

**CITRUS COMMUNITY COLLEGE DISTRICT**

**AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES**

**MEETING:** Regular Meeting in August

**DATE:** Tuesday, August 16, 2011

**TIME:** 4:15 p.m.

**PLACE:** Community Room, CI 159  
1000 West Foothill Boulevard, Glendora, California 91741-1899

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Patricia Rasmussen, President  
Joanne Montgomery, Vice President  
Edward C. Ortell, Clerk/Secretary  
Susan M. Keith, Member  
Gary L. Woods, Member  
Nohemi Camacho, Student Trustee

**C. COMMENTS: MEMBERS OF THE AUDIENCE**

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. To do so, please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

**D. REPORTS**

**Geraldine M. Perri, Superintendent/President**  
**Irene Malmgren, Vice President of Academic Affairs**  
**Robert Sammis, Director of Human Resources**  
**Carol Horton, Vice President of Finance and Administrative Services**  
**Nickawanna Shaw, Academic Senate President**  
**Steve Siegel, Classified Employees**  
**Nohemi Camacho, Student Trustee**  
**Members of the Board of Trustees**

**(CONTINUED)**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of July 19, 2011**

**F. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODES:**

1. **Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**
2. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
3. **Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
4. **Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

**G. INFORMATION AND DISCUSSION**

1. Educational and Facilities Master Plan 2010-2020 – Chapters 1, 2, 3, 4 –  
Dr. Irene Malmgren, Vice President of Academic Affairs (Page 4)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	
DATE	August 16, 2011	Resolution	
SUBJECT:	Educational and Facilities Master Plan 2010-2020 – Chapters 1, 2, 3, 4	Information	X
		Enclosure(s)	X

**BACKGROUND**

In fall 2010, Citrus College began to create its next Educational and Facilities Master Plan. This plan will span the period of 2010 to 2020, which is an accreditation requirement. A leadership team was formed to identify the process and facilitate plan development. The leadership team includes Irene Malmgren, Lan Hao, Carol Horton, Linda Welz, and Roberta Eisel. Prior to her retirement, Jeanne Hamilton played a significant role in its development, as well. The team worked with consultants Dr. Eva Conrad and Ms. Deborah Shepley.

Dr. Malmgren, Dr. Hao, and Dr. Conrad will review Chapters 1-4 of the Educational Master Plan.

This item was prepared by Jerry Capwell, Administrative Assistant, Academic Affairs.

**RECOMMENDATION**

Information only; no action required.

Irene Malmgren  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     G.1.

## H. ACTION ITEMS

### 1. Consent Items

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and reviewed in advance by Board members. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

#### **Business Services**

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 7)
- b. Authorization is requested to approve facility rentals and usage. (Page 10)
- c. Authorization is requested to approve A & B Warrants for July 2011. (Page 12)
- d. Authorization is requested to approve purchase orders for July 2011. (Page 14)
- e. Authorization is requested to approve Change Order Number One in the amount of \$32,734.63 and add fifteen days to the time for completion for project number 03-0910 Restroom Building East Campus. (Page 19)
- f. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. (Page 23)

#### **Academic Affairs**

- g. Authorization is requested to approve the new programs. (Page 26)

**(CONTINUED)**

## **Personnel Recommendations**

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 28)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 47)
- j. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 50)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.1.a.

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – August 16, 2011**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Cannon, Merle	\$6,000.00max	District	7/1/11-6/30/12	Five Year Plan
Cannon, Merle	\$6,000.00max	District	7/1/11-6/30/12	Space Inventory
School Advisors	\$20,000.00max	District	7/1/11-6/30/12	Bond Consultant
<u>CHILD DEVELOPMENT CENTER</u>				
Dixon, Karen	\$4,752.00max	Grant	8/16/11-6/30/12	Training for Foster Parents
Hawes, Linda	\$3,240.00max	Grant	8/16/11-6/30/12	Training for Foster Parents
Schaal, Rebecca	\$1,080.00max	Grant	8/17/11-6/30/12	Training for Foster Parents
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of fees	Fees	11/21/11-11/21/11	Special Event & Wedding Planning
Carter, Jethro	40% of fees	Fees	12/3/11-12/3/11	Self-Hypnosis Stress Reduction & Relaxation Techniques
Carter, Jethro	40% of fees	Fees	11/5/11-11/5/11	Think Healthy, Be Thin, Stay Thin
Francis, Pam	50% of fees	Fees	9/10/11-9/10/11	Acupressure Facial
Francis, Pam	50% of fees	Fees	10/8/11-10/8/11	Acupressure for Everyday Stress
Francis, Pam	50% of fees	Fees	11/16/11-11/19/11	Reflexology: Foot Massage
Ingersoll, Juliann	40% of fees	Fees	9/1/11-10/6/11	Beginning Spanish I
Ingersoll, Juliann	40% of fees	Fees	10/13/11-11/17/11	Beginning Spanish II
Jackson, Michelle	40% of fees	Fees	10/8/11-10/8/11	Teen Makeup and Skin Care
Jackson, Michelle	40% of fees	Fees	11/5/11-11/5/11	Adult Makeup and Skin Care
Jackson, Michelle	40% of fees	Fees	9/24/11-9/24/11	Adult Makeup and Skin Care
Jackson, Michelle	40% of fees	Fees	9/24/11-9/24/11	Makeup 101
Jackson, Michelle	40% of fees	Fees	11/5/11-11/5/11	Makeup 101
KGP Consulting, LLC	40% of fees	Fees	11/19/11-11/20/11	Intro to Medical Insurance Billing
KGP Consulting, LLC	40% of fees	Fees	12/4/11-12/4/11	Workers Com & Personal Injury
KGP Consulting, LLC	40% of fees	Fees	12/3/11-12/3/11	Advanced Medical Ins Billing
KGP Consulting, LLC	40% of fees	Fees	12/3/11-12/3/11	Start a Medical Billing Service
KGP Consulting, LLC	40% of fees	Fees	12/4/11-12/4/11	Computerized Medical Ins Billing
KGP Consulting, LLC	40% of fees	Fees	11/19/11-12/4/11	Medical Ins Billing Certificate
KGP Consulting, LLC	40% of fees	Fees	11/1/11-11/2/11	Medical Front Office
Moran, Elaine	40% of fees	Fees	10/29/11-10/29/11	Get Paid to Shop
Napoli, William	40% of fees	Fees	10/29/11-11/5/11	Photo Magic Using Adobe Photoshop
Napoli, William	40% of fees	Fees	11/19/11-11/19/11	Spectacular PowerPoint 2007
Nicholson, Kellie	40% of fees	Fees	11/3/11-11/17/11	Bartend Like a Rock Star
Notary Public Seminars, Inc.	40% of fees	Fees	10/8/11-10/8/11	Become a Notary in One Day
Notary Public Seminars, Inc.	40% of fees	Fees	10/29/11-11/5/11	Become a Child Visitation Monitor
Notary Public Seminars, Inc.	40% of fees	Fees	10/8/11-10/8/11	Renew Your Notary Commission
Pappas, Margaret	50% of fees	Fees	9/20/11-9/20/11	Unclutter Your Mind
Rounds, Miller & Associates	40% of fees	Fees	9/8/11-9/8/11	Building Your Own Website
Rounds, Miller & Associates	40% of fees	Fees	9/15/11-9/15/11	Cashing In on Your Ideas & Inventions
Rounds, Miller & Associates	40% of fees	Fees	9/8/11-9/8/11	Clutterology – Eliminate Clutter
Rounds, Miller & Associates	40% of fees	Fees	9/15/11-9/15/11	E-Publishing for iPad & Kindle
Tucker, Raymond	50% of fees	Fees	9/6/11-9/6/11	Fun With Flowers #1
Tucker, Raymond	50% of fees	Fees	9/20/11-9/20/11	Fun With Flowers #2
Tucker, Raymond	50% of fees	Fees	10/4/11-10/4/11	Fun With Flowers #3
Tucker, Raymond	50% of fees	Fees	10/18/11-10/18/11	Fun With Flowers #4
Tucker, Raymond	50% of fees	Fees	10/25/11-10/25/11	Fun With Flowers #5
Tucker, Raymond	50% of fees	Fees	11/8/11-11/8/11	Fun With Flowers #6
Tucker, Raymond	50% of fees	Fees	11/22/11-11/22/11	Fun With Flowers #7
Tucker, Raymond	50% of fees	Fees	12/6/11-12/6/11	Fun With Flowers #8



Turpurins, Sandra	40% of fees	Fees	10/15/11-10/15/11	Increase Your Success as a First Time Home Buyer
Yoon, Edward	40% of fees	Fees	10/4/11-10/11/11	Retirement Planning Today
Yoon, Edward	40% of fees	Fees	10/8/11-10/15/11	Retirement Planning Today

FINE AND PERFORMING ARTS

Inda, Edward	\$1,000.00max	District	8/17/11-6/30/12	Theatrical Services
Mathias, Zane	\$1,000.00max	District	8/17/11-6/30/12	Photography Services
Starkey, Michael	\$1,000.00max	District	8/17/11-6/30/12	Photography Services

HEALTH SCIENCE

Brethren Hillcrest Homes	no fee	no fee	9/18/11-9/17/12	Clinical Education
Chen, Harvey, DDS	no fee	no fee	8/16/11- ongoing	Clinical Education
Cho, Sam, DDS	no fee	no fee	8/16/11- ongoing	Clinical Education
Liu, Paul, DDS	no fee	no fee	8/16/11- ongoing	Clinical Education
Pasadena Hospital Association	no fee	no fee	8/16/11-8/15/13	Clinical Education

**Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant**



**Use of Facilities  
August 16, 2011**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Joshua Tuburan	Recording Arts Studio	Vocal Demo	7/5/2011	\$350.00
Westwind Musical Productions	Recording Arts Studio	Vocal Session	7/6/2011	\$400.00
FLS International	PS106	Summer Classes	Mon thru Fri, 7/21/11 thru 8/12/11	\$800.00 plus additional labor if required
FLS International	Campus Center	Party	7/22/2011	\$700.00 plus additional labor if required
FLS International	P3-105	Summer Classes	Mon thru Fri, 7/21/11 thru 8/12/11	\$750.00 plus additional labor if required
Fever Productions, LLC	Various locations	Movie Filming	8/5/11 through 8/9/11	\$6,800.00 plus additional labor if required
Azusa Pacific University	Stadium	Intramural Flag Football	Mon and Wed 9/19/11 thru 10/26/11	\$1,725.00 plus additional labor if required
Red Dragon Karate	Performing Arts Center	Graduation & Show	11/3 & 11/4/11	\$3,450.00 plus additional labor if required
Southern California School Band and Orchestra Association	Performing Arts Center, PA133, PA154 & PA193	Band and Orchestra Concert	1/15/2012	\$3,150.00 plus additional labor if required
Diamond Bar High School	Performing Arts Center and PA192	Show Choir Competition	2/3/2012	\$4,200.00 plus additional labor if required
Village Dance Arts	Performing Arts Center and PA192 & 193	Dance Recital	6/21 & 6/23/12	\$3,900.00 plus additional labor if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

A & B Warrants for July 2011. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for July 2011.

Carol R. Horton  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.1.c. \_\_\_\_\_

<b>CITRUS COMMUNITY COLLEGE DISTRICT</b>		
<b>APPROVAL OF A &amp; B WARRANTS</b>		
<b>July, 2011</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$3,271,219.67
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$80,712.21
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
55	C1L-C	\$473,047.24
174	V2B-C	\$205,311.25
11	V2B-N	\$10,048.91
414	C3L-C	\$616,037.05
491	C3L-N	\$290,844.11
2	192-C	\$5,294.98
13	193-C	\$43,139.19
18	193-N	\$4,291.51
2	202-C	\$7,112.60
11	202-N	\$1,479.05
1	C2A-C	\$3,392.00
312	C2A-N	\$1,396,539.13
1,504		\$3,056,537.02
ske		
8/9/2011		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

Purchase orders July 2011.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

RECOMMENDATION

Authorization is requested to approve purchase orders for July 2011.

Carol R. Horton  
Recommended by

                                /                                  
Moved                      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.           H.1.d.

