

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in October

DATE: Tuesday, October 20, 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 Academic Affairs

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

Jack Call, Ph.D., Academic Senate President

Cathy Napoli, Classified Employees

Karine Ponce, Student Trustee

Members of the Board of Trustees

E. MINUTES

- 1. Approval of the Special Meeting Minutes of September 30, 2009**
- 2. Approval of the Regular Meeting Minutes of October 6, 2009**
- 3. Approval of the Special Meeting Minutes of October 13, 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, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA).**
- 2. Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
- 3. Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
Property: 1155 W. Foothill Boulevard, Glendora, CA 91741
Negotiating Parties: Carol R. Horton
Under Negotiation: Price and terms of payment

G. INFORMATION AND DISCUSSION

1. New Online Orientation Presentation – Lucinda Over, Dean of Counseling Programs and Services (Page 4)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE	October 20, 2009	Resolution	
SUBJECT:	New Online Orientation Presentation	Information	X
		Enclosure(s)	

BACKGROUND

As part of the Basic Skills Initiative, the System Office for California Community Colleges published a list of effective practices for student success. Seventy colleges recommend orientation, assessment, and placement as mandatory for all new students. Mandatory orientation is currently a stated goal on the College Success Advisory Committee's 2008-09 Action and Expenditure Plans.

In May 2008, the Student Services Program Review and Technical Assistance Site Visit team reinforced the work of both committees and stated, "Continue the work recommended by the advisory committee in moving towards mandatory orientation."

On March 4, 2009, the New Student Orientation Subcommittee unanimously voted "yes" to purchase and implement the Cynosure New Media online orientation product. This product will be funded by the Basic Skills Initiative grant and will replace the College's current online orientation. The product includes English, Spanish, and adaptive versions.

This item was prepared by Lucinda Over, Dean of Counseling Programs and Services.

RECOMMENDATION

For information only, no action required.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.1.

H. ACTION ITEMS

1. Consent Items

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

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

Remove from consent list: _____, _____, _____, _____, _____, _____

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 7)
- b. Authorization is requested to approve facility rentals and usage. (Page 9)
- c. Authorization is requested to approve A & B Warrants for September 2009. (Page 11)
- d. Authorization is requested to approve purchase orders for September 2009. (Page 13)
- e. Authorization is requested to authorize Inland Empire Builders to substitute Cucamonga Plumbing Co. of Alta Loma, California for Fidelity Construction Plumbing, Inc. of Upland, California, the listed subcontractor. (Page 20)
- f. Authorization is requested to authorize Inland Empire Builders to substitute Verdin Concrete of Riverside, California for Eti Vista Concrete, Inc. of Rancho Cucamonga, California, the listed subcontractor. (Page 22)
- g. Authorization is requested to authorize Inland Empire Builders to substitute Protection One of Riverside, California for Riley Electric of Upland, California, the listed subcontractor. (Page 24)

(CONTINUED)

I. ACTION ITEMS

1. Consent Items (continued)

Academic Affairs & Student Services

- h. Authorization is requested to approve a field trip/tour for approximately forty-four (44) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, up to four (4) faculty members, one (1) staff member and one (1) accompanist to travel to New York City, New York on June 4, 2010 through June 13, 2010. (Page 26)

Personnel

- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 31)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 39)
- k. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 41)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – October 20, 2009

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Holmes Builders, Inc.	\$70.00 per hour	Bond	10/20/09 thru	DSA Inspection – Security Bldg. Project Completion
<u>CENTER FOR TEACHER EXCELLENCE</u>				
WRD Consulting Group	\$50,000.00max	District	10/01/09-9/30/10	Technical and Advisory Services for HSI Grant
<u>CHILD DEVELOPMENT CENTER</u>				
Maldonado, Omar L.	\$1,980.00max	Grant	10/21/09-6/30/10	Administer and Score Wide Range Achievement Test for Foster Youth
Maldonado, Omar L.	\$450.00max	Grant	10/21/09-6/30/10	Shadow Trainer for Foster Youth
Maldonado, Omar L.	\$1,980.00max	Grant	10/21/09-6/30/10	Trainer for Foster Youth
<u>FINE AND PERFORMING ARTS</u>				
Maloney, Ryan P.	\$1,000.00max	District	10/21/09-6/30/10	Musician Services
Slay, Kevin	\$750.00max	District	10/21/09-6/30/10	Theatre Director
<u>HEALTH SCIENCES</u>				
Brethern Hillcrest Homes	no fee	no fee	9/18/09-9/17/10	Clinical Education
Doctors Medican Group	no fee	no fee	9/18/09-9/17/10	Clinical Education
<u>TECH PREP</u>				
Golden Ladder Productions, LLC	\$1,000.00max	District	1/1/10-6/30/10	Travel Expense for Keynote Speaker

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Facility Usage/Rentals	Information	
		Enclosure(s)	X

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.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
October 20, 2009**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
People to People	LB101 Classroom	Student Interviews	10/17/2009	\$400.00 plus additional labor if required
Azusa Pacific University	Stadium and Locker Rooms	Football Game	10/24/2009	No Rental Fee - Labor charges of \$720.00 only
The Correctional Peace Officers Foundation	Performing Arts Center	Variety Magic Show - Fundraiser	12/22/2009	\$1,800.00 plus additional labor if required
Azusa Unified School District	Performing Arts Center	District Music Concert	5/13/2010	\$3,250.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for September 2009. “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 September 2009.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

_____ Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
September, 2009		
B WARRANT AMOUNT PAID TO VENDORS		\$2,863,322.44
GRANT AMOUNT PAID TO STUDENTS		\$3,478,896.50
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C1B-C	\$1,643,065.19
1	246-C	\$1,275.00
1	246-N	\$3,895.45
68	V2D-C	\$138,779.42
2	V3D-N	\$3,410.96
150	C3B-C	\$223,514.64
378	C3B-N	\$236,108.06
18	253-C	\$24,543.61
6	259-C	\$8,952.61
25	259-N	\$12,419.53
3	266-C	\$11,171.00
4	266-N	\$1,841.08
355	C2C-N	\$1,505,277.50
1,204		\$3,814,254.05
ske		
10/16/2009		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders September 2009.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for September 2009.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.d. _____

Includes 09/01/2009 - 09/30/2009

PO	Vendor Name	Site	Description	Fund	Account
10-13160	VERIZON CALIFORNIA	9130	Blanket PO	01-5540	1,000.00
10-13361	GLENDORA TROPHY	0040	Supplies	01-4300	21.85
10-13770	TEACHING STRATEGIES INC.	3120	Blanket PO	33-4300	500.00
10-13824	BACKYARDCITY.COM	9350	Shade sails	01-6400	287.52
10-13849	VWR SCIENTIFIC	9672	Science Supplies	01-4300	6,937.99
				01-6400	2,570.74
10-13859	REGENTS OF THE UNIVESITY CALIFORNIA	9660	Registration-Counselor	01-5220	20.00
10-13865	DAIGGER	9672	Science Equipment	01-6400	6,941.33
10-13866	WARDS NATURAL SCIENCE	9672	Science Equipment	01-6400	3,536.15
10-13867	OFFICE DEPOT BSD ED DIV	9375	Supplies	42-4300	106.46
				42-6400	219.39
10-13868	CAROLINA BIOLOGICAL SUPPLY	9672	Science Supplies	01-4300	3,016.98
10-13869	WESTERN AUDIO VISUAL CORP	9375	A/V - Voc Tech Room 123	41-6400	3,307.43
10-13870	WESTERN AUDIO VISUAL CORP	9375	A/V - Voc Tech Room 114	41-6400	3,967.14
10-13871	WESTERN AUDIO VISUAL CORP	9375	A/V - Voc Tech Room 130	41-6400	6,892.05
10-13872	ComputerLand of Silicon Valley	3130	Software	01-4300	519.66
10-13873	PLAZA PRODUCE	9670	Workshop Food	01-4300	62.90
10-13874	Restaurant Depot	9455	Supplies	41-5892	127.19
				42-4300	1,610.20
10-13875	Restaurant Depot	9455	Blanket PO	41-5892	4,500.00
				42-4300	500.00
10-13876	MERCURY FENCE	9375	Fence at Field House	42-6100	5,475.00
10-13877	THE SHREDDERS	9050	Blanket PO	01-5810	3,300.00
10-13878	Los Angeles Engineering	9375	Drains at Softball Fields	42-6100	5,399.55
10-13879	STATE WATER RESOURCES CONTROL DIVISION OF WATER QUALITY	9430	Storm water fees	01-5800	1,008.00
10-13880	COSTCO WHOLESALE	9455	Blanket PO	41-5892	2,000.00
10-13881	SMART & FINAL	9455	Supplies	41-5892	160.04
10-13882	Dell Computer Corp	9375	Voc Tech - Instructor Notebook Computer	41-6400	11,690.01
10-13883	Apple Inc	9375	Computers - Voc Tech	41-6400	7,905.18
10-13884	WESTERN AUDIO VISUAL CORP	9375	A/V - Voc Tech - Room 153	41-6400	11,952.97
10-13885	FISHER SCIENTIFIC	9672	Science Equipment	01-4300	2,288.88
				01-6400	5,516.80
10-13886	ACBO	9250	Registration	01-5200	700.00
10-13887	MarineDepot.com	9260	Supplies	01-4300	307.21
10-13888	School Web Services Inc	9100	Web Updates	01-5840	9,545.00
10-13889	RELYCO	9050	Envelopes	01-4300	1,788.63
10-13890	Full Compass	9220	Microphone	01-4300	75.75
10-13891	Runner Technologies, Inc	9100	Software	01-5840	4,500.00
10-13892	SARGENT-WELCH SCIENTIFIC DIVISION OF VWR CORP	9672	Science Supplies	01-4300	2,592.35
10-13893	KI, INC	9375	Computer Furniture Voc Tech Room TE 115	41-6400	12,947.38
10-13894	CSULA CSU CONFERENCE OUTREACH & RECRUITMENT	9151	CSU Registration Fees	01-5200	65.00
10-13895	CSULA CSU CONFERENCE OUTREACH & RECRUITMENT	9660	CSU Counselor Conference - Rafael Herrera	01-5220	65.00
10-13896	CSULA CSU CONFERENCE OUTREACH & RECRUITMENT	9151	CSU Conference Registration Fees	01-5200	715.00

