

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

June 17, 2008

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 17, 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 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:** Rosalinda Buchwald, Lyla Eddington, and Sylvia Smythe

**Faculty:** Terry Miles

**Supervisors/Confidential:** Marti De Young, Tedd Goldstein, Glenna Johnson, and Lari Kirby

**Classified Employees:** None

**Adjunct Faculty:** None

**VISITORS:** None

Prior to the Board meeting being called to order a reception was held in honor of retiring Superintendent/President, Michael J. Viera, Ph.D.

**Michael J. Viera, Ph.D., Superintendent/President,** introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who presented the 2008 Student Worker of the Semester Award to Ms. Lizette Garcia, who works in the Student Affairs Office.

It was noted that a new presentation system had been installed in the Board Room. Dr. Viera thanked Mr. Leigh Buchwald, Network Central Computer and Telecommunication Systems Supervisor, and Ms. Linda Welz, Chief Information Services Officer, for coordinating the project.

On June 16, 2008, the vendor from BoardDocs provided a presentation for Dr. Viera and several administrative assistants. Trustee Patricia Rasmussen also attended the presentation. BoardDocs is a paperless method of preparing Board agendas with an ability to make last minute changes. Board agendas would be available to the college and the community via the Internet.

Dr. Viera thanked Ms. Paula Green, Director of Communications, for her work producing *Citrus College in the Media*, which will be available via the Citrus College web site.

Dr. Viera thanked everyone for their support during his term as Superintendent/President.

**Irene Malmgren, Vice President of Instruction**, announced that math faculty from Citrus and Azusa High School are working together to establish a pilot program to connect their curricula.

Ms. Anna McGarry and Ms. Holly Colville, Languge Arts faculty members, have been recognized by *Puntos de Partia*, McGraw Hill's nationwide textbook for Spanish language learners.

The Associated Students of Citrus College named the Cosmetology Club "Club of the Year." It was also noted that Cosmetology was honored with a Golden Plate Award from the Foothill Unity Center for their volunteer service at their annual *Back To School* event.

The Academic Senate approved a new faculty development plan which creates a Faculty Learning Institute. Over the summer they will work to clarify activities of the "Faculty Academy"—one of the components of the Institute.

Ms. Sylvia Smythe, Director of Basic Skills, is collaborating with deans and faculty to complete a Title V HSI STEM (Science, Technology, Engineering, Mathematics) grant. The grant would provide the means to implement new and effective ways to help identify STEM fields for students and to raise the numbers of declared STEM majors.

A condensed class schedule is under consideration. Instruction has gathered input from student focus groups of various demographics.

Ms. Malmgren was pleased to announce the appointment of Mr. James Lancaster as the Dean of Career, Technical and Continuing Education. Mr. Lancaster began his career at Citrus College in 2000 as an Automotive Technology instructor. He earned his

master's degree in industrial and technical studies from CSU Los Angeles and his bachelor's degree in vocational education from CSU Long Beach.

**Jeanne Hamilton, Ph.D., Vice President of Student Services**, reported that the Accreditation co-chairs met four times. She said most of the Accreditation teams are making good progress.

Dr. Hamilton thanked all those involved in making Commencement a "smooth and beautiful experience," including the counselors; Ms. Peggy Amundson, Transcript Evaluator; Mr. Randy Cable, Grounds Supervisor, and his crew; Mr. Bob Bradshaw, Project Manager; External Relations; Reprographics; Recording Arts; and many others. Special thanks were extended to Ms. Pam McGuern, Administrative Assistant. Mrs. Susan M. Keith, Vice President, Board of Trustees, thanked those involved, including Mr. Eric Magallon, Bookstore Supervisor, for his attention to the caps and gowns and Mrs. Horton for making sure the construction was not noticeable and did not interfere.

**Sandra Lindoerfer, J.D., Director of Human Resources**, introduced Mr. Robert Sammis, the Interim Director of Human Resources. She said she is confident he will serve the District well.

**Carol R. Horton, Vice President of Finance and Administrative Services**, presented the tentative budget, which she described as a "work in progress." The state is still very far from having a budget approved. She said the campus is working together to reduce spending, with the focus being on access for students. She thanked Ms. Carol Cone, Budget Supervisor, and Ms. Rosalinda Buchwald, Director of Fiscal Services, for their excellent work. Trustee Patricia Rasmussen thanked Mrs. Horton and observed that the lack of a state budget makes it very difficult to plan.

**Dana Hester, Academic Senate President**, said the Academic Senate passed resolutions to honor Mrs. Wanda Cunyngnam, Dean of Career, Technical and Continuing Education; Dr. Sandra Lindoerfer, Director of Human Resources; Dr. Michael J. Viera, Superintendent/President; and Dr. Patrick Culbertson, Language Arts instructor. They also presented certificates to honor people who have contributed to the success of the Academic Senate this year.

Ms. Hester thanked the Board for the opportunity to report at each of their meetings and added that she has learned a great deal about the college during her term as Academic Senate President.

**Andrew Cress, Student Trustee**, reported that the ASCC Executive Board held their final meeting for the spring 2008 semester. They scheduled four meetings throughout the summer, which he plans to attend.

**Mrs. Susan M. Keith, Vice President, Board of Trustees**, attended the first ADN graduation and pinning ceremony. She described the ceremony as "very moving." She said these types of life-changing educational programs remind her that community

colleges make a significant contribution to society and are the best higher education has to offer.

**Mrs. Joanne Montgomery, Member, Board of Trustees**, just returned from Maui with the Big Band and Pop Rock groups. She applauded Mr. Bob Slack, Dean of Fine and Performing Arts; Mr. Alan Waddington, Instructional Lab Technician; and Mr. Gino Munoz, Music faculty member, for preparing students for professional careers and bringing recognition to the college.