**Includes 7/1/2011 - 7/31/2011**

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-15890	L-1 Enrollment Services	3410	Blanket PO	33-5860	1,344.00
11-17925	CSS/RANCHO JANITORIAL SUPPLIES	9375	Interior Trash Receptacles-SS	42-4300	102.86
11-17926	OWL CAFE	9347	Tablecloths	01-4300	145.90
11-17927	WARE DISPOSAL CO., INC.	9030	Hauling Services	01-5810	1,590.00
11-17928	LEARNING RESOURCES NETWORK	3340	Enrollment Fees	39-5800	1,305.00
12-18239	IDN West, Inc.	9040	Blanket PO	01-4380	500.00
12-18406	GRAND FLORIST	9099	Scholarship Reception	01-4300	1,618.81
12-18462	Amazon.com Corporate Credit	9360	Supplies	01-4300	42.57
12-18463	Amazon.com Corporate Credit	9350	Books	01-4300	234.99
12-18464	CDW-G	0280	Computer Monitor	01-6410	240.61
12-18465	CSS/RANCHO JANITORIAL SUPPLIES	9375	Interior Trash Receptacles-SS	42-4300	2,250.75
12-18466	COMMERICAL A+ SERVICES	9190	Service Agreement	01-5810	6,510.00
12-18467	Denault Commercial Hardware	9270	Supplies	01-4300	1,437.46
12-18468	RELYCO	9050	Supplies	01-4300	1,322.38
12-18469	Apple Inc	0280	Computer	01-6410	1,274.20
12-18470	Hewlett Packard Company	9100	HP Software Support	01-5840	438.80
12-18471	Source Direct Global HQ	9100	HP Support Agreement	01-5810	39,202.50
12-18472	PLAYSCRIPTS, INC.	0080	Play License & Scripts	01-4300	197.33
				01-5880	375.00
12-18473	1000Bulbs.com	0030	Supplies	01-4300	139.85
12-18474	ALERT SERVICES	0060	Training Room Supplies	01-4300	2,485.10
12-18475	MEDCO SPORTS MEDICINE	0060	Training Room Supplies	01-4300	4,941.91
12-18476	EASYKEYS.COM	9040	Keys for SS	01-4300	31.18
12-18477	DIRECT TV	0281	Blanket PO	01-4300	436.25
				01-5800	436.25
				41-4300	436.25
				59-5890	436.25
12-18478	ALLDATA, LLC	3020	Subscription-Auto Info System	01-4300	1,070.06
12-18479	CYBERGUYS ACCT	9100	Supplies	01-4300	378.35
12-18480	WARD'S NATURAL SCIENCE	0030	Biology Supplies	01-4300	164.10
12-18481	CAROLINA BIOLOGICAL SUPPLY	9672	Biology Supplies	01-4300	135.57
12-18482	CAROLINA BIOLOGICAL SUPPLY	0030	Anatomy Supplies	01-4300	57.45
12-18483	Daisy I.T.	9250	Blanket PO	01-4300	65,000.00
12-18484	SARGENT-WELCH SCIENTIFIC	0030	Biology Supplies	01-4300	331.74
12-18485	Nasco	0309	Skills Lab supplies	01-4300	402.04
				01-6400	585.52
12-18486	Henry Schein	0060	Training Room Supplies	01-4300	6,040.00
12-18487	Healey Awards	0060	Football Supplies	01-4300	157.79
12-18488	Triad Sports Group	0060	Football Kicking Net	01-4300	457.90
12-18489	Pocket Nurse	0309	Skills Lab Supplies	01-4300	284.80
12-18490	SAVANT CONSTRUCTION	9375	Casework -SS	42-5800	4,884.88
12-18491	DWI ENTERPRISES	9375	Podium-SS	42-6400	1,831.73
12-18492	OWL BOOKSHOP	9280	Blanket PO	01-4300	1,200.00
12-18493	Mr. Miniblind	9375	Window Blinds-SS	42-6400	179.44
12-18494	PROFESSIONAL HOSPITAL SUPPLY	0309	Skills Lab Supplies	01-4300	1,021.39
12-18495	Nashville Wraps	9360	Longevity Awards	01-4300	117.53
12-18496	WESTERN AUDIO VISUAL CORP	9690	Audio Equipment for CFI 159	41-5800	6,465.00
				41-6400	24,633.39
12-18497	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	2,346.16
12-18498	VROMANS BOOKSTORE	0072	Blanket PO	01-4300	200.00
12-18499	COSTCO WHOLESALE	0072	Blanket PO	01-4300	300.00
12-18500	AMERICAN/FOOTHILL PUBLISHING	0072	Blanket PO	01-4300	20,800.00
12-18501	GLENDORA TROPHY	0072	Blanket PO	01-4300	500.00
12-18502	LOS ANGELES TIMES	0072	Blanket PO	01-4300	250.00
12-18503	TRIBUNE MEDIA SERVICES	0072	Blanket PO	01-5800	1,000.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18504	NEW YORK TIMES	0072	Blanket PO	01-4300	400.00
12-18505	OFFICE DEPOT BSD ED DIV	0072	Blanket PO	01-4300	300.00
12-18506	OWL BOOKSHOP	0072	Blanket PO	01-4300	300.00
12-18507	CCDAA	3120	Registration Fee	33-5220	99.00
12-18508	SEHI Computer Products Inc	0281	AC101 Computer Upgrade	42-6400	1,768.13
12-18509	LISA SMOLEN & ASSOC	3270	Software	01-4300	4,742.30
12-18510	FREEDOM SCIENTIFIC	3270	Software	01-4300	2,643.88
12-18511	ARROW RESTAURANT EQUIPMENT	9375	SS Cafe - Freezer & Ice Caddy	42-6400	3,450.56
12-18512	B & H Photo Video	0281	AC101 Computer Upgrade	42-6400	3,453.28
12-18513	COLLEGE BOARD/ACCUPLACER	9149	Assessment Test Units	01-5800	43,750.00
12-18514	ONEIL PRINTER SUPPLIES	9070	Ticket Rolls	01-6400	264.25
12-18515	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	866.56
12-18516	COLLEGE PUBLISHER, INC.	0072	Service for Student Publications	01-5800	1,000.00
12-18517	TOYOTA-LIFT OF LOS ANGELES	9250	Blanket PO	01-4300	500.00
12-18518	VWR SCIENTIFIC	0030	Supplies	01-4300	1,300.84
12-18520	CSI FULLMER	9375	Blanket PO - Furniture-SS	42-6400	3,000.00
12-18521	100% SOCCER	0060	Women's Soccer Supplies	01-4300	2,164.01
12-18522	Dell Computer Corp	9100	Dell Computer	01-6400	1,062.76
12-18523	OWL BOOKSHOP	9182	Blanket PO	01-4300	1,000.00
12-18524	Henry Schein	0060	Cross Country Supplies	01-4300	299.60
12-18525	IDEAL COMFORT	9040	Repairs at P3	01-5630	793.00
12-18526	BSN SPORTS	0060	Cross Country Heart Monitor	01-4300	945.20
12-18527	SAFETY KLEEN	3020	Blanket PO	01-5600	1,600.00
12-18528	ALLSTEEL	9375	Blanket PO - Furniture at SS	42-6400	3,000.00
12-18529	PacWest Air Filter LLC	9040	Supplies	01-4300	581.23
12-18530	Twenty Six LLC	9347	Worker Comp Online	01-5800	715.00
12-18531	ImPACT	0060	Training Room	01-4300	543.75
12-18532	De Long Unlimited	0060	Womens Water Polo Supplies	01-4300	407.27
12-18533	De Long Unlimited	0060	Mens Water Polo Supplies	01-4300	489.38
12-18534	Danaman Inc.	9375	Cafe Furniture - Couch/Bench	42-6400	5,748.86
12-18535	Danaman Inc.	9375	Cafe Furniture - Cabinet	42-6400	3,600.00
12-18536	Danaman Inc.	9375	Cafe Furniture - Cabinet	42-6400	13,691.00
12-18537	Danaman Inc.	9375	Cafe Furniture - Cabinet	42-6400	1,305.00
12-18538	ACCURATE AIR ENGINEERING	3020	Blanket PO	01-5600	500.00
12-18539	OWL CAFE	9151	Blanket PO	01-4300	1,600.00
12-18540	OWL BOOKSHOP	9151	Blanket PO	01-4300	600.00
12-18541	LYNDA.COM	0072	Subscription - Software Training	01-4300	250.00
				01-5800	250.00
12-18542	ALTAWARE INC.	9100	Support Contract Renewal	01-5810	1,140.00
12-18543	CI Solutions (Card Integrators Corp)	9100	CI Track Software	01-5840	2,150.00
12-18544	Apple Inc	0281	AC101 Computer Upgrade	42-6400	44,097.55
12-18545	ComputerLand of Silicon Valley	0281	AC101 Computer Upgrade	42-6400	25,697.96
12-18546	Hewlett Packard Company	9100	Computer Supplies	01-4300	148.93
12-18547	Amazon.com Corporate Credit	3340	Supplies	01-4300	97.72
12-18548	OFFICE DEPOT BSD ED DIV	9151	Blanket PO	01-4300	6,650.00
12-18549	PIVOT POINT INTERNATIONAL INC.	3040	Lease Purchase Agreement	01-5600	3,488.50
12-18550	SIMPLEX GRINNELL	3040	Time Clock	01-6400	520.89
12-18551	TU-K INDUSTRIES INC.	3040	Supplies	01-4300	570.55
12-18552	FISHER SCIENTIFIC	0030	supplies	01-4300	788.28
12-18553	Metropolitan West	9375	Swing Space - Window Film	42-5800	425.00
12-18554	DWI ENTERPRISES	9690	Podium-SS	41-6400	1,815.04
12-18555	OWL BOOKSHOP	9230	Blanket PO	01-4300	1,500.00
12-18556	SYSTEM ONE BUSINESS PRODUCTS	9110	Upgrade Fastback Binder	01-6400	4,018.31
12-18557	SYSTEM ONE BUSINESS PRODUCTS	9110	Foilfast Printer	01-6400	1,844.40
12-18558	E.G. BRENNAN & CO.	9010	Maintenance Agreement	01-5800	425.00
12-18559	SCRIP-SAFE INTERNATIONAL	9010	Maintenance Agreement	01-5800	300.00
12-18560	Paradise Embroidery	9190	Uniforms	01-5550	620.92



PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18561	Data Impressions	0281	AC 101 Computer Upgrade	42-6400	8,810.57
12-18562	DIAL Communications	9070	Two-Way Radios	01-4300	2,576.28
12-18563	SC FUELS	9190	Gasoline	01-4360	9,185.00
12-18564	SARS Software Products, Inc	9151	Annual License Renewal	01-5880	5,940.00
12-18565	EQUICROSS, INC.	9375	Stanchions for Cashier-SS	42-6400	1,722.60
12-18566	LBI-Boyd Wallcoverings	9375	Panels for Cashiers Office-SS	42-5800	200.00
				42-6100	261.00
12-18567	EDUCATION TO GO	9330	Enrollment Fees	39-5800	800.00
12-18568	Cardiac Science Corporation	0060	AED Training	01-6400	2,882.33
12-18569	RICK'S RADIATOR SERVICE	3020	Blanket PO	01-4310	250.00
12-18570	TRANSTAR INDUSTRIES, INC.	3020	Blanket PO	01-4310	5,000.00
12-18571	RSPE AUDIO SOLUTIONS	3370	VTEA CTE Prog Rec'd Arts	01-6400	1,294.13
12-18572	TED JOHNSON PROPANE	3020	Blanket PO	01-5600	100.00
12-18573	AIRGAS WEST	3020	Blanket PO	01-4300	100.00
12-18574	AVID	3370	VTEA CTE Prog Rec'd Arts	01-5800	1,000.00
12-18575	CARQUEST AUTO PARTS	3020	Blanket PO	01-4300	3,000.00
12-18576	HOME DEPOT	3020	Blanket PO	01-4300	300.00
12-18577	COMMUNICATIONS CENTER	9070	Blanket PO	01-4300	3,000.00
12-18578	THE HOSE-MAN	3020	Blanket PO	01-4300	400.00
12-18579	MATCO TOOLS	3020	Blanket PO	01-4300	1,000.00
12-18580	SPRINT	9070	Blanket PO	01-5540	6,500.00
12-18581	OFFICE DEPOT BSD ED DIV	3020	Blanket PO	01-4300	1,500.00
12-18582	PATTON'S ARROW PIPE & STEEL	3020	Blanket PO	01-4300	800.00
12-18583	ZEE MEDICAL INC	3020	Blanket PO	01-4300	300.00
12-18584	TRANSTAR INDUSTRIES, INC.	3020	Blanket PO	01-4300	800.00
12-18585	ORVAC ELECTRONICS	3020	Blanket PO	01-4300	300.00
12-18586	KING BOLT CO.	3020	Blanket PO	01-4300	500.00
12-18587	CERTIFIED UNDERCAR PARTS	3020	Blanket PO	01-4300	1,800.00
12-18588	RELIABLE AUTO PARTS	3020	Blanket PO	01-4300	600.00
12-18589	BPS TRUCK PARTS, INC.	3020	Blanket PO	01-4300	500.00
12-18590	AMCO CONSTRUCTION	0310	Math/Science - MechoShades	01-6400	2,001.00
12-18591	AMERIPRIDE	3020	Blanket PO	01-5600	2,000.00
12-18592	RELIABLE AUTO PARTS	3020	Blanket PO	01-4310	1,000.00
12-18593	ORVAC ELECTRONICS	3020	Blanket PO	01-4310	500.00
12-18594	CERTIFIED UNDERCAR PARTS	3020	Blanket PO	01-4310	15,000.00
12-18595	CARQUEST AUTO PARTS	3020	Blanket PO	01-4310	15,000.00
12-18596	APPLIANCE PARTS & SERVICE	3120	Blanket PO	33-4300	1,000.00
12-18597	Wurth USA Inc	3020	Blanket PO	01-4300	1,000.00
12-18598	ZEP MANUFACTURING	3020	Blanket PO	01-4300	1,000.00
12-18599	OWL BOOKSHOP	9070	Blanket PO	01-4300	3,500.00
12-18600	JEFF'S SPORTING GOODS	0060	Baseball Supplies	01-4300	1,584.37
12-18601	EVER WHITE	0030	White Boards	01-6400	1,134.28
12-18602	CAMBRIDGE DIAGNOSTIC PRODUCTS	0030	Microbiology Supplies	01-4300	97.85
12-18603	NEU-TEC GROUP INC.	0030	Equipment	01-4300	185.25
12-18604	MOUNT SAN ANTONIO COLLEGE	9344	CTE Grant Subagreement Mt. SAC	01-5800	87,645.00
12-18605	RIO HONDO COMMUNITY COLLEGE D	9344	CTE Grant Subagreement Rio Hondo College	01-5800	151,655.00
12-18606	FOSTER & SMITH, INC.	0030	Pond Supplies	01-4300	41.55
12-18607	VeriSign Inc	9100	3-Yr Secure Site Certificate	01-5840	995.00
12-18608	CDW-G	0281	Replacement Network Interface	01-4300	518.09
12-18609	Business Radio Licensing	9190	Licensing for Clock Transmitter	01-5800	110.00
12-18610	C & A FLOORCOVERINGS	9370	Carpet at HH, ED, CC	01-4300	2,237.64
				01-4380	1,472.72
12-18611	Signature Flooring Inc.	9040	Flooring Installation	01-5630	1,068.00
				01-5800	1,067.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18612	HCD RENEWAL	9040	Registration Renewal Fee For P2	01-5800	39.00
12-18613	R.Y. RODRIGUEZ GARAGE EQUIP	9190	Testing of Fuel Tank at M&O	01-5630	1,968.00
12-18614	SNAP-ON TOOLS CORPORATION	3020	Blanket PO	01-4300	2,500.00
12-18615	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	404.34
12-18616	AES Automotive Electronics Services Inc	3370	VTEA CTE Prog -Diesel Tech	01-6400	6,185.92
12-18617	GRAINGER INC	3370	VTEA CTE Prog -Diesel Tech	01-6400	1,582.24
12-18618	SNAP-ON INDUSTRIAL	3370	VTEA CTE Prog -Diesel Tech	01-6400	11,872.84
12-18619	Brake Solutions, Inc.	3370	VTEA CTE Prog-Auto Tech	01-6400	10,591.51
12-18620	AES Automotive Electronics Services Inc	3370	VTEA CTE Prog-Auto Tech	01-6400	2,010.36
12-18621	CAREER STEP, LLC	9330	Enrollment Fees	39-5800	9,404.75
12-18622	OWL BOOKSHOP	9230	Blanket PO	01-4300	10,000.00
12-18623	Covermaster, Inc.	0060	P.E. supply	01-4300	1,414.75
12-18624	LIEBERT CORPORATION	9040	Repairs at IS	01-5630	1,000.00
12-18625	MAINTEX INC.	9270	Supplies	01-4300	788.18
12-18626	Apple Inc	3370	Software License - Rec Arts	01-6400	1,098.00
12-18627	Full Compass	0281	Musical Keyboards	01-6400	5,331.60
12-18628	DAIGGER	0030	Biology Equipment	01-6400	6,400.64
12-18629	Bradley Freeman	9250	Golf Cart	01-6400	3,806.25
12-18630	COSTCO WHOLESALE	0280	Hard Drives	01-4300	277.25
12-18632	CYBERGUYS	9100	CPU Holder	01-4300	119.02
12-18633	HCD RENEWAL	9040	Registration renewal fee for P2	01-5800	39.00
12-18634	OFFICE DEPOT BSD ED DIV	3080	Blanket PO	01-4300	500.00
12-18635	OFFICE DEPOT BSD ED DIV	0350	Blanket PO	01-4300	500.00
12-18636	Mr. Miniblind	0260	Mini Blinds	01-4300	108.75
12-18637	HOME DEPOT	9195	Blanket PO	01-4300	1,000.00
12-18638	GRILLO'S FILTER SALES	9040	HVAC Filters	01-4300	5,230.05
12-18639	BUDDY'S ALL STARS, INC.	0060	Volleyball Back Packs	01-4300	529.38
12-18640	NORTH ORANGE COUNTY COLLEGE	9100	Conference Registration	01-5200	50.00
12-18641	LIDS Teamsports	0060	Men's Basketball	01-4300	1,914.85
12-18642	GUNTHER'S ATHLETIC SERVICE	0060	Football Helmets	01-4300	1,223.75
12-18644	OWL BOOKSHOP	9420	Blanket PO	01-4300	1,000.00
12-18645	ComputerLand of Silicon Valley	9100	Crystal Reports Renewal SAP	01-5840	3,900.00
12-18646	Full Compass Systems, LTD.	3370	Equipment - Recording Arts	01-6400	9,690.80
12-18647	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4300	2,245.69
12-18648	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4300	2,361.23
			Total	193	875,877.76