Includes 09/01/2009 - 09/30/2009

PO	Vendor Name	Site	Description	Fund	Account
10-13897	REGENTS OF THE UNIVESITY CALIFORNIA	9151	UC Conference Registration Fees	01-5200	40.00
10-13898	COSTCO WHOLESAL	3040	Blanket PO	01-4300	600.00
10-13899	EDUCATION TO GO	9330	Enrollment Fees	39-5800	916.00
10-13900	LOS ANGELES AREA CHAMBER OF COMMERCE	3372	Regional Event Tech Prep	01-5800	823.13
10-13901	LOS ANGELES AREA CHAMBER OF COMMERCE	3372	Dec. 9th Regional TP Event	01-5800	823.13
10-13902	PAY N PLAY RACQUETBALL ATTN: IVETTE LLITERAS	0060	Facility rental	01-5800	540.00
10-13903	OXFORD UNIVERSITY PRESS ORDER DEPARTMENT	9670	Lab rSupplies	01-4300	191.91
10-13904	VONS GROCERY	9570	Blanket PO - Kenshu	39-4300	300.00
10-13905	DEPARTMENT OF SOCIAL SERVICES MS 14-67	3120	Annual Licensing Fee	33-5880	1,760.00
10-13906	COSTCO WHOLESAL	9570	Blanket PO - Kenshu	39-4300	1,800.00
10-13907	LITTLE CAESARS	9570	Blanket PO - Kenshu	39-4300	1,000.00
10-13908	SUBWAY	9570	Blanket PO - Kenshu	39-4300	1,000.00
10-13909	Dell Computer Corp	9375	Computers Voc Tech - Podium System	41-6400	7,643.40
10-13910	Wright Designs	9672	Banners	01-4300	263.40
10-13911	ComputerLand of Silicon Valley Attn: Education Sales	3370	Software	01-4300	351.20
10-13912	Champion Optical Network Engineering	9375	Voc Tech Tech Equip	41-6400	2,627.42
10-13913	Network Liquidators	9375	Voc Tech Tech Equip	41-6400	20,232.41
10-13914	Toshiba Direct Gov/Ed Western Division	9375	Voc Tech Tech Equip	41-6400	13,330.00
10-13915	MGF Services	9270	Dispensers	01-4300	649.28
10-13916	Vector Resources Inc Enterprise Network Solutions	9375	Voc Tech – Wireless Equip	41-6400	11,121.85
10-13917	Vector Resources Inc Enterprise Network Solutions	9375	Voc Tech - Wireless Equip	41-6400	4,967.29
10-13918	HARDY DIAGNOSTICS	0030	Supplies	01-4300	332.99
10-13920	AMERICAN COUNCIL ON EDUCATION	9290	2008-2009 Accreditation Publications	01-4300	215.43
10-13921	BLACKBOARD LEARNING SYSTEMS	3180	Annual Contract	01-5840	137,900.00
10-13922	R & D BUSINESS INT. 000446	9672	Task chairs	01-6400	4,909.50
10-13923	Sheraton Cerritos Hotel	3370	Steering Comm. Mtg	01-5800	1,803.78
10-13924	School Web Services Inc	9100	Redesign Web Page	01-5840	3,000.00
10-13925	RIO HONDO COMMUNITY COLLEGE DISTRICT	3370	SGV CTECC Grant	01-5800	76,340.48
10-13926	SIMPLEX GRINNELL	3040	Supplies	01-4300	259.43
10-13927	MT. SAN ANTONIO COLLEGE STAFF DEVELOPMENT	3370	SGV CTECC Grant	01-5800	37,803.91
10-13928	CDW-G	9260	Supplies	01-4300	176.26
10-13929	ECHO FIRE PROTECTION CO.	9040	Blanket PO	01-5810	224.00
10-13930	MINITEX 15 ANDERSEN LIBRARY	9260	Supplies	01-4300	846.59
10-13931	ATHENA PARKING, INC	3372	Parking Fees Tech Prep Reg. Event	01-5800	1,920.00
10-13932	SOFTBALL EXCELLENCE	0060	Softball Supplies	01-4300	386.78
10-13933	RAIN BIRD SERVICES CORP. COMMERCIAL DIVISION	9140	Irrigation Equipment	01-6400	12,572.15

Includes 09/01/2009 - 09/30/2009

PO	Vendor Name	Site	Description	Fund	Account
10-13934	Pump Man	9140	Irrigation Booster Pump	01-5630	5,480.00
10-13935	MT. SAN ANTONIO COLLEGE STAFF DEVELOPMENT	3372	Tech Prep Grant Event Parking	01-5800	450.00
10-13936	KRAMER SPORTING GOODS	0060	Basketball Uniforms	01-4300	4,007.62
10-13937	AMERICAN RANGE CO	9470	Blanket PO	59-4300	2,195.00
10-13938	OWL CAFE	9170	Catering for Adjunct Faculty Event 8/27/09	01-4300	246.94
				01-5800	.00
10-13939	FULLER ENGINEERING INC.	9195	Pool Chemicals	01-4390	2,017.73
10-13940	Apple Inc	3531	Computers-Tech Prep Grant	01-4300	11,357.81
				01-5800	560.00
				01-6400	44,044.15
10-13941	ComputerLand of Silicon Valley Attn: Education Sales	3370	Software License	01-4300	1,053.60
10-13942	LOWES	9040	Supplies	01-4300	147.41
10-13943	MGF & Sons, Inc.	9270	Supplies	01-4300	201.98
10-13944	CAL POLY POMONA FOUNDATION	9290	CPP Counselor Day Registration	01-5200	35.00
10-13945	AMERICAN COUNCIL ON EDUCATION FULFILLMENT SERVICE	9099	Accredited Colleges Directory	01-4300	215.43
10-13946	STUDY IN THE USA	9310	Blanket PO for Advertising	01-5830	9,750.00
10-13947	OFFICE MAX CUST. #70268311	9672	Supplies	01-4300	157.78
10-13948	ON DUTY GEAR.COM	9070	Uniform/Supplies	01-4300	375.50
10-13949	Cynosure New Media, Inc.	9150	Matric Orientation Video Production	01-5800	12,150.00
10-13950	COLLEGE BOARD/ACCUPLACER	9150	Assessment Test Units	01-5800	43,750.00
10-13951	R & D BUSINESS INT. 000446	3020	Storage cabinets - Tech E	01-6400	1,294.08
10-13952	SOUTHLAND INDUSTRIES	9370	Repair Hot water loop	41-5600	8,800.00
10-13953	BASHFORD ENTERPRISES 000474	9370	Construct closet at Tech E	41-6100	2,793.00
10-13954	ComplianceSigns.com	9370	Signs	01-4300	33.15
10-13955	ROCKWEST TECHNOLOGY GROUP	9012	ID Card Supplies	01-4300	3,691.75
10-13956	ROCKWEST TECHNOLOGY GROUP	9012	ID Card Supplies	01-4300	2,193.05
10-13957	Spicers Paper Inc	WA	Paper - Warehouse Stock	01-4300	3,081.01
10-13958	RAINBOW SYMPHONY STORE INC	9672	Supplies	01-4300	41.95
10-13959	KI	9672	Folding chairs	01-6400	2,508.89
10-13960	BOPTISM MUSIC PUBLISHING	0010	Slack - Music	01-4300	182.03
10-13961	OWL BOOKSHOP	0010	Blanket PO	01-4300	150.00
10-13962	TRI-BEST VISUAL DISPLAY	9672	Markerboards	01-5800	250.00
				01-6400	445.10
10-13963	FERGUSON MUSIC INC.	0010	Trombone	01-6410	1,630.40
10-13964	GREEN TECHNOLOGY	3370	Registration check for Green Conference	01-5220	594.00
10-13965	ASHGATE PUBLISHING	0010	Supplies	01-4300	155.44
10-13966	California Ultimate Design	0060	Women's water polo supplies	01-4300	395.10
10-13967	California Ultimate Design	0060	Women's water polo supplies	01-4300	617.67
10-13968	SPORT CHALET	0060	Softball supplies	01-4300	1,304.25
10-13969	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Training room supplies	01-4300	408.65

