In addition, Senate Budget Subcommittee on Education voted to

restore \$57 million in funding for competitive Cal Grants. Dr. Viera added that the state is having cash flow issues, which they are planning to transfer to local districts.

Dr. Viera welcomed incoming Student Trustee, Mr. Andrew Cress. Mr. Cress is a political science major from Claremont. Last year Mr. Cress served as a Student Ambassador. He currently participates in the Honors Program and hopes to transfer to UCLA, UC Berkeley, or one of the Claremont colleges.

Irene Malmgren, Vice President of Instruction, reported that all eight men's basketball team members transferring to four-year colleges in the fall have received full scholarships. Ms. Malmgren said this speaks well for both our students and their coaches.

Ms. Malmgren congratulated Dr. Mickie Allen, Director of the Child Development Center (CDC), for reaccreditation of the CDC by the National Association for the Education of Young Children. In addition, four CDC students have been promoted to teachers and the Foster Care program has been expanded to serve even more foster youth.

Mr. Alan Tussy, Mathematics instructor, will present two workshops on the "Eureka!" experience. The Eureka! Experience was developed by a leading educational psychologist and explains the successive stages that students go through to assimilate terms and form concepts.

As a reward for completing their science projects, 44 students in grades three through five from Sellers Elementary in Glendora came to campus for a tour of our science and health science programs. During their visit they also participated in two science workshops. Ms. Malmgren complimented Mr. Eric Rabitoy, Dean of Science, Engineering, and Health Sciences, and faculty members in the area for working with the elementary school students.

Jeanne Hamilton, Ph.D., Vice President of Instruction, reported that the end-of-the-year ceremonies for programs such as DSPS, the Transfer Center, EOPS, the Honors Program, will be taking place over the next few weeks. This year the Annual Achievement Awards will be choreographed by Mr. John Vaughan, Dance instructor. Dr. Hamilton said everyone is working to make graduation a wonderful event, in spite of challenges posed by construction.

Eighty-seven students, including students from Claremont and Azusa High Schools, attended the "Careers in Teaching Workshop" presented by the Center for Teacher Excellence program. Dr. Hamilton thanked Ms. Carolyn Perry, Social and Behavioral Science instructor, and Dr. June Han, Science, Engineering and Health Science instructor, for promoting the event in their classes.

Sandra Lindoerfer, J.D., Director of Human Resources, said she was pleased to recommend the hiring of a new instructor of Economics, Ms. Christine Styles.

Dr. Lindoerfer reported that the Adjunct Faculty United had ratified the tentative agreement with the District, and the item was on the agenda for Board approval.

Carol Horton, Vice President of Finance and Administrative Services, reported that there were two job walks but only one bid submitted for scoreboards for the Stadium and Softball Fields. Scoreboards are a very specialized field. She has checked prices and the bid is within the acceptable range.

Dana Hester, Academic Senate President, welcomed Mr. Cress and said he had been an outstanding representative for ASCC to the Academic Senate.

Ms. Hester said the Academic Senate had acted on several policies and regulations and also took action to support the formation of a new Academic Senate subcommittee to address career/technical education issues.

The Curriculum and SLO Marathon on May 9, 2008, was a great success. Ms. Hester praised Ms. Roberta Eisel, SLO and Assessment Coordinator, Mr. Dave Kary, Physical Science instructor, Ms. Malmgren, and many others for providing a wonderful environment for collegial work. More than 50 faculty and staff attended, and SLO language was added to approximately 50 courses.

Cathy Napoli, CSEA President, thanked the Management Team, and the Supervisor/Confidential group for honoring classified staff at the Classified Staff Appreciation Breakfast held May 23, 2008.

Ms. Napoli announced that classified staff will attend a leadership retreat in June, which will feature a session on "Coping with the Stress of Change," presented by guest speaker Ms. Jean Steele. Mr. Steve Handy, Athletic Trainer, will facilitate the afternoon breakout sessions.

Andrew Cress, Student Trustee, Mr. Cress thanked the Board for the opportunity to serve as Student Trustee for the coming year. He is looking forward to many opportunities to serve his fellow students and grow personally and professionally.

Mr. Cress reported that Ms. Abigail Thomson, ASCC Recording Secretary, was unanimously elected to serve as the chair of the Student Senate for California Community Colleges, Region VIII.

Mrs. Joanne Montgomery, Member, Board of Trustees, expressed her appreciation for the reorganization information, which supports several personnel items on the agenda. She said it is important for the Board to understand these types of decisions, especially in tight budgetary times.

Mrs. Montgomery thanked Mr. Craig Smith, Transportation/Warehouse Coordinator, for the long day of driving the board to a site visit in San Diego. She also commended the efforts of Mr. Sam Lee, Dean of Language Arts, for organizing the Classified Breakfast;

Dr. Kim Holland, Director of Vocational Education, for her ongoing work in acquiring grants; Ms. Hester and Mr. Jim Lancaster, Career/Technical instructor, for their faculty leadership; Mr. Harrington for one of the most thorough Program Reviews she has ever seen; and Mrs. Christine Link, Executive Assistant, and Ms. Pam Sewell, Administrative Assistant, for their exceptional efforts with regard to the Superintendent/President search process.

Mrs. Susan M. Keith, Vice President, Board of Trustees, thanked Citrus College faculty, students, and staff who attended *Capitol Days* on May 20, 2008. She appreciated the opportunity to combine forces with other SanFACC colleges who also attended. The group met with our local legislators and the incoming Chancellor, Senator Jack Scott. Mrs. Keith said community colleges are in a slightly better position than in January, but she stressed to maintain that position, we need to continue being there and being counted. She said our recent efforts in Washington, D.C. and Sacramento have resulted in measurable gains.