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	163	685,482.91
33	Child Development Fund	3	1,443.00
39	Community Education	3	11,509.75
41	Capital Outlay Projects Fun	3	33,349.68
42	Revenue Bond Construction F	20	129,481.17
59	Golf Driving Range	1	436.25



**CHANGE ORDER**

Adolph Ziemba, AIA & Associates  
601 S. Glenoaks Blvd. Suite 400  
Burbank, California 91502  
Phone#: 818-841-2585  
Fax #: 818-841-7782  
E-mail: kcolby@adolphiemba.com

PROJECT: 03-0910, Restroom Building East Campus CHANGE ORDER # 1  
Citrus Community College District Board Date: August 16, 2011  
CONTRACTOR: Tek-Up Construction Inc. D.S.A. Application# 03-113507  
22700 Mulholland Drive D.S.A. File # 19-C9  
Woodland Hills, CA 91364 Architect Project # 091003

ORIGINAL CONTRACT AMOUNT: \$ 544,340.00  
Previous Change Order: \$ 0  
This Change Order: \$ 32,734.63  
Total Change Order: \$ 32,734.63  
REVISED CONTRACT AMOUNT: \$ 577,074.63

Notice To Proceed, March 23, 2011. 160 Calendar Day Contract  
ORIGINAL CONTRACT COMPLETION DATE: August 30, 2011  
Previous Change Order: 0 Calendar Days  
This Change Order: 15 Calendar Days  
Total Change Orders: 15 Calendar Days  
REVISED CONTRACT COMPLETION DATE: September 14, 2011

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".  
This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

\_\_\_\_\_  
Architect: Adolph, Ziemba, Adolph Ziemba, AIA & Associates. DATE \_\_\_\_\_  
\_\_\_\_\_  
Structural Engineer: Leslie Tso, Kanda & Tso Associates DATE \_\_\_\_\_  
\_\_\_\_\_  
Contractor: Kambiz Maleki, Tek-Up Construction Inc. DATE \_\_\_\_\_  
\_\_\_\_\_  
Owner: Carol R. Horton DATE \_\_\_\_\_  
Citrus Community College District

The contract is changed as follows:

1. 2" diameter piping in ceiling was wrapped in asbestos insulation and had to be abated. (COP #1R1)

**Requested by:** Contractor

**Reason:** Not indicated on abatement report

**Cost:** \$2,008.13

**Additional Days** 0 Days

2. Additional asbestos insulation wrapped piping was discovered above the existing shower ceiling and had to be abated. (COP #2R1)

**Requested by:** Contractor

**Reason:** Not indicated on abatement report

**Cost:** \$7,542.92

**Additional Days** 3 Days

3. Refer to C1.0 - Removed and dispose of abandoned underground 4" gas line running the length of the site approx 140'. (See SK-1) (COP #3)

**Requested by:** Contractor

**Reason:** Not indicated on As-built drawings.

**Cost:** \$862.16

**Additional Days** 0 Days

4. Refer to P1.0 - Removal of existing 2" waterline and excavation of mud due to broken line. (See SK-2) (COP #5)

**Requested by:** District

**Reason:** Existing waterline had deteriorated and was leaking causing surrounding saturated soil to be excavated and replaced.

**Cost:** \$3,273.45

**Additional Days** 1 Days

5. Refer to A1.0 - Removal of concrete collars around existing flying buttress at adjacent Gymnasium and extend paving to concrete buttress. (See Directive #1) (COP #7)

**Requested by:** District

**Reason:** It was cheaper to remove all of the collars then to replace the damaged ones.

**Cost:** \$3,413.80

**Additional Days** 4 Days

EXHIBIT "A" – Change Order #1

Board date: August 16, 2011 Page 3

6. Refer to A0.1 - When the existing CMU on the north side of the new building was removed it was discovered that the elevations of the existing concrete paving on both sides of the wall were at different elevations. A portion of the concrete paving was removed and regraded to allow for an accessible 2% cross-slope along the path of travel. (See RFI #4) (COP #8)

**Requested by:** Architect

**Reason:** Allows for accessible path of travel to north side of building. **Cost:** \$9,299.64

**Additional Days** 5 Days

7. Refer to A0.1 - Offset of new building an additional 6" east from adjacent PE building. (See Directive #1) (COP #10R2)

**Requested by:** Architect

**Reason:** To avoid existing underground concrete stemwall between new building and adjacent PE building that was not demolished during prior construction. **Cost:** \$6,334.53

**Additional Days** 2 Days

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	
SUBJECT:	Disposal of Surplus Property	Information	
		Enclosure(s)	X

**BACKGROUND**

Education Code Section 81450 - 81455 authorizes the governing board of any community college district to exchange for value, sell or donate any personal property belonging to the district if the property is not required for college purposes. It further allows any district to contract with a private auction firm to dispose of these items. The Citrus Community College District contracts with The Liquidation Company of Fontana for these services.

From time to time the District sends items no longer needed for college use to The Liquidation Company to be sold at public auction to the highest bidder or donation to another public entity. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

This item was prepared by Robert Iverson, Director of Purchasing and Warehouse.

**RECOMMENDATION**

Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.1.f. \_\_\_\_\_

Surplus Inventory List  
June 21, 2011 Board Agenda

1. One Lennox furnace
2. One Universal abrasive blast machine
3. One Kelco blast cabinet
4. One card storage box
5. Two pallets of HVAC duct
6. One flammable storage cabinet
7. One turf aerator
8. Ten steel ticket boxes
9. One Kubota L2350 tractor, vehicle #70
10. One Toro Reelmaster 2300D, vehicle #76
11. Six Carrier A/C units
12. One Arkla A/C unit
13. One Magicaire A/C unit
14. One Reznor A/C unit
15. One A/C service station
16. One Robinair A/C service station
17. One Miller gasoline powered welder on cart
18. Forty-five office chairs
19. Nineteen vertical file cabinets
20. One couch
21. Five bookcases
22. Two fiberglass benches
23. One fiberglass table



August 16, 2011 Surplus List						
AV #	Barcode	Equipment	Make	Model	Serial Numbers	CCD#
Cart-109	500591000535084	Equipment Cart				
Cart-146	500591000535564	Cart				
Cart-147	500591000535401	Equipment Cart				
Cart-38	500591000435809	Equipment Cart				
Cart-40	500591000435987	Equipment Cart				
Cart-42	500591000436104	Equipment Cart				
Cart-44	500591000436229	Equipment Cart				
Cart-47	500591000436401	Equipment Cart				
Cart-54	500591000436154	Equipment Cart				
Cart-67	500591000436328	Equipment Cart				
Cart-68	500591000436381	Equipment Cart				
DCA-1	500591000193811	Digital Camera	Argus	DC3000	1288320	
DCA-2	500591000193829	Digital Camera	Argus	DC3000		
DCA-3	500591000193845	Digital Camera	Argus	DC3000		
DCA-4	500591000193837	Digital Camera	Argus	DC3000		
DVD-12	500591000245012	Digital Video Disc Player	JVC	XVN320	060K6070	
OH-16	500591000231128	Overhead Projector	Elmo	HP-L3550S	124486	
OH-17	500591000230922	Overhead Projector	3M	9100	1551364	
OH-29	500591000230542	Overhead Projector	3M	9100	1551377	
OH-30	500591000230427	Overhead Projector	3M	9100	1551369	
OH-42	500591000230952	Overhead Projector	Elmo	HP-L3550H	307485	
OH-46	500591000229645	Overhead Projector	Bell & Howell	301GC	6345037	
OH-48	500591000230550	Overhead Projector	Portascribe	15710	Y45569R	
OH-60	500591000230845	Overhead Projector	Bell & Howell	362KA	8143009	
OH-65	500591000231372	Overhead Projector	3M	2130	432415	
OH-66	500591000229760	Overhead Projector	3-M	213BC	6854826	
OH-85	500591000232255	Overhead Projector	Eiki	3855-BS	6043083	
OH-86	500591000231061	Overhead Projector	Elmo	HP-L3550S	150130	
VCM-100	500591000423870	21" Color Monitor	Phillips	LTC 2821/90	62YN503680	
VCM-103	500591000424584	13" Color Monitor	Panasonic	CT-1381Y	MB02210288	
VCM-104	500591000424646	13" Color Monitor	Panasonic	CT-1381Y	MB02210304	
VCM-20	500591000424521	13" Color Monitor	Panasonic	CT-13R32T	LB12500312	
VCM-24	500591000425173	25" Color Monitor	Proton	602m	P62M20484	
VCM-52	No Barcode	19" Mcolor Monitor	Sharp	19NP18	494507	
VCM-63	500591000231037	27" Color Monitor	NEC	PM-2881	92001427	
VCM-66	500591000231102	25" Color Monitor	Panasonic	CT2583Y	MC32740519	
VCM-73	500591000231174	25" Color Monitor	Panasonic	CT2583Y	MC41780021	
VCM-80	500591000240951	13" Color Monitor	Panasonic	CT-13R12T	MA53410599	
VCM-97	500591000465541	13" Color Monitor	Panasonic	CT-13R17B	MH22153923	
VCR	50059100041869	Video Cassette Recorder	Sony	LSLVN51	ID0255915	
VCR-137	"500591000246363	Video Cassette Recorder	Sharp	XA-705	004727031	
VCR-145	500591000268522	Video Cassette Recorder	Panasonic	AG-1330P	10KN00555	
VCR-16	500591000150282	Video Cassette Recorder	Sharp	XA-705	901714139	
VCR-191	500591000418903	Video Cassette Recorder	Panasonic	XA-620A	708713021	
VCR-196	500591000465779	Video Cassette Recorder	Sharp	XA-705	00572754	
VCR-47	500591000230688	Video Cassette Recorder	Sharp	XA-705	001725074	
VCR-61	500591000231110	Video Cassette Recorder	Sharp	XA-905	103718251	
		Ceiling Mount				
		Closed captioned Converter	Future Video Prod	Media Comander200	MC030340	
		Combination Pad Lock				
		Equipment Cart Extension Cord				
		Microphone	Dynamic Cardiline	EX-1644		
		Security Cable				
		Stereo Receiver	Pioneer	SX303	DD2245555	
		Typewriter	IBM	Wheelwriter Laxmark	11-0215x	
		Typewriter	Canon	Typestar4	Q12024451	
		VBI Caption Data	Link Electronics	PDR-885	447	CCD#7510
		Typewriter	IBM	Wheelwriter 2000 byLaxmark	11-00495	
		security bars - quantity 8				

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	
SUBJECT:	Approval of New Programs	Information	
		Enclosure(s)	X

**BACKGROUND**

As per Title 5, new courses, new programs, inactivated courses and inactivated programs are submitted for approval to the Board of Trustees on a regular basis. Attached for your review are two new Associate of Science Transfer Degrees, Administration of Justice and Mathematics.