Includes 09/01/2009 - 09/30/2009

PO	Vendor Name	Site	Description	Fund	Account
10-13970	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Training Room Supplies	01-4300	1,386.97
10-13971	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-4300	5,004.38
10-13972	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-4300	5,581.84
10-13973	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-4300	1,436.24
10-13974	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-4300	256.82
10-13975	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-4300	460.95
10-13976	SPORT CHALET	0060	Volleyball Supplies	01-4300	483.34
10-13977	ATM CONCRETE, INC.	9140	Repair Sidewalk	01-5800	2,000.00
10-13978	REYNA GRANDE	3120	Books order	33-4300	52.68
10-13979	LENZ SALES & DISTRIBUTING	3020	Supplies	01-4300	493.44
10-13980	BRUNSWICK COVINA BOWL	0060	Facility rental payment PE 102	01-5800	3,042.00
10-13981	OWL BOOKSHOP	3120	Blanket PO	33-4300	1,646.25
10-13982	GRAND STANDS, INC.	3120	Supplies	33-4300	125.12
10-13983	Dell Computer Corp	9170	Computers	01-6400	2,384.47
10-13984	CDW-G	0281	Supplies	01-4300	147.89
10-13985	Hallmark Inc.	9672	Hotel for conference	01-5220	1,356.51
10-13986	VWR SCIENTIFIC	0030	Supplies	01-4300	368.96
10-13987	OCEANSIDE PHOTO & TELESCOPE	9672	Telescopes	01-6400	13,426.26
10-13988	UNITED STATES POSTAL SERVICE	9220	Bulk mail permit	01-5850	180.00
10-13989	JK SPECIALTY PRINTING	3200	Nursing-Lab Coats	01-4300	48.29
10-13990	OFFICE DEPOT (000043)	3120	Blanket PO	33-4300	200.00
10-13991	MALMARK INC	0010	Bell gloves	01-4300	174.65
10-13992	SMART & FINAL	9455	Supplies	41-5892	38.34
10-13993	TRUGREEN CHEMLAWN	0060	Blanket PO	01-6100	1,650.00
10-13994	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9260	Online Subscriptions	01-5840	15,554.00
10-13995	Sanders Towing, Inc	9375	Towing Services	41-5800	495.00
10-13996	RAV EMBROIDERY	3020	Shirts	01-4300	173.41
10-13997	CSU FOUNDATION THE CALIF STATE UNIVERSITY	9090	Travel Registration	01-5200	75.00
10-13998	INSIGHT MEDIA	3200	Supplies	01-4300	383.08
10-13999	KI	9375	VT Comp Lab chairs TE115	41-6400	4,728.52
10-14000	INLAND EMPIRE BUILDERS	9375	Construction of Security Building Bid #01-0607	42-6200	1,021,452.00
10-14001	BIOTONE	3040	Supplies	01-4300	460.62
10-14002	LIGHTSPEED TECHNOLOGIES, INC	9672	Classroom Audio System	01-6400	1,007.26
10-14003	CALIFORNIA ORGANIZATION OF ASSOCIATE DEGREE NURSING	3370	Registration Fee	01-5220	200.00
10-14004	DENOYER-GEPPERT INTERNATIONAL	9672	Anatomy sets	01-6400	19,075.30
10-14005	CAROLINA BIOLOGICAL SUPPLY	9681	Biology supplies	01-4300	2,415.35
10-14006	CCCAOE	3372	Registration	01-5800	3,555.00
10-14007	AMSA ARC c/o Math Dept	9672	Registration	01-5220	398.81
10-14008	ATI	3200	ATI Testing Materials	01-4300	631.06
10-14009	ATI	3200	Supplies	01-4300	43.90
10-14010	PRINTABLE TECHNOLOGIES INC.	9110	Online Order System Fee	01-5610	2,490.00
10-14011	HILLYARD INC	9370	Floor Mats	41-4300	5,961.43
10-14012	FREESTYLE PHOTOGRAPHIC SUPPLY	0010	Supplies	01-4300	986.29

Includes 09/01/2009 - 09/30/2009

PO	Vendor Name	Site	Description	Fund	Account
10-14013	FREESTYLE PHOTOGRAPHIC SUPPLY	0010	Supplies	01-4310	3,315.94
10-14014	McBAIN INSTRUMENTS	9672	Microscope	01-6400	1,781.22
10-14015	HILLYARD INC	9270	Supplies	01-4300	6,344.18
10-14016	Advantage Distribution	9110	Supplies	01-4300	902.69
10-14017	DISPLAYS2GO	9220	Literature Display Stand	01-6400	244.36
10-14018	UNIVERSITY OF LAVERNE	9660	Monthly Title 5 Coop Grant	01-5800	9,814.67
10-14019	CYBERGUYS ACCT # 1181908	9100	Surge Protectors	01-4300	1,058.54
10-14020	BUILDING ELECTRONIC CONTROLS	9040	Service Fire Alarm	01-5800	478.60
10-14021	Dell Computer Corp	9010	Computers	01-6400	2,792.65
10-14022	ALFRED PUBLISHING	9500	Books	51-9321	253.16
10-14023	LAGUNA CLAY	0010	Casting Plaster	01-4300	88.90
10-14024	ONTARIO MUSIC	0280	Blanket PO	01-4300	300.00
10-14025	COSTCO WHOLESALE	3260	Blanket PO	01-4300	300.00
10-14026	DOCUMEDIA GROUP	9010	Secure Transcript Paper	01-4300	1,742.28
10-14027	JOHN WILEY & SONS, INC	9010	Subscription	01-4300	94.50
10-14028	CALLAWAY GOLF	9470	Golf Balls	59-4300	6,585.00
				59-5850	.00
10-14029	TAO TRADING	3040	Supplies	01-4300	295.34
10-14030	PLAYHARD SPORTS	0060	Volleyball	01-4300	650.27
10-14031	HARBOR FREIGHT	3020	Supplies	01-4300	87.58
10-14032	ALPHACOMM	9670	Data Drop	01-4300	142.58
				01-5800	200.00
10-14033	BUY.COM	9672	Supplies	01-4300	2.50
				01-6400	17.24
10-14034	PENGUIN PUTNAM	9670	Books	01-4300	1,152.38
10-14035	SCHOOL SAVERS	9672	Graphing Calculators	01-4300	15,340.22
10-14036	BIO RAD LABORATORIES SADTLER DIVISION	9672	Immuno Explorer Kits	01-4300	247.31
10-14037	McBAIN INSTRUMENTS	9672	Leica CME Monocular Head	01-4300	4,051.20
10-14038	EDMUND SCIENTIFIC CO	9672	Telescopes	01-6400	2,166.47
10-14039	B & H Photo Video - Pro Audio Gov/Education Sales Division	9672	Photographic Equipment	01-4300	295.62
				01-6400	2,043.10
10-14040	B & H Photo Video - Pro Audio Gov/Education Sales Division	9672	Audio Equipment	01-4300	142.68
10-14041	GBC/EDUCATION DIVISION	9110	Supplies	01-4300	1,020.94
10-14042	CLEAN SOURCE	9270	Supplies	01-4300	901.28
10-14043	ComplianceSigns.com	9430	Blanket PO	01-4300	400.00
Total				184	<u>1,842,364.75</u>

PO	Vendor Name	Site	Description	Fund	Account
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Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	143	641,080.89
33	Child Development Fund	6	4,284.05
39	Community Education	5	5,016.00
41	Capital Outlay Projects Fun	23	148,188.05
42	Revenue Bond Construction F	6	1,034,762.60
51	Bookstore Fund	1	253.16
59	Golf Driving Range	2	8,780.00
Total		184	1,842,364.75

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
10-13008	2,000.00	01-4300	General Fund/Materials and Supplies	2,000.00
10-13030	3,000.00	01-4300	General Fund/Materials and Supplies	3,000.00
10-13337	5,500.00	01-4300	General Fund/Materials and Supplies	5,000.00
10-13364	3,000.00	01-4300	General Fund/Materials and Supplies	3,000.00
10-13365	4,000.00	01-4300	General Fund/Materials and Supplies	4,000.00
10-13415	375.00	01-5800	General Fund/Oth Contracted Services	375.00
10-13416	21,000.00	01-5850	General Fund/Conslt/Postage,offcampus pr	21,000.00
10-13614	641.28	01-4300	General Fund/Materials and Supplies	641.28
10-13673	8,041.82	01-5850	General Fund/Conslt/Postage,offcampus pr	8,041.82
10-13692	412.38	01-4300	General Fund/Materials and Supplies	.00
10-13719	71.07	01-4370	General Fund/Custodial/Operation Supplie	33.34
10-13751	16,225.44	01-6400	General Fund/Equipment-Capitalized	1,475.04
			Total PO Changes	48,566.48

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Substitution of a Listed Subcontractor, Bid 01-0607, Campus Security Building	Information	
		Enclosure(s)	X

BACKGROUND

Inland Empire Builders has been awarded a prime contract by the District for construction of the Bid 01-0607, Campus Security Building. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Inland Empire Builders has requested District approval to substitute Cucamonga Plumbing Co. of Alta Loma, California for Fidelity Construction Plumbing, Inc. of Upland, California, the listed subcontractor. District staff have notified Fidelity Construction Plumbing, Inc. pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize Inland Empire Builders to substitute Cucamonga Plumbing Co. of Alta Loma, California for Fidelity Construction Plumbing, Inc. of Upland, California, the listed subcontractor.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. _____ H.1.e. _____



CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Mrs. Susan M. Keith, *President*
Claremont/Azusa/La Verne/Pomona Representative
Dr. Gary L. Woods, *Vice President*
Azusa/Covina/Glendora/Irwindale Representative
Dr. Patricia Rasmussen, *Clerk/Secretary*
Glendora/Azusa/San Dimas Representative
Mrs. Joanne Montgomery, *Member*
Monrovia/Bradbury/Duarte Representative
Dr. Edward C. Ortell, *Member*
Duarte/Arcadia/Azusa/Monrovia Representative
Ms. Karine Ponce, *Student Representative*
Dr. Geraldine M. Perri, *Superintendent/President*

October 9, 2009

Fidelity Construction Plumbing, Inc.
Attn: Fidel Ascencio
909 982-9595
909 982-9494
1141 East 8th Street
Upland, CA 91786

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus
College Bid #01-0607, Campus Security Building

Fidelity Construction Plumbing, Inc. is listed as the subcontractor for plumbing portions of the
Citrus College bid #01-0607, Campus Security Building. Inland Empire Builders, the prime
contractor, has requested authorization by the District to replace your firm with another
subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and
affords the subcontractor with certain rights. Please contact me with any questions or concerns
with regard to this substitution request.

