

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in August

**DATE:** Tuesday, August 12, 2014

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

**PLACE:** Board Room, AD 109  
1000 West Foothill Boulevard, Glendora, California 91741-1899

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Patricia A. Rasmussen, President  
Joanne Montgomery, Vice President  
Barbara R. Dickerson, Clerk/Secretary  
Edward C. Ortell, Member  
Susan M. Keith, Member  
Fariyah Chowdhury, 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**  
**Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**  
**Robert L. Sammis, Director of Human Resources**  
**Claudette E. Dain, Vice President of Finance and Administrative Services**  
**John Vaughan, Academic Senate President**  
**Robert Coutts, Classified Employees**  
**Fariyah Chowdhury, Student Trustee**  
**Members of the Board of Trustees**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of July 15, 2014**

**F. PUBLIC HEARING**

1. **Authorization is requested to open a public hearing and invite members of the audience to present their comments and opinions with regard to the Citrus College Faculty Association's Initial Proposal. (Page 7)**

**G. INFORMATION AND DISCUSSION**

1. **Grant Update – STEM – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page 8)**

This presentation will provide the brief annual update on the RACE to STEM (Rise Above Challenges Exponentially to Science, Technology, Engineering, and Mathematics) grant and the STEM<sup>2</sup> (Strengthening Transfer Education & Matriculation in STEM) cooperative grant with CSU Fullerton by Dr. Marianne Smith.

2. **Presentation on the Progress of the Citrus College Sustainability Plan related to the District's conservation efforts – Claudette E. Dain, Vice President of Finance and Administrative Services. (Page 9)**
3. **Citrus College Adjunct Faculty Federation (CCAFF) Summary of Initial Proposal for Reopeners – Robert L. Sammis, Director of Human Resources. (Page 10)**

**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 12)
- b. Authorization is requested to approve facility rentals and usage. (Page 15)
- c. Authorization is requested to approve A & B Warrants for July 2014. (Page 18)
- d. Authorization is requested to approve purchase orders for July 1, 2014 through July 30, 2014. (Page 20)
- e. Authorization is requested to reject the claim, submitted by United Financial Casualty Company for Progressive Insurance, on July 9, 2014, in the amount of \$14,072.57 as a result of damage to a personal automobile and to refer the claim to the District's claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page 27)
- f. Authorization is requested to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for FY 2014-15 at the estimated amount of \$770,377. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policy on behalf of the District. (Page 28)
- g. Authorization is requested to approve Change Order Number One in the amount of \$3,631.00 for RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services. The revised total of the contract, after Change Order Number One, is \$422,282.00. (Page 29)
- h. Authorization is requested to accept RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$422,282.00. (Page 32)

## **Personnel Recommendations**

- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 33)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 69)
- k. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 72)

## **H. ACTION (continued)**

### **Personnel Recommendations**

2. Authorization is requested to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness effective September 1, 2014.

Additionally, authorization is requested to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from Range M-17 (\$91,919 - \$120,958) to Range M-77 (\$125,168 - \$164,714) effective September 1, 2014.

(Page 80)

3. Authorization is requested to approve the Citrus Community College District's Initial Proposal to the Citrus College Faculty Association, and to present it to the Association. (Page 81)

### **General**

4. Authorization is requested to approve the first reading of BP 5050 – Student Success and Support Program, BP 5052 – Open Enrollment, and BP 5420 – Associated Students Finance. (Page 83)
5. Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for the terms listed:
  - Bill Cook – Senior Group representative – two-year term (September 1, 2014 – August 31, 2016)
  - Edmund Richardson –Taxpayer Association representative – two-year term (September 1, 2014 – August 31, 2016)
  - John Lundstrom – Business representative – two-year term (September 1, 2014 – August 31, 2016)

(Page 101)

6. Authorization is requested to approve the first reading of BP 2715 – Code of Ethics/Standards of Practice. (Page 102)

## **I. BOARD RETREAT**

The Board will convene into a Board of Trustees Retreat for the purpose of discussing and possibly taking action on the following topics:

1. Board of Trustees Self-Evaluation and 2014-15 Goals: Under this item the Board of Trustees will discuss the process and format for its own self-evaluation. As part of this discussion it is anticipated that the Board of Trustees will discuss and take action to adopt goals and objectives for the 2014-15 academic year and that these goals/objectives will relate to the Board of Trustees self-evaluation process.
2. The Board of Trustees will discuss a process for Trustees to place items on the Board agenda. As part of this discussion, the Board of Trustees may take action to establish procedures related to how a Trustee may place an item on the Board of Trustees meeting agenda.

## **J. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODE:**

1. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
2. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957(b)(1): Public Employee Performance Evaluation: Superintendent/President.**
5. **Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.**

## K. ADJOURNMENT

### **Dates to Remember:**

August 22, 2014	Convocation
September 2, 2014	HOLIDAY – Labor Day
September 9, 2014	Board of Trustees Meeting

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	x
DATE:	August 12, 2014	Resolution	_____
SUBJECT:	Public Hearing: Citrus College Faculty Association Initial Proposal to Citrus Community College District	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The current agreement between Citrus Community College District (the District) and the Citrus College Faculty Association (the Association) will expire on December 31, 2014. At its regular meeting on July 15, 2014 the Board was presented with the Association’s Initial Proposal.

A Public Hearing has been scheduled for the August 12, 2014, Board meeting to give the public an opportunity to voice an opinion about this proposal.

A copy of the Association’s Initial Proposal will be available to the public at the Board meeting.

This item was prepared by Sandra Coon, Confidential Administrative Assistant to the Director of Human Resources.

**RECOMMENDATION**

Authorization is requested to open a public hearing and invite members of the audience to present their comments and opinions with regard to the Citrus College Faculty Association’s Initial Proposal.

Robert L. Sammis  
\_\_\_\_\_  
Recommended by

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

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

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

Item No.     F.1.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Grant Update - STEM	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Grants continue to fund several programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the Superintendent/President and Board of Trustees.

This presentation will provide the brief annual update on the RACE to STEM (Rise Above Challenges Exponentially to Science, Technology, Engineering, and Mathematics) grant and the STEM<sup>2</sup> (Strengthening Transfer Education & Matriculation in STEM) cooperative grant with CSU Fullerton by Dr. Marianne Smith.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.  
Recommended by \_\_\_\_\_

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

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

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

Item No. G.1. \_\_\_\_\_



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Presentation on the Progress of the Citrus College Sustainability Plan	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

Citrus College has been a leader among community colleges in the sustainability effort. The Citrus College Sustainability Plan has been in place since August 2012. Fred Diamond, Chair of the Citrus College Sustainability Committee, will provide an update on the activities of the committee and the progress of the plan.

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

RECOMMENDATION

Information only; no action required.

Claudette E. Dain \_\_\_\_\_  
Recommended by

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

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

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

Item No. \_\_\_\_\_ G.2. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Citrus College Adjunct Faculty Federation (CAFF) Summary of Initial Proposal for Reopeners	Information	X
		Enclosure(s)	X

BACKGROUND

The current contract with the Citrus College Adjunct Faculty Federation (the Federation) expires on December 31, 2015. Effective October 2014, the Federation and/or the District may request to reopen the contract to negotiate concerning Article 10 – Salary and one additional article as may be selected by each party. The District has received the Federation’s initial proposal to reopen Article 10 – Salary and Article 6 – Assignment and Scheduling. A copy of the initial proposal is enclosed.

This item was prepared by Sandra Coon, Confidential Administrative Assistant.

RECOMMENDATION

Information only; no action required.

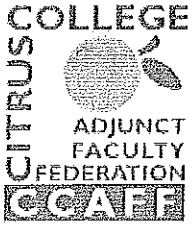
Robert L. Sammis  
Recommended by

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

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

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

Item No. G.3.



Citrus College Adjunct Faculty Federation • AFT 6352 • P.O. Box 113, Claremont, CA 91711 www.ccaff.com

Citrus College  
1000 W. Foothill  
Glendora, CA

Dr. Robert Sammis,

The CCAFF hereby requests to reopen negotiations with the Citrus Community College District for changes to the CCAFF-CCCD master agreement contract dated January 1, 2013–December 31, 2015. As per our conversation regarding the need to negotiate the non-credit adjuncts salary as soon as possible, we ask for the first meeting to occur in September. As per Article 16 of the current contract we ask to reopen the following articles:

ARTICLE 6 - ASSIGNMENT AND SCHEDULING  
ARTICLE 10 - SALARY

Cordially Yours,

Bill Zeman, President CCAFF  
August 1, 2014

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 12, 2014	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.

Claudette E. Dain  
 Recommended by \_\_\_\_\_

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

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

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

Item No. \_\_\_\_\_ H.1.a.

**INDEPENDENT CONTRACTOR AGREEMENTS**  
**Board of Trustees Meeting – August 12, 2014**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Dolinka Group	\$2,500.00 max	District	7/1/14-6/30/15	Redevelopment Consulting Services
<u>CAMPUS SAFETY</u>				
Henderson, Michael	\$50.00 per hour	District	7/1/14-6/30/15	Administrative Reviewer
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of fees	Fees	10/21/14-10/21/14	Special Event and Wedding Planning
Carter, Jethro	40% of fees	Fees	11/22/14-11/22/14	Self Hypnosis for Stress Reduction
Carter, Jethro	40% of fees	Fees	10/18/14-10/18/14	Think Healthy, Be Thin, Stay Thin
Cintron, Marianne	40% of fees	Fees	8/25/14-9/15/14	Promoting Language Literacy for Dyslexic Students
Jackson, Michelle	40% of fees	Fees	10/18/14-10/18/14	Makeup 101
Jackson, Michelle	40% of fees	Fees	10/18/14-10/18/14	Teen Makeup and Skin Care
Jackson, Michelle	40% of fees	Fees	10/18/14-10/18/14	Makeup & Skincare Workshop
Jackson, Michelle	40% of fees	Fees	12/6/14-12/6/14	Makeup Artist 411
KGP Consulting LLC	40% of fees	Fees	10/11/14-11/13/14	Online Certificate Program in Medical Billing
KGP Consulting LLC	40% of fees	Fees	10/29/14-10/29/14	Start a Medical Billing Service
KGP Consulting LLC	40% of fees	Fees	10/15/14-10/22/14	Medical Front Office
Miller, Betsy	40% of fees	Fees	9/3/14-11/26/14	Ceramics Workshop
Miller, Betsy	40% of fees	Fees	9/3/14-11/26/14	Low Fire: Glaze Workshop
Nicholson, Kellie	40% of fees	Fees	10/6/14-10/20/14	Bartend Like a Rock Star
Notary Public Seminars	40% of fees	Fees	9/27/14-9/27/14	Become a Notary in One Day
Notary Public Seminars	40% of fees	Fees	9/27/14-9/27/14	Renew Your Notary Commission
Ortiz, Frances	40% of fees	Fees	9/11/14-10/30/14	Watercolor Painting Basics
Pappas, Margaret	50% of fees	Fees	9/20/14-9/20/14	Unclutter Your Mind
Phillips, Dona	40% of fees	Fees	9/25/14-9/25/14	Secrets to Successful Yard Sales
Rounds, Miller & Associates	40% of fees	Fees	10/8/14-10/8/14	Building Your Own Website in Minutes
Rounds, Miller & Associates	40% of fees	Fees	10/8/14-10/8/14	Clutterology- Eliminate Clutter in Your Life
Rounds, Miller & Associates	40% of fees	Fees	11/17/14-11/17/14	How to Be E-Published in a Week
Rounds, Miller & Associates	40% of fees	Fees	11/17/14-11/17/14	How to Sell Your Ideas & Inventions
Tupurins, Sandra	40% of fees	Fees	9/20/14-9/20/14	Success as a First-Time Home Buyer
Yoon, Edward	40% of fees	Fees	10/7/14-10/14/14	Retirement Planning Today
<u>FINE AND PERFORMING ARTS</u>				
Abel, Roxanne	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Bade, Ludmilla	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Beck, Jonathan	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Briscoe, Diana	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Brown, Setisha	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Capps, Heather	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Claps, Louise	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Cole, John J. Steven	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Devai, Trace	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Fabos, Jennifer	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Findlater, Jonathan	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Gatt, Joseph	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Gomez, Marissa	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Halperin, Leslie Marc	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Holmes, Richard	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Levy, Leslie	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Louth, Sarah	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model

McDowell, Patrick	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
McPhinney, Parker	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Moore, Peggy	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
O'Sullivan, Adrienne	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Parks, Timothy	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Roon, David	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Strickland, John	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
VanAken, Eark	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Worrilow, Lynn	\$21.00 per hour	District	8/13/14-6/30/15	Figure Drawing Model
Fagre, Jennifer	\$4,500.00 max	District	8/12/14-6/30/15	Musician Services
Gasio, Kevin James	\$4,500.00 max	District	8/13/14-6/30/15	Musician Services
<u>DSP&amp;S</u>				
Nelson, Twyla	\$7,200.00 max	District	8/13/14-12/12/14	Real Time Captioning
Veal, Egla	\$7,200.00 max	District	8/13/14-12/12/14	Real Time Captioning
<u>FOSTER CARE EDUCATION</u>				
Pacheco, John M.	\$1,540.00 max	Grant	8/13/14-1/31/15	PS-MAPP Module Trainer
Torres, Rosalba C.	\$1,540.00 max	Grant	8/13/14-1/31/15	PS-MAPP Resource Parent Trainer
<u>GOLF DRIVING RANGE</u>				
Ingraham, Jeffrey M.	\$45.00 per 1/2 hr	Fees	8/13/14-6/30/15	Private Golf Lessons
<u>HUMAN RESOURCES</u>				
Collective Solutions	\$90.00 per hour	District	8/13/14-6/30/15	Mediation Services

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>          X          </u>
DATE	August 12, 2014	Resolution	<u>                          </u>
SUBJECT:	Facility Usage/Rentals	Information	<u>                          </u>
		Enclosure(s)	<u>                          X          </u>

BACKGROUND

Facility usage agreements that have been prepared and are being submitted to the Board for their approval for the rental and/or use of various campus facilities.

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Claudette E. Dain  
Recommended by \_\_\_\_\_

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

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

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

Item No.           H.1.b.

**Use of Facilities  
August 12, 2014**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
FLS International	Cafeteria Dining Area	Graduation	7/11/2014	\$425.00 plus additional labor if required
FLS International	CI159	Student Orientation	7/14/2014	\$100.00 plus additional labor if required
Music Compass, LLC	Recording Arts Studio	Basic Tracking	7/15/2014	\$800.00
FLS International	Stadium Concession Patio Area	Student Dance	7/18/2014	\$475.00 plus additional labor if required
George Sabolick	Recording Arts Studio	Basic Tracking	7/19/2014	\$500.00
FLS International	Campus Center East Wing	Student Orientation	7/21/2014	\$375.00 plus additional labor if required
Henoch Thomas	Recording Arts Studio	Basic Tracking	7/21 & 7/22/14	\$1,050.00
FLS International	P3-105	Classes	7/25/2014	\$50.00 plus additional labor if required
FLS International	PS106	Classes	7/25/14 through 8/1/14	\$300.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation	7/28/2014	\$375.00 plus additional labor if required
FLS International	LB405, 107, 202 and 108	Classes	7/29/14 through 8/8/14	\$1,350.00 plus additional labor if required
Christ's Commission Fellowship Los Angeles	Campus Center and Faculty Lounge	Family Seminar	8/2 & 8/3/14	\$3,365.00 plus additional labor if required
Azusa Pacific University	Hammer Throw Cage	Hammer Throw Practice	Mon, Wed and Fri 8/2/14 through 8/1/15	Repair costs up to \$2,500.00
FLS International	LH101	Student Orientation	8/4/2014	\$50.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation	8/4/2014	\$375.00 plus additional labor if required
FLS International	Stadium Concession Patio Area	Student Dance	8/8/2014	\$475.00 plus additional labor if required
FLS International	CI159	Student Orientation	8/11/2014	\$100.00 plus additional labor if required



**Use of Facilities  
August 12, 2014**

Azusa Pacific University	Tennis Courts	USTA Tennis Tournament	8/16/14 through 8/24/14	\$675.00 plus additional labor if required
FRB Productions	Campus Quad	TV Show Filming	8/22/2014	\$1,400.00 plus additional labor if required
Azusa Pacific University	Stadium Field and Press Box	Football Scrimmage	8/25 & 8/27/14	\$1,850.00 plus additional labor if required
Glendora Youth Volleyball	Gym	Volleyball Games	12/6/14 and Saturdays 1/10/15 through 2/28/15	\$2,145.00 plus additional labor if required
Glendora Kiwanis	Campus Center East and West Wings	Fundraiser	1/24/2015	\$1,175.00 plus additional labor if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>          X          </u>
DATE	August 12, 2014	Resolution	<u>                          </u>
SUBJECT:	A & B Warrants	Information	<u>                          </u>
		Enclosure(s)	<u>                          X          </u>

BACKGROUND

A & B Warrants for July 2014. "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 2014.