This list represents work completed by the Curriculum Committee and college faculty on June 9, 2011.

This item was prepared by Kathy Bueno, Administrative Secretary II, Academic Affairs.

**RECOMMENDATION**

Authorization is requested to approve the new programs.

Irene Malmgren  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.1.g. \_\_\_\_\_

<b>NEW PROGRAMS</b>	
<b>Program Title</b>	<b>Justification</b>
Administration of Justice – A.S. Transfer Degree	New Transfer Degree.
Mathematics – A.S. Transfer Degree	New Transfer Degree.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

**BACKGROUND**

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of academic employees approved by the Director responsible for the supervision of the specific area.

This item was prepared by Linda Hughes, Human Resources Technician II.

**RECOMMENDATION**

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

Robert Sammis  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.       H.1.h.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Amaya-Anderson, Beatriz	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Au, Algie	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Beach, Kristine	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Birmingham, Thomas	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Burkemper, Bruce	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Burns, Linda	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Castillo, Claudia	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$2,000.00 tl.
Cheney, Elizabeth	Librarian		Hourly as needed	Library	08/17/11	12/31/11	\$44.90 hr.
Cheng Tanshee	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Cross, Cynthia	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00 tl.
Curran, Keith	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Curran, Keith	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Dau, Carsten	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00 tl.
Dau, Carsten	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00 tl.
Dingwall, Stephanie	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Dougall, Natalie	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Eiland, Thomas	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00 tl.
Fowler, Jonathan	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Gamboa, Robert	Counselor	During unassigned time	Hourly as needed	Transfer Center	08/17/11	12/31/11	\$44.90 hr.
Garner, Jennifer	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Ghidella, Richard	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00 tl.
Goodman, Robert	Instructor	Proctoring Exams/During unassigned time	Hourly as needed	DSP&S	08/17/11	12/31/11	\$50.72 hr.
Gregg, Judy	Instructor	Faculty Development for Child Development	Hourly as needed	Behavioral Sciences	08/26/11	06/30/12	\$50.72 hr.
Gunderson, Mark	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00 tl.
Hadsell, Clifford	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Hall, James	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Han, June	Instructor	Proctoring Exams/During unassigned time	Hourly as needed	DSP&S	08/17/11	12/31/11	\$50.72 hr.
Herrera, Rafael	Counselor	During unassigned time	Hourly as needed	Transfer Center	08/17/11	12/31/11	\$50.72 hr.
Hester, Dana	Instructor	Proctoring Exams/During unassigned time	Hourly as needed	DSP&S	08/17/11	12/31/11	\$50.72 hr.
Hollenshead, Marcia	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Jonas, Vida	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Kang, Eun	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Kassab, Mohamad	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Killen, Monica	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00	tl.
Kim, Edward	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Kondo, Arnold	Instructor	Proctoring Exams/During unassigned time	Hourly as needed	DSP&S	08/17/11	12/31/11	\$50.72	hr.
Lam, Wood	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00	tl.
Lee, Bianca	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Lee, Monica	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90	hr.
Lei, Li	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Leung, Sing	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Linville, Brian	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
Longyear, Alicia	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00	tl.
Loya, Henry	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00	tl.
McBurney, Robin	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00	tl.
McCabe, Dale	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
McLeod, Jennifer	Counselor	During unassigned time	Hourly as needed	DSP&S	08/17/11	06/30/12	\$50.72 hr.
Mercurio, Vince	Counselor	During unassigned time	Hourly as needed	DSP&S	08/17/11	06/30/12	\$50.72 hr.
Myers, Kim	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Naiyer, Zakaria	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Nalbandyan, Zorayr	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Nguyen, Cynthia	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Nguyen, Tracy	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Odegaard, Eric	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Oropeza, Raymond	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Phan-Yam, Tuyetdong	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Pineda, Selene	Librarian		Hourly as needed	Library	08/17/11	12/31/11	\$44.90 hr.
Pires, Marcelo	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Plug, Michelle	Counselor	During unassigned time	Hourly as needed	Transfer Center	08/17/11	12/31/11	\$50.72 hr.
Purves, Dianne	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Ramos, Christopher	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Reagan, Di	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Resto-Ometeotl, Luivette	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Rivadeneira, Justina	Counselor	During unassigned time	Hourly as needed	Transfer Center	08/17/11	12/31/11	\$50.72 hr.
Robles, Andrew	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Rowley, Dianne	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Rudd, Rebecca	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Rudd, Rebecca	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00 tl.
Schraff, Theodore	Instructor		Hourly as needed	Cosmetology	08/27/11	12/31/11	\$44.90 hr.
Seccombe, June	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Seccombe, June	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Shearer, Margaret	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Shimano, Brooke	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Swatzel, Paul	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00 tl.
Tsark, Eleanor	Instructor	Proctoring Exams	Hourly as needed	DSP&S	08/17/11	12/31/11	\$44.90 hr.
Tseng, Kelly	Instructor	College Success Adjunct Faculty	Stipend	Basic Skills Initiative	08/26/11	08/26/11	\$100.00 tl.
Urita-Lopez, Haydee	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00 tl.
Van Citters, Beverly	Instructor	Mentor/Mentee Program	Stipend	Bridges to Success Grant	08/29/11	12/16/11	\$300.00 tl.
Villa, Elizabeth	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00 tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Villa, Elizabeth	Instructor	BSI Learning Community Team	Stipend	BSI Grant	08/26/11	12/16/11	\$1,000.00	tl.
Villeneuve, Theresa	Instructor	Lead Faculty	Stipend	Study Abroad	09/08/11	11/18/11	\$2,000.00	tl.
Walz, Sheryl	Instructor	HSI Bridges to Success Learning Community Team	Stipend	Bridges to Success Grant	08/26/11	12/16/11	\$1,000.00	tl.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	Transfer Center	08/17/11	12/31/11	\$50.72	hr.

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Acquistapace, Kristine	Study Abroad	1-1	\$1,025
Adawiya, Issa	Public Works	1-6	\$1,119
Alba, Ralph	Public Works	1-1	\$1,025
Allgaier, Jennifer	Dance	4-6	\$1,281
Alverson, David	Recording Arts	1-4	\$1,025
Amaya, Hector	Humanities	3-4	\$1,129
Amaya-Anderson, Beatriz	English	3-2	\$1,129
Anderson-McGill, Taylor	Biology	2-3	\$1,077
Aplanalp, Jane	Cosmetology	1-6	\$1,119
Au, Susanna	Drafting	2-6	\$1,174
Beach, Kristine	English	2-3	\$1,077
Beatty, David	Music	1-6	\$1,119
Bender, Thomas	Automotive	1-6	\$1,119
Birmingham, Thomas	English	3-6	\$1,230
Bobo, Michael	Humanities	1-3	\$1,025
Botello, Rochelle	Art	3-5	\$1,178
Botma, Scott	Cosmetology	1-2	\$1,025
Boyden, Pixie	Information Technology	2-2	\$1,077
Boylan, John	Recording Arts	1-3	\$1,025
Bruce-Oliver, Fred	Kinesiology	1-6	\$1,119
Buckalew, James	Speech	4-6	\$1,281
Burns, Linda	English	4-6	\$1,281
Chan, Linda	Astronomy	4-4	\$1,183
Chavez-Appel, Mercedes	Speech	1-6	\$1,119
Cheng, Tanshee	Mathematics	1-4	\$1,025
Christensen, Niel	Political Science	3-3	\$1,129
Christianson, Monica	Counseling	1-1	\$1,025
Chun, Mina	Mathematics	2-6	\$1,174
Cowgill, Darian	Recording Arts	1-3	\$1,025
Curran, Keith	English	1-6	\$1,119
Cusick, Tanya	Dental	1-4	\$1,025
Daves-Schneider, Lida	German	4-4	\$1,183
Deanda, Alma	Biology	4-1	\$1,183

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Deatrlick, Steven	Recording Arts	1-6	\$1,119
Deets, Kristin	Speech	1-6	\$1,119
Dennis, Paul	Administration of Justice	1-6	\$1,119
Dery, Kenneth	Biology	4-4	\$1,183
Dhillon, Dalvir	Nursing	1-4	\$1,025
Dingwall, Stephanie	Biology	1-4	\$1,025
Doolittle, Jan	Child Development	1-6	\$1,119
Dougall, Natalie	English	2-6	\$1,174
Elias, Brian	Emergency Medical Technician	1-1	\$1,025
Entus, Robert	Chemistry	4-6	\$1,281
Farnum, Martin	Chemistry	4-5	\$1,234
Felix, Felipe	Cosmetology	1-6	\$1,119
Fisher, Jamie	English	1-3	\$1,025
Flores, Ygnacio	Emergency Medical Technician	4-1	\$1,183
Goedhart, Christine	Biology	4-4	\$1,183
Gonzales, Rina	Dental	1-4	\$1,025
Gonzalez, Juan	Automotive	1-6	\$1,119
Gramling, Gary	Water Technology	1-2	\$1,025
Graves, Buschansha	Cosmetology	1-1	\$1,025
Hall, James	English	1-6	\$1,119
Havens, Craig	Photography	1-5	\$1,072
Hollenshead, Marcia	Biology	4-5	\$1,234
Holm, Daniel	Cosmetology	1-6	\$1,119
Holmes, Alison	Art	1-6	\$1,119
Horton, Julian	Kinesiology	1-6	\$1,119
Hunt, Stephan	Administration of Justice	1-6	\$1,119
Jennings, Sanae	Japanese	1-4	\$1,025
Johnson, David	Earth Science	2-3	\$1,077
Jonas, Vida	English	3-6	\$1,230
Jung, Shinsuck	Kinesiology	1-5	\$1,072
Kang, Eun	English	4-6	\$1,281
Kang, Hwang	Earth Science	2-3	\$1,077
Kapoor, Anil	Biology	4-3	\$1,183

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Kassab, Mohamad	Mathematics	1-2	\$1,025
Kawai, Julie	Reading	3-4	\$1,129
Kelly, Donna	Reading	4-6	\$1,281
Killen, Monica	Ethnic Studies	1-1	\$1,025
Kim, Edward	Mathematics	2-5	\$1,120
Kinney, Michael	Biology	3-3	\$1,129
Ko, Hyunjin	Chemistry	4-3	\$1,183
Kyle, Timothy	Kinesiology	1-6	\$1,119
Lam, Wood	ESL	2-4	\$1,077
Lau, Bernie	Sociology	2-5	\$1,120
Lee, Bianca	English	1-6	\$1,119
Lee, Monica	Biology	2-6	\$1,174
Lei, Li	Mathematics	2-6	\$1,174
Leung, Sing	Mathematics	4-6	\$1,281
Lewis, David	History	1-6	\$1,119
Lewis, Suzanne	Biology	2-2	\$1,077
Li, Xiaoyan	Chemistry	1-4	\$1,025
Linville, Brian	English	4-6	\$1,281
Lipp, Gregory	Automotive	1-2	\$1,025
Liskey, Renee	Dance	1-6	\$1,119
Logan, Stephanie	History	1-1	\$1,025
Long, Stacy	Communication	1-6	\$1,119
Loya, Henry	English	4-6	\$1,281
Luke, Thomas	Motorcycle Technology	1-5	\$1,072
Luu, Kinh	Mathematics	1-6	\$1,119
Maestas, Albert	Water Technology	1-2	\$1,025
Mallory, Roy	Automotive	1-6	\$1,119
Martinez, Manuel	Counseling	1-4	\$1,025
McCabe, Dale	Biology	3-6	\$1,230
McDonald, Tamara	Kinesiology	1-2	\$1,025
McWilliams, Stuart	Health Occupations	1-3	\$1,025
Mikalson, Barbara	Study Abroad	1-1	\$1,025
Milbrandt, David	Political Science	4-3	\$1,183