Mrs. Keith bid farewell to Dr. Lindoerfer and thanked her for continuously exhibiting dignity, especially in times of challenge.

Dr. Edward C. Ortell, President, Board of Trustees, thanked Mrs. Keith for leading the Citrus delegation in Sacramento. He said our regional caucus, SanFACC, continues to make headlines and address important regional issues.

Dr. Patricia Rasmussen, Member, Board of Trustees, commended all faculty members who just received tenure.

Dr. Rasmussen was pleased to note that Senator Jack Scott will be the new Chancellor of the California Community Colleges.

Dr. Rasmussen said she is grateful Citrus has a study abroad program, as this is an excellent way for students to study history.

Dr. Rasmussen echoed Mrs. Montgomery's comments regarding receipt of information supporting reorganizations. As the new Banner computer system has affected the entire campus, Dr. Rasmussen was hopeful that if there were other personnel reorganizations that they would not have any negative fiscal impact.

MINUTES:

- Item 1:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the April 1, 2008, regular meeting minutes as submitted. 5 Yes.
- Item 2:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the April 5, 2008, retreat meeting minutes as submitted. 5 Yes.

- Item 3:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the May 6, 2008, regular meeting minutes as submitted. 5 Yes.
- Item 4:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the May 7, 2008, special meeting minutes as submitted. 5 Yes.
- Item 5:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the May 8, 2008, special meeting minutes as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Facilities and Construction Program Review – Mike Harrington, Director of Facilities and Construction

Mrs. Horton referred the Board to the Facilities and Construction Program Review included in the agenda. She said it is the first program review her area has ever done. It shows the tremendous amount of work, with limited resources, that Facilities accomplishes. She commended Mr. Harrington for his outstanding work on this report.

Emergency Communication – Martha McDonald, Dean of Students, & Leigh Buchwald, Network Central Computer and Telecommunications Supervisor

Emergency communication on college campuses has been an ongoing issue, and more so within the past year. Student Affairs and TeCS staff have been exploring several options. A viable solution is Connect-ED, which offers three forms of communication to students, faculty, staff, and local law enforcement through text messaging, email and phone. The Connect-ED for Higher ED service offers a bundled set of emergency communication, survey and community outreach notification tools. The service is fully hosted and web based. Mr. Leigh Buchwald and Ms. Martha McDonald provided a PowerPoint presentation on Connect-ED.

A copy of the PowerPoint displayed is attached to these meeting minutes.

Northern Tour of Colleges – Justina Rivadeneyra, Coordinator, Career/Transfer Center & the following students: Jesse Sanchez and Jay Mubiala

During Spring Break 2008 Citrus College offered, for the first time, a Northern California college tour. Forty-seven students, including twenty EOPS students, embarked on a road trip to Northern California where they toured seven university campuses: UC Santa Cruz, UC Berkeley, San Francisco State University, UC Davis, Sacramento State University, UC Merced, and Fresno State University. Each school provided a guided campus tour and an informative admissions presentation. In addition, UC Davis and Berkeley offered panel

presentations. Jimmy Nguyen, Career Counselor, and Sylvia Pinedo, Educational Advisor, accompanied the group. District funds covered the majority of the trip, with EOPS contributing. Students Jesse Sanchez and Jay Mubiala participated in the tour and provided a PowerPoint presentation on highlights of their trip.

A copy of the PowerPoint displayed is attached to these meeting minutes.

INDEPENDENT CONTRACTORS

Item 6: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

Item 7: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 8: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve A & B Warrants for April 2008. 5 Yes.

Item 9: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve purchase orders for April 2008. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 10: Moved by Dr. Woods 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 11: Moved by Dr. Woods 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 12: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BIDS

Item 13: Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve the award of bid #13-0708, Scoreboards for Stadium and Softball Fields to National Sign and Marketing Corp. of Chino, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$167,762.71 is within budget and will be funded from District and Measure G Funds. 5 Yes.

EMPLOYMENT – FACULTY

Item 14: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the employment of Ms. Christine Styles, effective August 29, 2008, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Economics, 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 \$19,822.22 in health and statutory benefits. 5 Yes.

COLLECTIVE BARGAINING

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the Tentative Agreement between the Citrus Community College District and the Adjunct Faculty United (ADFAC/AFT Local 6352), effective July 1, 2006, through December 31, 2008, ratified by a majority affirmative vote of the unit membership. 5 Yes.

BOND

Item 16: Moved by Mrs. Keith and seconded by Dr. Woods to appoint the following individuals to the Measure G Oversight Committee for a two year term (until September 2010):

1. Yvonne Bullock, Member at Large
2. Jon Hart, Bona-Fide Taxpayers Association
3. Nikki Hull, Senior Citizen's Organization
4. Joe Guarrera, Business Organization

5 Yes.

Item 17: Moved by Mrs. Montgomery and seconded by Mrs. Keith to appoint Savannah Star Dominguez, as the student representative, to the Measure G Oversight Committee for a one year term. 5 Yes.

CLOSED SESSION: At 5:32 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 6:39 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:40 p.m., it was moved by Mrs. Keith and seconded by Dr. Woods to adjourn the meeting.

June 17, 2008
Date

Gary L. Woods
Clerk/Secretary
Board of Trustees