

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in June

**DATE:** Tuesday, June 16, 2009

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

**PLACE:** Board Room, AD 202  
1000 West Foothill Boulevard, Glendora, California 91741-1899

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Mrs. Susan M. Keith, President  
Dr. Gary L. Woods, Vice President  
Dr. Patricia Rasmussen, Clerk/Secretary  
Mrs. Joanne Montgomery, Member  
Dr. Edward C. Ortell, Member  
Ms. Karine Ponce, 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 does not address an agenda item.

**D. REPORTS**

**Geraldine M. Perri, Ph.D., Superintendent/President**  
**Irene Malmgren, Vice President of Instruction**  
**Lucinda Over, Dean of Counseling (representing Jeanne Hamilton, Ph.D., Vice President of Student Services)**  
**Robert Sammis, J.D., Director of Human Resources**  
**Carol Horton, Vice President of Finance and Administrative Services**  
**John Vaughan, Academic Senate President**  
**Cathy Napoli, Classified Employees**  
**Karine Ponce, Student Trustee**  
**Members of the Board of Trustees**

**E. MINUTES**

**Approval of the Regular Meeting Minutes of May 19, 2009**

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

1. Per Section 54954.5(f) and 54957.6: **CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and, California School Employees Association (CSEA) Chapter 101.**
2. Per Section 54954.5(e) and 54957: **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
3. Per Section 72122 of the Education Code and District Administrative Regulation R-5139: **Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX14.**
4. Per Section 54957: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT**

**G. INFORMATION AND DISCUSSION**

**Business Services**

- \*1. Organization & Governance Handbook – Carol R. Horton, Vice President of Finance and Administrative Services (Page 4)
2. Emergency Operations Plan – Carol R. Horton, Vice President of Finance and Administrative Services & Jim Cope (Page 6)
3. Administrative Procedures – Carol R. Horton, Vice President of Finance and Administrative Services (Page 7)

**Instruction and Student Services**

4. Office Technology & Computer Applications 2008-2009 Program Review – Irene Malmgren, Vice President of Instruction (Page 11)

**H. ACTION ITEMS**

**1. Consent Items**

**Business Services**

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 56)
- b. Authorization is requested to approve facility rentals and usage. (Page 59)
- c. Authorization is requested to approve A & B Warrants for May 2009. (Page 61)
- d. Authorization is requested to approve purchase orders for May 2009. (Page 63)
- e. Authorization to approve the 2009-2010 institutional membership list. (Page 77)
- f. Authorization is requested to allow staff to prepare specifications and formally bid Project #06-0809, Phone System Upgrade. Funding will be from the Revenue Bond Construction Fund. Award of contract will be by Board action. (Page 81)
- g. Authorization is requested to approve the award of bid #05-0809, Re-roofing of Professional Center and Technology C Buildings to

Best Contracting Services of Gardena, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$40,880.00 is within budget and will be funded from State Scheduled Maintenance Funds. (Page 82)

- h. Authorization is requested to approve the award of bid #04-0809, Campus Walkway Replacement Project, Phase 2 to FS Construction of Sylmar, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$108,335.00 is within budget and will be funded from State Scheduled Maintenance Funds. (Page 84)
- i. Authorization is requested to approve Change Order #1 in the amount of \$8,370.87 for Project #15-0708, Landscape and Irrigation Project. (Page 86)
- j. Authorization is requested to accept Project #15-0708, Landscape & Irrigation Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$147,370.87. (Page 88)
- k. Authorization is requested to dispose of the enclosed list of surplus items by public auction by The Liquidation Company or donation to another public entity. (Page 89)

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

##### **Business Services**

- 2. Authorization is requested to approve resolution #2008-09-14 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2009-2010 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$52,390,000. (Page 145)
- 3. Authorization is requested to approve resolution #2008-09-15 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2009-2010 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. (Page 147)
- 4. Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2008-09 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 85201. (Page 149)
- 5. Authorization is requested to approve the 2009-10 tentative budget. (Page 151)
- 6. Authorization is requested to approve the attached list of projects priorities included in the Five Year Construction Plan. (Page 190)

### **Instruction and Student Services**

- \*7. Authorization is requested to approve the Citrus College Educational Master Plan 2009-2014. (Page 193)
8. Authorization is requested to approve the addition and/or deletion of courses recommended by the curriculum committee. (Page 195)
9. Authorization is requested to: approve five Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs; and send correspondence acknowledging receipt and review of the Plan for Establishing Sequences of Courses to three contributing ROPs (correspondence will include copies of Board Agenda Item and Board meeting minutes). (Page 199)
10. Authorization is requested to approve the attached Memorandum of Understanding between CSUF and Citrus College, establishing the first Summer Research Experience. (Page 206)

### **Personnel Recommendations**

11. Authorization is requested to approve the employment of Mr. David Greene, effective August 28, 2009, in a full-time tenure track position (a contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 8, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$69,439.00 annually plus \$23,289.68 in health and statutory benefits. Mr. Greene is a previous full-time instructor returning within 39 months; therefore he will be entering his fourth year of employment. (Page 211)
12. Authorization is requested to approve the employment of Ms. Salima Allahbachayo effective August 28, 2009, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$22,340.84 in health and statutory benefits. (Page 212)

### **General**

13. Authorization is requested to approve the second reading of Board Policy BP 2510– Participation in Local Decision Making. (Page 213)
14. Authorization is requested to approve the second reading of Board Policy BP 3250 Institutional Planning. (Page 222)
15. Authorization is requested to approve the first reading of Board Policies BP 4020 – Program, Curriculum, and Course Development, BP 4025 – Philosophy and Criteria for Associate Degree and General Education, BP 4030 – Academic Freedom, BP 4040 – Library and Other Instructional Support Services, BP 4050 – Articulation, and BP 4080 – Instructional Materials. (Page 227)
16. Authorization is requested to approve the first reading of Board Policies BP 4020 – Program, Curriculum, and Course Development, BP 4025 – Philosophy and Criteria for Associate Degree and General Education, BP 4030 – Academic Freedom, BP 4040 – Library and Other Instructional Support Services, BP 4050 – Articulation, and BP 4080 – Instructional Materials. (Page 252)

17. Authorization is requested to approve the first reading of Board Policy 6100 Delegation of Authority, BP 6150 Designation of Authorized Signatures, BP 6250 Budget Management, BP 6320 Investments, BP 6330 Purchasing, BP 6340 Bids and Contracts, BP 6400 Audits, BP6500 Property Management, BP 6540 Insurance, BP 6550 Disposal of District Property, BP 6600 Capital Construction, BP 6620 Naming of Buildings and Facilities, BP 6700 Civic Center and Other Facilities Use, BP 6740 Citizens' Bond Oversight Committee, BP 6750 Parking, BP 6800 Safety, and BP 6900 Bookstore. (Page 360)
- \*18. Authorization is requested to approve the first reading of the Accreditation Self Study. (Page 434)

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

**I. ADJOURNMENT**

**\* Supplemental documents available at:**

<http://www.citruscollege.edu/admin/bot/Pages/AgendaSupplement.aspx>

**Dates to Remember:**

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| July 3, 2009       | HOLIDAY – Independence Day                             |
| July 21, 2009      | Board of Trustees Meeting & Board Goal Work Session    |
| August 18, 2009    | Board of Trustees Meeting                              |
| August 28, 2009    | Convocation  |
| September 7, 2009  | HOLIDAY – Labor Day                                    |
| September 15, 2009 | Board of Trustees Meeting & Accreditation Work Session |
| October 6, 2009    | Board of Trustees Meeting & Accreditation Work Session |