Claudette E. Dain  
 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, 2014</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$2,451,912.07
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$752,894.80
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
44	C1L-C	\$405,140.19
10	181-N	\$25,774.45
227	V2B-C	\$303,108.85
5	182-C	\$4,385.76
2	182-N	\$636.80
424	C5L-C	\$646,815.21
20	C5L-N	\$23,316.17
22	184-N	\$12,459.18
15	C3L-C	\$17,744.49
462	C3L-N	\$240,777.67
6	195-C	\$3,015.15
22	195-N	\$3,402.68
3	204-C	\$3,398.25
2	204-N	\$269.49
1	206-C	\$1,220.94
1	206-N	\$276.25
295	C2A-N	\$1,332,141.68
1,561		\$3,023,883.21
ske		
8/7/2014		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO: BOARD OF TRUSTEES	Action	X
DATE August 12, 2014	Resolution	_____
SUBJECT: Purchase Orders	Information	_____
	Enclosure(s)	X

BACKGROUND

Purchase orders for July 1, 2014 through July 30, 2014.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for July 1, 2014 through July 30, 2014.

Claudette E. Dain  
Recommended by

      /        
Moved          Seconded

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

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

Item No.        H.1.d.

**Includes Purchase Orders Dated 07/01/2014 - 07/30/2014**

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund- Object</u>	<u>Amount</u>
14-24560	CCCCO	9673	Chancellor's Office Visit	01-5800	\$421.68
14-24932	Education To Go	3340	On-line Classes	39-5800	665.00
14-24933	IMS Commercial Ice	9455	Repair	41-5630	324.54
14-24934	Airgas West	9060	Blanket PO	52-5610	2,106.60
14-24935	Monrovia Reproduction	9375	Repro & Printing Costs-Fine Arts	42-5800	7,234.55
14-24936	SSD Systems	9500	Annual Burglar Alarm Service	51-5800	540.00
14-24937	It's A Gas, Inc.	0311	Helium-Cape Owls	01-4300	328.50
15-25100	State Chemical Co.	9040	Service Agreement	01-5810	2,441.60
15-25226	City of Duarte	9230	Salute to Route 66 Picnic	01-5800	70.00
15-25515	Dell Computer Corp	9190	Computer	01-6400	989.83
15-25521	Dallas Midwest	9460	Tables for Rental and Internal Events	41-6400	1,370.76
15-25547	Amazon.com	9673	Computer Tablet	01-6400	341.34
15-25567	Pacific Work Apparel	9190	Uniforms	01-5550	10,000.00
15-25568	Amazon.com	9375	Hot Water Filtration System	42-6400	1,179.64
15-25569	Ricoh Business Solutions	9250	Blanket PO	01-5810	65,000.00
15-25570	Office Depot	3370	Blanket PO	01-4300	500.00
15-25571	Office Depot	3370	Blanket PO	01-4300	800.00
15-25572	Owl Bookshop	3370	Blanket PO	01-4300	500.00
15-25573	Owl Bookshop	3370	Blanket PO	01-4300	500.00
15-25574	Costco Wholesale	3370	Blanket PO	01-4300	700.00
15-25575	Office Depot	9344	Blanket PO	01-4300	1,000.00
15-25576	Stater Bros.	9720	Blanket PO	41-4300	1,000.00
15-25578	DEMCO INC.	9260	Supplies	01-4300	308.61
15-25579	Ward's Natural Science	0030	Biology Supplies	01-4300	140.84
15-25580	Hardy Diagnostics	0030	Blanket PO	01-4300	1,500.00
15-25581	Baja Fresh Mexican Grill	9660	Catering for CFTE Summer Technology Academy	01-4300	411.97
15-25582	Dalia's Pizza	9660	Catering for CFTE Summer Technology Academy	01-4300	426.00
15-25583	Ganpati Sai Foods	9660	Catering for CFTE Summer Technology Academy	01-4300	240.00
15-25584	BSN Sports	0060	Volleyball Equipment	01-4300	1,840.80
15-25585	100% Soccer	0060	Women's Soccer Backpacks	71-4300	1,342.88
15-25586	BSN Sports	0060	Softball Coaches Polo Uniforms	01-4300	292.32
15-25587	BSN Sports	0060	Volleyball Shorts	01-4300	608.60
15-25588	Baron Insignias	0060	Football Championship Rings	01-4300	7,423.85
15-25589	Zep Manufacturing	9270	Supplies	01-4300	511.34
15-25590	Paleo-Tech Concepts	9170	Anthropology Supplies	01-4300	45.00
15-25591	Jobelephant.com Inc.	9200	Blanket PO	01-5790	20,000.00
15-25592	The Shredders	9200	Blanket PO	01-5800	1,000.00
15-25593	Office Depot	9200	Blanket PO	01-4300	5,000.00
15-25594	Owl Bookshop	9200	Blanket PO	01-4300	545.00
15-25595	Owl Cafe	9200	Blanket PO	01-4300	1,000.00
15-25596	BSN Sports	0060	Volleyball Backpacks	01-4300	798.00
15-25597	Pinpoint Industries	0060	Volleyball T-Shirts	01-4300	869.95
15-25598	Grainger, Inc.	9195	Pedestal Heaters	01-4300	494.95
15-25599	CalChamber Store	9200	Posters	01-4300	594.47
15-25600	West Payment Center	9200	Blanket PO	01-4300	400.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund- Object</u>	<u>Amount</u>
15-25601	Center for Education & Employment	9200	Annual Subscription	01-4300	241.95
15-25602	BestTurf West	9470	Blanket PO	59-4300	500.00
15-25603	Amazon.com	0010	Supplies	01-4300	89.64
15-25604	Amazon.com	9300	Supplies	01-4300	161.81
15-25606	Sehi Computer	0280	Scanner	01-6400	482.84
15-25607	D & D Golf Car Service	9100	Repairs - Golf Cart	01-4300	397.85
15-25608	U.S. Livescan Inc.	9200	Blanket PO	01-5860	10,000.00
15-25609	Fisher Scientific	0030	Biology Supplies	01-4300	235.93
15-25610	CDW-G	3260	Printer	01-6400	965.00
15-25611	Gamble Music Co.	0280	Choral Music Storage	01-4300	75.40
15-25612	Gal-Tronics Corp	9100	Repair-Emergency call box	01-5630	630.00
15-25613	Hillyard, Inc.	9270	Custodial Equipment	01-6400	424.11
15-25614	Clean Sweep Supply Co.	9270	Supplies	01-4300	2,199.08
15-25615	Clean Source	9270	Supplies	01-4300	2,967.39
15-25616	Soccer Wearhouse	9350	Mens Soccer Bags	01-4300	935.22
15-25617	EcoLab	9455	Blanket PO	41-5892	1,000.00
15-25618	Restaurant Depot	9455	Blanket PO	41-5892	12,000.00
15-25619	Smart & Final	9455	Blanket PO	41-5892	3,500.00
15-25620	Pepsi-Cola Co.	9455	Blanket PO	41-5892	5,000.00
15-25621	BSN Sports	9350	Sports Clothing	01-4300	399.77
15-25622	Ameripride	3020	Blanket Purchase Order	01-5800	2,500.00
15-25623	Best Equipment Service	3020	Blanket Purchase Order	01-5600	500.00
15-25624	Worldwide Environmental Products	3020	Blanket Purchase Order	01-5600	800.00
15-25625	Ward's Natural Science	0030	Biology Supplies	01-4300	363.61
15-25626	HCD Renewal	9040	Registration Renewal Fee-Housing & Community Development	01-5890	38.00
15-25627	HCD Renewal	9040	Registration Renewal Fee-Housing & Community Development	01-5800	38.00
15-25628	Lewis Saw & Lawnmower	9140	Equipment	01-6400	1,656.64
15-25629	Carquest Auto Parts	3020	Blanket PO	01-4310	7,000.00
15-25630	Certified Undercar Parts	3020	Blanket PO	01-4310	18,000.00
15-25631	Orvac Electronics	3020	Blanket PO	01-4310	500.00
15-25632	Reliable Auto Parts	3020	Blanket PO	01-4310	1,200.00
15-25633	Rick's Radiator Service	3020	Blanket PO	01-4310	250.00
15-25634	Toyota of West Covina	3020	Blanket PO	01-4310	200.00
15-25635	Transtar Industries, Inc.	3020	Blanket PO	01-4310	5,000.00
15-25636	Associated Auto Air & Radiator	3020	Blanket PO	01-4300	500.00
15-25637	Battery Sales Unlimited	3020	Blanket PO	01-4300	1,500.00
15-25638	BPS Truck Parts, Inc.	3020	Blanket PO	01-4300	500.00
15-25639	Carquest Auto Parts	3020	Blanket PO	01-4300	2,000.00
15-25640	Certified Undercar Parts	3020	Blanket PO	01-4300	1,500.00
15-25641	Environmental Equipment	3020	Blanket PO	01-4300	500.00
15-25642	BSN Sports	9350	Men's Basketball Backpacks	01-4300	1,176.04
15-25643	Medco Supply	9350	Water Bottles	01-4300	619.12
15-25645	Department of Toxic Substances Control	9430	EPA Number Verification & Manifest Fees	01-5890	272.50
15-25646	Los Angeles Times	0072	L.A. Times Subscription	01-4300	500.00
15-25647	New York Times	0072	New York Times Subscription	01-4300	600.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund- Object</u>	<u>Amount</u>
15-25648	Tribune Content Agency	0072	Tribune Content Agency-Student Publication	01-4300	1,000.00
15-25649	Office Depot	0072	Blanket PO	01-4300	300.00
15-25650	Lynda.Com	0072	Blanket PO	01-4300	250.00
15-25651	College Board CCS Software Services	9149	Assessment Test Units	01-5800	43,400.00
15-25652	Porous Materials	9673	Analytical Services	01-5800	686.70
15-25653	NRS	9673	Summer Research Supplies	01-4300	29.95
15-25654	Costco Wholesale	9660	Blanket PO	01-4300	500.00
15-25655	Office Depot	9350	Blanket PO	01-4300	2,000.00
15-25656	Tru West	0060	Men's Water Polo Suits	01-4300	1,131.80
15-25657	Tru West	0060	Men's Water Polo Caps	01-4300	1,266.96
15-25658	Pulse Team Wear	0060	Women's Basketball T-shirts	01-4300	805.59
15-25659	Ace Business Machines	9050	Annual Service Contract	01-5810	695.00
15-25660	Jeff's Sporting Goods	9350	Baseball Equipment	01-4300	1,278.50
15-25661	CKE Special Events	9230	Deposit for Welcome Day Event-	01-4300	500.00
15-25662	Owl Bookshop	9230	Blanket PO	71-4300	1,500.00
15-25664	Tomark Sports Inc.	9195	Basketball Hoop Inspection	01-5800	1,995.00
15-25665	B & H Photo Video	0072	Blanket PO	01-4300	196.00
15-25666	SARS Software Products	9151	Annual Software License Renewal	01-5880	6,600.00
15-25667	Tigerdirect, Inc.	9100	Printer	01-6400	732.43
15-25668	Cancun Wood Floors	9030	Stage Floor Finish	01-4300	1,763.13
15-25669	Grey House Publishing	9260	Book	01-6300	193.08
15-25670	Ball Custom Window	0030	Mini-Blind	01-4300	59.95
15-25671	Stamp Out	9050	Stamp	01-4300	31.56
15-25672	American/Foothill Publishing	0072	Blanket PO	01-4300	19,800.00
15-25673	Vroman's Bookstore	0072	Blanket PO	01-4300	200.00
15-25674	Costco Wholesale	0072	Blanket PO	01-4300	200.00
15-25675	Owl Bookshop	0072	Blanket PO	01-4300	200.00
15-25676	Glendora Trophy	0072	Blanket PO	01-4300	400.00
15-25677	Owl Cafe	9350	Blanket PO	01-4300	1,000.00
15-25678	Owl Bookshop	9350	Blanket PO	01-4300	2,000.00
15-25679	Sparkletts	9350	Blanket PO	01-4300	500.00
15-25680	Multicard	9012	Service Agreement	01-5810	2,154.00
15-25681	OCLC, Online Computer Library Center	9260	Online Database Renewal	01-5840	267.00
15-25682	Doc Fizzix Products	0310	Physics Car Kits	01-4300	356.64
15-25683	New Readers Press	3070	Subscription	01-4300	107.37
15-25684	Clarion At Citrus	3070	Advertising	01-4300	92.65
15-25685	Marinus Scientific, LLC	0030	Blanket PO	01-4300	200.00
15-25686	Kimble Chase, LLC	0311	Supplies	01-4300	1,215.79
15-25687	Stamp Out	0030	Supplies	01-4300	10.85
15-25688	Airgas West	9060	Blanket PO	52-5800	2,106.60
15-25689	Accurate Air Engineering	3020	Blanket PO	01-5600	3,000.00
15-25690	Metal Cutting Service	3020	Blanket PO	01-5800	300.00
15-25691	Peterson Hydraulics, Inc.	3020	Blanket Purchase Order	01-5600	500.00
15-25692	Premier Auto Equipment	3020	Blanket PO	01-5600	1,000.00
15-25693	Safety Kleen	3020	Blanket PO	01-5600	2,500.00
15-25694	Airdraulics	3020	Blanket PO	01-5600	2,000.00
15-25695	SSD Systems	9500	Annual Burglar Alarm Service	51-5800	540.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund- Object</u>	<u>Amount</u>
15-25696	Carolina Biological	0030	Biology Supplies	01-4300	281.87
15-25697	Sehi Computer	3370	Supplies	01-4300	265.77
15-25698	Sehi Computer	9010	Printer	01-4300	196.75
15-25699	Sehi Computer	3375	Printer	01-6400	884.88
15-25700	Delphin Computer Supply	9721	Wifi Equipment - Veterans Center	71-6400	1,164.60
15-25701	Home Depot	3020	Blanket PO	01-4300	300.00
15-25702	The Hose Man	3020	Blanket PO	01-4300	350.00
15-25703	Interstate Batteries	3020	Blanket PO	01-4300	400.00
15-25704	King Bolt Co.	3020	Blanket PO	01-4300	800.00
15-25705	Longo Toyota	3020	Blanket PO	01-4300	500.00
15-25706	Matco Tools	3020	Blanket PO	01-4300	800.00
15-25707	Office Depot	3020	Blanket PO	01-4300	1,000.00
15-25708	Orvac Electronics	3020	Blanket PO	01-4300	500.00
15-25709	Patton Sales Corporation	3020	Blanket PO	01-4300	800.00
15-25710	Reliable Auto Parts	3020	Blanket PO	01-4300	600.00
15-25711	Snap-On Tools	3020	Blanket PO	01-4300	2,000.00
15-25712	Transtar Industries, Inc.	3020	Blanket PO	01-4300	800.00
15-25713	Wurth USA, Inc.	3020	Blanket PO	01-4300	500.00
15-25714	Zee Medical, Inc.	3020	Blanket PO	01-4300	500.00
15-25715	Zep Manufacturing	3020	Blanket PO	01-4300	1,000.00
15-25716	Alertus	9100	Emergency Alert Beacon	01-6400	1,735.30
15-25717	Owl Cafe	3370	Blanket PO	01-4300	200.00
15-25718	Owl Bookshop	3370	Blanket PO	01-4300	200.00
15-25719	Office Depot	3080	Blanket PO	01-4300	500.00
15-25720	Office Depot	0350	Blanket PO	01-4300	500.00
15-25721	Office Depot	3130	Blanket PO	01-4300	500.00
15-25722	Abdou Aquatics	0060	Water Polo Suits	01-4300	2,145.50
15-25723	Other World Computing	0281	Supplies	01-4300	671.41
15-25724	Sigma-Aldrich	0030	Biology Supplies	01-4300	744.53
15-25725	Sports Imports Inc.	9370	Volleyball Nets	41-6400	1,292.10
15-25726	Weldon, Williams & Licks Inc.	9030	Tickets	01-4300	2,683.94
15-25727	Xoptical	0030	Service Agreement	01-5630	500.00
15-25728	Xoptical	0030	Service Agreement	01-5800	1,500.00
15-25729	Carolina Biological	0030	Biology Supplies	01-4300	159.71
15-25730	Fisher Scientific	0030	Biology Supplies	01-4300	106.77
15-25731	Village Profile	9100	Advertisement	01-5790	720.00
15-25733	Barney's Blends	9350	Baseball Bucket Clay	01-4300	254.38
15-25734	Panera LLC	3210	CTE Meeting Refreshments	01-4300	41.18
15-25735	Seton Name Plate Co.	3120	Event Sign	01-4300	13.52
15-25736	Chipman Corporation	9375	Blanket PO	42-5800	11,000.00
15-25737	Ahern Equipment Rentals	9190	Supplies	01-4300	544.95
15-25738	Office Depot	9300	Shredder	01-6400	255.05
15-25739	American Riggers	9375	Fine Arts Center-Move of Kilns	42-5800	1,100.00
15-25740	Pump Man	9040	Repairs to Sewage Pump System	01-5630	2,970.00
15-25741	Freestyle Photographic	3260	Supplies	01-4300	1,670.87