Sincerely,

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager
Tracy Elefante, Inland Empire Builders
Bid File #01-0607

1000 West Foothill Boulevard
Glendora, CA 91741-1899
TEL: 626.963.0323
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	_____
SUBJECT:	Substitution of a Listed Subcontractor, Bid 01-0607, Campus Security Building	Information	_____
		Enclosure(s)	X

BACKGROUND

Inland Empire Builders has been awarded a prime contract by the District for construction of the Bid 01-0607, Campus Security Building. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Inland Empire Builders has requested District approval to substitute Verdin Concrete of Riverside, California for Eti Vista Concrete, Inc. of Rancho Cucamonga, California, the listed subcontractor. District staff have notified Eti Vista Concrete, Inc. pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize Inland Empire Builders to substitute Verdin Concrete of Riverside, California for Eti Vista Concrete, Inc. of Rancho Cucamonga, California, the listed subcontractor.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.f. _____



CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Mrs. Susan M. Keith, *President*
Claremont/Azusa/La Verne/Pomona Representative
Dr. Gary L. Woods, *Vice President*
Azusa/Covina/Glendora/Irwindale Representative
Dr. Patricia Rasmussen, *Clerk/Secretary*
Glendora/Azusa/San Dimas Representative
Mrs. Joanne Montgomery, *Member*
Monrovia/Bradbury/Duarte Representative
Dr. Edward C. Ortell, *Member*
Duarte/Arcadia/Azusa/Monrovia Representative
Ms. Karine Ponce, *Student Representative*
Dr. Geraldine M. Perri, *Superintendent/President*

October 9, 2009

Eti Vista Concrete, Inc.
Attn: Raymond Elias
909 899-1796
909 899-1013
8657 Pecan Avenue #100
Rancho Cucamonga, CA 91739

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus
College Bid #01-0607, Campus Security Building

Eti Vista Concrete Inc. is listed as the subcontractor for concrete portions of the Citrus College bid #01-0607, Campus Security Building. Inland Empire Builders, the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords the subcontractor with certain rights. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager
Tracy Elefante, Inland Empire Builders
Bid File #01-0607

1000 West Foothill Boulevard
Glendora, CA 91741-1899
TEL: 626.963.0323
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	_____
SUBJECT:	Substitution of a Listed Subcontractor, Bid 01-0607, Campus Security Building	Information	_____
		Enclosure(s)	X

BACKGROUND

Inland Empire Builders has been awarded a prime contract by the District for construction of the Bid 01-0607, Campus Security Building. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Inland Empire Builders has requested District approval to substitute Protection One of Riverside, California for Riley Electric of Upland, California, the listed subcontractor. District staff have notified Riley Electric pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize Inland Empire Builders to substitute Protection One of Riverside, California for Riley Electric of Upland, California, the listed subcontractor.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.g. _____



CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Mrs. Susan M. Keith, *President*
Claremont/Azusa/La Verne/Pomona Representative
Dr. Gary L. Woods, *Vice President*
Azusa/Covina/Glendora/Irwindale Representative
Dr. Patricia Rasmussen, *Clerk/Secretary*
Glendora/Azusa/San Dimas Representative
Mrs. Joanne Montgomery, *Member*
Monrovia/Bradbury/Duarte Representative
Dr. Edward C. Ortell, *Member*
Duarte/Arcadia/Azusa/Monrovia Representative
Ms. Karine Ponce, *Student Representative*
Dr. Geraldine M. Perri, *Superintendent/President*

October 9, 2009

Riley Electric
Attn: Mike Riley
909 981-6110
909 982-7599
1800 West 11th Street Unit C
Upland, CA 91786

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus
College Bid #01-0607, Campus Security Building

Riley Electric. is listed as the subcontractor for fire alarm portions of the Citrus College bid #01-0607, Campus Security Building. Inland Empire Builders, the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords the subcontractor with certain rights. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

A handwritten signature in cursive script that reads "Robert Iverson".

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager
Tracy Elefante, Inland Empire Builders
Bid File #01-0607

1000 West Foothill Boulevard
Glendora, CA 91741-1899
TEL: 626.963.0323
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Vocal Music Field Trip/Tour June 4, 2010 – June 13, 2010	Information	
		Enclosure(s)	X

BACKGROUND

Since its inception, the Citrus Singers Ensemble has toured annually in such locations as Western and Eastern Europe, Japan, South America, and throughout the United States including Hawaii. The purpose of these tours is to allow students the opportunity to experience performing in some of the great venues of the world. In the past, the Singers have competed successfully in international competitions and have become renowned in the field of choral music. In an age when funding for the arts is in great danger, Douglas Shrope (Austin) and the Citrus Singers have provided an opportunity for a group of exemplary young people to flourish and grow to become future leaders in the music industry.

This spring, the members of the Citrus Singers from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques (Vocal)* will be traveling to New York, New York. The group will be performing at venues such as historic St. Patrick’s Cathedral, Trinity Church, St. Paul’s Chapel, (place of worship of George Washington), 5th Avenue Presbyterian Church, and St. Bartholomew’s Church. The Citrus Singers will participate in dance classes, workshops and seminars hosted by Musical Theatre professionals, and have the opportunity to attend Broadway shows followed by backstage tours and/or question and answer sessions. In addition, they will experience sightseeing at such locations as: “Ground Zero”, The Statue of Liberty, Radio City Music Hall, Lincoln Center, Central Park, and the Empire State Building.

The tour is funded by four (4) separate sources:

- 1) Fees generated from off-site performances during the year,
- 2) Ticket sale revenue from Citrus Singer related performances at the Haugh Performing Arts Center,
- 3) Donations, and
- 4) Student personal financial contributions.

Aye__Nay__Abstained__

Item No. _____ H.1.h. _____

The estimated budget for the tour are as follows:

\$ 23,750.00 Round Trip Airfare (50 people x \$475.00)
\$ 5,700.00 Ground Transportation & tips
\$ 34,460.00 Hotel (tips and accommodations)
\$ 13,870.00 Food per diem, Graduation dinner & awards breakfast
\$ 30,850.00 Excursions, professional workshops, classes, & presentations
\$ 2,500.00 Additional expenses (Medical, Supplies, Emergency, etc.)
\$ 111,130.00 Subtotal

(\$ 22,000.00) Student Financial Contribution (44 people x \$500)

\$ 89,130.00 Total Estimated Costs for New York Tour

There will be forty-four (44) Citrus College students participating, up to four (4) faculty members, one (1) staff member and one (1) accompanist (tour roster is enclosed).

This item was prepared by Douglas Shrope (Austin), Director of Citrus Singers and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for approximately forty-four (44) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, up to four (4) faculty members, one (1) staff member and one (1) accompanist to travel to New York City, New York on June 4, 2010 through June 13, 2010.

Irene Malmgren
Recommended by

Moved / Secoded

Approved for Submittal

Aye___Nay___Abstained___

Item No.____ H.1.h._____

Estimated Budget
Citrus Singers New York Performance Tour
June 4, 2010 – June 13, 2010

Airfare

Air
 Round trip airfare arranged thru *ACFEA Tour Consultants* \$ **23,750.00**
 (50 people x \$475)

Ground Transportation

California transportation

School bus arranged for transportation from Citrus College to airport
 School bus arranged for transportation back to Citrus College

Ground Transportation in Manhattan

Bus for student transportation to and from *airport* to *Grace Hotel* (minus tips)
 \$ 1,500.00
 Bus for student transportation to performances & organized tours \$ 3,500.00

Cabs

Estimate for cab emergencies and meetings \$ 300.00

Additional travel related costs

Tips for bus drivers & City tour guides \$ 400.00

Total estimated ground transportation costs \$ **5,700.00**

Hotel Accommodations

Grace Hotel, NYC (June 5th to June 13th) Room & tax \$ 33,255.00

Additional hotel charges include:

Maids' gratuities (8 nights @ \$5.00 per room x 17 rooms) \$ 750.00

Porterage charge (\$15.00 x 17 rooms) \$ 255.00

Incidentals \$ 200.00

Total estimated Accommodations Costs \$ **34,460.00**

Student Per Diem and Additional Food Costs

44 students @ 30 per day -6/4 - 6/12 & 44 students @ \$20 6/13 \$ 10,120.00

Per diem checks will be issued to each student

6/12 3rd Year Dinner \$ 2,750.00

6/13 *Hard Rock Café* (Awards breakfast \$20.00 x 50) \$ 1,000.00

Total estimated Per Diem & additional Food Costs \$ **13,870.00**

Excursions, Professional Workshops, Classes & Presentations

Attendance to 4 Broadway shows 50 @ \$120 per x 4 shows)	\$ 24,000.00
<i>Tour Of Lincoln Center</i> 50 @ \$14 per	\$ 700.00
<i>Tour Of Radio City Music Hall</i> 50 @ \$12 per	\$ 600.00
<i>Tour Of 9/11 site</i>	\$ 0.00
<i>Tour Statue of Liberty</i> 50 @ \$10 per	\$ 500.00
<i>Tour Of Rockefeller Center</i> 50 @ \$11 per	\$ 550.00
<i>Total projected Workshops, Classes & Presentations cost</i>	<u>\$ 4,500.00</u>
 <i>Total estimated excursions cost</i>	 \$ 30,850.00

Additional Expenses

Medical, Emergency, Supplies, Dry Cleaning & Etc.	\$ 2,500.00
---	-------------

Estimated Subtotal \$ 111,130.00

Student Financial Contribution

Each student is required to pay \$500 towards the cost of their trip	
44 students @ \$500 per student	(\$ 22,000.00)

Total Estimated Cost for Tour \$ 89,130.00

Citrus Singers New York Performance Tour
June 4, 2010 – June 13, 2010
Roster

Students participating:

Bertha Alvarado
Daniel Berlin
Kristina Brown
Dani Bustamante
Deyana Castellanos
Reyna Cerca
Desmond Clark
Michelle Croce
Alexis Davis
Jorel Diez
Patricia-Morgan Eredia
Lucas Escobedo
Jeremy Evans
Alfredo Gonzalez
Tovah Goodman
Chantylle Gutierrez
Natalie Haro
Janell Henry
Ernesto Herrera
Maxwell Herzfeld
Stephenson Holder
Jessica Mason
Thomas McCormick
Michelle McDaniel
James McGrath
Richard Naranjo
Christopher Nevarez
Lauren Nichols
Tyrell Norwood
Chelsea Padgett
Dylan Pass
Joshua Pecjak
Heather Peter
Dominique Petit Frere
Cesar Quintero
Kathryn Ransom
Daniel Reyes
Lindsey Rupp
Brittany Sanchez
Ray Spicer
Kirsten Swenson
Shannon Villarreal
Samantha Visco
Kimberly Zolozabal