Mrs. Montgomery presented Bright Futures scholarships to Monrovia students and commented that the program has grown from one student recipient in 2005 to 33 students at 11 high schools in 2008.

**Dr. Patricia Rasmussen, Member, Board of Trustees**, was also pleased to present Bright Futures scholarships to Glendora High School students. She also attended the Achievement Awards and the Citrus Singers 2008 performance, which she said concluded with a standing ovation. She congratulated the faculty and staff for many noteworthy accomplishments chronicled in the *2007-2008 Events and Accomplishments*.

#### **MINUTES:**

- Item 1:** Moved by Dr. Rasmussen and seconded by Mrs. Keith to approve the May 22, 2008, special meeting minutes as submitted. 5 Yes.
- Item 2:** Moved by Dr. Rasmussen and seconded by Mrs. Keith to approve the May 27, 2008, regular meeting minutes as submitted. 5 Yes.
- Item 3:** Moved by Dr. Rasmussen and seconded by Mrs. Keith to approve the May 30, 2008, special meeting minutes as submitted. 5 Yes.

#### **INFORMATION AND DISCUSSION**

##### **Hayden Hall Renovation — Lucien Runge & Jason W. Buckley, R<sup>2</sup>A Architecture**

Mrs. Horton introduced Mr. Lucien Range, Principal, and Mr. Jason W. Buckley, Project Leader, from R<sup>2</sup>A Architecture Planning Interiors, who provided an overview of plans to renovate Hayden Hall. The building will be brought up to code and restored, adapting the plans from 1934. The renovated space will be used for a library and research facility for faculty. Mrs. Horton said the project will be funded with anticipated state bond funds. Construction is slated to begin by mid 2010 or early 2011.

A copy of the PowerPoint presentation is included are attached to these meeting minutes.

### **Daily Parking Rate — Jeanne Hamilton, Vice President of Student Services**

Dr. Hamilton said the college anticipates severe parking shortages this fall due to construction. An agreement has been reached to allow Citrus students to park in Azusa Pacific University's parking lots located near their west campus. However, to keep Azusa Pacific University students and others from parking on our campus, Citrus' daily parking rate will be increased to \$5. In the near future, visitors will be able to obtain parking permits online.

### **2007-2008 Arts Program Review — Irene Malmgren, Vice President of Instruction**

### **2007-2008 Electronics Program Review — Irene Malmgren, Vice President of Instruction**

### **2007-2008 Engineering Program Review — Irene Malmgren, Vice President of Instruction**

### **2007-2008 Music-History & Theory Program Review — Irene Malmgren, Vice President of Instruction**

### **2007-2008 Physical Education - Competitive Athletics Program Review — Irene Malmgren, Vice President of Instruction**

#### **INDEPENDENT CONTRACTORS**

**Item 4:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

#### **FACILITIES USE**

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

#### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 6:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve A & B Warrants for May 2008. 5 Yes.

**Item 7:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve purchase orders for May 2008. 5 Yes.

#### **INSTITUTIONAL MEMBERSHIPS**

**Item 8:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve a \$30.00 one year membership to the Western Association of Veteran Education Specialists. 5 Yes.

- Item 9:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the 2008-2009 institutional membership list. 5 Yes.

#### **PERSONNEL RECOMMENDATIONS**

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

#### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 13:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the 2008-09 tentative budget. 5 Yes.

- Item 14:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2008-2009 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$500,000. 5 Yes.

- Item 15:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2007-08 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 85201. 5 Yes.

#### **CONSTRUCTION – CAPITAL PROJECTS**

- Item 16:** Moved by Dr. Rasmussen and seconded by Mrs. Keith to authorize PW Construction, Inc. to substitute Schroeder Iron Corporation, Inc. of Fontana, California for Complete Design Systems, Inc. of Norwalk, California. 5 Yes.

- Item 17:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to authorize PW Construction, Inc. to substitute Queen City Glass of Palm Springs, California for Hydro Aluminum & Glazing Corp of Anaheim, California. 5 Yes.

**CURRICULUM**

- Item 18:** Moved by Mrs. Keith and seconded by Mrs. Montgomery to approve the addition and/or deletion of courses as recommended by the Curriculum Committee. 5 Yes.
- Item 19:** Moved by Mrs. Keith and seconded by Dr. Rasmussen to approve a two-year associate of science degree/certificate program in Emergency Management and Homeland Security. If this program is approved, the program is scheduled to start in fall 2008. 5 Yes.
- Item 20:** Moved by Mrs. Montgomery and seconded by Mrs. Keith to approve the new Certificate of Achievement – Public Works/Landscape Management to be sent to the System Office. 5 Yes.
- Item 21:** Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the change of the Heating and Air Conditioning Skill Award to a Certificate of Achievement. 5 Yes.

**EMPLOYMENT – MANAGEMENT**

- Item 22:** Moved Mrs. Montgomery and seconded by Mrs. Keith to approve the hiring of Mr. James Lancaster effective July 1, 2008, as the Dean of Career, Technical, and Continuing Education at a salary placement of \$122,714.00 annually, plus \$27,414.98 in health and statutory benefits. 5 Yes.

**PROPOSALS**

- Item 23:** Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve, in conjunction with the Citrus College Foundation, Citrus College will develop a request for proposal, advertise, and select a consultant for the purpose of conducting an operational review of the Citrus College Office of Development and External Relations. The cost of the review will not exceed \$20,000, total. 3 Yes. 2 No.

**CLOSED SESSION:** At 6:15 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 6:44 p.m., Board President Ortell reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:45 p.m., it was moved by Dr. Woods and seconded by Mrs. Keith to adjourn the meeting.

July 15, 2008  
Date

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Gary L. Woods  
Clerk/Secretary  
Board of Trustees