<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund- Object</u>	<u>Amount</u>	
15-25742	Commercial Van Interiors	9190	Equipment	01-6400	1,578.87	
15-25743	ComputerLand	9010	Software License	01-4300	29.00	
15-25744	CDW-G	9100	Supplies	01-4300	214.13	
15-25745	Judge Netting, Inc	9460	Repair of Hammer Throw Cage	41-5800	450.00	
15-25746	Walmart	0030	Biology Supplies	01-4300	18.46	
15-25747	Avid	0281	Software License	01-5800	1,000.00	
15-25748	LabMart	0311	Supplies	01-4300	2,603.64	
15-25749	Century Industries	9195	Bleachers	01-6400	1,952.90	
15-25750	Strategies	3120	Registration	01-5220	60.00	
15-25751	Skandia Lodge	3120	Facility Rental	01-5600	1,700.00	
15-25752	School Health	9160	Defibrillator	01-6400	1,541.48	
15-25753	EMSI	3341	EMSI Subscription	01-5800	5,000.00	
15-25754	EMSI	3341	EMSI Subscription	01-5800	5,000.00	
15-25755	Plaza Produce	9673	Lunch Meeting	01-4300	197.95	
15-25757	Sav On Signs	9250	Signage - AD Building	41-6400	2,289.53	
15-25758	Vinyl Reflection	9350	Football Decals	01-4300	2,329.88	
15-25759	Pizza Hut	3200	Food-Family Night	01-4300	516.46	
15-25760	New World Education	3200	Training Class	01-5800	2,559.00	
15-25761	Education To Go	3340	Online Class Fee	39-5800	910.00	
15-25762	Identification & Security Integrators, Inc.	9012	Photo ID Supplies	01-4300	1,887.36	
15-25763	Bearcom Wireless	9190	Radio Batteries	01-4300	1,106.28	
15-25764	Just Do It Fitness	9195	Blanket PO	01-5630	10,000.00	
15-25765	Mercury Fence	9195	Fence Gates	01-6100	1,185.00	
15-25766	KYA Services, LLC	0060	Service	01-5800	625.00	
15-25767	EBSCO Publishing	9260	Blanket PO	01-6300	7,500.00	
15-25768	Ellucian Support, Inc.	9090	Software License	01-4300	3,052.00	
15-25769	Woodwind & Brasswind	0280	Saxophone Parts	01-4300	860.87	
15-25770	KMCA Restaurants Inc.	9470	Latte Machine	59-6400	327.00	
15-25771	Bearcom Wireless	9190	Supplies	01-6400	450.10	
15-25772	Ellucian Support, Inc.	9090	Software Maintenance Fee	01-5800	800.00	
15-25773	Borlands	0060	Athletic Tape	01-4300	783.71	
15-25774	Safelite Auto Glass	9240	Glass Replacement, Veh. #153	01-5630	209.04	
15-25775	Signature Flooring, Inc.	9040	Repairs	01-5630	300.00	
15-25777	Carolina Biological	0030	Supplies	01-4300	162.51	
15-25778	Carolina Biological	0311	Supplies	01-4300	1,272.75	
15-25779	Ellucian Support Inc.	9020	License Fee	42-5840	101,920.00	
15-25780	Pinner Construction Co., Inc.	9375	Fine Arts Complex Construction-Board Approval 7/15/14	42-6200	15,959,000.00	
<b>Total Number of POs</b>				<b>221</b>	<b>Total</b>	<b>\$16,510,338.27</b>

**Fund Recap**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
01	General Fund	2	\$750.18
39	Community Education	1	665.00
41	Capital Outlay Projects Fund	1	324.54
42	Revenue Bond Construction Fund	1	7,234.55
51	Bookstore Fund	1	540.00
52	Cafeteria Fund	1	2,106.60
<b>Total Fiscal Year 2014</b>			<b>\$11,620.87</b>
01	General Fund	192	388,224.29
39	Community Education	1	910.00
41	Capital Outlay Projects Fund	9	27,902.39
42	Revenue Bond Construction Fund	5	16,074,199.64
51	Bookstore Fund	1	540.00
52	Cafeteria Fund	1	2,106.60
59	Golf Driving Range	2	827.00
71	Associated Student Trust Fund	3	4,007.48
<b>Total Fiscal Year 2015</b>			<b>\$16,498,717.40</b>
<b>Total</b>			<b>\$16,510,338.27</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 12, 2014	Resolution	<u></u>
SUBJECT:	Consider Rejecting Claim	Information	<u></u>
		Enclosure(s)	<u></u>

BACKGROUND

Claimant United Financial Casualty Company for Progressive Insurance, submitted a property and liability claim as a result of an incident that occurred on April 30, 2014 when a tree in the S8 parking lot fell on their insured's vehicle damaging the windshield and body of the car.

This item was prepared by Eric Guzman, Risk Management Supervisor, Administrative Services.

RECOMMENDATION

Authorization is requested to reject the claim, submitted by United Financial Casualty Company for Progressive Insurance, on July 9, 2014, in the amount of \$14,072.57 as a result of damage to a personal automobile and to refer the claim to the District's claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC).

Claudette E. Dain  
\_\_\_\_\_  
Recommended by

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

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

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

Item No.          H.1.e.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Workers' Compensation Insurance Coverage for 2014-15 through the Protected Insurance Program for Schools and Community College Districts (PIPS)	Information	_____
		Enclosure(s)	_____

## BACKGROUND

The District has been a member of the Protected Insurance Program for Schools (PIPS) and Community College Districts Joint Powers Authority (JPA) since 2003-04. This non-profit JPA is a pooled self-insurance program that integrates risk transfer to reinsurers and risk retention by its self-insured members. Through this JPA, the District is provided coverage for workers' compensation claims.

The first \$100,000 of a workers' compensation loss is shared by the member districts of PIPS along with contracted reinsurers. All excess layers of coverage are provided through participating reinsurers. This structure ultimately provides catastrophic protection up to \$155,000,000 per occurrence.

For the upcoming policy year, the District has maintained favorable loss experience and has received an experience modification (ExMod) factor of 0.97 for workers' compensation coverage. This represents the third consecutive year of improvement in the District ExMod and indicates better than average loss experience. The District's ExMod is also based on the claims experience of participating community college districts and is not diluted by the experience of any participating K-12 districts. This results in a lower base rate for the District and improves final rate calculations.

The 2014-15 premium rate of \$1.648 per \$100 of estimated payroll is comparable to the expiring policy year and is estimated at \$770,377. This represents a net 1.2% increase over the prior year.

This agenda item was submitted by Eric Guzman, Risk Management Supervisor.

## RECOMMENDATION

Authorization is requested to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for FY 2014-15 at the estimated amount of \$770,377. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policy on behalf of the District.

Claudette E. Dain  
Recommended by

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

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

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

Item No. H.1.f.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE	August 12, 2014	Resolution	<u>                    </u>
SUBJECT:	Approval of Change Order Number One for RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services	Information	<u>                    </u>
		Enclosure(s)	<u>  X  </u>

**BACKGROUND**

At its meeting of March 18, 2014, the Board of Trustees approved award of a contract for RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services, to upgrade air handling equipment and controls at the Campus Center, and to install LED lighting district-wide to Southland Industries of Garden Grove, California. In order to optimize Proposition 39 Energy Efficiency and Renewable Generation the District identified capacity to install additional LED lighting fixtures. The enclosed Change Order Request, Change Order Number One, in the amount of \$3,631.00 is for the furnishing of the additional light fixtures. The revised total of the contract, after Change Order Number One, is \$422,282.00. This change does not add any days to the construction schedule.

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

**RECOMMENDATION**

Authorization is requested to approve Change Order Number One in the amount of \$3,631.00 for RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services. The revised total of the contract, after Change Order Number One, is \$422,282.00.

Claudette E. Dain  
Recommended by

         /           
Moved          Seconded

    
Approved for Submittal

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

Item No.            H.1.g.

**CHANGE ORDER**

PROJECT: District: RFP 06-1314, Energy Service Contract CHANGE ORDER # One  
Citrus Community College District Board Date Aug 12, 2014  
D.S.A. \_\_\_\_\_  
CONTRACTOR: Southland Industries Application # \_\_\_\_\_  
7421 Orangewood Ave. D.S.A. File # \_\_\_\_\_  
Garden Grove, CA Architect Project # \_\_\_\_\_  
: \_\_\_\_\_

ORIGINAL CONTRACT AMOUNT: \$ 418,651.00  
Previous Change Order: \$ 0  
This Change Order: \$ 3,631.00  
Total Change Order: \$ 3,631.00  
REVISED CONTRACT AMOUNT: \$ 422,282.00

Percentage of Change to Contract for Total Change Orders: less than 1%  
Notice to Proceed: March 31, 2014, 90 Calendar Day Contract

ORIGINAL CONTRACT COMPLETION DATE (per Takeover Agreement): June 30, 2014  
Previous Change Order: 0 Calendar Days  
This Change Order: 0 Calendar Days  
Total Change Orders: 0 Calendar Days

REVISED CONTRACT COMPLETION DATE: June 30, 2014

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".

The price of this Change Order represents full and final compensation to the Contractor for all cost, direct and indirect, associated with the work, including but not limited to all costs for general conditions, field and home office overhead, profit, delay, disruption or suspension of work, acceleration, labor inefficiencies and the change's impact on the unchanged work. The time extension set forth in this Change Order constitutes the final adjustment to the date of Substantial Completion for any and all delays to the Contract Time for the items listed in this Change Order and to the Project as a whole.

**APPROVALS**

\_\_\_\_\_  
Architect: DATE \_\_\_\_\_  
\_\_\_\_\_  
Contractor: DATE \_\_\_\_\_  
\_\_\_\_\_  
Owner: DATE \_\_\_\_\_

**EXHIBIT "A"**

Change Order No: One

Project Name: RFP #06-1314, Energy Service Contract

Owner: Citrus Community College District

Board Date: August 12, 2014

**COP # 1**

DESCRIPTION: Furnish without installation, three Lithonia LED light fixtures.

REASON: District requires additional LED fixtures.

REQUESTED BY: Owner

ENCLOSURES: July 23, 2014, Change Order #1 Quote

COST: \$3,631.00

TIME EXTENSION: Zero (0) Days

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Notice of Completion for RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project. RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services is now complete.

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

**RECOMMENDATION**

Authorization is requested to accept RFP 06-1314, Energy Service Contract for Mechanical Engineering and Energy Optimization Contracting Services as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$422,282.00.

Claudette E. Dain  
Recommended by

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

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

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

Item No. H.1.h.



**CITRUS COMMUNITY COLLEGE DISTRICT**

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
			_____
<b>DATE:</b>	August 12, 2014	Resolution	_____
<b>SUBJECT:</b>	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.

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

**RECOMMENDATION**

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

Robert L. Sammis  
Recommended by

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

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

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

Item No.     H.1.i.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Anderson, Beatriz	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Anderson, Jacquelyn	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Azpeitia, Maria	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Bartelt, John	Workshop Presentations - Bridges to Success Grant	Stipend	08/13/14	08/23/14	\$2,000.00/tl.
Beach, Kristine	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Berbery, Toros	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Birmingham, Thomas	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Blake, Lesley	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Burns, Linda	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Chai, Janet	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Cheng, Tanshee	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Chun, Mina	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Croft-Seidler, Hannah	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Cruz, Maria	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Curran, Keith	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Davis, John	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Dhillon, Dalvir	Basic Skills Lab - Health Sciences	Hourly as needed	08/22/14	12/31/14	\$45.80/hr.
Dhillon, Dalvir	Instructor - Nursing	Hourly as needed	08/22/14	12/31/14	\$45.80/hr.
Dominguez, Cynthia	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Dougall, Natalie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Durfield, Amber	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Fehr, Jody	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Fisher, Jamie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Fogel, Charles	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Foisia, L.E.	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Gabrielian, Lorig	Counselor - Student Success and Support Program	Hourly as needed	08/13/14	12/31/14	\$45.80/hr.
Gamberg, Julie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Garcia, Rocio	Counselor - Student Success and Support Program	Hourly as needed	08/13/14	12/31/14	\$45.80/hr.
Gutierrez, Raquel	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Hall, James	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Ho, Jennifer	Instructor - Kinesiology	Hourly as needed	08/22/14	12/14/14	\$45.80/hr.
Ho, Nick	Counselor - Student Success and Support Program	Hourly as needed	08/13/14	12/31/14	\$45.80/hr.
Huver, Joseph	Instructor - English	Hourly as needed	08/22/14	12/13/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Iskander, Christine	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Joshua, Stacey	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Jonas, Vida	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Kang, Eun	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Kassab, Mohamad	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Kim, Edward	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Kuroki, Mikage	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Lambert, Janet	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Leano, Esther	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Lei, Li	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Leung, Sing	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Linville, Brian	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Lloset, Giovanna	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Manrique, Miguel- Angel	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Martinez, Jeannie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
McLaughlin, Marina	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Monn, Rachel	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Myers, Kim	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Myr, Juliet	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Naiyer, Zakaria	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Nguyen, Cynthia	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Nguyen, Tracy	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Ottaviano, Lori	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Payne, Renee	Basic Skills Lab - Health Sciences	Hourly as needed	08/22/14	12/31/14	\$45.80/hr.
Payne, Renee	Instructor - Nursing	Hourly as needed	08/22/14	12/31/14	\$45.80/hr.
Ramos, Christopher	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Reed, Jeanine	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Resto-Ometeotl, Luivette	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Sarvia, William	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Seccombe, June	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Shearer, Margaret	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Smythe, Colville	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Spritzer, Terrie	LD Specialist - Counselor - Disabled Student Programs & Services	Hourly as needed	08/13/14	12/31/14	\$45.80/hr.
Swatek, Cheryl	Instructor - Kinesiology	Hourly as needed	06/23/14	06/30/14	\$45.80/hr.
Tseng, Kelly	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Vo, Kiet	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Weber, Daniel	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Woodruff, Cari	Instructor - Kinesiology	Hourly as needed	08/22/14	12/14/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Afzali, Ana	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Allahbachayo, Salima	RN Assistant Director - Coordinator - Health Sciences	50% Reassigned Time	08/22/14	12/14/14	
Anderson, Brian	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Bowman, Deborah	CNA Coordinator - Health Sciences	20% Reassigned Time	08/22/14	12/14/14	
Cross, Cynthia	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Cross, Cynthia	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Dau, Carsten	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Dominguez, Victoria	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Dominguez, Victoria	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Eiland, Thomas	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Eisel, Roberta	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Everest, Robert	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Ghidella, Richard	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Gong, Catherine	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Gonzalez, Rudy	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Gunderson, Mark	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Gutierrez, Jesus	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Guttman, Kenneth	Lead Faculty - Study Abroad	Stipend	09/04/14	11/14/14	\$2,000.00/tl
Hadsell, Clifford	EMT Coordinator - Health Sciences	20% Reassigned Time	08/22/14	12/14/14	
Hahn, Shelley	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Hogan, Gina	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Juncosa, Barbara	Biotechnology Course Development - Perkins/Career Technical Education Grant	Stipend	08/22/14	12/06/14	\$51.73/hr.
Kim, Andrew	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Lawrence, Patricia	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Medrano, Esmeralda	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Nguyenhuu, Rick	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Odegaard, Eric	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Odrich, Steve	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Overly, David	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Pohl, Claudia	Dental Program Coordinator - Health Sciences	20% Reassigned Time	08/22/14	12/14/14	
Pohl, Claudia	Negotiating Team - Health Sciences	20% Reassigned Time	08/22/14	12/14/14	
Richard, Levi	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.