Faculty participating:

Bruce Langford
Douglas Shrope
John Vaughan
Martin Green

Staff participating:

Kelly Whittington

Accompanist participating:

Allen Everman

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/

Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 20. 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Alvarez, Oscar	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Bartolf, Carl	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Beckenham, Susan	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Borja, Patrick	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$50.72	hr.
Brower, Cecil	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Burgos, Miriam	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Burlingame, Robert	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$44.90	hr.
Byaleero, Frederick	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Campos-Ball, Esther	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Clark, Ann	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Cordova-Caddes, Andrea	Instructor	Choreography Fall Dance Concert	Stipend	Dance	10/21/09	10/31/09	\$650.00	tl.
Creamer, Frederick	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 20. 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
DeLong, Linda	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Dhillon, Dalvir	Instructor		Hourly as needed	LVN	10/21/09	12/31/09	\$44.90	hr.
Dominic, Alice	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.
Durfield, Timothy	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$50.72	hr.
Durfield, Timothy	Instructor		Hourly as needed	Real Estate	01/01/10	06/30/10	\$50.72	hr.
Fischella, Jim	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Flores, Richard	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$50.72	hr.
Foley, William	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Gamboa, Robert	Instructor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$44.90	hr.
Gerfen, Thomas	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$44.90	hr.
Ghidella, Richard	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$50.72	hr.
Ghidella, Richard	Instructor		Hourly as needed	Real Estate	01/01/10	06/30/10	\$50.72	hr.
Grinsdale, Marilyn	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$50.72	hr.
Grossman, Bruce	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$50.72	hr.
Henderson, Jeff	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 20. 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Hernandez, Regina	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Herrera, Rafael	Counselor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$50.72	hr.
Jabara, Micheline	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Jaimes, Franciella	Instructor		Hourly as needed	Communications	08/31/09	12/31/09	\$44.90	hr.
James, Rhoda	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$50.72	hr.
James, Rhoda	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$50.72	hr.
Jensen, Scott	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$44.90	hr.
Langford, W. Bruce	Applied Music Tutor		Hourly as needed	Music	10/21/09	12/31/09	\$50.72	hr.
Leung, Helen	Instructor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$44.90	hr.
Liskey, Renee	Instructor	Choreography Fall Dance Concert	Stipend	Dance	10/21/09	10/31/09	\$650.00	tl.
Martin, Patricia	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$44.90	hr.
Maschler, Katherine	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.
McCrumby, Elayne	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$44.90	hr.
Meza, Ralph	Counselor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 20. 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Miller, Mark	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$44.90	hr.
Munn, Jan	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Mustain, James	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$50.72	hr.
Odrich, Steve	Instructor	Calculus Readiness Workshop	Stipend	STEM Grant	10/21/09	12/31/09	\$2,000.00	tl.
Resch, Amy	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.
Richard, Levi	Instructor		Hourly as needed	Business	01/01/10	06/30/10	\$50.72	hr.
Richardson, Patricia	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$44.90	hr.
Richardson, Patricia	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.
Rivadeneira, Justina	Counselor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$50.72	hr.
Rodriguez, Andrea	Instructor		Hourly as needed	Real Estate	01/01/10	06/30/10	\$44.90	hr.
Sanchez, Raul	Instructor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$44.90	hr.
Shear, Michelle	Instructor	Choreography Fall Dance Concert	Stipend	Dance	10/21/09	10/31/09	\$650.00	tl.
Smolin, Robert	Instructor		Hourly as needed	Accounting	01/01/10	06/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 20. 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Solis, Robert	Instructor		Hourly as needed	Computer Science & Information Technology	01/01/10	06/30/10	\$50.72	hr.
Soll, Debra	Instructor		Hourly as needed	Office Technology	01/01/10	06/30/10	\$44.90	hr.
Trujillo, Tara	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Valverde, Yesenia	Instructor	Choreography Fall Dance Concert	Stipend	Dance	10/21/09	10/31/09	\$650.00	tl.
Veron, Jennifer	Instructor	Proctor, Science Workshop	Stipend	STEM Grant	11/07/09	11/07/09	\$100.00	tl.
Watson, Dawn	Instructor		Hourly as needed	Real Estate	01/01/10	06/30/10	\$44.90	hr.
Yee, Stephanie	Counselor	CSU/UC Application Workshops	Hourly as needed	STEM Grant	10/21/09	12/19/09	\$50.72	hr.

**ACADEMIC EMPLOYEES
FALL 2009 ADJUNCT
October 20, 2009**

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Miller, Roxanna	Cosmetology	Lec/Lab	1-3	\$1,025/\$769	\$58.54/\$43.93

**ACADEMIC EMPLOYEES
2009-2010 LAB SUPERVISORS
OCTOBER 20, 2009**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Farnum, Martin	A	STEM Grant	8/31/2009	12/31/09	4-3	\$36.23
Beckenham, Susan	A	Business	1/1/2010	06/30/10	3-3	\$34.45
Brower, Cecil	A	Business	1/1/2010	06/30/10	1-3	\$30.90
Byaleero, Frederick	A	Business	1/1/2010	06/30/10	1-3	\$30.90
Creamer, Frederic	A	Business	1/1/2010	06/30/10	1-3	\$30.90
Gerfen, Thomas	A	Business	1/1/2010	06/30/10	3-3	\$34.45
Hong, Andrew	A	Learning Center	10/21/2009	12/31/09	1-3	\$30.90
Lee, Monica	A	STEM Grant	8/31/2009	12/31/09	2-3	\$32.69
Pires, Marcelo	A	STEM Grant	8/31/2009	12/31/09	4-3	\$36.23
Purves, Dianne	A	STEM Grant	8/31/2009	12/31/09	4-3	\$36.23
Riffle, Gregory	A	Business	1/1/2010	06/30/10	1-3	\$30.90

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.j.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Burrue, James	Custodial Supervisor	Temporary upgrade	Custodial		100%	8/10/09	8/20/09	7-1	\$4,430.00
Cheng, Joel	Programmer Analyst III	Reclassification	TeCS	12	100%	7/1/09		54-2	\$5,945.07

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Kai Wattree, Human Resources Technician II and Julie Tunno, Human Resources Assistant.

RECOMMENDATION

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

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.k.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Arredondo, Dora	Instructor	RDA Practical Exam Kits	Dental	11/7/09	11/8/09		\$600.00/tl.
Barili, Rosalie	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office cashier	Performing Arts Center	1/2/10	6/30/10	19-1	\$13.76/hr.
Batcheller, Sarah	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Bautista, Sue	Stipend	Preparation of materials for program of study articulation, attendance at statewide academic training session and participation in Program of Study Forum	Tech Prep	10/21/09	6/30/10		\$50.72/hr.
Beilstein, Amy	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.
Beilstein, Christain	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Benjamin, Stacy	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office people	Performing Arts Center	1/2/10	6/30/10	19-1	\$13.76/hr.
Benjamin, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Bosserman, Steve	Department Aid	Backstage crew for HPAC events	Performing Arts	1/2/10	6/30/10	3-1	\$9.27/hr.
Braggin, Andrew	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Bush, Erin	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	1/2/10	6/30/10	29-1	\$17.62/hr.
Bush, Erin	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Bush, Tersea	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Camacho, Heather	Instructional Aide II	Assist students with a disability in Adaped PE and Adaped Aquatics	PE	1/4/10	6/30/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Castaneda, Michelle	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.
Christian, Michelle	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Clark, Jeremy	Stipend	Preparation of materials for program of study articulation, attendance at statewide academic training session and participation in Program of Study Forum	Tech Prep	10/21/09	6/30/10		\$50.72/hr.
Cohen, Rachel	Administrative Clerk II	Prepare schedule of classes booklet	CDC/Foster Care	1/1/10	6/30/10	22-1	\$14.82/hr.
Collins, Melia	Stipend	Speaker at the STEM Student Panel Discussion	STEM Grant	10/1/09	10/1/09		\$50/tl.
Cordova, Stacy	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	1/2/10	6/30/10	29-1	\$17.62/hr.
Cordova, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Deatrck, Steven	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	1/2/10	6/30/10		\$250/day Do not exceed 90 days
Fink, Kelli	Stipend	Volunteer assistant coach/payment from funds raised	P.E.	11/1/09	12/31/09		\$3000/tl.
Gagliano, Stephanie	Performing Arts Cashier	Fill-in in box office for peak periods, vacations and unscheduled absences of permanent box office employees	Performing Arts Center	1/2/10	6/30/10	19-1	\$13.76/hr.
Gagliano, Stephanie	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Hansen, Paula	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.
Johnson, Kara	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Jones, Frances	Administrative Clerk II	Entering personal information, registering foster parents for classes, answer phones	CDC/Foster Care	1/1/10	6/30/10	22-1	\$14.82/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Kasnetsis, Eric	Student Services Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Kemble, Illia	Stipend	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$75/tl.
Keslake, Greg	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	1/2/10	6/30/10		\$250/day Do not exceed 90 days
King, Richard	Department Aide	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Lafkas, Daniella	Stipend	Costume Design Theater Christmas Show	Performing Arts Center	11/14/09	12/4/09		\$500/tl.
Lafkas, Daniella	Stipend	Prop Design Lysistrata	Performing Arts Center	10/21/09	11/13/09		\$500/tl.
Lafkas, Daniella	Stipend	Costume Design Theater for Young Audiences	Performing Arts Center	10/21/09	10/30/09		\$500/tl.
Linares, Fredi	Instructional Aide II	Assist students with a disability in Adaped PE and Adaped Aquatics	PE	1/4/10	6/30/10	17-1	\$13.10/hr.
Logue, Anita	Department Aide	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Logue, John	Department Aide	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
McConnell, William	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
McCullough, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Munguia, Danny	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.
Munoz, Gino	Stipend	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$600/tl.
O'Hara, Stephen	Stipend	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$250/tl.
Perry, Carolyn	Stipend	Preparation of materials for program of study articulation, attendance at statewide academic training session and participation in Program of Study Forum	Tech Prep	10/21/09	6/30/10		\$50.72/hr.
Pohl, Claudia	Instructor	RDA Practical Exam Kits	Dental	11/7/09	11/8/09		\$600.00/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Pohl, Claudia	Stipend	Preparation of materials for program of study articulation, attendance at statewide academic training session and participation in Program of Study Forum	Tech Prep	10/21/09	6/30/10		\$50.72/hr.
Price, Jason	Student Services Assistant	House Staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	17-1	\$13.10/hr.
Ramos, Julio	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Rios, Kenneth	Administrative Clerk II	Register caregivers for classes, answer phones, and maintain files.	Foster Care	1/1/10	6/30/10	22-1	\$14.82/hr.
Robles, Alicia	Stipend	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$75/tl.
Rodarte, Elizabeth	Volunteer		EOP&S/CARE & CalWORKS				
Rodriguez, Jose	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.
Smith, Megan	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	1/2/10	6/30/10	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 20, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Smith, Megan	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office cashier	Performing Arts Center	1/2/10	6/30/10	19-1	\$13.76/hr.
Soto, Herbert	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Taylor, Austin	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Toyoda, Junya	Stipend	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$75/tl.
Torres, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.
Woolum, Jim	Stipend	Preparation of materials for program of study articulation, attendance at statewide academic training session and participation in Program of Study Forum	Tech Prep	10/21/09	6/30/10		\$50.72/hr.
Worman, James	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/10	6/30/10	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
FALL 2009
COMMUNITY EDUCATION
OCTOBER 20, 2009**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Norton, Jeff	Community Education	1-3	\$42.24