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Mixson, Vonetta	Music	2-5	\$1,120
Montgomery, Robert	Chemistry	4-6	\$1,281
Moore, Elanie	Art	2-6	\$1,174
Myers, Kimberly	English	2-6	\$1,174
Naiyer, Zakaria	English	2-6	\$1,174
Nalbandyan, Zorayr	Mathematics	1-4	\$1,025
Newell, Jerry	Psychology	4-6	\$1,281
Ng, Sun	Mathematics	2-6	\$1,174
Nguyen, Cynthia	Mathematics	2-6	\$1,174
Nguyen, Tracy	Mathematics	2-6	\$1,174
Nila, Richard	Kinesiology	1-3	\$1,025
Nuttall, Adora	Child Development	1-6	\$1,119
Odegaard, Eric	English	3-6	\$1,230
Ogimachi, Tom	Mathematics	1-1	\$1,025
Ozminkowski, Mariusz	Speech	4-6	\$1,281
Parry, Erica	Dental	1-2	\$1,025
Parsons, Karla	Nursing	2-4	\$1,077
Payne, Renee	Nursing	1-4	\$1,025
Pecoraro, Susan	Child Development	1-6	\$1,119
Pham, Tien	Administration of Justice	4-2	\$1,183
Phan-Yamada, Tuyetdong	Mathematics	3-3	\$1,129
Ponciano, Ronald	Kinesiology	1-6	\$1,119
Provencher, Henry	Administration of Justice	1-6	\$1,119
Ramirez, Natalie	Biology	1-3	\$1,025
Ramos, Christopher	English	4-6	\$1,281
Ramos, Michael	Psychology	2-3	\$1,077
Ramos-Bernal, Natasha	Political Science	1-3	\$1,025
Rashidi, Waleed	Communication	1-6	\$1,119
Reagan, Di	Mathematics	1-4	\$1,025
Resch, Amy	Psychology	2-6	\$1,174
Resto-Ometeotl, Luivette	English	3-6	\$1,230
Rickman, Tracy	Health Occupations	1-6	\$1,119
Rivas, Brandon	Kinesiology	1-2	\$1,025

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Robles, Andrew	English	1-5	\$1,072
Rodriguez, Eric	Drafting	1-1	\$1,025
Ross, Lisa	Political Science	4-6	\$1,281
Rotblatt, Daniel	Art	4-4	\$1,183
Rowley, Dianne	English	1-4	\$1,025
Salvi, Lisa	Anthropology	1-6	\$1,119
Schwitkis, Kent	Astronomy	4-1	\$1,183
Seccombe, June	ESL	4-6	\$1,281
Shear, Michelle	Dance	1-6	\$1,119
Shearer, Margaret	English	2-6	\$1,174
Sherman, Stephen	Water Technology	1-6	\$1,119
Shima, Kevin	Recording Arts	1-4	\$1,025
Shimano, Brooke	Biology	1-6	\$1,119
Smyth, Nathaniel	Chemistry	2-4	\$1,077
Swartz, Theodore	Public Works	1-6	\$1,119
Swatek, Cheryl	Kinesiology	4-3	\$1,183
Tabata, Flint	Architecture	1-6	\$1,119
Tate, Erin	Psychology	1-5	\$1,072
Tracey, Timothy	Kinesiology	1-6	\$1,119
Tsark, Eleanor	Biology	4-6	\$1,281
Tseng, Kelly	Mathematics	2-6	\$1,174
Tufano, Andrew	Speech	1-6	\$1,119
Tyck, Robert	Recording Arts	1-6	\$1,119
Urita-Lopez, Haydee	Ethnic Studies	1-1	\$1,025
Valdez, Antonio	Cosmetology	1-5	\$1,072
Valverde, Yesenia	Dance	1-6	\$1,119
Victor, Christopher	Kinesiology	1-4	\$1,025
Villeneuve, Louisa	Biology	4-3	\$1,183
Waddington, Alan	Music	1-6	\$1,119
Wagner, Alexander	Earth Science	2-4	\$1,077
Weaver, Pablo	Biology	2-4	\$1,077
Weisman Davlant, Lisa	Psychology	4-6	\$1,281
Weiss, Neil	Theater Arts	4-6	\$1,281

**ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Wessel, Mark	Art	2-6	\$1,174
Wheeler, Andrew	Kinesiology	1-1	\$1,025
Williams, Monique	LVN	4-5	\$1,234
Wong, Kerwin	Administration of Justice	1-6	\$1,119
Woolery, Laurie	Theater Arts	1-6	\$1,119
Woolsey, Ronald	History	2-6	\$1,174
Yang, Rebecca	Chinese	1-3	\$1,025
Ysais, Melissa	Child Development	1-6	\$1,119
Yu, Jane	Drafting	1-5	\$1,072
Zaharek, James	Humanities	4-6	\$1,281
Zawahreh, Luai	Economics	1-6	\$1,119
Zeman, William	History	2-6	\$1,174
Zweig, Malaika	Art	3-6	\$1,230



**ACADEMIC EMPLOYEES  
FALL 2011 OVERLOAD  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Afzali, Ana	Spanish	4-7	\$1,295
Afzali, Ana	History	4-7	\$1,295
Allahbachayo, Salima	Nursing	2-5	\$1,090
Anderson, Brian	Mathematics	3-7	\$1,241
Anson, Melanie	Speech	4-7	\$1,295
Arredondo, Dora	Dental	1-7	\$1,133
Bakhit, Khetam	Economics	4-7	\$1,295
Bautista, Susan	Cosmetology	1-7	\$1,133
Boquiren, Conchita	LVN	4-7	\$1,295
Borja, Patrick	Accounting	4-7	\$1,295
Bowman, Deborah	Nursing	1-7	\$1,133
Boxley, Jackie	Kinesiology	1-7	\$1,133
Brawner, Mary	Kinesiology	3-7	\$1,241
Brown, Cherie	Theatre	4-7	\$1,295
Brown, David	Automotive	1-7	\$1,133
Brown, Ricky	Psychology	4-7	\$1,295
Carr, Darrell	Photography	1-7	\$1,133
Carver, Sally	Cosmetology	2-7	\$1,187
Castillo, Claudia	Counseling	2-7	\$1,187
Clark, Jeremy	Automotive	1-7	\$1,133
Dau, Carsten	English	3-7	\$1,241
Durfield, Timothy	Business	4-7	\$1,295
Eiland, Thomas	English	3-7	\$1,241
Eisel, Gunnar	Music	2-7	\$1,187
Ellis, Jeanette	LVN	1-7	\$1,133
Everest, Robert	Mathematics	4-7	\$1,295
Farahani, Badieh	Chemistry	2-7	\$1,187
Fernandes, Richard	Architecture	4-7	\$1,295
Fincher, John	Speech	3-7	\$1,241
Flores, Richard	Computer Science	4-7	\$1,295
Galvan, Alexander	Music	2-7	\$1,187
Garate, Elisabeth	Spanish	4-7	\$1,295

**ACADEMIC EMPLOYEES  
FALL 2011 OVERLOAD  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Ghidella, Richard	Real Estate	4-7	\$1,295
Ghidella, Richard	Business	4-7	\$1,295
Glover, Patty	Cosmetology	1-7	\$1,133
Goedhart, Christine	Biology		
Gomez, Steven	Kinesiology	3-7	\$1,241
Gong, Catherine	Mathematics	4-7	\$1,295
Gonzalez, Rudy	Mathematics	2-7	\$1,187
Goodman, Robert	Forestry	3-7	\$1,241
Goodman, Robert	Biology	3-7	\$1,241
Graciano, Albert	Cosmetology	1-7	\$1,133
Grauso, Lynda	LVN	2-7	\$1,187
Green, Martin	Music	1-7	\$1,133
Greene, David	Nursing	2-7	\$1,187
Gunderson, Mark	ESL	3-7	\$1,241
Gunstream, Marilyn	Kinesiology	4-7	\$1,295
Gutierrez, Jesus	Mathematics	2-7	\$1,187
Guttman, Kenneth	Psychology	4-7	\$1,295
Hadsell, Clifford	Health Occupations	4-7	\$1,295
Hahn, Shelley	Child Development	2-6	\$1,138
Han, June	Biology	4-7	\$1,295
Hartman, Steve	Kinesiology	4-7	\$1,295
Harvey, Joseph	English	4-7	\$1,295
Hathaway, George	Earth Science	4-7	\$1,295
Hernandez, Salvador	Cosmetology	1-7	\$1,133
Herrera, Rafael	Counseling	2-6	\$1,138
Hester, Dana	Biology	4-7	\$1,295
Hillman, Michael	Art	4-7	\$1,295
Hoehne, William	Music	4-7	\$1,295
Jackson, Matt	Art	3-7	\$1,241
James, Rhoda	Office Technology	4-7	\$1,295
Jaquette, Timothy	Recording Arts	1-7	\$1,133
Johnson, Sandra	Art	3-7	\$1,241
Kondo, Arnold	Biology	4-7	\$1,295

**ACADEMIC EMPLOYEES  
FALL 2011 OVERLOAD  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Korn, Dennis	Automotive	4-7	\$1,295
Langford, W. Bruce	Music	3-7	\$1,241
Low, Joyce	Mathematics	3-7	\$1,241
Lubisich, Senya	History	4-7	\$1,295
Lucido, Grace	Cosmetology	2-7	\$1,187
McBurney, Robin	Counseling	4-7	\$1,295
McLeod, Jennifer	Counseling	4-7	\$1,295
Mead, Rachel	Cosmetology	1-7	\$1,133
Medrano, Esmeralda	Mathematics	2-7	\$1,187
Merandi, Michael	Kinesiology	4-7	\$1,295
Miles, Terrence	Chemistry	4-7	\$1,295
Morrish, Maria	Cosmetology	1-4	\$987
Munoz, Gino	Music	1-7	\$1,133
Mustain, James	Computer Science	4-7	\$1,295
Nguyenhuu, Rick	Mathematics	4-7	\$1,295
Odrich, Steve	Mathematics	4-7	\$1,295
O'Hara, Stephen	Recording Arts	1-7	\$1,133
O'Neil, Margaret	Communications	3-7	\$1,241
Overly, David	English	4-7	\$1,295
Paek, Heddy	Mathematics	3-7	\$1,241
Peters, Gerhard	Political Science	4-7	\$1,295
Rachford, Maryann	Art	4-7	\$1,295
Ramos, Gloria	Physics	4-7	\$1,295
Richard, Levi	Business	4-7	\$1,295
Riderer, Lucia	Physics	4-7	\$1,295
Ross, Glen	Political Science	4-7	\$1,295
Ryba, David	Chemistry	4-7	\$1,295
Saldana, Rudy	Philosophy	1-7	\$1,133
Salwak, Dale	English	4-7	\$1,295
Scott, Chris	Mathematics	3-7	\$1,241
Shaw, Nickawanna	Kinesiology	4-7	\$1,295
Shrope, Douglas	Music	1-7	\$1,133
Slack, Robert	Music	4-7	\$1,295

**ACADEMIC EMPLOYEES  
FALL 2011 OVERLOAD  
AUGUST 16, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Smolin, Robert	Accounting	4-7	\$1,295
Solheim, Bruce	History	4-7	\$1,295
Solis, Roberto	Computer Science	4-7	\$1,295
Soremekun, Folahan	History	4-7	\$1,295
Stoner, Bruce	Information Technology	3-7	\$1,241
Swan, Alfie	Mathematics	4-7	\$1,295
Swatzel, James	Mathematics	2-7	\$1,187
Telesca, Lisa	English	3-7	\$1,241
Tippins, Ralph	Mathematics	4-7	\$1,295
Trad, Mohamad	Mathematics	4-7	\$1,295
Tucker, Gail	LVN	3-7	\$1,241
Van Citters, Beverly	English	4-7	\$1,295
Van Horn, Tasha	Speech	2-7	\$1,187
Vaughan, John	Dance	1-7	\$1,133
Villa, Elizabeth	Counseling	4-6	\$1,246
Volonte, Daniel	Theatre Arts	3-7	\$1,241
Waddington, Brian	History	1-7	\$1,133
Walz, Sheryl	Sociology	1-7	\$1,133
White, Gailynn	Sociology	4-7	\$1,295
Wong, Julie	LVN	1-7	\$1,133
Woolum, James	Administration of Justice	3-7	\$1,241
Wurst, Clifton	Kinesiology	2-7	\$1,187
Zhuang, Ying	Mathematics	4-7	\$1,295

**ACADEMIC EMPLOYEES  
FALL 2011 NON CREDIT  
AUGUST 16, 2011**

Name	Department/Discipline	Placement	Hourly Rate
Ahrens, Janice	Non Credit	1-3	\$42.24
Burns, Linda	Non Credit/Lab Supervisor	4-3	\$36.23
Clark, Diana	Non Credit	1-3	\$42.24
Cronin, Mary	Non Credit	1-3	\$42.24
Fallat, Paul	Non Credit	1-3	\$42.24
Foster, Debra	Non Credit	1-3	\$42.24
Gulli, Lisa	Non Credit	1-3	\$42.24
Gulli, Pam	Non Credit	1-3	\$42.24
Hibbs, Linda	Non Credit/Lab Supervisor	1-3	\$30.90
Johnson, Clay	Non Credit	1-2	\$40.31
Lee, Bianca	Non Credit/Lab Supervisor	1-3	\$30.90
Liko, James	Non Credit	1-3	\$42.24
Mercado, Andrew	Non Credit	1-3	\$42.24
Mira, Linda	Non Credit	1-1	\$38.43
Resto-Ometeotl, Luivette	Non Credit/Lab Supervisor	3-3	\$34.45
Sailors, Bernetta	Non Credit	1-3	\$42.24
Serrao, Elizabeth	Non Credit/Lab Supervisor	3-3	\$34.45
Shearer, Margaret	Non Credit/Lab Supervisor	2-3	\$32.69
Stavrinides, KJ	Non Credit	1-3	\$42.24
Thomas, Gina	Non Credit	1-3	\$42.24
Toda, Jim	Non Credit	1-3	\$42.24
Tucciarone, Dan	Non Credit/Lab Supervisor	1-3	\$30.90

**ACADEMIC EMPLOYEES - SEPARATIONS**

**AUGUST 16, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Deras, Wendy	Instructor	Nursing	Resignation	08/04/11

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees approved by the Director responsible for the supervision of the specific area.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II.