**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Ryba, David	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Salwak, Dale	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Scott, Chris	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Shaw, Nickawanna	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Smolin, Robert	Technology Pedagogy Training - HSI Title V PT5 Grant	Stipend	09/05/14	05/29/15	\$50.00/hr.
Swan, Alfie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Swatzel, James	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Telesca, Lisa	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Tippins, Ralph	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Trad, Mohamad	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Tucker, Connie	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Tucker, Gail	Skills Lab Coordinator - Health Sciences	50% Reassigned Time	08/22/14	12/14/14	
Tucker, Gail	VN Assistant Director - Coordinator - Health Sciences	50% Reassigned Time	08/22/14	12/14/14	
Tucker, Gail	VN Assistant Director - Coordinator - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$51.73/hr.
Van Citters, Beverly	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.
Villeneuve, Anna	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
AUGUST 12, 2014**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
White, Sheila	College Success Summer Retreat - Bridges to Success Grant	Stipend	08/15/14	08/16/14	\$200.00/tl.

**LAB SUPERVISORS  
2014-2015  
AUGUST 12, 2014**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Huver, Joseph	A	Learning Center/English	08/22/14	12/13/14	1-1	\$28.23
Monn, Rachel	A	Learning Center/ESL	08/13/14	12/31/14	1-3	\$31.52

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Adawiya, Issa Ahmad	Public Works	1-6	\$1,141
Alba, Ralphie Ray	Public Works	1-4	\$1,046
Allgaier, Jennifer Dawson	Dance	4-6	\$1,307
Al-Sabea, Taha Hussain	Economics	4-6	\$1,307
Alverson, David John	Recording Arts	1-6	\$1,141
Amaya, Hector G.	Philosophy	3-6	\$1,255
Amaya, Hector G.	History	3-6	\$1,255
Amaya-Anderson, Beatriz	English	4-5	\$1,259
Andaya, Sophie Lomibad	Nursing	1-4	\$1,046
Anderson-McGill, Taylor M.	Biology	2-6	\$1,197
Anfiteatro, Antonio Carmine	Architecture	2-1	\$1,099
Au, Susanna S.	Drafting	2-6	\$1,197
Ayala, Eduardo Antonio	Biology	4-2	\$1,207
Azpeitia, Maria Elena	English	2-6	\$1,197
Baca, Richard Joseph	Communications	1-6	\$1,141
Barnes, Allan J.	Photography	3-6	\$1,255
Barrett, Sean Anthony	Music	2-1	\$1,099
Bartelt, John Rudolph	Child Development	4-6	\$1,307
Batista, Gerard Christopher	Public Works	1-2	\$1,046
Battle, Anne A.	Photography	4-6	\$1,307

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Beach, Kristine E.	English	2-6	\$1,197
Beatty, David S.	Music	1-6	\$1,141
Bender, Thomas E.	Automotive	1-6	\$1,141
Bent, Dennis M.	Economics	4-5	\$1,259
Berbery, Toros	Mathematics	1-2	\$1,046
Betancourt, Carmen	Cosmetology	1-6	\$1,141
Birmingham, Thomas K.	English	3-6	\$1,255
Blake, Lesley K.	English	3-3	\$1,152
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,307
Bobo, Michael D.	Humanities	1-6	\$1,141
Bollman, Jeri L.	Child Development	1-5	\$1,093
Botello, Rochelle	Art	3-6	\$1,255
Boyden, Pixie Elizabeth Hope	Information Technology	2-5	\$1,142
Boylan, John P.	Music	1-6	\$1,141
Brinkman-Marheine, Maxim	Automotive	1-3	\$1,046
Brown, Malaika Monai	Psychology	3-4	\$1,152
Bruce-Oliver, Fred U.	Kinesiology	1-6	\$1,141
Burns, Linda A.	English	4-6	\$1,307
Butler, Sean D.	Philosophy	4-3	\$1,207
Calderon, Joseph	Music	1-5	\$1,093

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Cardenas, John	English	1-1	\$1,046
Carey, Richard	Music	1-1	\$1,046
Chai, Hayley Sam	Chinese	1-6	\$1,141
Chan, Linda Anne Hawkins	Astronomy	4-6	\$1,307
Cheng, Tanshee Thu	Mathematics	1-6	\$1,141
Cheung, Kwun Hung	Physics	4-3	\$1,207
Choppi, Ronald Paul	Chemistry	2-5	\$1,142
Christensen, Niel Daniel	Political Science	4-6	\$1,307
Christianson, Monica May	Counseling	4-5	\$1,259
Chun, Mina Kim	Mathematics	2-6	\$1,197
Clements, Kenneth Michael	Kinesiology	1-4	\$1,046
Cordova-Caddes, Andrea	Dance	4-6	\$1,307
Corral, Heidi	Cosmetology	1-1	\$1,046
Coson, Murniz Allen	Economics	4-6	\$1,307
Cotter, Steven M.	Music	1-6	\$1,141
Cowgill, Darian Craig	Recording Arts	1-6	\$1,141
Croft-Seidler, Hannah Evelyn	Mathematics	2-1	\$1,099
Cross, Peter Abram	Biology	1-2	\$1,046
Cruz Santoyo, Maria Elena	English as a Second Language	2-6	\$1,197
Culliver, Katherine Esther	Speech	3-6	\$1,255

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Culp, Jean A.	History	3-6	\$1,255
Curran, Keith	English	1-6	\$1,141
Cusick, Tanya Mary	Dental	1-6	\$1,141
Daves-Schneider, Lida Rebecca	German	4-6	\$1,307
Davis, Deanna	English	1-1	\$1,046
Davis, John Q.	English	1-5	\$1,093
DeAngelis, Gail M.	Humanities	2-2	\$1,099
Deatrick, Steven W.	Recording Arts	1-6	\$1,141
Deets, Kristin Jane	Speech	1-6	\$1,141
DeMonaco, John Thomas	Emergency Technician	1-1	\$1,046
Dennis, Paul Anthony	Administration of Justice	1-6	\$1,141
Dery, Kenneth Jacques	Biology	4-6	\$1,307
Desantis, Marco	Music	1-3	\$1,046
Dinneen, Gregory S.	Kinesiology	1-6	\$1,141
Dominguez, Cynthia C.	Mathematics	3-6	\$1,255
Doolittle, Jan Lee	Child Development	1-6	\$1,141
Dougall, Natalie Chenault	English	2-6	\$1,197
Durfield, Amberly Nicole	English	4-4	\$1,207
Engler, Diane L.	Chemistry	1-4	\$1,046
Entus, Robert M.	Chemistry	4-6	\$1,307

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Evans, Jonathan Pope	Art	4-5	\$1,259
Evans, Sara	Anthropology	3-5	\$1,202
Fair, Charles Lawrence	Geology	3-5	\$1,202
Farnum, Martin Francis	Chemistry	4-6	\$1,307
Fehr, Jody M.	English as a Second Language	2-3	\$1,099
Figueroa, Irma M.	Cosmetology	1-6	\$1,141
Fisher, Jamie Rae	English	1-6	\$1,141
Fogel, Charles Joseph	Mathematics	1-5	\$1,093
Foisia, L.E. Hom	English as a Second Language	1-4	\$1,046
Gamberg, Julie	English	2-5	\$1,142
Garcia, Rocio	Counseling	2-3	\$1,099
Garcia, Victor Marino	Spanish	1-6	\$1,141
Gerrard, Amanda Lee	Biology	2-5	\$1,142
Gold, Peter Steven	Administration of Justice	1-6	\$1,141
Gonzales, Rina Lyn	Dental	1-6	\$1,141
Gramling, Gary L.	Water Technology	1-5	\$1,093
Gregoire, Monique	Administration of Justice	4-1	\$1,207
Grinnell, Christopher	Photography	1-1	\$1,046
Guillen, Nelida Rosa	Spanish	3-6	\$1,255
Gutierrez, Raquel I.	Counseling	2-5	\$1,142



**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Hall, James P.	English	1-6	\$1,141
Hallman, John William	Kinesiology	1-6	\$1,141
Harfouche, Youssef Georges	Biology	2-5	\$1,142
Hettel, Rowan Olund	Engineering	1-1	\$1,046
Hinesmon Matthews, Lezlee J.	Sociology	4-1	\$1,207
Hollenshead, Marcia Gail	Biology	4-6	\$1,307
Holm, Daniel Lee	Cosmetology	1-6	\$1,141
Holmes, Alison Lynn	Art	1-6	\$1,141
Hunt, Stephan Edward	Administration of Justice	1-6	\$1,141
Ie, Eileen F.	Sociology	3-5	\$1,202
Iskander, Christine Adel	English	2-2	\$1,099
Jaimes, Franciella Marie	Speech	1-5	\$1,093
Jefferson, Rolanda Elaine	Political Science	4-5	\$1,259
Jennings, Sanae Enomoto	Japanese	1-6	\$1,141
Johnson, David M.	Earth Science	2-6	\$1,197
Johnson, Steven L.	Chemistry	2-5	\$1,142
Jonas, Vida Phoebe	English	3-6	\$1,255
Joshua, Stacey Jae	English	1-6	\$1,141
Jung, Shinsuck	Kinesiology	1-6	\$1,141
Kang, Eun Suk	English	4-6	\$1,307

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Kang, Hwang Jen	Earth Science	2-5	\$1,142
Kang, Leah	Music	4-6	\$1,307
Kassab, Mohamad Salem	Mathematics	1-3	\$1,046
Kawai, Julie K.	English	3-6	\$1,255
Keller, James Robert	German	3-5	\$1,202
Kelly, Donna R.	English	4-6	\$1,307
Kennelley, Erika F.	Speech	1-6	\$1,141
Kibbe, Sonia Ann	Nursing	1-1	\$1,046
Killen, Monica Guadalupe	Ethnic Study	3-6	\$1,255
Kim, Edward B.	Mathematics	2-6	\$1,197
Kuroki, Mikage	English	4-6	\$1,307
Lahham, May	Cosmetology	1-1	\$1,046
Lake, Carolyn Liza	Counseling	2-5	\$1,142
Lam, Wood C.	English as a Second Language	2-6	\$1,197
Leano, Esther Jaimie	English	1-5	\$1,093
Lee, Monica Jean Ale	Biology	2-6	\$1,197
Lefebvre, Catherine L.	French	1-5	\$1,093
Lei, Li Hua	Mathematics	2-6	\$1,197
Leung, Sing Lit	Mathematics	4-6	\$1,307
Levine, Brianne J.	Psychology	3-4	\$1,152

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Lewis, David Charles	History	1-6	\$1,141
Linville, Brian Scot	English	4-6	\$1,307
Llosent, Giovanna	Mathematics	3-6	\$1,255
Logan, Stephanie L.	History	1-5	\$1,093
Long, Stacy Katherine	Communications	1-6	\$1,141
Lopez Najera, Sandy Oliver	Mathematics	3-6	\$1,255
Love, Jamie Christopher	Philosophy	4-3	\$1,207
Malik, Huma	Biology	2-6	\$1,197
Malmgren, Stephanie	Biology	1-1	\$1,046
Manrique, Miguel Angel	Mathematics	2-5	\$1,142
Martinez, Jeannie Sue	Mathematics	3-5	\$1,202
Martinez, Jose L.	Water Technology	1-6	\$1,141
Mastrosimone, Vince	Public Works	1-4	\$1,046
Mayo, Daniel John	Chemistry	4-2	\$1,207
McCabe, Dale C.	Biology	3-6	\$1,255
McConnell, Matthew Mason	Kinesiology	1-2	\$1,046
McDonald, Tamara Nicole	Kinesiology	1-6	\$1,141
McGarry, Michael E.	History	4-5	\$1,259
McLaughlin, Marina Deneb	English as a Second Language	2-6	\$1,197
McWilliams, Stuart M.	Health Sciences	1-6	\$1,141

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Meredith, Stephanie Carol	Art	3-1	\$1,152
Milbrandt, David William	Political Science	4-6	\$1,307
Miller, Megan	Theatre Arts	1-1	\$1,046
Miller, Robert D.	History	4-4	\$1,207
Misanchuk, Rosemarie L.	Art	3-6	\$1,255
Mitchell Lambert, Janet Lynn	English	3-5	\$1,202
Mitchell, Michelle Diane	Child Development	2-1	\$1,099
Mixson, Vonetta Nivon	Music	2-6	\$1,197
Molina, Lorena	Spanish	1-5	\$1,093
Montes, Monica Michelle	Biology	2-6	\$1,197
Montgomery, Robert A.	Chemistry	4-6	\$1,307
Moore, Loree Marlowe	Kinesiology	1-2	\$1,046
Mumford, Michael Ray	Emergency Technician	1-1	\$1,046
Myers, Kimberly A.	English	2-6	\$1,197
Myrtetus, Juliet Horvath	English	1-2	\$1,046
Naiyer, Zakaria H.	English	2-6	\$1,197
Nelson, Maurene Frances	Speech	1-6	\$1,141
Nelson, Stephen R.	History	1-6	\$1,141
Nguyen, Cynthia Ngocmai	Mathematics	2-6	\$1,197
Nguyen, Tracy	Mathematics	2-6	\$1,197

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Null, Nicholas E.	English	1-4	\$1,046
Nuttall, Adora Johanna	Child Development	1-6	\$1,141
O'Brien, Heather M.	Photography	3-4	\$1,152
Ogunjale, Oluwatoyin Monsuratu	Nursing	1-1	\$1,046
Okubo, Emi	Japanese	1-5	\$1,093
Orso, Robert A.	Photography	3-6	\$1,255
Ottaviano, Lori Ann	Sociology	4-5	\$1,259
Palacios, Roberto	Spanish	4-5	\$1,259
Pang, Raina D.	Psychology	3-3	\$1,152
Parry, Erica Margaret	Dental	1-5	\$1,093
Patton, Cherice	Cosmetology	1-1	\$1,046
Payne, Renee Noonan	Licensed Vocational Nursing	1-4	\$1,046
Pearsall, Sam A.	Mathematics	4-5	\$1,259
Perez, Ryan M.	Art	1-1	\$1,046
Peterson, LaRynda Lynn	Psychology	3-2	\$1,152
Petrova, Rossitza N.	Cosmetology	1-6	\$1,141
Ponciano, Ronald L.	Kinesiology	1-6	\$1,141
Porter, Kimberly Lynn	Nursing	1-2	\$1,046
Post, Kari Christine	Kinesiology	1-2	\$1,046
Prewitt, Dezzie Allen	Economics	1-6	\$1,141