PROFESSIONAL EXPERTS
October 20, 2009

Name	Classification	Begin	End	Department	Rate
Jason Distelrath	Interpreter IV	10/8/09	12/31/09	DSP&S	\$34.16/hr.

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to allow staff to prepare specifications and formally bid Project 02-0607, Main Gymnasium Remodel. Funding will be from Measure G Bond funds. Award of contract will be by Board action. (Page 53)

Academic Affairs & Student Services

3. Authorization is requested to approve the second reading of Board Policies BP 4010 – Academic Calendar, BP 4070 – Auditing, BP 4110 – Honorary Degrees, BP 4223 – Withdrawal from Courses, BP 4230 – Grading and Record Systems, BP 4232 – Pass/No Pass, BP 4240 – Academic Renewal, and BP 4250 – Probation/Dismissal. (Page 54)

Personnel Recommendations

4. Authorization is requested to approve the hiring of Mr. Edward Trickey effective October 21, 2009 as the Executive Director of Development and External Relations at a salary placement of \$117,444.00 annually, plus \$37,715.29 in health and statutory benefits. (Page 77)

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

I. ADJOURNMENT

Dates to remember:

November 3, 2009	STEM Center Open House (3:15 p.m.) Board of Trustees Meeting (4:15 p.m.)
November 5, 2009	4 th Annual Veterans Day Event (11:00 a.m.)
November 17, 2009	Field House Building Dedication (3:15 p.m.) Board of Trustees Meeting (4:15 p.m.)
December 1, 2009	Board of Trustees Reorganizational Meeting (4:15 p.m.)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 20, 2009	Resolution	_____
SUBJECT:	Authorization to Bid – Project 02-0607, Main Gymnasium Remodel	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Board of Trustees requires prior approval for projects that are formally bid under Section PCC 20651 of the Public Contract Code. District staff has identified requirements to bid Project 02-0607, Main Gymnasium Remodel. The project will be funded from Measure G Bond funds.

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

RECOMMENDATION

Authorization is requested to allow staff to prepare specifications and formally bid Project 02-0607, Main Gymnasium Remodel. Funding will be from Measure G Bond funds. Award of contract will be by Board action.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	
SUBJECT:	Academic Affairs Board Policies – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

A first reading of these Board policies was approved by the Board of Trustees on October 6, 2009, and are now being submitted to the Board for a second reading. Attached to some of the policies, for information only, is the related administrative procedure.

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

RECOMMENDATION

Authorization is requested to approve the second reading of Board Policies BP 4010 – Academic Calendar, BP 4070 – Auditing, BP 4110 – Honorary Degrees, BP 4223 – Withdrawal from Courses, BP 4230 – Grading and Record Systems, BP 4232 – Pass/No Pass, BP 4240 – Academic Renewal, and BP 4250 – Probation/Dismissal.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

The Superintendent/President shall, in consultation with the appropriate groups, submit an academic calendar to the Board of Trustees for approval.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4010 ACADEMIC CALENDAR

References:

Education Code Section 79020;
Title 5 Section 55700s et seq. and 58142

The academic year consists of 175 days of instruction. Flexible days are considered part of the 175 days of instruction. Statutory holidays are observed on the dates noted, or on alternate dates in accordance with Education Code 79020, and include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or see Note below)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11 or see Note below)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Other Holidays – The Board of Trustees may declare other days to be holidays and close the college and offices when good reason exists. (These holidays traditionally have been New Year's Eve Day, the day after Thanksgiving, Christmas Eve Day, and six additional days during Winter Break for classified, managers, and supervisor confidential staff)

Education Code 79020 addresses the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Auditing classes is not permitted.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4110 HONORARY DEGREES

Reference:

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4110 HONORARY DEGREES

Reference:

Education Code Section 70902

Honorary degrees may be awarded to citizens on such occasions as graduation and other awards ceremonies. The degree awarded shall be an Associate in Arts or Associate in Science degree as appropriate. Recipients must have distinguished themselves in education, community or national service, or in their profession. Their service must also support the mission, values, and objectives of the college.

Recommendations for an honorary degree shall be submitted to the Superintendent/President of the College.

Recommendations shall include:

- Name of recipient;
- Educational and professional experience;
- Record of distinguished service that justifies awarding of an honorary degree; and
- Occasion at which degree is to be awarded.

The Superintendent/President shall submit the award request to the President's Council for review and recommendation and then to the Board of Trustees for final approval.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4223 WITHDRAWAL FROM COURSES

References:

Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 50% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal as explained in Board Policy 4250 (Disqualification and Readmission), and Administrative Procedure 4250 (Probation).

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4223 WITHDRAWAL FROM COURSES

References:

Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 50% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal.

Instructors shall have the option to assign a final grade of “FW”, which denotes that a student ceased participating in a course after the drop date without achieving a final passing grade.

A student may petition to withdraw from a course after the deadline in extenuating circumstances, including verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved late withdrawals due to extenuating circumstances shall be recorded as “W.” Student course withdrawal information shall be available to faculty.

No notation shall be made on the academic record of a student who withdraws from a course prior to 30% of the length of the class.

A “W” shall not be assigned, or if assigned, shall be removed, from a student’s academic record, if a determination is made by the Office of Academic Affairs that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference:

Title 5 Section 55023

The governing board of the Citrus Community College District establishes that student performance shall be based on sound academic principles. Courses shall be graded using the grading system established by Title 5. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses. The grading system shall be published in the college catalog and made available to students. The grading system shall include the "FW" grade for unofficial withdrawal.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

References:

Education Code Section 76224;
Title 5 Sections 55021, 55022, 55023, and 55024

The Board of Trustees of the Citrus Community College District establishes this administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges. This grading procedure shall apply to all degree-applicable and non-degree applicable credit courses.

Academic Record Symbols and Grade Point Average

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Failing/Withdrawal (Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)	0
P	Passing (at least satisfactory, units awarded, not counted in grade point average)	
NP	No Pass (less than satisfactory, or failing, units not counted in grade point average)	

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than 30% of the term, or the fourth Friday of a full semester course by filing a Pass/No Pass petition in the Office of Admissions and Records. The Pass/No Pass option became effective Summer 2009 and replaces Credit/No credit.

Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

An instructor's determination of a student's grade shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who believes that a grade assigned by an instructor should be reviewed, must file a student grievance in accordance with Student Rights & Grievance Procedures, AP 5530

The following non-evaluative symbols will be used to represent the status of student work.

Non-Evaluative

Symbol

Definition

I	Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. Before the time limit has passed, a student may petition for one extension of time due to unusual circumstances. The "I" symbol shall not be used in calculating units attempted nor for grade points.
W	Withdrawal - The "W" symbol may be used to denote withdrawal from a course
MW	Military Withdrawal - The "MW" symbol may be used to denote withdrawal from a course for military service
IP	In Progress - The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-

entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the course.

RD

Report Delayed - The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4232 PASS/NO PASS

References:

Education Code: 76224
Title 5 section 55021

The Board of Trustees of the Citrus Community College District establishes that student performance shall be based on sound academic principles and consistent with the requirements of Title 5 Regulations for California community colleges. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4232 PASS/NO PASS

Reference:

Title 5 Section 55022

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a Pass/No Pass basis.
- Courses in which each student may elect on registration, or within 30% of the term or the fourth Friday of a full semester by filing a Pass/No Pass petition in the Office of Admissions and Records, to take the course on a Pass/No Pass basis.

A student electing to be evaluated on the Pass/No Pass basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of Pass/No Pass are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a No Pass grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Citrus College students shall have the option to be evaluated on a Pass/No Pass grading basis in courses approved by the Curriculum Committee. Courses recommended by departments as Pass/No Pass options shall be so indicated in the College Catalog.

The District continued to designate courses as being offered in a Credit/No Credit basis until Fall 2009. Pass/No Pass became effective Summer 2009. Any reference to the "P" symbol shall be deemed to include "CR" and any reference to the "NP" symbol shall be deemed to include the "NC" symbol.