**RECOMMENDATION**

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

Robert Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.1.i.

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT.</b>	<b>MOS.</b>	<b>PRCT.</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Cruz, Rosemary	Instructional Lab Technician II	Employment	Biology	12	49%	8/17/11		34-1	\$1,693.11
Hawkins, Phil	Maintenance Supervisor	Temporary Upgrade	Facilities		100%	8/15/11	8/19/11	10-3	\$5,649.00
Tunno, Julie	Administrative Secretary I	Promotion	Health Science	12	100%	8/17/11		31-7	\$4,299.87



**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
AUGUST 16, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Brooks, Tanya	Administrative Secretary I	EOPS/CARE and CalWORKS	Resignation	8/1/11
Garcia, Katherine	Secretary	Continuing Education	Resignation	9/1/11

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, non-academic employees, substitutes and professional experts approved by the Director responsible for the supervision of the specific area.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II, and Sandra Coon, Administrative Assistant.

RECOMMENDATION

Authorization is requested to approve the employment of short-term, non-academic employees and substitutes.

Robert Sammis  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.1.j.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Acosta, Adriana	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Anguiano, German	Food Service Assistant II	Assist with the grill	Cafeteria	7/20/11	12/31/11	14-1	\$12.17hr.
Bala, Jay	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Bennett, John	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Blanco, Josue	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Brandt, Marta	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Briones, Art	Stipend	Men's Basketball	Community Education	8/28/11	12/11/11		\$100/tl.
Bruins, Allison	Department Aide	Assist lab supervisors	BSI/College Success Center	8/17/11	12/31/11	3-1	\$9.27hr.
Bueno, Alicia	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Butler, Beverly	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Cabello, Natalia	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Calderon, Crescencio		Volunteer	Advancement	8/17/11	12/31/11		
Chavez, Stephanie		Volunteer	Advancement	8/17/11	12/31/11		
Destefano, Michael	Instructional Aide I	Assist as needed	BSI/College Success Center	8/17/11	12/31/11	10-1	\$11.02/hr.
DiMouro, Amy	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Flores, Amber	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Garcia II, Gustavo	Department Aide	Assist as needed	BSI/College Success Center	8/17/11	12/31/11	3-1	\$9.27/hr.
Ghanimi, Hessam	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Gomez, Justin R.	Department Aide	Assist as needed	Music	8/17/11	12/31/11	3-1	\$9.27/hr.
Hamill, Kristin	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Huff, Yesenia	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Huynh, Thao	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Kozelchik, Meredith	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Link, Rene	Gardener I	Assist as needed	Grounds	8/17/11	11/30/11	25-1	\$15.96/hr.
McCord, Wendy	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Mercurio, Mary	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Neto, Marika	Stipend	Mentor new SI leaders	STEM Grant	8/22/11	12/16/11		\$15.00/hr. Based on hours worked
Rivera, Steffany	Instructional Aide I	Assist students with a disability in the pool in the Adapted Aquatics class	Kinesiology	8/29/11	12/17/11	10-1	\$11.02/hr.
Sansom, Andrea	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Sansom, Andrea	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Sharma, Vineet K.	Stipend	Provide tutoring sessions	STEM Grant	8/22/11	12/16/11		\$15.00/hr. Based on hours worked
Shih, Amy Tingehu	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
AUGUST 16, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Tangunan III, Bernabe	Instructional Aide I	Assist students with a disability in the pool in the Adapted Aquatics class	Kinesiology	8/29/11	12/17/11	10-1	\$11.02hr.
Taylor, Kim	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Thomas, Thomas St.	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.
Urena, Laura	Department Aide	Assist with production in the kitchen	Cafeteria	7/20/11	12/31/11	3-1	\$9.27hr.
Villanueva, Eduard	Instructional Aide I	Lead SI review	STEM Grant	8/22/11	12/16/11	10-1	\$11.02/hr.
Wooten, Anna Mary	Student Services Assistant	Lead SI review	Title V HSI	8/17/11	12/31/11	17-1	\$13.10/hr.

## 2011-2012 Coaches

### Volunteer Coaches

Roehrenbaeck, Stephan

Football

Assistant

FA

**FALL 2011  
COMMUNITY EDUCATION  
CLASSIFIED EMPLOYEES  
AUGUST 16, 2011**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Arredondo, Dora	Community Education	1-3	\$42.24
Bender, Tom	Community Education	1-3	\$42.24
Boyden, Pixie	Community Education	1-2	\$40.31
Carr, Darrell	Community Education	1-3	\$42.24
Gerfen, Thomas	Community Education	1-3	\$42.24

**Fitness Center Attendant**

Brawner, Mary	Community Education/Fitness Cntr.	n/a	\$24.00
Hartman, Steve	Community Education/Fitness Cntr.	n/a	\$24.00
Johnson, Patrick	Community Education/Fitness Cntr.	n/a	\$24.00
Lofthouse, Peter	Community Education/Fitness Cntr.	n/a	\$24.00
Noonan, Benjamin	Community Education/Fitness Cntr.	n/a	\$24.00
Urbick, Kristi	Community Education/Fitness Cntr.	n/a	\$24.00
Wurst, Cliff	Community Education/Fitness Cntr.	n/a	\$24.00



**PROFESSIONAL EXPERT  
August 16, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Belt, Christine	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.
Cavalin, Michael	Lead Lifeguard	Community Education	08/29/11	12/16/11	\$14.00/hr.
Christianson, Monica	Mental Health Counselor	Student Health Center	07/26/11	12/31/11	\$35.00/hr.
Christianson, Monica	Operation VETS Project Director	Operation VETS Grant	08/17/11	12/31/11	\$2,993.00/mo.
Clark, Rachael	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.
George, Irene	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.
Murphy, Bonnie	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.
Razo, Lynda	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.
Shara, Taylor	Lifeguard	Kinesiology, Health & Athletics	08/17/11	06/30/12	\$11.00/hr
Wright, Linda	Aerobic Leader	Community Education	08/29/11	12/15/11	\$30.33/hr.

## H. ACTION (continued)

2. Authorization is requested to approve participation in the 2012 Chancellor's Office Tax Offset Program (COTOP) program. (Page 59)
3. Authorization is requested to approve the attached list of projects priorities included in the Five Year Construction Plan. (Page 60)
4. Authorization is requested to approve the employment of Ms. Monique Williams as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 4, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,038.00 annually (pro rated) plus \$13,483.44 in health and statutory benefits. (Page 62)
5. Authorization is requested to approve the re-employment of Ms. Christine Goedhart as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 5, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$32,661.00 annually (pro rated) plus \$13,694.43 in health and statutory benefits. (Page 63)
6. Authorization is requested to approve the second and final reading of the following Board Policies: BP 7305 – Discipline: Classified Staff (Bargaining Unit Employees); and BP 7209 – Leaves. (Page 64)
7. Authorization is requested to appoint Donald Linneman, Jr., as the student representative, to the Measure G Oversight Committee for a one-year term. (Page 76)
8. Authorization is requested to approve the first reading of the 2011-2012 Board Goals. (Page 77)

*At this time, the board may adjourn to closed session to discuss Item No. F.*

## I. ADJOURNMENT

### Dates to remember:

August 25, 2011	Annual Scholarship Reception
August 26, 2011	Convocation
September 5, 2011	HOLIDAY – Labor Day
September 13, 2011	Student Services Building Dedication
	Board of Trustees Meeting
October 4, 2011	Board of Trustees Meeting

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	District Participation in the 2012 Chancellor's Office Tax Offset Program (COTOP)	Information	_____
		Enclosure(s)	_____

BACKGROUND

AB2347 authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced by legislation to permit the offset of specific non-financial aid obligations owed to the districts.

By contracting with the Chancellor's Office, local districts can recover outstanding student debts owed to the college such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts. In the last twelve years, the COTOP program has succeeded in offsetting and returning almost \$10.6 million directly to participating districts.

Under the COTOP program, the Chancellor's Office request the Franchise Tax Board to offset the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office. Authorization is then given to the State Controller to disburse the offset amount, minus a 25 percent administrative fee, to the participating local districts.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services

RECOMMENDATION

Authorization is requested to approve participation in the 2012 Chancellor's Office Tax Offset Program (COTOP) program.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
Moved / Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No. H.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	_____
SUBJECT:	Five Year Construction Plan Projects	Information	_____
		Enclosure(s)	X

**BACKGROUND**

Annually the district submits the Five Year Construction Plan to the Chancellor's Office. The following projects will be submitted in the following priority order:

Student Services Building, East Campus Public Restroom, Administration Building Remodel, Hayden Hall Renovation, Fine Arts/Communications Building, Educational Development Center Remodel, Tech Ed C Remodel, and Vocational Technology Building.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

**RECOMMENDATION**

Authorization is requested to approve the attached list of projects priorities included in the Five Year Construction Plan.

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved          Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.3. \_\_\_\_\_

**District Projects Priority Order**

Citrus CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
	ASF	Total Cost								
1	STUDENT SERVICES BUILDING		Citrus College							
	31,071	2010/2011								
		\$5,926,000	State							
		\$18,792,000	NonState							
2	EAST CAMPUS PUBLIC RESTROOM		Citrus College							
	-4,284	2011/2012								
		\$493,000	NonState							
3	ADMINISTRATION BUILDING RENOVATION		Citrus College							
	2,742	2012/2013	(C)(E)							
		\$5,547,821	NonState	\$5,244,801						
4	Hayden Hall #12 Renovation		Citrus College							
	-776	2013/2014				(C)(E)(P)(W)				
		\$1,618,000	State			\$1,618,000				
		\$1,569,000	NonState			\$1,569,000				
5	FINE ARTS/COMMUNICATIONS BUILDING		Citrus College							
	11,815	2014/2015	(C)			(E)				
		\$15,571,670	NonState	\$13,299,224		\$1,190,855				
6	EDUCATIONAL DEVELOPMENT CENTER		Citrus College							
		2013/2014	(P)			(W)(C)(E)				
		\$3,650,484	NonState	\$85,838		\$3,564,646				
7	TECH ED C REMODEL		Citrus College							
	-2,300	2015/2016				(P)(W)	(C)	(E)		
		\$1,586,000	NonState			\$195,000	\$1,300,000	\$91,000		
8	VOCATIONAL TECHNOLOGY BUILDING		Citrus College							
		2010/2011								
		\$16,222,000	State							
		\$387,000	NonState							

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	August 16, 2011	Resolution	_____
SUBJECT:	Employment of Ms. Monique Williams One Semester Temporary Instructor – Nursing	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Health Sciences Department would like to hire a one semester, full-time temporary non-tenure track faculty to off-set the yet to be filled, mandated tenure-track vacancy. This recommendation is to approve the hiring of this position.

This item was prepared by Linda Hughes, Human Resources, Technician II.

**RECOMMENDATION**

Authorization is requested to approve the employment of Ms. Monique Williams as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 4, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,038.00 annually (pro rated) plus \$13,483.44 in health and statutory benefits.

Robert Sammis  
Recommended by

\_\_\_\_\_  
Moved / Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.4.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2011	Resolution	_____
SUBJECT:	Employment of Ms. Christine Goedhart One Semester Temporary Instructor – Biology	Information	_____
		Enclosure(s)	_____
			_____

**BACKGROUND**

The Biological Sciences Department would like to hire one full-time temporary, one semester, non-tenure track faculty to replace an absent full-time faculty member. This recommendation is to approve the hiring of this position.

This item was prepared by Linda Hughes, Human Resources, Technician II.

**RECOMMENDATION**

Authorization is requested to approve the re-employment of Ms. Christine Goedhart as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 26, 2011 and ending on December 17, 2011 at a salary placement of Class 5, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$32,661.00 annually (pro rated) plus \$13,694.43 in health and statutory benefits.

Robert Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved          Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No.       H.5.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	
SUBJECT:	Board Policies Second Reading BP 7305 – Discipline: Classified Staff (Bargaining Unit Employees); and BP 7209 – Leaves	Information	
		Enclosure(s)	X

**BACKGROUND**

The Citrus Community College District is in the continuous process of updating and aligning the District’s Board Policies and Administrative Procedures with the recommended policies and procedures developed through the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

The following Board Policies were approved for a first reading at the July 19, 2011, Board meeting: BP 7305 – Discipline: Classified Staff (Bargaining Unit Employees); and BP 7209 – Leaves (the related AP is presented for information only).

This item was prepared by Christine Link, Executive Assistant, Superintendent/President’s Office.

**RECOMMENDATION**

Authorization is requested to approve the second and final reading of the following Board Policies: BP 7305 – Discipline: Classified Staff (Bargaining Unit Employees); and BP 7209 – Leaves.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.6.



# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **BP 7305 DISCIPLINE: Classified Staff (Bargaining Unit Employees)**

**References:** Education Code Section 88013, 88016

The District shall maintain a procedure for the discipline of classified bargaining unit employees. The current procedure is set forth in the collective bargaining agreement between the District and the California School Employees Association, Chapter 101.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **BP 7209 LEAVES**

References: Education Code Section 87763 et seq

The District shall provide for leaves of absence for full-time faculty as set forth in AP 7209.