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Provencher, Henry W.	Administration of Justice	1-6	\$1,141
Quinones, Nancy Noemi	Ethnic Study	4-5	\$1,259
Ramos Bernal, Natasha Marie	Political Science	1-6	\$1,141
Ramos, Christopher M.	English	4-6	\$1,307
Randolph, Stephanie M.	Health Sciences	1-6	\$1,141
Rath, Carolyn A.	Earth Science	1-2	\$1,046
Reed, Jeanine Marie	English	1-6	\$1,141
Regalado, Shelley Marie	Earth Science	3-4	\$1,152
Resch, Amy K.	Psychology	2-6	\$1,197
Resto-Ometeotl, Luivette	English	3-6	\$1,255
Richardson, Patricia E	Accounting	1-5	\$1,093
Rickman, Tracy E.	Health Sciences	1-6	\$1,141
Rizk, Sharon Lee	Psychology	4-6	\$1,307
Rodriguez, Eric E.	Drafting	1-4	\$1,046
Rodriguez, Nelly	Speech	4-5	\$1,259
Ross, Lisa Ann	Political Science	4-6	\$1,307
Rusch, Lori Fuller	Art	1-5	\$1,093
Saad, Nancy Hosny	Biology	3-6	\$1,255
Salvi, Lisa Jean	Anthropology	1-6	\$1,141
Saravia, William Vicente	Mathematics	3-5	\$1,202

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Seccombe, June S.	English	4-6	\$1,307
Shaw, Tammie Denette	Psychology	4-4	\$1,207
Shearer, Margaret Rose	English	2-6	\$1,197
Sherman, Stephen Harrima	Water Technology	1-6	\$1,141
Shima, Kevin T.	Recording Arts	1-6	\$1,141
Shimano, Brooke Mariko	Biology	1-6	\$1,141
Sim, Richbert	Nursing	1-1	\$1,046
Simpson, Lakisha Delores	Child Development	1-6	\$1,141
Slay, Kevin D.	Theatre Arts	3-5	\$1,202
Smith, David A.	Philosophy	1-3	\$1,046
Smyth, Nathaniel Ignatius	Chemistry	2-6	\$1,197
Smythe, Colville Nathaniel	English	1-6	\$1,141
Steinmetz, John A.	Music	2-6	\$1,197
Stepp-Bolling, Cassandra Taia	Biology	1-5	\$1,093
Stevenson, Matthew E.	Mathematics	1-5	\$1,093
Stoup, Nicholas A.	Music	1-5	\$1,093
Sullivan, Sharon M.	Nursing	1-1	\$1,046
Sun, Sam Wei-Chih	Music	1-6	\$1,141
Tabata, Flint Yuji	Architecture	1-6	\$1,141
Tate, Erin M.	Psychology	3-6	\$1,255

**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Theiling, Mark Frederick	Physics	4-5	\$1,259
Thompson, Jeffrey Glenn	Psychology	1-1	\$1,046
Thorne, Elizabeth Louise	Anthropology	2-3	\$1,099
Tracey, Timothy D.	Kinesiology	1-6	\$1,141
Trujillo, Ana	Mathematics	1-1	\$1,046
Tsark, Eleanor Christi	Biology	4-6	\$1,307
Tseng, Kelly	Mathematics	2-6	\$1,197
Tufano, Andrew A.	Speech	1-6	\$1,141
Tyck, Robert John	Recording Arts	1-6	\$1,141
Tyrl, Craig A.	Theatre Arts	4-4	\$1,207
Uhl, Suzanne Marie	Speech	4-6	\$1,307
Urbanovich, James	Speech	1-1	\$1,046
Valdez, Antonio	Cosmetology	1-6	\$1,141
Valverde, Yesenia	Dance	1-6	\$1,141
Van Iwaarden, Sandra Jo	Nursing	1-1	\$1,046
Van Leersum, Amanda H.	Biology	1-3	\$1,046
Vega, Suyapa	Cosmetology	1-1	\$1,046
Victor, Christopher K.	Kinesiology	1-6	\$1,141
Villeneuve, Louisa M.	Biology	4-6	\$1,307
Vo, Kiet Tri Anh	Mathematics	1-1	\$1,046



**ACADEMIC EMPLOYEES  
FALL 2014 ADJUNCT  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Vo, Phuongthao Huynh	Mathematics	1-3	\$1,046
Watkins, Robert D.	Art	4-5	\$1,259
Weiss, Neil H.	Theatre Arts	4-6	\$1,307
Wessel, Mark S.	Art	2-6	\$1,197
White, Jake T.	Economics	4-6	\$1,307
Williams, Tiffany	Cosmetology	1-1	\$1,046
Wills, Laura M.	Anthropology	4-2	\$1,207
Wong, Kerwin Jay	Administration of Justice	1-6	\$1,141
Woolford, Ryan D.	Geology	3-5	\$1,202
Woolsey, Ronald C.	History	2-6	\$1,197
Yang, Rebecca Yee	Chinese	1-6	\$1,141
Yeh, Lauren Joy	Counseling	2-5	\$1,142
Yu, Jane Chun	Drafting	1-6	\$1,141
Yu, Tinghui	Mathematics	1-2	\$1,046
Zandihn, Sara Kristin	Kinesiology	1-1	\$1,046
Zarate, Eloy Italo	History	4-4	\$1,207
Zawahreh, Luai G.	Economics	1-6	\$1,141
Zeman, William Joseph	History	2-6	\$1,197

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Afzali, Ana Maria	Spanish	4-7	\$1,321
Allahbachayo, Salima Shehzad	Nursing	2-7	\$1,211
Anderson, Brian T.	Mathematics	3-7	\$1,266
Anson, Melanie Rich	Speech	4-7	\$1,321
Arredondo, Dora H.	Dental	1-7	\$1,156
Barajas, Noemi	Nursing	3-7	\$1,266
Bautista, Susan Robledo	Cosmetology	1-7	\$1,156
Boquiren, Conchita Fortes	Licensed Vocational Nursing	4-7	\$1,321
Borja, Patrick M.	Accounting	4-7	\$1,321
Bowman, Deborah Lynn	Nursing	1-7	\$1,156
Boxley, Jackie Louise	Kinesiology	1-7	\$1,156
Brawner, Mary Jo	Kinesiology	3-7	\$1,266
Brown, Cherie L.	Theatre Arts	4-7	\$1,321
Brown, David M.	Automotive	1-7	\$1,156
Brown, Ricky J.	Psychology	4-7	\$1,321
Call, Jack S.	Philosophy	4-7	\$1,321
Castillo, Claudia	Counseling	2-7	\$1,211
Clark, Jeremy Blake	Automotive	1-7	\$1,156
Cross, Cynthia Annette	English	2-7	\$1,211
Cross, Cynthia Annette	English as a Second Language	2-7	\$1,211

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
D'Amato, Jennifer Suzanne	Licensed Vocational Nursing	2-4	\$1,062
D'Amato, Jennifer Suzanne	Nursing	2-4	\$1,062
Dau, Carsten	English	3-7	\$1,266
Desimone, Natalie Anne	Counseling	1-1	\$957
Dominguez, Victoria Lorene	Mathematics	4-5	\$1,221
Duffy, Dyane Kerry	Art	4-7	\$1,321
Durfield, Timothy Richard	Business	4-7	\$1,321
Durfield, Timothy Richard	Real Estate	4-7	\$1,321
Eiland, Thomas T.	English	3-7	\$1,266
Eisel, Gunnar G.	Music	2-7	\$1,211
Eisel, Roberta S.	English	3-7	\$1,266
Ellis, Jeanette A.	Licensed Vocational Nursing	1-7	\$1,156
Everest, Robert B.	Mathematics	4-7	\$1,321
Everett, Ann Victoria	Cosmetology	1-6	\$1,106
Farahani, Badieh	Chemistry	2-7	\$1,211
Fernandes, Richard J.	Architecture	4-7	\$1,321
Fernandes, Richard J.	Drafting	4-7	\$1,321
Fincher, John David	Speech	3-7	\$1,266
Flores, Richard A.	Computer Information Systems	4-7	\$1,321
Galvan, Alexander	Music	2-7	\$1,211

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Garate, Elisabeth	Spanish	4-7	\$1,321
Ghidella, Richard A.	Business	4-7	\$1,321
Ghidella, Richard A.	Real Estate	4-7	\$1,321
Glover, Patty J.	Cosmetology	1-7	\$1,156
Goedhart, Christine Marie	Biology	4-7	\$1,321
Gomez, Steven Alan	Kinesiology	3-7	\$1,266
Gong, Catherine J.	Mathematics	4-7	\$1,321
Goodman, Robert H.	Natural History	3-7	\$1,266
Goodman, Robert H.	Forestry	3-7	\$1,266
Goodman, Robert H.	Biology	3-7	\$1,266
Graciano, Albert M.	Cosmetology	1-7	\$1,156
Grauso, Lynda Rae	Licensed Vocational Nursing	3-7	\$1,266
Green, Martin L.	Music	1-7	\$1,156
Grossman, Bruce Alan	Business	4-7	\$1,321
Guebert, Toby Wayne	English as a Second Language	4-7	\$1,321
Gunderson, Mark B.	English	3-7	\$1,266
Gunstream, Marilyn E.	Kinesiology	4-7	\$1,321
Gutierrez, Jesus Eduardo	Mathematics	2-7	\$1,211
Guttman, Kenneth	Psychology	4-7	\$1,321
Guttman, Kenneth	History	4-7	\$1,321

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Guttman, Kenneth	Sociology	4-7	\$1,321
Hadsell, Clifford W.	Health Sciences	4-7	\$1,321
Hahn, Shelley R.	Child Development	2-7	\$1,211
Han, June C.	Biology	4-7	\$1,321
Hartman, Steve J.	Kinesiology	4-7	\$1,321
Hathaway, George M.	Earth Science	4-7	\$1,321
Hernandez, Michelle	Disabled Students Programs & Services	4-4	\$1,171
Hernandez, Salvador Albert	Cosmetology	1-7	\$1,156
Herrera, Rafael	Counseling	2-7	\$1,211
Hillman, Michael C.	Art	4-7	\$1,321
Hoehne, William Alan	Music	4-7	\$1,321
Hogan, Ghada Halim	English	4-4	\$1,171
Horton, Julian	Kinesiology	1-7	\$1,156
Hsin, Anson S.	Biology	3-3	\$1,067
Jackson, Matt Fernand	Art	3-7	\$1,266
James, Rhoda A .	Office Technology	4-7	\$1,321
Johnson, Sandra L.	Art	3-7	\$1,266
Juncosa, Barbara	Biology	4-5	\$1,221
Kaisler, Denise	Astronomy	4-7	\$1,321
Kim, Andrew Taehyung	Psychology	4-7	\$1,321

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Kondo, Arnold K.	Biology	4-7	\$1,321
Korn, Dennis R.	Automotive	4-7	\$1,321
Korn, Dennis R.	History	4-7	\$1,321
Langford, W. Bruce	Music	3-7	\$1,266
Lawrence, Patricia C.	English	4-7	\$1,321
Lindsey, Stephen L.	Business	4-7	\$1,321
Liskey, Renee Lynne	Dance	1-7	\$1,156
Longyear, Alicia Beth	Kinesiology	2-7	\$1,211
Low, Joyce	Mathematics	3-7	\$1,266
Lubisich, Senya L.	History	4-7	\$1,321
Lubisich, Senya L.	Humanities	4-7	\$1,321
McBurney, Robin	Counseling	4-7	\$1,321
McGarry, Anna Elizabeth	Spanish	4-7	\$1,321
McLeod, Jennifer Suzann	Counseling	4-7	\$1,321
Medrano, Esmeralda	Mathematics	4-7	\$1,321
Miles, Terrence D.	Chemistry	4-7	\$1,321
Morrish, Maria Olga	Cosmetology	1-7	\$1,156
Munoz, Gino	Music	1-7	\$1,156
Mustain, James A.	Computer Information Systems	4-7	\$1,321
Nguyenhuu, Rick Hung	Mathematics	4-7	\$1,321

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Odegaard, Eric R.	English	4-7	\$1,321
Odrich, Steve I.	Mathematics	4-7	\$1,321
O'Hara, Stephen Glen	Recording Arts	1-7	\$1,156
O'Neil, Margaret C.	Communication	3-7	\$1,266
Overly, David P.	English	4-7	\$1,321
Paek, Heddy	Mathematics	3-7	\$1,266
Perry, Carolyn O.	Psychology	3-7	\$1,266
Peters, Gerhard D.	Political Science	4-7	\$1,321
Pohl, Claudia G.	Dental	1-7	\$1,156
Rachford, Maryann	Art	4-7	\$1,321
Ramos, Gloria B.	Physics	4-7	\$1,321
Richard, Levi J.	Business	4-7	\$1,321
Riderer, Lucia	Physics	4-7	\$1,321
Rivadeneira, Justina E.	Counseling	3-7	\$1,266
Ross, Glen H.	Political Science	4-7	\$1,321
Rubio, Mariano	Automotive	1-6	\$1,106
Rudd, Rebecca L.	English	3-7	\$1,266
Saldana, Rudy	Philosophy	2-7	\$1,211
Salwak, Dale F.	English	4-7	\$1,321
Scott, Chris Makoto	Mathematics	3-7	\$1,266

**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Shaw, Nickawanna Arth	Kinesiology	4-7	\$1,321
Shrope, Douglas	Music	1-7	\$1,156
Silva, Andrew Grant	Kinesiology	1-6	\$1,106
Skalicky, James F.	Psychology	4-7	\$1,321
Smolin, Robert K.	Accounting	4-7	\$1,321
Solheim, Bruce Olav	History	4-7	\$1,321
Solis, Roberto	Computer Science	4-7	\$1,321
Stoner, Bruce L.	Information Technology	3-7	\$1,266
Styles, Christine	Economics	4-7	\$1,321
Swan, Alfie Alexander	Mathematics	4-7	\$1,321
Swatek, Cheryl L.	Kinesiology	4-5	\$1,221
Swatzel, James Paul	Math	2-7	\$1,211
Telesca, Lisa V.	English	3-7	\$1,266
Tippins, Ralph E.	Mathematics	4-7	\$1,321
Trad, Mohamad	Mathematics	4-7	\$1,321
Tucker, Connie D.	English as a Second Language	4-7	\$1,321
Tucker, Gail D.	Licensed Vocational Nursing	3-7	\$1,266
Van Citters, Beverly E.	English	4-7	\$1,321
Van Horn, Tasha	Speech	2-7	\$1,211
Vaughan, John C.	Dance	1-7	\$1,156



**ACADEMIC EMPLOYEES  
FALL 2014 OVERLOAD  
AUGUST 12, 2014**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Villa, Elizabeth Ruth	Counseling	4-7	\$1,321
Villeneuve, Anna Maglona	English	3-7	\$1,266
Villeneuve, Theresa L.	Art	4-7	\$1,321
Villeneuve, Theresa L.	Communications	4-7	\$1,321
Volonte, Daniel S.	Theatre Arts	3-7	\$1,266
Waddington, Brian D.	History	1-7	\$1,156
Walz, Sheryl Samoff	Sociology	2-7	\$1,211
White, Gailynn	Sociology	4-7	\$1,321
White, Sheila Ruth	Mathematics	3-7	\$1,266
Wong, Julie Ettesvold	Licensed Vocational Nursing	1-7	\$1,156
Woolum, James W.	Administration of Justice	3-7	\$1,266
Wurst, Clifton M.	Kinesiology	2-7	\$1,211
Yee, Stephanie K.	Counseling	4-4	\$1,171
Zhuang, Ying	Mathematics	4-7	\$1,321