The maximum number of Pass/No Pass units authorized to meet College degree and certificate requirements shall be twelve (12) units during four or more semesters with no more than one such course option during any one term or session. Courses where all students are evaluated on Pass/No Pass basis are so indicated in the College Catalog and shall be excluded from the twelve unit limitations.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55044

Past performance does not always accurately reflect a student's current demonstrated academic ability. Within certain guidelines, a student may request academic renewal without course repetition based on the recognition that poor performance in the past by a student will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Academic renewal is a procedure by which previously recorded substandard grades may be disregarded in the computation of grade point averages when there is evidence that these grades are no longer reflective of a student's demonstrated ability. When academic renewal is granted, the transcript is annotated so that all work remains legible, ensuring a true and complete academic history. The Superintendent/President shall establish procedures that provide for academic renewal.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4240 ACADEMIC RENEWAL

References:

Title 5 Sections 55044 and 55046

Students may request academic renewal as a means to achieve the educational goals of graduation from Citrus College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point averages beyond these stated goals.

- Only units taken at Citrus College may be disregarded, not units from other colleges.
- A maximum of twenty-four units may be alleviated from not more than three semesters of work.
- A minimum of eighteen months must have elapsed since the end of the term of substandard work to be disregarded.
- Since completion of the work to be disregarded, a minimum of 12 units must have been completed at any accredited college or university, with a grade point average of a 3.0, or 24 units with at least a 2.5 GPA, or 36 units with at least a 2.0 GPA. In cases where all units since completion of work to be disregarded are “C” or better and the criteria set forth herein have been verified, the academic renewal petition will be granted and the Dean of Admissions and Records or his/her designee will make the proper annotation on the student’s permanent record. In cases where units below “C” level exist since completion of work to be disregarded, the petition will be referred to a Petitions Committee, made up of the Dean of Admissions and Records, the Dean of Counseling, two instructional faculty members and a counseling faculty member appointed by the Academic Senate. Evidence may be provided by the student to this committee regarding the substandard grades to aid in the decision process. The decision of this Petitions Committee shall be final.
- A student may only be granted academic renewal once.
- Only substandard grades of “D”, “F”, “FW”, “NC”, or “NP” can be disregarded.

Academic renewal by Citrus College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average.

It is a student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

When academic renewal is approved, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

If the student has been granted academic renewal by another accredited college, such action shall be honored under this policy. However, the number of semester units allowed to be disregarded will be reduced by the number previously disregarded.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Students request academic renewal in writing from the Counseling department by completing the Petition for Academic Renewal form.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "FW", "W," "I", "NC" and "NP" were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "FW", "W," "I", "NC" and "NP" drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "FW", "W," "I", "NC" and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student exhibits evidence of extenuating circumstances or shows significant improvement in academic achievement.

Reinstatement

Reinstatement may be granted, denied or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The above standards shall be applied as the minimum standards of satisfactory progress for students who are recipients of federal and state funds administered by the College.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4250 PROBATION

Reference:

Title V, Section 55030, 55031, 55032, 55033, 55034

I. Notification of Academic and/or Progress Probation:

- A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation.

- B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NC, FW, I and NP reaches or exceeds 50%, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on progress probation.

- C. At the end of the second semester in which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

II. Probationary Notification:

- A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

- B. A student who is on academic probation and earns a cumulative Citrus College grade point average of 2.0 or better shall be removed from academic probation status.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4255 DISMISSAL AND REINSTATEMENT

References:

Title 5, Sections 55033 and 55034

I. Standards for Dismissal:

A. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NP" are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).

II. Dismissal Notification:

A. The notification advising the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

III. Appeal of Dismissal

A student who has been dismissed from Citrus College may appeal the dismissal to the Counseling Office. Circumstances that shall warrant exception to the standards for dismissal include error, illness, or other circumstances beyond the control of the student.

- A. The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action.
- B. The student must file the written petition of appeal in the Counseling Office after the dismissal letter was mailed. If the student fails to file a written petition, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Counseling and the Dean of Admissions.
- C. The student will be continued on probation until the Dean of Counseling and the Dean of Admissions decides on the student's appeal.
- D. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student in writing by the Dean of Admissions. The Dean of Admissions will notify the student of the action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and the Dean of Admissions in writing

to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Admissions. The decision of the Vice President of Student Services is final.

- E. If dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

Fall Dismissals

Special circumstances exist for dismissal after the fall semester due to the fact that students traditionally enroll before fall grades are available. "Subject to dismissal" letters will be sent no later than one month prior to the start of the spring semester informing students that:

- If they are enrolled in the spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the spring semester.
- If they are not enrolled in the spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals

Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set forth above.

IV. Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- A. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- B. The student enrolls in a corrective program designed to assist him/her in improving academic skills such as obtaining academic counseling, and/or limiting course load.
- C. There is evidence of significant improvement in academic achievement.

V. Readmission after Dismissal

In considering whether or not a student may be re-admitted after a dismissal and one semester's absence, the following criteria will be considered:

- A. Documented extenuating circumstances (considered during appeal).

- B. Marked improvement between the semesters on which disqualification was based.
- C. Semester on which disqualification was based was atypical of past academic performance.
- D. Formal or informal educational experiences since completion of semesters on which disqualification was based.
- E. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 20, 2009	Resolution	_____
SUBJECT:	Employment of Mr. Edward Trickey Executive Director of Development and External Relations	Information	_____
		Enclosure(s)	_____

BACKGROUND

Mr. Edward Trickey has been selected through the hiring procedure as the recommended candidate to serve as Executive Director of Development and External Relations.

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

RECOMMENDATION

Authorization is requested to approve the hiring of Mr. Edward Trickey effective October 21, 2009 as the Executive Director of Development and External Relations at a salary placement of \$117,444.00 annually, plus \$37,715.29 in health and statutory benefits.

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

UNAPPROVED
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
CITRUS COMMUNITY COLLEGE DISTRICT

September 30, 2009

The All-Campus Accreditation Forum began at 2:45 p.m. in the Center for Innovation Community Room.

Trustees present: Susan M. Keith, Edward C. Ortell, and Patricia Rasmussen.

Trustees absent: Joanne Montgomery, Gary L. Woods, and Karine Ponce (Student Trustee).

A. ALL-CAMPUS ACCREDITATION FORUM

Jeanne Hamilton, Ph.D., Vice President of Student Services, Accreditation Liaison, and Accreditation Co-Chair; and Roberta Eisel, Language Arts Instructor, Student Learning Outcomes and Assessment Coordinator, and Accreditation Co-Chair; provided an overview of the Accreditation Self-Study for the Citrus Community College District.

B. ADJOURNMENT: The forum concluded at 3:47 p.m.

Date

Patricia Rasmussen
Clerk/Secretary

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

October 6, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 6, 2009, in the Administration Building Board Room.

Board Clerk/Secretary Rasmussen called the meeting to order at 4:15 p.m. Board Clerk/Secretary Rasmussen led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Student Trustee Ponce. Gary L. Woods joined the meeting at 4:25 p.m. Absent: Susan M. Keith.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Jack Call, Academic Senate President; Cathy Napoli, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Sara Gonzales-Tapia, Lan Hao, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Oscar Fernandez, Gabriel Smith, and Andrew Vasquez

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, thanked the members of the Board and the college community for supporting the annual *A Taste of Autumn* event. She said it was a wonderful evening and the college community can be very proud of our talented students and dedicated faculty and staff who participated. She congratulated and thanked the Citrus College Foundation for their dedication and hard work.

Dr. Perri presented the Board with a binder of college information and brochures that provides a snapshot of departmental promotional pieces for the last academic year. She thanked Ms. Paula Green, Director of Communications, and her staff for assembling the information.

Dr. Perri thanked the Board and the faculty and staff who attended the All-Campus Accreditation Forum last week. The forum presented highlights of our Institutional Self Study 2009. Dr. Perri thanked accreditation co-chairs, Dr. Jeanne Hamilton, Vice President of Student Services, and Ms. Roberta Eisel, Language Arts Instructor, Student Learning Outcomes Coordinator, for overseeing the forum and leading the self study process. She also thanked the many faculty, staff, and students who enthusiastically participated in the self study.

Irene Malmgren, Vice President of Academic Affairs, reported that the Faculty Learning Institute will hold their Fall Book Event November 5 and 6, 2009. The book they have chosen is *The Art of Possibility: Transforming Professional and Personal Life*, by Rosamund Stone Zander.

Ms. Malmgren said data from the Office of Institutional Research indicates there is a higher success rate in all learning community courses as compared to the same courses with no learning communities. The majority of fast track classes also show a better rate of success. In addition, Math Success Center data shows that students who participated in the spring student survey believed that the center helped them improve their grades, but over 50 percent said there were not enough tutors. Tutors have been added for the fall semester, and the Math Success Center is filled with students each day.

Use of the STEM Center, which opened the first day of the fall semester, is growing rapidly, with 157 students the first week and 414 by week four. That headcount does not include all of the Calculus Enrichment Workshops, Calculus Readiness Workshops, and Supplemental Instruction sessions.

Over 500 students from Azusa, Claremont, Duarte, Glendora, and Monrovia participated in the summer PAGE (pre-algebra, algebra, and calculus enrichment) program. Ms. Malmgren said this program promotes student success for grades 6 through 12 and grows future teachers in the process.

The Saturday Science Physics Workshops for Glendora GATE students will be held on October 24, 2009, and the Saturday Science Workshop for Azusa students will be held on November 7, 2009.

The STEM open house will take place on November 3, 2009.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the annual Student Services planning meeting was held at her home last week. Highlights of the meeting included a discussion of new goals; progress on last year's goals; and current SLOs and assessment. Dr. Hamilton said it was a good opportunity to assess where they are and focus on where they are going. She thanked those who contributed to the meeting, including Ms. Eisel; Dr. Lan Hao, Director of Institutional Research; Ms. Sylvia Smythe, Director of College Success; and Ms. Linda Welz, Chief Information Services Officer.

Dr. Hamilton said the accreditation visiting team will arrive on Monday, October 12, 2009. Ms. Pam McGuern, Administrative Assistant, is finalizing appointments and arrangements for the visit.