## FULL-TIME FACULTY ABSENCE REPORT

Please return this form to your division/department dean or manager

Name (please print): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department: \_\_\_\_\_

**Regular Absence**  
From: \_\_\_\_\_ To: \_\_\_\_\_ Total Full Days: \_\_\_\_\_ Total Half Days: \_\_\_\_\_

**Extra Duty (Intersession/Overload) Absence**  
From: \_\_\_\_\_ To: \_\_\_\_\_ Total Full Days: \_\_\_\_\_ Total Half Days: \_\_\_\_\_

Course CRN: \_\_\_\_\_

A scheduled day is any day in which a faculty member is assigned a class or hours as part of his/her assignment, or a day in which the faculty member has a scheduled department meeting. (AP 7209 1.e)

\_\_\_\_\_ **ILLNESS [AP 7209, Section 1(e)]**  
For absences of more than five consecutive scheduled days, a doctor's verification is required. (AP 7209 1.f)

\_\_\_\_\_ **BEREAVEMENT [AP 7209, Section 3]**  
Relationship of person: \_\_\_\_\_  
Travel required? (Circle one and indicate distance) Y N Distance: \_\_\_\_\_

\_\_\_\_\_ **PERSONAL NECESSITY [Refer to AP 7209, Section 2]**  
Specify reason by circling approved reason below. (Maximum: 7 days per year.)  
a) Death of a member of the unit member's immediate family when additional leave is required beyond that provided under Bereavement Leave.  
b) As a result of an accident or illness involving the unit member's person or property or the person or property of his/her immediate family.  
c) Resulting from the unit member's appearance in any court or before any administrative tribunal as a litigant, party, or witness.  
d) To care for an ill parent, spouse, domestic partner, or child.  
e) Religious observances.  
f) Such other reasons approved by the Superintendent/President or his/her designee.

\_\_\_\_\_ **PERSONAL NECESSITY [AP 7209, Section 2]**  
Unspecified, no reason needed. (Maximum: 3 days per year, taken from above 7 days.)

\_\_\_\_\_ **INDUSTRIAL ACCIDENT AND/OR ILLNESS [AP 7209, Section 4]**

\_\_\_\_\_ **JUDICIAL LEAVE (attach jury duty verification) [AP 7209, Section 10]**

\_\_\_\_\_ **MILITARY LEAVE [AP 7209, Section 9]**

\_\_\_\_\_ **MATERNITY LEAVE [AP 7209, Section 6]**

\_\_\_\_\_ **LEAVES OF ABSENCE WITHOUT PAY [AP 7209, Section 7]**

\_\_\_\_\_ **FAMILY MEDICAL LEAVE [AP 7209]**

\_\_\_\_\_  
Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Date reviewed by Dean \_\_\_\_\_

Date reviewed by Vice President \_\_\_\_\_

Date received by Payroll \_\_\_\_\_

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

## AP 7209 LEAVES

References: Education Code Section 87763 et seq.

### 1. Sick Leave

Unit members shall be granted paid sick leave within the following provisions:

#### a) Regular Sick Leave

Full-Time faculty shall earn sick leave on an annual basis as follows:

Ten (10) month employees ..... Ten (10) days per fiscal year

Ten and one-half (10-1/2) month employees ..... Ten and one-half (10-½) days per fiscal year

Eleven (11) month employees ..... Eleven (11) days per fiscal year

Eleven and one-half (11-1/2) month employees. Eleven and one half (11 1/2) days per fiscal year

Twelve (12) month employees ..... Twelve (12) days per fiscal year

#### b) Extra Duty Sick Leave (Intersession and Overload)

Full-time faculty who teach during an intersession shall earn overload sick leave at the rate of one (1) hour of sick leave for each eighteen (18) hours of assignment. All sick leave earned under this provision shall be placed in an hourly sick leave account and may be used by a unit member for absences occurring during an intersession assignment or for an overload absence.

Full-time faculty who teach overload classes shall earn paid sick leave at the rate of one (1) hour of sick leave for each eighteen (18) hours of overload assignment. All sick leave earned under this provision shall be placed in a hourly sick leave account and may be used by a unit member for absence from an overload class or an absence from a class during an intersession.

c) Accumulated Sick Leave

At the beginning of each fiscal year, a unit member's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular and extra duty sick leave shall accumulate year to year.

d) Extended Sick Leave

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 full time faculty will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave. Once a full-time unit member exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave (not to exceed a maximum of 110 days for ten-month employees) shall be paid based on the difference between the unit member's regular pay and the amount actually paid to temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate salary schedule that would have been paid to a temporary employee. The 100 days of extended sick leave renews each July but does not accumulate. Once a unit member exhausts regular sick leave and extended sick leave, the unit member may be placed on an unpaid leave of absence or may be dismissed. This provision does not include extra duty sick leave credit.

Example 1: A unit member who works ten months per year earns 10 days per year. This employee is entitled to be absent a total of 110 days for the academic year (10) days plus 100 days of extended illness leave.

Example 2: A ten-month unit member on July 1 is credited with 10 days of sick leave and has 30 days of accumulated sick leave. After exhausting the 10 days of sick leave every additional absence will be charged to the 100 days of extended sick leave. Since the employee has 30 days of accumulated sick leave, 30 of the 100 days of extended sick leave will be compensated at the unit member's full salary. Any further absence will be charged to extended sick leave and the unit member will be compensated based on the difference of his/her regular salary and the amount actually paid or the amount that would have been paid to a temporary employee.

e) Utilization of Sick Leave

Sick leave may be used by a unit member when he/she is absent for illness or injury.

A unit member's sick leave balance will be charged one sick day for each scheduled day missed. Sick days may be charged based on a full or half day. Any absence on a day in which a unit member missed all of her/his scheduled assignment shall be charged as one day to his/her sick leave bank. Any absence on a day in which the unit member works a portion of a scheduled day shall be charged as a half day to his/her sick leave

bank. A scheduled day is any day in which a unit member is assigned a class or hours as part of his/her assignment or a day in which the unit member has a scheduled department meeting.

If a unit member is absent for two consecutive calendar weeks or more, then he/she shall be charged five days for each week absent.

For utilization of extra duty sick leave, refer to Section 1.b above.

f) **Verification of Sick Leave**

Upon return from any sick leave absence, a unit member is required to report his/her absence on the appropriate absence report.

A unit member who is absent for a period of more than five (5) consecutive scheduled days shall be required to provide verification from a doctor of the need to be absent due to illness or injury. This verification will be provided directly to the Office of Human Resources.

The District reserves the right to require a unit member upon return from a sick leave of absence of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

## **2. Personal Necessity Leave**

A unit member may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the unit member's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- b) As a result of an accident or illness involving the unit member's person or property or the person or property of his/her immediate family.
- c) Resulting from the unit member's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.
- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

A unit member shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her department. Upon return from a Personal Necessity Leave, the unit member shall complete the appropriate absence report.

Flex days and graduation days shall be counted as one day each.

In the event that a unit member whose load consists of distance education is absent due to personal necessity reasons for a period of two (2) work weeks or more and chooses to continue teaching his/her distance education load, then a proportion of his/her absence equal to a proportion of his/her total distance education load will be credited for purposes of days charged from regular sick leave.

### **3. Bereavement Leave (Paid Leave)**

A unit member shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the unit member.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to personal necessity leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, mother-/father-in-law of the unit member or of the spouse/domestic partner of the unit member, or any other person for whom the unit member is legally responsible or any other member of the immediate household.

A unit member shall notify his/her department of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the unit member, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

### **4. Industrial Accident and Illness Leave**

A unit member shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third party Worker's Compensation administrator.
- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- c) Allowable leave shall not be accumulated from year to year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the unit member's sick leave.

- e) Payment for wages lost on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the unit member shall be entitled to only the amount remaining at the end of the year in which the injury or illness occurred, for the same injury or illness.
- h) During any paid leave of absence, if the unit member receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the unit member appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

## **5. Family Medical Leave**

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

A unit member is eligible for leave if the unit member:

- a) Has been employed for at least twelve (12) months and;
- b) Has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

A unit member, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes:

- a) The birth of a child or to care for a newborn of the unit member.
- b) The placement of a child with a unit member in connection with the adoption or foster care of a child.
- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the unit member unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require a unit member to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

A unit member's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.



## **6. Maternity Leave**

A unit member is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the unit member is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

A unit member requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed and shall be determined by the unit member and the unit member's physician and be given to the Division Dean and the Office of Human Resources.

There shall not be discrimination against a unit member because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

## **7. Leaves of Absence without Pay**

The Board of Trustees may grant a leave of absence for one (1) year without pay to a unit member for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the unit member's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The unit member, while on leave of absence without pay, shall not be employed by the District in any capacity.

## **8. General Leaves**

When no other leaves are available, a leave of absence may be granted to a unit member on a paid or unpaid basis at any time upon terms acceptable to the District and the unit member.

## **9. Military Leave**

A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

## **10. Judicial Leave**

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of a unit member to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) A unit member shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.

- b) The District shall continue to pay a unit member his/her regular salary until the Court releases him/her.
- c) A unit member receiving compensation by the District must report to work during assigned working days and hours when not retained for jury duty, except a unit member on a late shift shall be excused from reporting to work on any working day when he/she is retained for jury duty.

A unit member shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the unit member.

- a) A unit member shall receive regular pay less any amount received for jury or witness fees.

## **11. Catastrophic Illness Leave**

Catastrophic Illness Leave is defined as an illness or injury that is expected to incapacitate the employee for an extended period of time and taking an extended leave creates a financial hardship for the employee because he/she has exhausted all of his/her fully paid sick leave and any other available paid time off. This Catastrophic Leave provision does not apply to stress related illness, elective surgery, normal pregnancy, Worker's Compensation claims, disabilities resulting from alcoholism or drug addictions, intentionally self inflicted injuries, or normal illness such as recurring colds, flu, allergies, headaches, etc.

- a) Leave Bank

The District will maintain a Catastrophic Leave Bank comprised of sick leave voluntarily donated by unit members. All donations will be made to the Leave Bank, and may not be made to a specific employee.

A unit member may donate sick leave in increments of days. The minimum donation is one (1) day of accumulated sick leave. The donation is irrevocable.

In order to be eligible to donate days of sick leave to the Leave Bank, the employee making the donation must have a minimum of ten (10) days of regular or accumulated sick leave after making a donation.

- b) Eligibility

In order to draw sick leave from the Leave Bank, the unit member must meet the following eligibility standards:

- 1) The unit member must have exhausted all fully paid sick leave
- 2) The requested days must be used only for the unit member's own catastrophic illness or injury.
- 3) Withdrawals from the Leave Bank will not cause a unit member to exceed his/her normal wage for the day (e.g., a unit member receiving differential leave under the

extended illness provision may utilize only enough illness leave from the bank to achieve his/her regular pay).

c) Catastrophic Illness Leave Committee

A Catastrophic Illness Leave Committee (CLC) shall be established consisting of three (3) unit members appointed by the Association and two (2) District representatives appointment by the Superintendent/President or his/her designee. The CLC shall have the following authority and guidelines:

- 1) Receive and review all Catastrophic Illness Leave requests submitted by the unit members to the Office of Human Resources.
- 2) All members of the CLC shall maintain confidentiality of the unit members requesting Catastrophic Illness Leave and any records presented to the CLC for review.
- 3) By majority vote, make final decisions regarding the granting of Catastrophic Illness Leave.
- 4) Failure to achieve a majority vote shall constitute a denial of the request for Catastrophic Illness Leave.

d) Requests for Catastrophic Illness Leave Donations

At the beginning of each academic year, the Office of Human Resources will notify all unit members of their right to donate to the Leave Bank (a copy of the form will be provided to the Association President). Unit members, at the time of donating sick leave to the Leave Bank, will be required to sign a form indicating the amount of sick leave he/she is donating (the donation is irrevocable), and reminding the unit member that donating sick leave may affect his/her retirement under STRS and/or PERS.

## 12. Miscellaneous

The District will provide the Association with an annual report of the available leave in the Leave Bank at the beginning of each fall.

The District will provide unit members with an annual report of Unused Regular and Extra Duty Sick Leave at the beginning of each academic year.

Periods of leaves of absence, paid or unpaid (less than one (1) year), shall not be considered to be a break in service for the unit member.



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 16, 2011	Resolution	
SUBJECT:	Board Goals	Information	
		Enclosure(s)	X

**BACKGROUND**

At their July 19, 2011, work session, the Board of Trustees developed Board goals for the 2010-2011 academic year.

This item was prepared by Geraldine M. Perri, Ph.D., Superintendent/President.

**RECOMMENDATION**

Authorization is requested to approve the first reading of the 2011-2012 Board Goals.

Geraldine M. Perri, Ph.D.  
Recommended by

/

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. H.8.

### Draft Goals for 2011-2012

1. The Board of Trustees encourages the college community to work to advance the institutional goals of the Strategic Plan through the implementation of activities aimed at meeting the planning objectives.
2. The Board of Trustees encourages the college community to ensure that planning is effectively focused on the achievement of institutional excellence by supporting and promoting the implementation of the Strategic Plan, finalization of the Educational and Facilities Master Plan, and implementation of the Integrated Planning Manual.
3. The Board of Trustees will work to advocate for key legislative actions to advance the mission of Citrus College and the state of education locally, statewide and nationally.
4. The Board of Trustees will work to support the Gold Line expansion.
5. The Board of Trustees will advocate for funding to establish a safety bridge across Foothill Boulevard from the Gold Line station.

### Strategic Plan Goals and Objectives Possibly Related to the Board of Trustees:

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Institutional Goals 6.1: Citrus College will enhance the college's public image and prominence in the education community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Objective 4.1 – 5: Support opportunities associated with the creation of the new Gold Line station.

Objective 6.1 – 3: Develop strategies to strengthen partnerships with external constituent groups such as chambers of commerce; federal, state and local government officials; business and industry; and service organizations.

Objective 6.2 – 4: Sponsor an annual networking opportunity with faculty and members of the external community, such as hosting a mixer on campus for members of the college's faculty, Foundation board, Board of Trustees, Citizens' Oversight Committee, advisory board members and the college's constituency groups.

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

July 19, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 19, 2011, in the Center For Innovation Community Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Camacho 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 Nohemi Camacho (Student Trustee).  
Absent: None.

**RESOURCE PERSONNEL PRESENT**: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources and Chief Negotiator; Nickawanna Shaw, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Paula Green, Lan Hao, and Linda Welz

**Faculty:** None

**Supervisors/Confidential:** Carol Cone

**Classified Employees:** None

**Adjunct Faculty:** Cecil Brower

**Students:** Bre Peyton

**VISITORS:** None

**Geraldine M. Perri, Ph.D., Superintendent/President**, was pleased to note that the Board docket reflected many months of hard work and achievement on the part of the faculty, staff, and students. It included progress on 2010-2011 Board Goals by the college community; the final progress report on the current strategic plan; four institutional support program reviews; and the new Strategic Plan for 2011-2016.

Dr. Perri provided an update on the state budget. The college is in the process of developing its adopted budget, based on the latest information from the Chancellor's Office and the Community College League of California (CCLC). The tentative budget was formulated using the worst case scenario provided by CCLC earlier in the year. Now that it appears that the state will not cut to that level, Dr. Irene Malmgren, Vice President of Academic Affairs, has been quickly working with the instructional deans to add back some of the courses that were previously cut for fall. Dr. Perri will keep the Board and the college apprised regarding state budget developments and any impact they may have on the college's local adopted budget.

Dr. Perri provided a report on Student Services. Two hundred nine students have confirmed their attendance for the scholarship reception on Thursday, August 25, 2011, in the Campus Center. School Relations and Outreach is coordinating the third annual Welcome Day on August 24, 2011, and 160 students and parents are expected to attend. Student Life and Leadership Development assisted ASCC with a summer session blood drive June 29-30, 2011. The effort resulted in 76 units of blood being donated to the American Red Cross.

In the area of Counseling, Dr. Perri said the EOP&S summer bridge program is underway. Sixty students are in the program. They have attended a college tour and library orientation and are preparing for field trips to UC Irvine and CSU Fullerton. In addition, DSP&S is preparing students for fall registration. For students to be eligible for DSP&S priority registration, they need to have a verified disability and meet with a counselor each term to develop a Student Education Plan.

Dr. Perri was pleased to present a copy of the *Photographer's Forum Best of College Photography 2011* to the Board for their perusal. This national publication includes photos done by several Citrus College photography students.

**Irene Malmgren, Ed.D., Vice President, Academic Affairs**, reported that the Haugh Performing Arts Center is using a new ticketing system that includes a newly redesigned website, a new PCI compliant credit card processing service and new online ticket ordering capability, which allows patrons to select their own seats. Haugh Performing Arts Center staff have been troubleshooting the new system for six months. The first day of sales for the 2011-2012 season went smoothly and broke every house record for opening-day sales. Dr. Malmgren gave kudos to Mr. Greg Hinrichsen, Director of the Performing Arts Center; Ms. Linda Graves, Performing Arts Marketing and Operations Supervisor; Ms. Sharol Carter, Administrative Secretary; and the staff of TeCS and Fiscal Services.

Reporting on the STEM program, Dr. Malmgren said 28 middle school students from Azusa came to campus in June to participate in biology and chemistry workshops, and they will return on July 20, 2011. In addition, 24 middle school students from Glendora came to campus earlier in the month for hands-on physics activities. The STEM Center and SI will continue during summer school, and the Writing Café will be open.



**Robert Sammis, J.D., Director of Human Resources,** reported that Human Resources held their third annual retreat. The focus was on how to improve the efficiency of department procedures. Two key areas were procedures related to short term employees and faculty leave procedures, including posting class cancelations.

Human Resources is preparing for their move to the ED building. Although this location is temporary, it provides them with more space than they have now. They hope to complete the move by Monday, July 25, 2011.

**Carol R. Horton, Vice President of Finance and Administrative Services,** commented on the move to the ED building for her area. Of interest to college employees, payroll will be located on the second floor. Mrs. Horton complimented Mr. Robert Iverson, Director of Purchasing and Warehouse, and Ms. Bernece Deck, Buyer, for arranging the complex layout for this new, temporary location. Mrs. Horton added that TeCS worked until 9:30 p.m. on Thursday, so that their computers would be up and running on Monday morning.

Mrs. Horton estimated that the Board of Trustees will be holding their meetings in the Center For Innovation for about two years. The work on the new Board room in the Administration Building should take about 18 months, but there are many unknowns with this type of project. The project is moving forward well.

Mrs. Horton commented on the revised tentative college budget. At this time, it appears there will be increased funding. However, in the event new revenues do not materialize, the trigger cuts will have to kick in by December 15, 2011, to allow time to plan for the spring semester. There is a possibility that student fees will be increased by \$10 for the winter intersession and spring semester.

**Nickawanna Shaw, Academic Senate President,** said she is looking forward to working with many thoughtfully invested college groups in the coming year to meet the many challenges that lie ahead.

Ms. Shaw attended the Academic Senate Leadership Institute, where a timeline was provided for SB 1143. This legislation seeks to provide a framework for performance-based funding. In August 2011 a workgroup will advise the Legislature on funding criteria, with proposed implementation starting in the 2012-2013 academic year. In January 2012, the funding model will go before the Board of Governors. If approved, the model will be voted on by the Legislature in 2012.

Ms. Shaw said the Academic Senate has already begun to discuss issues for the new academic year, such as priority registration, transfer degrees, grading and attendance, and changes to Title V.

**Nohemi Camacho, Student Trustee,** said the HOPE (Helping students find Opportunities in the Pursuit of Education) club held a very successful carwash on July 16, 2011. Proceeds will go to students who are transferring to Cal Poly Pomona, UC

Riverside, Cal State Fullerton, and UCLA this fall. Student Trustee Camacho said she is looking forward to attending the annual Student Trustee Workshop in August.

**Joanne Montgomery, Vice President, Board of Trustees**, thanked Dr. Malmgren for attending the recent Monrovia Chili Cook-off, which benefited Monrovia Reads.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, recently attended a reception at the office of Assemblymember Roger Hernandez. Trustee Ortell said Assemblymember Hernandez is the first member of his family to attend college, and he has been an adjunct instructor at Citrus College. He is very interested in veterans' issues and has introduced legislation to grant college credit for some types of military training. This could be very important for veterans, who currently have a high rate of unemployment. Trustee Ortell said for individuals without any college coursework, unemployment is at 23%, while for those with bachelor's degrees, the rate is 3%. Trustee Ortell added that it is important for the college to keep in contact with legislators and members of their staff.

**Susan M. Keith, Member, Board of Trustees**, said the college's new Strategic Plan is a wonderful document that represents an outstanding effort on the part of the entire college community. She thanked Dr. Perri for her leadership in developing the plan and all those who contributed.

Trustee Keith said she recently spoke with a trustee from Pasadena City College (PCC) regarding public transportation for students. PCC utilizes *I-Pass*, which provides low cost fares for students. Trustee Keith said Citrus College may want to explore this type of option when the Citrus Avenue Gold Line station opens. Currently, PCC provides a shuttle to and from the closest Metro Gold Line station to their campus, but Citrus College students will be able to walk the short distance from the Citrus Avenue Station.

**Gary L. Woods, Member, Board of Trustees**, remarked that Citrus College did a good job of lobbying legislators and working with the Gold Line Construction Authority to ensure that a Gold Line station would be in close proximity to the Citrus College campus.

**Patricia Rasmussen, President, Board of Trustees**, echoed Trustee Keith's sentiments regarding the new Strategic Plan. She said that there are not many community colleges that do planning well, but Citrus College is one of the colleges that does.

Board President Rasmussen thanked everyone who contributed to the significant task of getting the Student Services Building on line. She said, considering there are hundreds of computers, as well as phones and other forms of technology, it was a tremendous effort on the part of staff. She said the Student Services Building is a beautiful facility, and it will serve the college well for many years.

**MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of June 21, 2011. 5 Yes.

**INFORMATION AND DISCUSSION****Board Goals Update and Strategic Plan 2010-2011 Progress Report – Dr. Irene Malmgren, Vice President of Academic Affairs and Dr. Lan Hao, Director of Institutional Research**

Dr. Malmgren and Dr. Hao presented an overview of institutional activities that supported Board Goals for 2010-2011 and the Strategic Plan Progress Report for 2010-2011. The collegewide efforts resulted in many positive outcomes, and Board members expressed their appreciation for these important accomplishments.

**2011-2016 Strategic Plan – Dr. Geraldine Perri, Superintendent/President**

Dr. Perri presented the Citrus College Strategic Plan for 2011-2016, which will lead the college forward for the next five years. It is a coordinated plan that aligns with accreditation recommendations and includes 6 major focus areas and 13 goals. The plan is also aligned with the college's new Educational and Facilities Master Plan.

**Human Resources Program Review – Dr. Robert Sammis, Director of Human Resources**

Dr. Sammis presented the Human Resources Program Review. The program review process has been a valuable one for Human Resources. The review validates that Human Resources is well integrated into the college and reflects that employee/employer relations are good.

**Institutional Advancement Program Review – June Stephens, Executive Director of Development and External Relations**

Ms. Stephens presented the Institutional Advancement Program Review. The advancement model provides the ability to leverage resources to advance the college mission. The program has the necessary components for future success, with the support of the Superintendent/President, a very capable and passionate staff, and a Foundation Board of Directors who are strong advocates for the college.

### **Institutional Research Program Review – Dr. Lan Hao, Director of Institutional Research**

Dr. Hao presented the Institutional Research Program Review. The Office of Institutional Research provides districtwide research and planning support, as well as a wide variety of data and analysis. The Office of Institutional Research took a leadership role in developing the 2011-2016 Strategic Plan and other planning documents.

### **Technology and Computer Services Department Program Review – Linda Welz, Chief Information Services Officer**

Ms. Welz presented the Technology and Computer Services Department Program Review. The Technology and Computer Services Department services span a wide range of technology collegewide. TeCS has a strong staff that participates in and provides valuable input for college governance and planning.

### **Physical Education Program Review – Dr. Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren presented the Physical Education Program Review. The physical education faculty have taken a leadership role with regard to SLOs, and they have proven themselves to be an important part of the instructional team.

### **INDEPENDENT CONTRACTORS**

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

### **FACILITY USE**

**Item 3:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

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

**Item 4:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve A & B Warrants for June 2011. 5 Yes.

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve purchase orders for June 2011. 5 Yes.

### **BIDS**

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #01-1112, Library and Reprographics Roofing Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. 5 Yes.

**CURRICULUM**

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the new courses, inactivated courses, and inactivated programs. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

**RESOLUTIONS**

- Item 11:** Moved by Trustee Keith and seconded by Trustee Montgomery to adopt Resolution #2011-12-01 and accept contract CCTR-1088 in the amount of \$250,694 for early education and care services for 2.5- and 3-year-old children in the Child Development Center for the period of July 1, 2011 to June 30, 2012. 5 Yes.
- Item 12:** Moved by Trustee Woods and seconded by Trustee Ortell to adopt Resolution #2011-12-02 and accept contract SPP-1171 in the amount of \$732,712 for early education and care services for 4-year-old children in the Child Development Center for the period of July 1, 2011 to June 30, 2012. 5 Yes.

**ACADEMIC CALENDAR**

- Item 13:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the 2012-13 Academic Calendar as proposed. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 14:** Moved by Trustee Woods and Trustee Montgomery to approve the employment of Mr. Anil Kapoor as a temporary, one year, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 26, 2011 and ending on June 16, 2012 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 annually plus \$22,089.92 in health and statutory benefits. 5 Yes.

**ACCREDITATION**

**Item 15:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the Follow-up Report to be submitted to the Accrediting Commission for Community and Junior Colleges in October, 2011. 5 Yes.

**BOARD POLICIES**

**Item 16:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the first read of Board Policies 7305, Discipline: Classified Staff, and 7209, Leaves: Academic Employees. 5 Yes.

**Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of the following Board Policies: BP 7203 - Evaluation: Full-Time Faculty; BP 3510 - Workplace Violence Prevention; and BP 7109 - Health Examinations. 5 Yes.

**CLOSED SESSION:** At 5:50 p.m., Board President Rasmussen 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, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**

**Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

**RECONVENE OPEN SESSION:** At 6:15 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**BOARD OF TRUSTEES GOAL SETTING WORK SESSION**

The Board participated in discussions regarding establishing goals for 2011-2012.

**ADJOURNMENT:** At 7:13 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

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Date

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Edward C. Ortell  
Clerk/Secretary  
Board of Trustees

<p>For the supplemental documents as presented in this meeting, go to: <a href="http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas">http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas</a></p>
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