**ACADEMIC EMPLOYEES  
FALL 2014 NON CREDIT  
AUGUST 12, 2014**

JUNE

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Ascencio, David	Non Credit	1-3	\$42.24
Church, Luke	Non Credit	1-3	\$42.24
Fallat, Paul	Non Credit	1-3	\$42.24
Fallat, Paul	Non Credit	1-3	\$42.24
Johnson, Clay	Non Credit	1-3	\$42.24
Kim, Jung	Non Credit	1-3	\$42.24
Mira, Linda	Non Credit	1-3	\$42.24
Paulsen, Luella	Non Credit	1-3	\$42.24
Perez, Nelly	Non Credit	1-3	\$42.24
Reyes, Laura	Non Credit	1-3	\$42.24
Sailors, Bernetta	Non Credit	1-3	\$42.24
Sailors, Bernetta	Non Credit	1-3	\$42.24
Tapia, Jessica	Non Credit	1-3	\$42.24
Tavasolian, Amber	Non Credit	1-3	\$42.24
Tavasolian, Amber	Non Credit	1-2	\$40.31
Toda, Jim	Non Credit	1-3	\$42.24

**VOLUNTEERS, ACADEMIC  
AUGUST 12, 2014**

<b>VOLUNTEER NAME</b>	<b>DEPARTMENT</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Code, Kimberly	Counseling	09/02/14	12/31/14



**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
AUGUST 12, 2014**

<b>NAME</b>	<b>CLASS/DEPT/PRCT</b>	<b>REASON/MOS.</b>	<b>BEGN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Frausto, Monika	49% Instructional Lab Technician II	Employment	08/13/14	34-1	\$1,726.97
Siegel, Steve	Maintenance Supervisor	Temporary Upgrade	8/6/14 thru 8/22/14	11-3 (9-3+2A)	\$6,053.00
Terrazino, Michelle	49% Instructional Lab Technician II	Employment	08/13/14	34-1	\$1,726.97
Tobias, Carlos	100% Custodian	Promotion	8/13/14	23-1 (22-7+11)	\$3,599.67

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
August 12, 2014**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT</b>	<b>DATES</b>
Andersen, Jacquelyn	Professional Expert Activity Lead for The Center for Teacher Excellence	Resignation	Counseling	08/22/14
Caldwell, David	49% Campus Safety Officer I	Resignation	Campus Safety	08/01/14
Ho, Huong	Education Advisor	Resignation	Counseling	08/13/14
LeDuc, Maria	Education Advisor	FMLA	Counseling	08/01/14 (Up to 12 weeks)
Romanello, Frances	49% Financial Aid Technician	Resignation	Financial Aid	07/25/14
Simpson, Lisa	Professional Expert Activity Lead for The Center for Teacher Excellence	Resignation	Counseling	07/26/14

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 12, 2014	Resolution	
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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, hourly, substitutes, volunteers, and professional experts.

Robert L. Sammis  
Recommended by

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

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

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

Item No.         H.1.k.

**CLASSIFIED SUBSTITUTES  
AUGUST 12, 2014**

<b>NAME</b>	<b>CLASS/DEPT</b>	<b>REASON/MOS.</b>	<b>BEGN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Alvarez, Tony	Campus Safety Officer I (Campus Safety)	Serve as substitute during employee absences	08/13/14 thru 12/31/14	22-1	\$15.12/hr
Anguiano, German	Food Service Team Leader (Cafeteria)	Serve as substitute during employee absences	07/1/14 thru 12/31/14	27-1	\$17.11/hr
Hicks, Evan	Campus Safety Officer I (Campus Safety)	Serve as substitute during employee absences	08/13/14 thru 12/31/14	22-1	\$15.12/hr



**SHORT-TERM, HOURLY  
AUGUST 12, 2014**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Ciorlieri, Alisha	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Correa, Araceli	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Druhot, Benjamin	PAC Support	Usher	Performing Arts	\$9/hr	08/13/14 thru 12/31/14
Ealba, Nadine	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Fisher, Dylan	PAC Support	Usher	Performing Arts	\$9/hr	08/13/14 thru 12/31/14
Gallentine, Patrice K.	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14
Garzon, Carolina	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Jimenez, Veronica	Campus Services	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Lawrence III, Kenneth	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14

**SHORT-TERM, HOURLY  
AUGUST 12, 2014**

Martinez, Irma	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14
Michaud, Aaron	PAC Support	Usher	Performing Arts	\$9/hr	08/13/14 thru 12/31/14
Orantes, Jeannette	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Padilla, Maria	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14
Rendon, Michaleen	Campus Services	Rush Coverage	Bookstore	\$14/hr	08/22/14 thru 09/19/14
Reyes, Jennifer	Student Services Support	Assist as needed	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14
Rios, Rebecca	Campus Services	Rush Coverage	Bookstore	\$14/hr	08/18/14 thru 09/17/14
Rubio, Leona P.	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14

**SHORT-TERM, HOURLY  
AUGUST 12, 2014**

Vasquez, Alyn	Student Services Support	Front Counter and Phone Assistance	Admissions	\$14/hr	08/18/14 thru 09/12/14 & 12/15/14 thru 12/23/14
---------------	-----------------------------	--	------------	---------	--

**STIPENDS STRS NON-CREDITABLE  
AUGUST 12, 2014**

Arredondo, Dora	Stipend	RDA Practical Exam Kits	Health Science	\$600/tl	8/22/14 thru 8/24/14
Pohl, Claudia	Stipend	RDA Practical Exam Kits	Health Science	\$600/tl	8/22/14 thru 8/24/14
Volonte, Dan	Stipend	Moving Light Design/ Fall Stage	Music	\$1,000/tl	8/13/14 thru 8/17/14

**VOLUNTEERS, NON-ACADEMIC  
AUGUST 12, 2014**

Abbott, Kevin	Volunteer (Veteran Center)	08/13/14	12/31/14
Abernathy, Nolan	Volunteer M. Basketball Assistant (Kinesiology)	08/13/14	6/30/15
Chandramohan, Mika	Volunteer (Veteran Center)	09/01/14	4/29/15
Chatham, Calvin	Volunteer Football Assistant (Kinesiology)	08/13/14	6/30/15
Code, Kimberly	Volunteer (Student Services)	08/13/14	1/31/15
Cook, Devon	Volunteer Student Mentor (CSUF-STEM)	08/13/14	6/30/15
Goodman, Kevin	Volunteer Soccer Assistant (Kinesiology)	08/13/14	6/30/15
Iniguez, Adrian	Volunteer Student Mentor (CSUF-STEM)	08/13/14	6/30/15
Lopez, Jeff	Volunteer Student Mentor (CSUF-STEM)	08/13/14	6/30/15
Martinez, Amalia	Volunteer (Veteran Center)	08/13/14	12/31/14
Moreno, Brittni	Volunteer Softball Assistant (Kinesiology)	08/15/14	6/30/15
Themer, Cheri	Volunteer (Veteran Center)	09/01/14	4/29/15

**PROFESSIONAL EXPERT**  
**August 12, 2014**

<b>Name</b>	<b>Description</b>	<b>Department</b>	<b>Rate</b>	<b>Begin/End</b>
Cohen, Valli Ann	Nurse Practitioner	Health Center	\$40.00/hr.	08/13/14 to 12/31/14
Lopez, Sujae	Skills Lab Support	Health Sciences	\$15.00/hr.	07/01/14 to 12/31/14
Murphy, Melissa	Activity Lead for The Center for Teacher Excellence	Counseling	\$20.00/hr.	08/18/14 to 02/18/15
Quintana, Sergio	Interpreter I	DSPS	\$23.80/hr.	08/25/14 to 12/12/14

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 12, 2014	Resolution	
SUBJECT:	Realignment of a Position on the Management Salary Schedule	Information	
		Enclosure(s)	

### BACKGROUND

The District requests authorization to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness effective September 1, 2014.

In addition, the District requests authorization to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from Range M-17 (\$91,919 - \$120,958) to Range M-77 (\$125,168 - \$164,714) effective September 1, 2014. Approval of this action will result in the incumbent, Dr. Lan Hao, moving from her current salary range of M-17, Step 8 (\$120,958) to Range M-77, Step 1 (\$125,168) effective September 1, 2014.

This recommendation is based on the high level of duties and responsibilities that have been added to this position since its initial establishment and allocation on the management salary schedule.

This item was prepared by Sandra Coon, Confidential Administrative Assistant; Office of Human Resources.

### RECOMMENDATION

Authorization is requested to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness effective September 1, 2014.

Additionally, authorization is requested to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from Range M-17 (\$91,919 - \$120,958) to Range M-77 (\$125,168 - \$164,714) effective September 1, 2014.

Robert L. Sammis  
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 12, 2014	Resolution	_____
SUBJECT:	Citrus Community College District Summary of Initial Proposal to the Citrus College Faculty Association	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

The current agreement between Citrus Community College District (the District) and the Citrus College Faculty Association (the Association) will expire on December 31, 2014. It is required that the Board take action to adopt its Initial Proposal to the Association for negotiating a successor agreement to the January 1, 2012 to December 31, 2014 contract, and to present it to the Association and public at an open meeting.

The District's initial proposal provides that all of the provisions of the current collective bargaining agreement, including salary and benefits, remain unchanged, that the District will negotiate concerning compensation matters and proposes the contract be for a period of three years.

A copy of the District's Initial Proposal is attached and will be available to the public at the Board meeting.

This item was prepared by Sandra Coon, Confidential Administrative Assistant to the Director of Human Resources.

RECOMMENDATION

Authorization is requested to approve the Citrus Community College District's Initial Proposal to the Citrus College Faculty Association, and to present it to the Association.

Robert L. Sammis  
Recommended by

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

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

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

Item No.     H.3.





**CITRUS COMMUNITY COLLEGE DISTRICT  
INITIAL PROPOSAL  
FOR A SUCCESSOR AGREEMENT  
WITH THE CITRUS COLLEGE FACULTY ASSOCIATION**

The current agreement sets forth terms that have been carefully considered and agreed to over the past years reflecting the mutual interests of Citrus Community College District ("District") and Citrus College Faculty Association ("CCFA"). Therefore, the District sees no need to modify any of the provisions of the current collective bargaining agreement. However, the District is committed to negotiating with CCFA over issues raised in the Association's initial proposal and will be prepared to discuss compensation.

The District's initial proposal is as follows:

1. Articles 1 – 19 (with the exception of Articles 8 and 19)  
No changes to the current agreement.
2. Article 8 – Salaries  
The District proposes that the current salary schedules be continued for each year of the successor contract.
3. Article 19 – Duration  
The District proposes a three-year agreement with reopeners if needed to address compensation.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 12, 2014	Resolution	
SUBJECT:	Student Services Committee – Board Policy Revisions – First Read	Information	
		Enclosure(s)	X

### BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

The following Board Policies were revised and approved by constituent groups on various dates and by the Steering Committee on June 9, 2014. Attached to the Board Policies, for information only, are the corresponding Administrative Procedures.

BP 5050 Student Success and Support Program  
BP 5052 Open Enrollment  
BP 5420 Associated Students Finance

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

### RECOMMENDATION

Authorization is requested to approve the first reading of BP 5050 – Student Success and Support Program, BP 5052 – Open Enrollment, and BP 5420 – Associated Students Finance.

Arvid Spor, Ed.D.  
Recommended by

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

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

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

Item No.     H.4.

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## **BP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM**

References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

~~It is the policy of the Citrus Community College District that Citrus College shall implement a Matriculation Plan for non-exempt students which provides for orientation programs, assessment processes, counseling and advising, and monitoring academic progress. The Student Success and Support Program (SSSP) brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. The Superintendent/President shall develop and implement procedures which are consistent with statute, Title 5 administrative procedures for this policy.~~

### **~~Criteria for Exemption from Matriculation Activities~~**

~~A student may be exempted from matriculation activities including orientation, assessment, counseling or advisement based on one or more of the following:~~

- ~~1. Completed an Associate degree or higher from a regionally accredited college;~~
- ~~2. Is enrolled in coursework to advance in current job, or to pursue personal enrichment, or to maintain a certificate/license, **AND** is enrolled in fewer than five (5) units;~~
- ~~3. Completed the assessment/orientation components at another college with placement scores on file at Citrus College.~~

### **~~Criteria for Exemption from Non-Credit Matriculation Activities~~**

- ~~1. Completed an Associate degree or higher from a regionally accredited college.~~

See Administrative Procedure 5050.

Board Approved 05/19/09  
Revised 04/03/14

#### Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 05/07/14

Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.**

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### **AP 5050 MATRICULATION STUDENT SUCCESS AND SUPPORT PROGRAM**

References: Education Code Sections 76001 and 78210 et seq.;  
Title 5 Sections 55000, 55500 and 55530 et seq.

~~Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan. The Student Success and Support Program (SSSP) brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.~~

~~Each student, in entering into an educational plan, will do all of the following All students shall be required to: (Title 5 Section 55530 et seq.)~~

- ~~• Express at least a broad educational intent upon admission;~~
- ~~• Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework;~~
- ~~• Diligently attend class and complete assigned coursework;~~
- ~~• Complete courses and maintain progress toward an educational goal;~~
- Cooperate in the development of the student educational plan.
- Identify an education and career goal;
- Identify a course of study;
- Be assessed to determine appropriate course placement;
- Complete orientation;
- Participate in the development of the student educational plan;
- Complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework or prior to the end of the 3<sup>rd</sup> semester;
- Diligently attend class and maintain progress toward an educational goal.

~~Matriculation services include, but are not limited to, all of the following:~~

- ~~• Processing of the application for admission;~~
- ~~• Orientation and pre-orientation services designed to provide to students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.~~

~~Assessment and counseling shall be provided to students upon enrollment, and shall include, but not be limited to, all of the following:~~

- ~~Administration of assessment instruments to determine student competency in computational and language skills;~~
- ~~Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and career/technical certificates and licenses;~~
- ~~Evaluation of student study and learning skills;~~
- ~~Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; campus employment placement services; extended opportunity programs and services; campus child care services; programs that teach English as a second language; and disabled student services;~~
- ~~Advisement concerning course selection;~~
- ~~Post-enrollment evaluation of each student's progress, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.~~

~~The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.~~

~~The District shall make matriculation services available to all students enrolled at Citrus College. Matriculated students (students who are not exempt from matriculation activities) are required to complete an application, express their educational intent upon admission, attend orientation, declare an educational goal within a reasonable period, participate in counseling or advisement, attend classes and complete assigned coursework, complete courses, and progress toward an educational goal.~~

Student Success and Support Program (SSSP) services include, but are not limited to:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters;
- Assessment and counseling upon enrollment, which shall include, but not be limited to all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills in conjunction with multiple measures to determine appropriate course placement;
  - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses;
  - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; programs that teach English as a Second Language; and disabled student services.
- Advisement concerning course selection; and

- Follow-up services, and required advisement or counseling for students who are enrolled in basic skills courses, who have not declared a course of study as required, or who are on academic or progress probation or facing dismissal.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

### **Criteria for Exemption from Credit Matriculation SSSP Activities**

A student may be exempted from ~~matriculation~~ SSSP activities including orientation, assessment, counseling or advisement based on one or more of the following:

1. Has completed an associate degree or higher from a regionally accredited college.
2. ~~Is enrolled in course work to advance in current job, or to pursue personal enrichment, or to maintain a certificate/license, AND is enrolled in fewer than 5 units.~~ Has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5 section 55000 or necessary in response to a significant change in industry or licensure standards.
3. ~~Completed the assessment/orientation components at another college, with placement scores on file at Citrus College.~~ Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

### **Criteria for Exemption from Non-Credit Matriculation SSSP Activities**

1. Has completed an associate degree or higher from a regionally accredited college.

Board Approved      03/02/10  
Revised                      03/31/14

#### Approvals:

- Student Services Committee – 04/24/14
- Academic Senate – 05/28/14
- ASCC – 05/13/14
- CSEA – 06/10/14
- Management Team – 05/07/14
- Supervisor Confidential Team – 05/05/14
- Steering – 06/09/14

**NOTE: *This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.***

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### BP 5052 OPEN ENROLLMENT

References: Education Code Section 84500; Title 5 Sections 51006, 55003, 55522, ~~58100~~, 58106, and 58108

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or other exemptions ~~due to other practical considerations such as exemptions~~ set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

See Administrative Procedure 5052.

Board Approved     07/21/09  
Revised                04/21/14

Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 05/07/14  
Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by shading.**



## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### AP 5052 OPEN ENROLLMENT

References: Education Code Section 84500; Title 5 Sections 51006, 55003, 55522, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with BP 5052 Open Enrollment and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly-validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Dean of Admissions and Records.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, ~~except as provided for in AP 5055 titled Enrollment Priorities and Nursing, Dental, Recording Arts and Cosmetology programs.~~ ~~Students are not required~~ or to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, ~~except as provided for in AP 5055 titled Enrollment Priorities and Nursing, Dental, Recording Arts and Cosmetology programs.~~

- Enrollment may be limited to students meeting prerequisites and co-requisites established pursuant to section 55003; and
- Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. The District shall adopt policies identifying any such limitations and requiring fair and equitable procedures for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:
  - limit enrollment to a “first-come, first-served” basis or using other non-evaluative selection techniques to determine who may enroll;
  - limit enrollment as provided for in AP 5055 Enrollment Priorities;
  - in the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
  - limit enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions;
  - limit enrollment using any selection procedure expressly authorized by statute;

- with respect to students on probation or subject to dismissal, the governing board may, consistent with the provisions of sections 55031 and 55032, limit enrollment to a total number of units or to selected courses, or require students to follow a prescribed educational plan; or
- limit enrollment based on course repetition as provided for in AP 4225 Course Repetition, AP 4227 Repeatable Courses, AP 4228 Course Repetition – Lapse of Time, and AP 4229 Course Repetition – Variable Units.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment ~~procedures~~ limitations; and/or
- The basis for the limitation does not in fact exist.

Students have the right to challenge any prerequisite or co-requisite by obtaining the Challenge Petition from the Admissions and Records Office. This form requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared you for the target course.

The challenge petition may include one or more of the following:

- A prerequisite or co-requisite has not been made reasonably available;
- A prerequisite or co-requisite has not been established in accordance with the district's process for establishing prerequisites and co-requisites;
- Provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or co-requisite;
- Challenge other limitations on enrollment;
- Challenge a prerequisite or co-requisite established to protect the health and safety of himself, herself, and/or others;
- A prerequisite, co-requisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner;
- A prerequisite or co-requisite is in violation of Title 5.

~~If space is available in the target course when a challenge is filed about the prerequisite or co-requisite, the District shall reserve a seat and resolve the challenge within five working days.~~ If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student will be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student will be permitted to enroll if space is available when registering for the subsequent term.

Prerequisite and co-requisite challenges are addressed by the appropriate academic discipline/department.

Board Approved 07/21/09  
Revised 04/21/14

Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 05/07/14  
Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by shading.**

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## BP 5420 ASSOCIATED STUDENTS FINANCE

References: Education Code Sections 76063–76065

Associated Student funds shall be deposited with and disbursed by the Superintendent/President or designee.

The funds shall be deposited, loaned or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the employee who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

See Administrative Procedures 5420, 5450, 5460 and 5470.

Board Approved	01/19/10
Desk Review	06/27/11
<u>Revised</u>	<u>03/20/14</u>

### Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 06/04/14  
Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.**

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5420 ASSOCIATED STUDENTS FINANCE

References: Education Code Sections 76063-76065

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student Organization fund books, financial records, and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the Office of Finance and Administrative Services.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the Office of Finance and Administrative Services.
- Associated Student funds shall be deposited with and disbursed by the District's Office of Finance and Administrative Services.
- The funds shall be deposited, loaned or invested as follows:
  - Deposited in trust accounts of the centralized State Treasury System pursuant to Sections 16305 to 16305.7, inclusive, of the Government Code or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
  - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
  - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- the Superintendent/President or designee;
- the officer or employee of the District who is the designated advisor of the particular student body organization; and
- a representative of the student body organization.

Board Approved                      01/19/10  
Desk Review                            06/27/11

Desk Review – no change 03/20/14

Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 05/07/14  
Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by *shading*.**

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5450 STUDENT CLUBS AND ORGANIZATIONS

References: ~~Military and Veterans Code Section 616~~

Co-curricular campus involvement is a vital element of student development, promoting student growth as well as student engagement and satisfaction. These procedures are put into place to govern Citrus College student clubs and organizations.

### ORGANIZATION

1. Authorized college clubs must be organized according to college policies. These clubs are sponsored by college personnel, composed completely of current student body members, and hold the majority of their meetings at the college during the regular college day. Clubs must have a democratic plan for the selection of members. Clubs must establish aims which promote educational, college and community interests, and meet all those conditions set forth for recognized college-sponsored clubs.
2. Membership in secret fraternities, sororities, and clubs as described by the California Education Code (Section 16070) is prohibited throughout the college.
3. All other clubs whose membership is composed for the most part of Citrus College students who are sponsored by other than college personnel, who meet outside college hours at places other than at college, and whose aims are other than education or college interests, are considered to be non-college clubs and beyond the jurisdiction and responsibility of college authorities.

### ORGANIZATION MINUTES

All organizations/clubs shall keep detailed and accurate minutes of each of their official meetings. All minutes will be filed with the ~~Office of Student Life and Leadership Development Office~~ at the end of each semester.

### ACTIVITIES AND EVENTS

All organizations are responsible for submitting to the ~~Office of Student Life and Leadership Development Office~~, a properly completed and signed "Request for Activity Approval" and other necessary forms for all activities and fundraisers whether held on or off campus.

The activity clearance is to assure no calendar conflicts, proper sponsorship, necessary transportation, and facilities assistance. A record is kept of all activities by the ~~Office of Student Life and Leadership Development Office~~.

All materials distributed or posted on campus must meet the guidelines set forth in ~~BP-5550 and AP-5550~~ BP 3900 and AP 3900 Speech: Time, Place and Manner.

## FINANCIAL

All monies collected or distributed by campus clubs or organizations must be transacted through the District's college's Student Business Office. Each club is entitled to the assignment of an Associated Student Organization (ASO) account and use of the District's college's accounting services at no charge to the club. Clubs may not have any sort of off-campus banking accounts.

Procedures for ASO accounting must be strictly adhered to in order to maintain ASO financial privileges.

## CLUB ADVISORS

Each club must have a Citrus College faculty or staff advisor who provides guidance and support to the club members. The advisor is also responsible for advising students of, as well as enforcing, District policies and administrative procedures within the club's structure and activities.

The advisor must be present at all club meetings where business is conducted and is required to sign off on the organization's meeting minutes.

The advisor shall make every effort to be present at all activities and fundraisers. The advisor is required to be present at club activities when held in the evening, on weekends, or at any time the event is held off-campus.

Board Approved	01/19/10
Desk Review	06/27/11
<u>Revised</u>	<u>04/22/14</u>

### Approvals:

- Student Services Committee – 04/24/14
- Academic Senate – 05/28/14
- ASCC – 05/13/14
- CSEA – 06/10/14
- Management Team – 05/07/14
- Supervisor Confidential Team – 05/05/14
- Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.**



# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5460 STUDENT FUNDRAISING

This procedure applies to all student fundraising activities for campus clubs, organizations and programs other than those sponsored or overseen by the Citrus College Foundation. Fundraisers should be held for the benefit of campus clubs, scholarships and student life.

All fundraisers will be approved through the ~~Office of Student Life and Leadership Development Office~~ or by the appropriate ~~division~~ department deans to ensure proper compliance with District policies and procedures.

Approved activities may not intrude upon normal college student life or operations. Publicity and other efforts at accomplishing the event must follow appropriate rules and standards set forth by appropriate college policies and procedures.

All money collected must be deposited in an Associated Students Organization (ASO) or Citrus College Foundation account and disbursed in accordance with normal established procedures.

### PROCEDURES FOR SPONSORING A FUNDRAISING ACTIVITY OR DRIVE

Approval may be gained one of three ways:

- Clubs and organizations officially recognized by the ~~Office of Student Life and Leadership Development Office~~ must follow the procedures set forth by the ~~Office of Student Life and Leadership Development Office~~, Inter-Club Council and Associated Students of Citrus College (ASCC) Executive Board.
- A student not affiliated with an officially recognized campus organization, may petition the ASCC Executive Board for consideration of approval. The petition must be signed by a minimum of ten other Citrus College students.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division ~~department~~ dean.

### FREQUENCY

- No two fundraising drives may be conducted at the same time. This limitation has as its intent the desire to avoid excessive interruptions of class and campus life, and to enhance the opportunities for success of the event through the added support and enthusiasm possible only through carefully spaced fundraising and comparable efforts.
- Exceptions to these limitations include those traditional organizations and class activities usually aimed at small segments of the college. Special requests for fundraising and related activities will be considered on an exceptional basis.

Exceptions will be approved by the ~~Office of~~ Student Life and Leadership Development Office.

- Inter-collegiate athletics and performing arts groups must follow the procedures for frequency set forth by their division ~~department~~ dean.

#### IMPLEMENTATION OF FUNDRAISING DRIVES AND ACTIVITIES

- Fundraising drives may not continue longer than three weeks. Requests should clearly state the purpose, methods of collection to be utilized, time span anticipated and sequence of events desired.
- Clothing, food and other valuable items shall be counted and a list filed ~~in the Office of~~ at the Student Life and Leadership Development Office with a plan for disbursement.
- Items which would normally be sold in the cafeteria/bookstore will not be sold for fund raising purposes unless permission is granted from the food service and/or bookstore supervisors.
- Sale of all food items will comply with existing health laws and Administrative Procedure 5470 Sale/Distribution of Food Items.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division ~~department~~ dean.

Board Approved	11/17/09
Desk Review	06/27/11
<u>Revised</u>	<u>04/10/14</u>

#### Approvals:

Student Services Committee – 04/24/14  
Academic Senate – 05/28/14  
ASCC – 05/13/14  
CSEA – 06/10/14  
Management Team – 05/07/14  
Supervisor Confidential Team – 05/05/14  
Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.**

## CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

### AP 5470 SALE/DISTRIBUTION OF FOOD ITEMS

The purpose of this procedure is to ensure food safety on the Citrus College campus; therefore it is designed in accordance with the principles of public health. Any food which is sold or distributed for school activity must have the approval of the Food Services Supervisor. Campus clubs must also have the approval from ~~of the Office of Student Life and Leadership Development Office.~~

1. Foods where bacteria growth is exceedingly rapid and/or which require refrigeration up to time of serving shall not be sold or distributed on campus.
2. Only commercially prepared food may be approved.
3. Prepared foods purchased for resale must come from established vendors with a current public health permit.

THIS PROCEDURE DOES NOT PERTAIN TO COLLEGE CAFETERIA OPERATION.

Board Approved	11/17/09
Desk Review	06/27/11
<u>Revised</u>	<u>04/22/14</u>

Approvals:

- Student Services Committee – 04/24/14
- Academic Senate – 05/28/14
- ASCC – 05/13/14
- CSEA – 06/10/14
- Management Team – 05/07/14
- Supervisor Confidential Team – 05/05/14
- Steering – 06/09/14

**NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by *shading*.**

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	August 12, 2014	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees is required to establish a bond oversight committee that is charged with informing the public, at least annually, concerning the District's expenditure of Measure G bond proceeds.

Three of the members (Bill Cook, Senior Group; Edmund Richardson, Taxpayer Association; and John Lundstrom, Business) approved by the Board of Trustees at their July 17, 2012, regular meeting were appointed for two-year terms, which expire on September 1, 2014. All three members are completing their first term of service and have agreed to serve a consecutive term.

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

**RECOMMENDATION**

Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for the terms listed:

- Bill Cook – Senior Group representative – two-year term (September 1, 2014 – August 31, 2016)
- Edmund Richardson –Taxpayer Association representative – two-year term (September 1, 2014 – August 31, 2016)
- John Lundstrom – Business representative – two-year term (September 1, 2014 – August 31, 2016)

Geraldine M. Perri, Ph.D.  
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 12, 2014	Resolution	_____
SUBJECT:	Board of Trustees – Board Policy Revision – First Read	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

The District’s Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

In accordance with the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC) accreditation Standard IV.B., (*The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code*), the Board will review and discuss the following:

- BP 2715 – Code of Ethics/Standards of Practice
- AP 2715 – Code of Ethics/Standards of Practice

This item was prepared by Christine Link, Executive Assistant.

RECOMMENDATION

Authorization is requested to approve the first reading of BP 2715 – Code of Ethics/Standards of Practice.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.       H.6

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References: ACCJC Accreditation Standards IV.B.1.a, e, and h

Board members are responsible to:

- hold the educational welfare of all students of the District as a primary concern;
- ensure open, mutually supportive and accountable participation of students, faculty and staff in the governing process;
- devote time, thought, and study to the duties and responsibilities of a Community college Board so that they may render effective and creditable service;
- work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;
- base decisions upon all available facts in each situation; vote by honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision to the Board;
- remember at all times that an individual Board member has no legal authority outside the meetings of the Board and conduct relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact;
- resist every temptation and outside pressure to use their position as a community college Board member to personally benefit or benefit any other individual or agency apart from the total interest of the community college district;
- prevent conflicts of interest;
- recognize that it is as important for the Board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;
- bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the community college is to be administered;
- welcome and encourage active cooperation by citizens, organizations, and the media with respect to establishing policy on current college operations and proposed future developments;
- support state and national community college trustees associations;
- act as advocate on behalf of the entire community to which it is accountable;
- clearly define and articulate its role as a Governing Board;
- use appropriate channels of communication;
- create and maintain a spirit of true cooperation and a mutually supportive relationship with its Superintendent/President;
- strives to differentiate between external and internal processes in the exercise of its authority;

- engage in a regular and ongoing process of in-service training and continuous improvement;
- debate issues fully and openly and vote their conscience to support the decision or policy made;
- exemplify ethical behavior and conduct that is above reproach;
- maintain the confidentiality of closed sessions;
- ensure public input regarding matters that come before the Board while adhering to the law and spirit of the open meeting laws and regulations; and
- strive, step-by-step, toward ideal conditions for the most effective community college board service to the community, in the spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

(Violations of BP 2715 are addressed under AP 2715)

Board Approved	04/07/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13

**CITRUS COMMUNITY COLLEGE DISTRICT  
BOARD**

**AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

Violations of Board Policy 2715: Code of Ethics/Standards of Practice will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee composed of two Board members to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board of Trustees to censure the Board member. If the President of the Board of Trustees is perceived to have violated BP 2715, the Vice President of the Board of Trustees is authorized to pursue resolution. The Board may issue a public statement at a Board meeting to express concern of an individual trustee's behavior. The Board may vote to censure a trustee's behavior. The Board President will state the expectations and standards of Board behavior and the Board member's action that failed to comply with Board policy.

The Superintendent/President and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of BP 2715, including but not limited to conflicts of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General. Board members that violate BP 2715 are subject to sanctions and censure.

The Board of Trustees will review its Code of Ethics policy at its annual organizational meeting.

Board Approved	05/19/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13



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

July 15, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, July 15, 2014, in the Administration Building Board Rom.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Chowdhury led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** – Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen, and Farihah Chowdhury (Student Trustee). Absent: None.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Robert L. Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Rosalinda Buchwald, Paula Green, Dana Hester, Jim Lancaster, Martha McDonald, and Linda Welz

**Faculty:** Bruce Langford and Margaret C. O’Neil

**Supervisor/Confidential:** Marilyn Grinsdale, Lari Kirby, and Eric Magallon

**Classified Staff:** Robert Coutts

**Adjunct Faculty:** Cecil Brower

**Students:** Sophia Andersen, Caresa Campbell, Daniel Celebertti, Haydee Cerantes, Sean Conte, Jordan Gomez, Melissa Peña, and Cameron Wisdam

**Citrus College Foundation:** Clarence Cernal and Christina Garcia

**Professional Experts:** Monica Christianson

**VISITORS:** None

## INFORMATION AND DISCUSSION

### **Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President**

This was the seventh time the *Above and Beyond - Classified Development Award*, or the ABCD Award, was being presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership of Clarence Cernal, Committee Chair, and Dr. Eric Rabitoy, Coordinator of the project and instructional Dean. The award is conferred quarterly with consultation and recommendation from managers and vice presidents.

The seventh recipient is Autumn Esparza – Administrative Secretary in the Fine and Performing Arts division.

Dr. Perri described Ms. Esparza as “exceptionally patient and professional,” and her important contributions to the redesign of the new repeatability programs in her department were noted. Board President Rasmussen presented Ms. Esparza with the “Hootie,” and thanked her for her efforts. Mr. Coutts thanked Dr. Perri, members of the Board, and the Classified Staff Development Committee for recognizing classified staff with the ABCD Award.

**Geraldine M. Perri, Ph.D., Superintendent/President**, said a document containing forum proceedings from the recent K-14 Education Forum hosted by Citrus College has been sent to participants. Event attendees, including more than 30 educators and administrators from Citrus College and its K-12 unified school district partners, met to discuss strategies to integrate K-12 and community college curriculum to support college readiness and completion. Dr. Perri thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, and Ms. Stacy Armstrong, Publications Specialist, for drafting and designing the publication.

Dr. Perri was pleased to announce that Citrus College student veteran United States Marine Corps Staff Sgt. Mayra Marchington was chosen as the 2014 Veteran of the Year by State Assemblymember Roger Hernandez. Dr. Perri said this marks the second consecutive year that this honor has been bestowed on a Citrus College veteran. She congratulated Staff Sgt. Marchington on this honor.

**Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs**, reported that the counselors have been very busy with assessments, orientations and student educational plans (SEP). Group assessment sessions, offered Monday through Thursday, accommodate up to 70 students.

Orientation is offered daily and can accommodate between 40 and 60 students. It includes an opportunity to work on abbreviated SEPs.

Dr. Spor reported that 145 middle school students, representing all of the college's K-12 feeder unified school districts, participated in the third Secrets of Science Summer Camp. Students worked in hands-on labs in physics, biology, chemistry, engineering and astronomy. The week culminated with student presentations.

**Robert L. Sammis, J.D., Director of Human Resources**, said Human Resources staff are pleased to be in their new offices in AD. He thanked all those who made the move to the new space possible.

Dr. Sammis said they have now completed the Employee Enrichment Program for 2013-2014 for classified staff. They will begin another year of training in the fall. Dr. Sammis added that he would work with the Supervisor/Confidential team to kick off their program this summer beginning with a book reading on conflict resolution.

**Claudette E. Dain, Vice President of Finance and Administrative Services**, said Fiscal Services has begun the process of closing the books for 2013-2014. They estimate the process will be completed in mid-August.

Ms. Dain commented on the Confirmation of Bond Sale Costs Respecting Series 2014D in an Aggregate Principal Amount of \$18,997,250.55, that was included on the agenda. She said the bonds have now been sold, and the agenda item recaps the actual cost of selling the bonds as compared to the estimates that were made prior to the sale. Ms. Dain said the actuals came in slightly less than the estimates. More significantly, however, Ms. Dain said the actual payback ratio will be 2.20:1, which is considerably better than the estimate, which was 2.62:1 and significantly lower than the legal limit of 4:1. She said they are very pleased with these results.

**Robert Coutts, CSEA President**, said CSEA's next membership meeting will take place September 9, 2014. In the interim, their negotiating committee will be very busy. The committee has tallied the member surveys on bargaining priorities and submitted a proposal to their Area G field director for policy review. The next step will be to submit the proposal to the chapter for membership approval. They will then be ready to begin meeting with the District to negotiate their new contract. Mr. Coutts said the negotiating committee also continues to work on job descriptions.

**Fariyah Chowdhury, Student Trustee**, said the ASCC Executive Board is still in the process of filling positions for the fall 2014 term. She introduced Mr. Daniel Celebertti, the new ASCC Vice President, who was present. She added that the ASCC Campus Activities Board is planning events for the fall semester.

Student Trustee Chowdhury said the ASCC Executive Board has approved a \$25,000 donation to the college's Veterans Center. She also was pleased to announce that

Citrus College came in seventh in the nation among the colleges and universities that participated in the 2014 National Cesar Chavez Blood Drive.

**Joanne Montgomery, Vice President, Board of Trustees**, attended the recent Automotive Technology Awards Ceremony. She said she is always impressed with the good rapport that exists between the faculty and students, and while the program is rigorous, they have fun learning.

Trustee Montgomery also attended a roundtable breakfast hosted by Assemblymember Roger Hernandez. She said there was a lot of discussion regarding the state budget and education issues. One discussion topic was the inability of California students to get into the University of California.

Trustee Montgomery thanked Dr. Perri and the staff for the many outreach opportunities that are available to K-12 students from the local communities during the summer, including the Secrets of Science Summer Camp, the PAGE math enrichment program, the APEX go cart program, the Youth Sports Camp, and the Women in Technology program. She expressed her appreciation to everyone involved with these outreach programs.

**Barbara R. Dickerson, Clerk/Secretary, Board of Trustees**, echoed the sentiments of Trustee Montgomery regarding student outreach. She said it helps students understand the possibilities of studying science, engineering, technology and mathematics at Citrus College.

Trustee Dickerson has recently made presentations to the Azusa City Council and the Azusa Unified School District (USD) Board of Education. As part of her presentations, she provided information on the K-14 Education Forum. Trustee Dickerson also distributed brochures on the college's athletic programs, which highlight the focus on scholarship for Citrus College's student athletes. Trustee Dickerson also attended an Azusa USD ROP meeting regarding career/technical pathways, where she encouraged K-12 instructors to work with their Citrus College colleagues.

**Edward C. Ortell, Member, Board of Trustees**, reported on recent news items, including a communication from the President and Chief Executive Officer of the Community College League of California (CCLC) Scott Lay. Mr. Lay, who has been with CCLC for nearly 20 years, is currently on leave from his job. Trustee Ortell said Mr. Lay was instrumental in writing and promoting Proposition 92, which would have provided additional funding for community colleges, and he was also a proponent of local control. Dr. Ortell urged his fellow board members to continue to monitor local control issues.

Trustee Ortell commented on legislation that would allow community colleges to offer bachelor's degrees. He suggested exploration of possible bachelor's degrees that Citrus College might want to offer in the future. One such degree is health information technology, where workers with degrees are in high demand and command good

salaries. Trustee Ortell said the City of Hope is the largest employer in Duarte, and they will have many job opportunities in the area of health information technology in the future.

**Susan M. Keith, Member, Board of Trustees**, said she believes CCLC will continue to advocate for local and balanced control and a good relationship between community colleges and the Chancellor's Office. She said accreditation continues to be an important issue for CCLC and the California Community College Trustees (CCCT) board. At their last conference, trustees expressed an interest in being trained and serving on accreditation committees. Trustee Keith said the new CCCT president will be sending a letter to the accrediting commission in that regard. Trustee Keith added that the proposed reorganization to combine the trustee and CEO boards of CCLC has not had a favorable response. The new president of the CEO board attended the last meeting of the CCCT board, where he was well received by trustees.

Trustee Keith reported that the new mayor of Los Angeles, Eric Garcetti, is supportive of completing the Gold Line eastward to Claremont and beyond. She described this as a "huge breakthrough" in obtaining funding and support from Metro. Trustee Keith said there is a lot of work and advocacy that still needs to be done, but once completed, the Gold Line will serve all of the cities in Citrus College's District.

Trustee Keith recently attended a meeting of the University Club in Claremont, where Ms. Celeste Palmer gave an inspiring talk. Ms. Palmer, who has overcome challenges caused by severe traumatic brain injury, is a member of the Citrus College Foundation. She has been featured in a book, *Chicken Soup for the Soul, Recovering from Traumatic Brain Injuries*. Among Ms. Palmer's many achievements is the founding a non-profit organization.

## **MINUTES**

**Item 1:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the regular meeting minutes of July 15, 2014, as submitted.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Board President Rasmussen read the following statement:

*We are now on Agenda Item F relating to the closed session portion of our meeting. In a moment I'll be asking the Board for a motion to recess to closed session on the grounds set forth in Agenda Item F, but with one change.*

*On Thursday, July 10, 2014, the Superintendent/President's Office received by Federal Express a package containing a Waiver of Service of Summons and a copy of the complaint in the Vincenzo Sinapi-Riddle v. Citrus Community College District etc. et. al. case.*

*The agenda for this meeting was posted online and in public Thursday morning before the Superintendent/President's actual receipt of the request for Waiver of*

*Service and Summons and Complaint. As a result, the Agenda at Item F.5.A reflects that the Board will be recessing to discuss a matter involving anticipated litigation pursuant to Government Code section 54956.9(d)(2).*

*We will instead be recessing to closed session pursuant to subdivision (d)(1) of Government Code section 54956.9, relating to existing litigation, to discuss Vincenzo Sinapi-Riddle v. Citrus Community College District. With this modification to item F.5.A, may I have a motion to recess to closed session pursuant to, and for the reasons stated in Agenda Item F, 1 through 7.*

**Item 2:** Moved by Trustee Keith and seconded by Trustee Montgomery to recess to closed session pursuant to, and for the reasons stated in Agenda Item F, 1 through 7.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CLOSED SESSION:** At 4:49 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

1. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
2. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
5. **Per Section 54956.9: Conference with Legal Counsel – Anticipated Litigation.**
  - (A) **Significant exposure to litigation pursuant to subdivisions (a) and (d)(2) of Section 54956.9: Two potential cases.**
  - (B) **Existing facts and circumstances pursuant to 54956.9 (e) (3) (5).**
6. **Per Section 54957(b)(1): Public Employee Performance Evaluation: Superintendent/President.**
7. **Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.**

**RECONVENE OPEN SESSION:** At 7:37 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

## **INFORMATION AND DISCUSSION**

### **Fine Arts Complex Project – Claudette E. Dain, Vice President of Finance and Administrative Services**

The new Fine Arts Complex will house the Fine Arts and Communications programs and a portion of the Performing Arts program. The new building, together with the Performing Arts Building, will form an Arts Complex. The new building will replace the existing Art Center Building which was constructed in the 1960s. The existing facility is inadequate to support current and future fine arts instruction and keep pace with the job openings and the workforce needs in the Art fields of study. The new Fine Arts Building will better position Citrus College to meet the needs of the community by keeping pace with workforce demands.

Ms. Dain introduced Mr. Gary Moon of tBP Architects. Ms. Dain and Mr. Moon provided a brief overview of the project design that included a PowerPoint (attached).

### **Strategic Plan 2013-2014 Progress Report – Arvid Spor, Ed., Vice President of Student Services/Interim Vice President of Academic Affairs, and Martha McDonald, Ed.D., Interim Executive Dean**

This past academic year marked the third year of implementation of the *Citrus College Strategic Plan: 2011-2016*. The 2013-2014 Progress Report documents collegewide achievements in advancing institutional goals and strategic objectives in the six key focus areas: *Academic Excellence, Student Support and Success, College Resources, Learning Environment, Institutional Effectiveness and Community/College Relations*.

### **Confirmation of Bond Sale Costs Respecting Series 2014D in an Aggregate Principal Amount of \$18,997,250.55 – Claudette E. Dain, Vice President of Finance and Administrative Services**

The Citrus Community College District (Los Angeles County, California) General Obligation Bonds, Series 2014D were sold to RBC Capital Markets, LLC on May 29, 2014 in the aggregate principal amount of \$18,997,250.55.

Section 15146 (d) of the Education Code of the State of California requires that actual costs of issuance of general obligation bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. At the time of the Board's adoption of the Resolution authorizing the Bonds, the costs of issuing the Bonds was estimated at 0.70% of the aggregate principal

amount thereof. The actual costs of issuance were 0.69% of the aggregate principal amount of the Bonds. Additionally, the Underwriter's discount was estimated at 0.80% of the aggregate principal amount of the Bonds, and the actual Underwriter's discount was equal to the estimate. Also, at the time of the Board's adoption of the aforementioned Resolution, the estimated payback ratio of the bonds was 2.62:1. The actual payback ratio is 2.20:1. In compliance with Section 15146 (d) of the Education Code, the actual cost of sale of the Bonds including costs of Issuance and Underwriter's Discount, was \$283,114.25 or less.

**Citrus College Faculty Association (CCFA) Summary of Initial Proposal for a Successor Collective Bargaining Agreement – Robert L. Sammis, Director of Human Resources and District Chief Negotiator**

The current contract with the full-time faculty association, Citrus College Faculty Association (CCFA), expires on December 31, 2014. The District has received the Association's initial proposal for a successor agreement. A copy of the initial proposal is enclosed.

Dr. Sammis referred the Board to the Citrus College Faculty Association Summary of its Initial Proposal for a Successor Collective Bargaining Agreement, which was included in the agenda for information only.

**INDEPENDENT CONTRACTORS**

- Item 3:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the attached list of independent contractor/consultant agreements as submitted.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**FACILITY USE**

- Item 4:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve facility rentals and usage.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

- Item 5:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve A & B Warrants for June 2014.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 6:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve purchase orders for June 2014.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CURRICULUM**

- Item 7:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the new courses, modified courses, and inactivated courses.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).



## **PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 9:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 10:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 11:** Moved by Trustee Dickerson and seconded by Trustee Keith to postpone action on item 6 – concerning the retitling and reallocation of a management position (full text follows) to be considered at the August 12, 2014, Board of Trustees meeting.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

*Authorization is requested to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness.*

*In addition, authorization is requested to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from salary range M-17 to M-77 effective July 1, 2014.*

## **CONSTRUCTION – CAPITAL PROJECTS**

- Item 12:** Moved by Trustee Keith and seconded by Trustee Dickerson to reject the bids submitted for bid #05-0506 by AWI Builders, Inc. and Mallcraft, Inc. due to non-responsiveness. Authorization is further requested to award bid #05-0506, Fine Arts Complex to Pinner Construction of Anaheim, CA and authorize the Vice President of Finance & Administrative Services to execute a contract on behalf of the District. The bid amount of \$15,959,000 will be funded from Fund 42, Measure G Bond funds.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **CONTRACTS**

- Item 13:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the contract for year two, July 1, 2014 – June 30, 2015, of RFP #04-1314, Consultant Services, Program and Technical Support for Proposition 39 Implementation to Newcomb, Anderson, McCormick of San

Francisco, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The contract amount of \$1,061,905 will be funded from a grant from the California Community Colleges Chancellor's Office.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**INSURANCE**

**Item 14:** Moved by Trustee Keith and seconded by Trustee Dickerson to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2014-15 in an aggregate amount of \$126,589 effective August 1, 2014. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 15:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) for FY 2014-15 at the estimated amount of \$356,162. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOND**

**Item 16:** Moved by Trustee Ortell and seconded by Trustee Montgomery to appoint the following individuals to the Measure G Oversight Committee for the terms listed:

- Shauna Pierce – At-Large Community representative – two-year term (September 1, 2014 – August 31, 2016)
- Daniel Celebertti – Student representative – one-year term (September 1, 2014 – August 31, 2015)

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**ADJOURNMENT:** At 8:13 p.m., it was moved by Trustee Keith and seconded by Trustee Dickerson to adjourn the meeting.

---

Date

---

Barbara R. Dickerson  
Clerk/Secretary  
Board of Trustees