Robert Sammis, J.D., Director of Human Resources, reported that the Human Resources Advisory Committee held their first meeting and has begun the process of reviewing Board Policies and Administrative Procedures. He said it will be a very busy year for the committee.

Dr. Sammis reported that CSEA and the District have formed a committee consisting of two representatives from each group to begin reviewing classified job descriptions.

Carol R. Horton, Vice President of Finance and Administrative Services, provided a presentation on the 2009-2010 District Budget. Board Clerk/Secretary Rasmussen commented that future cuts to our budget should reflect our primary goal of providing instruction to students. Board Member Ortell said the budget represents a tremendous amount of work, and he expressed appreciation for the efforts of Mrs. Horton and her staff. Board Member Montgomery commended the college community for their collegiality and positive attitude during the current budget crisis. Mrs. Horton credited

the work of her staff and Ms. Carol Cone, Budget Supervisor, and Ms. Rosalinda Buchwald, Director of Fiscal Services, in producing the 2009-2010 District budget.

Jack Call, Ph.D., Academic Senate President, reported on the recent Academic Senate meeting. He said Dr. Perri presented an update on the budget situation; Dr. Hamilton provided an update on the accreditation self study and visit; and Ms. Malmgren took part in a discussion on keeping down the cost of photocopying. Several senators volunteered to take part in an ad hoc committee on photocopying. They also approved mandatory orientation for new students as recommended by the Matriculation and Assessment Committee and revisions to the Program Review Handbook and template. In addition, they reviewed 16 Board Policies and Administrative Procedures.

At the September 18, 2009, meeting of the Department Chairs Task Force, Ms. Dana Hester, Physical and Natural Sciences instructor, reported on her research into how a department chair structure works at other colleges.

A discussion on the sabbatical procedures took place during the Sabbatical Policy Review Committee meeting on September 28, 2009.

Dr. Call said a memo was sent to all faculty members inviting them to apply for the stipend/reassigned opportunity to serve as Program Review Coordinator, and that five faculty members have already either applied or expressed interest.

Karine Ponce, Student Trustee, said the Math Success Center is a big success. It is consistently filled with students, and many students, including her, are seeing direct benefits of the free tutoring.

ASCC is busy with a number of activities. They approved 15 Board Policies and Administrative Procedures at their last meeting, and tabled 5, pending further clarification. They have started planning for the Student Senate of the California Community Colleges general assembly. They are also collaborating with the Latina Leadership Network to host Dia de los Muertos on October 29, 2009.

Joanne Montgomery, Member, Board of Trustees, commented that *A Taste of Autumn* was a wonderful event. She gave special thanks to Mr. Tom Gerfen, Foundation Board President. Mrs. Montgomery said everything went off beautifully, and it was nice to see the support of Citrus faculty, staff, and administrators.

Edward C. Ortell, Member, Board of Trustees, said it has been a busy couple of weeks for Board members, with a Budget Forum, an Accreditation Forum, a

Candidates' Forum and *A Taste of Autumn*. He said it was nice to see so many local leaders at *A Taste of Autumn*, and the event was a good opportunity to build relationships with the community and show off our college and the accomplishments of our students.

Patricia Rasmussen, Clerk/Secretary, Board of Trustees, reported on a recent legislative forum featuring Senator Bob Huff. Senator Huff said there is no good news on the state budget. He discussed the state's prison dilemma and the expense of housing prisoners, overcrowding, and the push for early release of some categories of prisoners. He also discussed the state's ability to access funding from President Obama's "Race to the Top," which uses student data to evaluate faculty.

Dr. Rasmussen commended the Supervisors/Confidential team for staffing information booths the first two days of the semester. She said this is a wonderful service for our students.

Gary L. Woods, Vice President, Board of Trustees, said he enjoyed the chance to talk with local legislators at *A Taste of Autumn*, and he particularly enjoyed the opportunity to talk with the Citrus faculty and staff who attended the event.

MINUTES

Item 1: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the September 15, 2009, regular meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

Item 2: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the September 17, 2009, special meeting minutes.

4 Yes. 1 Absent (Mrs. Keith).

PUBLIC HEARINGS

Board Vice President Woods opened a public hearing at 4:40 p.m., for the purpose of hearing public viewpoints regarding the 2009-2010 District Budget. Hearing no comments, he declared the public hearing closed at 4:41 p.m.

Board Vice President Woods opened a public hearing at 4:41 p.m., for the purpose of hearing public viewpoints regarding the Energy Service contract for the Installation of Energy Efficient Glazing in the Library Study Lounge project. Hearing no comments, he declared the public hearing closed at 4:42 p.m.

INFORMATION AND DISCUSSION

2008-2009 Strategic Plan Progress Report and 2009-2010 Annual Implementation Plan – Lan Hao, Ph.D., Director of Institutional Research

Dr. Hao presented two Strategic Plan documents: the 2008-2009 Strategic Plan Progress report and the 2009-2010 Annual Implementation Plan. Dr. Hao said developing these reports has been a meaningful process and a worthwhile effort for the college, as well as a good learning experience. She thanked the many departments and committees who contributed to the reports, including Student Services, the instructional deans, the College Success Committee, the Financial Resources Committee, and the Steering Committee. She also thanked Ms. Lucinda Over, Dean of Counseling; Mr. Jim Lancaster, Dean of Career, Technical and Continuing Education; Ms. Smythe; Ms. Green; and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer; for their assistance, and Dr. Perri for her leadership and guidance throughout the process.

Program Reviews: Esthetician, Commercial Dance, Recording Technology, and Digital Web Design – Irene Malmgren, Vice President of Academic Affairs

INDEPENDENT CONTRACTORS

Item 3: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent (Mrs. Keith).

FACILITY USE

Item 4: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve facility rentals and usage. 4 Yes. 1 Absent (Mrs. Keith).

INSTITUTIONAL MEMBERSHIP

Item 5: Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve a \$100.00 one year membership to the California Organization of Associate Degree Nursing Program Directors. 4 Yes. 1 Absent (Mrs. Keith).

CONSTRUCTION – CAPITAL PROJECTS

Item 6: Moved by Dr. Rasmussen and seconded by Dr. Ortell to accept Project #04-0809, Campus Walkway Replacement Project, Phase 2 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$116,335.00. 4 Yes. 1 Absent (Mrs. Keith).

- Item 7:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to accept Project #05-0809, Re-roofing of Professional Center and Technology C Buildings as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$40,880.00.
4 Yes. 1 Absent (Mrs. Keith).

PERSONNEL RECOMMENDATIONS

- Item 8:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent (Mrs. Keith).
- Item 9:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Mrs. Keith).
- Item 10:** Moved by Dr. Rasmussen and seconded by Dr. Ortell to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Mrs. Keith).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the attached budget for all District funds for the 2009-2010 fiscal year. 4 Yes. 1 Absent (Mrs. Keith).

CONSTRUCTION – CAPITAL PROJECTS

- Item 12:** Moved by Dr. Ortell and seconded by Dr. Rasmussen to approve the award of a contract for project #01-0910, Energy Service Contract for Installation of Energy Efficient Glazing in the Library Staff Lounge to Liberty Glass & Metal of Upland, California in the amount of \$47,500.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. This project is part of the campus wide HVAC energy upgrades to be funded by Measure G Bond funds. 4 Yes. 1 Absent (Mrs. Keith).

BOARD POLICIES

- Item 13:** Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of Board Policies BP 4010 – Academic Calendar, BP 4070 – Auditing, BP 4110 – Honorary Degrees, BP 4223 – Withdrawal from Courses, BP 4230 – Grading and Record Systems, BP 4232 –

Pass/No Pass, BP 4240 – Academic Renewal, and BP 4250 – Probation/Dismissal. 4 Yes. 1 Absent (Mrs. Keith).

LIQUOR LICENSE

Item 14: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at a private reception to be held November 11, 2009, from 4 to 7 p.m. on the Citrus College campus. 4 Yes. 1 Absent (Mrs. Keith).

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held December 11, 2009, from 6 to 8 p.m. on the Citrus College campus. 4 Yes. 1 Absent (Mrs. Keith).

CLOSED SESSION: At 5:12 p.m., Board Vice President Woods adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA).

Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

RECONVENE OPEN SESSION: At 5:40 p.m., Board Vice President Woods reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES ACCREDITATION WORK SESSION

Dr. Hamilton and Ms. Eisel provided an overview of the Institutional Self Study 2009 document, the site visit calendar, and other details.

ADJOURNMENT: At 6:42 p.m., it was moved by Dr. Rasmussen and seconded by Mrs. Montgomery to adjourn the meeting. 4 Yes. 1 Absent (Mrs. Keith).

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees

UNAPPROVED
MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
CITRUS COMMUNITY COLLEGE DISTRICT

October 13, 2009

The Board of Trustees of the Citrus Community College District met for the Special Meeting on Tuesday, October 13, 2009, in the Administration Building Board Room.

Board President Keith called the meeting to order at 5:39 p.m. Board President Keith led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Student Trustee Ponce. Absent: Gary L. Woods.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; and Christine Link, Recording Secretary.

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

Management Team: Sylvia Smythe and Linda Welz

Faculty: None

Supervisors/Confidential: None

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Dr. Brian King, Accreditation Team Chair and Superintendent/President, Cabrillo College; Dr. Paul Killpatrick, Accreditation Team Member and

Superintendent/President, Lake Tahoe Community College; Dr. Kevin Trutna, Accreditation Team Member and Vice President for Academic Affairs, Yuba College.

ACCREDITATION VISITING TEAM INTERVIEWS

Members of the Board of Trustees participated in interviews with members from the accreditation visiting team.

ADJOURNMENT: At 6:08 p.m., it was moved by Dr. Ortell and seconded by Dr. Rasmussen to adjourn the meeting. 4 Yes. 1 Absent (Dr. Woods).

Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees