

## **CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in September

**DATE:** Tuesday, September 15, 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**

**Approval of the Regular Meeting Minutes of August 18, 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 and Citrus College Faculty Association/CTA/NEA (CCFA).**
- 2. Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- 3. Per section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

**G. HEARINGS**

1. Public hearing for the purpose of hearing public comment on the District's proposed 2009-2010 GANN Appropriation Limit. (Page 3)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 15, 2009	Resolution	_____
SUBJECT:	Public Hearing – GANN Appropriation Limit	Information	X
		Enclosure(s)	_____

BACKGROUND

At the September 15, 2009, meeting, the Board will be presented with a GANN Appropriation Limit Calculation Resolution.

The GANN Appropriation Limit Calculation has been available for review at the five public libraries in the Citrus College service area, at the Citrus College library, and in the Superintendent/President's office.

A public hearing at a regularly scheduled Board of Trustees meeting is required for the purpose of hearing comments and opinions from staff and the community. This hearing must take place prior to Board action on the GANN Appropriation Limit Calculation Resolution.

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

RECOMMENDATION

Open a public hearing and invite members of the audience to present their comments with regard to the GANN Appropriation Limit Calculation.

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

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

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

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

Item No.     G.1.

## **H. INFORMATION AND DISCUSSION**

## I. 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 August 2009. (Page 11)
- d. Authorization is requested to approve purchase orders for August 2009. (Page 13)
- e. Authorization is requested to approve a \$120.00 one year membership to the Association of Community and Continuing Education. (Page 19)
- f. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. (Page 20)
- g. Authorization is requested to approve Change Order #1 in the amount of \$8,000.00 for Project #04-0809, Campus Walkway Replacement Project, Phase 2. (Page 22)

**(CONTINUED)**

## **I. ACTION ITEMS**

### **1. Consent Items (continued)**

- h. Authorization is requested to approve Change Order #3 in the amount of \$127,013.00 for Project #06-0506, Vocational Technology Complex. (Page 27)

#### **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 33)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 41)
- k. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 44)



**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – September 15, 2009**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Brown, David S.	\$72.00per hour	Bond/District	5/6/08-6/30/10 <i>Date Revision</i>	Inspector of Record
Construction Testing & Engineering, Inc.	\$35,000.00max	Bond	8/18/09-Project Completion <i>Revision</i>	Material Testing & Geotechnical Investigation – Security Building
<u>CHILD DEVELOPMENT CENTER</u>				
Arnold, Heather	\$100.00max	Grant	9/9/09-6/30/10	Shadow Trainer for Foster Parents
Arnold, Heather	\$3,100.00max	Grant	9/9/09-6/30/10	Foster Care Ed
<u>COMMUNITY EDUCATION</u>				
KGP Consulting, LLC	40% of fees	Fees	9/16/09-9/24/09	Introduction to Medical Ins. Billing
KGP Consulting, LLC	40% of fees	Fees	10/7/09-10/8/09	Workers' Comp & Personal Injury
KGP Consulting, LLC	40% of fees	Fees	10/5/09-10/6/09	Advanced Medical Ins. Billing
KGP Consulting, LLC	40% of fees	Fees	10/14/09-10/14/09	Start a Medical Billing Service
KGP Consulting, LLC	40% of fees	Fees	9/16/09-10/8/09	Medical Ins. Billing Certificate
KGP Consulting, LLC	40% of fees	Fees	10/7/09-10/7/09	Computerized Medical Ins. Billing
Netherly, Betty	50% of fees	Fees	12/12/09-12/12/09	Holiday Makeover on a Budget
Rizzardi, Yolanda	40% of fees	Fees	10/10/09-10/10/09	Rubber Stamp and Craft Camp II
<u>FINANCIAL AID</u>				
Monrovia USD	no fee	no fee to district	7/1/09-6/30/10	Federal Work Study
<u>FINE AND PERFORMING ARTS</u>				
Alpert, Bill	\$800.00max	District	9/16/09-6/30/10	Musician Services
Bade, Ludmilla	\$21.00per hour	District	9/16/09-6/30/10	Figure Drawing Model
Batten, Jennifer	\$300.00max	District	9/16/09-6/30/10	Guest Lecturer
Castler, Gary	\$3,600.00max	District	9/16/09-6/30/10	Costume Designer
Fischer, Juliet	\$3,200.00max	District	9/22/09-6/30/10	Dance Coordinator/Performer
Lafkas, Daniella	\$1,550.00max	District	9/16/09-6/30/10	Theatrical Services
Shepherd, Craig	\$3,500.00max	District	9/16/09-6/30/10	Scenic Artist
Slay, Kevin	\$750.00max	District	9/16/09-6/30/10	Theatrical Services
<u>WORKFORCE DEVELOPMENT</u>				
Swinney, Richard G.	\$225.00max	Grant	4/24/09-4/24/09 <i>Name Revision</i>	Workshop Presenter for Earthday

**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	September 15, 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. \_\_\_\_\_ I.1.b. \_\_\_\_\_

**Use of Facilities  
September 15, 2009**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Pinnacle Productions	Recording Arts Studio	Basic Tracking	8/10/2009	\$400.00
BL4 Productions	Stadium	TV Show Filming	8/10, 8/11 and 8/12/09	\$7,300.00 plus additional labor if required
St. Lucy's High School	Tennis Courts	Tennis Team Practice	Mon thru Fri 8/24/09-11/6/09	\$1,100.00 plus additional labor if required
Music Teachers Assn. of California - San Gabriel Branch	PA133-Choral Room	Music Recitals and Competitions	9/19/09, 10/24/09, 11/14/09, 1/30/10, 4/17/10 and 6/5/10	\$1,500.00 plus additional labor if required
California Theatre Center	Performing Arts Center	Children's Theatre Performances	3/2/10 and 5/11/10	\$3,200.00 plus additional labor if required
Downtown Azusa Business Association	Performing Arts Center	Miss Azusa Pageant	2/6/2010	\$2,900.00 plus additional labor if required
Village Dance Arts	Performing Arts Center and PA192 & 193	Dance Recital	6/17 & 6/19/10	\$3,050.00 plus additional labor if required
DDK Productions	Performing Arts Center and PA192 & 193	Dance Performance	6/24 & 6/26/10	\$3,050.00 plus additional labor if required

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X

**BACKGROUND**

A & B Warrants for August 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 August 2009.

Carol R. Horton  
Recommended by

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

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

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

Item No. \_\_\_\_\_ I.1.c. \_\_\_\_\_

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
August, 2009		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$1,549,187.52
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$329,994.69
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
1	211-C	\$1,121.20
3	211-N	\$5,836.20
48	C1A-C	\$439,507.14
222	V2C-C	\$949,314.45
6	V2C-N	\$10,044.39
53	216-C	\$59,474.88
1	217-C	\$1,318.72
124	C3A-C	\$204,737.89
385	C3A-N	\$231,472.45
2	223-C	\$506.88
2	230-C	\$14,902.89
9	230-N	\$16,338.33
1	237-C	\$209.48
3	C2B-C	\$14,500.00
347	C2B-N	\$1,464,184.39
1,207		\$3,413,469.29
ske		
9/11/2009		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE	September 15, 2009	Resolution	<hr/>
SUBJECT:	Purchase Orders	Information	<hr/>
		Enclosure(s)	X <hr/>

**BACKGROUND**

Purchase orders August 2009.

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

**RECOMMENDATION**

Authorization is requested to approve purchase orders for August 2009.

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

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

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

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

Item No. \_\_\_\_\_ I.1.d. \_\_\_\_\_

**Includes 08/01/2009 - 08/31/2009**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object Code</b>	<b>Amount</b>
09-12580	CITRUS COLLEGE FOUNDATION	9090	Work Study Reimbursement	74-5800	1,667.25
10-13108	NEXTEL COMMUNICATIONS	9190	Blanket PO	01-5800	10,000.00
10-13622	CED INDUSTRY	9370	Supplies for CC sidewalk replacement project	41-4300	1,476.91
10-13651	ALBERTSONS	3040	Cakes for graduations	01-4300	.00
				51-4390	439.00
10-13661	McGRAW HILL	9670	Learning Center References	01-4300	366.14
10-13664	TRI-BEST VISUAL DISPLAY	9672	Markerboard	01-5800	543.21
10-13667	THEODORE ROBINS FORD	9040	Maintenance Vehicle	01-6400	9,082.25
10-13686	SEHI Computer Products Inc	9672	Monitors	01-6400	11,081.26
10-13687	D & D Security Resources Inc	9672	Laptop Locks	01-4300	2,676.10
10-13688	D & D Security Resources Inc	9680	Laptop Cables	01-4300	296.38
10-13689	CD Rollout	9280	CD's	01-4300	369.87
10-13690	OWL BOOKSHOP	9280	Blanket PO	01-4300	1,317.00
10-13691	Jasco Analytical Instruments	9672	Spectrometer	01-6400	21,997.27
10-13692	WESTERN AUDIO VISUAL CORP	9680	Controller Firmware Upgrade	01-4300	412.38
10-13693	HILLYARD INC	9270	Supplies	01-4300	8,129.87
10-13694	ComputerLand of Silicon Valley Attn: Education Sales	9100	Crystal Reports Renewal	01-5840	4,280.25
10-13695	CLAREMONT CHAMBER OF COMMERCE	9220	Reservations	01-5790	165.00
10-13696	CITY OF DUARTE	9230	Reservations	01-5880	60.00
10-13697	Sanofi Pastuer Inc.,	9160	Flu vaccine	01-4300	2,932.30
10-13698	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	3,598.73
10-13699	Lenovo Inc	9672	V Brackets	01-4300	1,032.20
10-13700	LOGIX INC	9110	Picture Maker supplies	01-4310	494.49
10-13701	CSU FOUNDATION THE CALIF STATE UNIVERSITY	3120	Registration	33-5220	75.00
10-13702	GETINGE/CASTLE INC	0030	Replacement pump for Autoclave	01-4300	835.04
10-13703	Full Compass Attn: Ken Schneider	0281	Supplies	01-6400	612.64
10-13704	100% SOCCER	0060	Women's soccer attire	01-4300	3,025.26
10-13705	INTELECOM SUITE 300	3160	Service Agreement	01-5810	2,250.00
10-13706	ALERT SERVICES	0060	Athletic tape	01-4300	477.80
10-13707	VS ATHLETICS	0060	Cross country attire	01-4300	1,282.16
10-13708	MARX BROS FIRE EXTINGUISHER CO	9370	Fire surpression system for Cafeteria	41-6100	4,800.00
10-13709	MALMARK INC	0010	Supplies	01-4300	41.34
10-13710	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	9430	Annual Operating Fees	01-5805	1,748.43
10-13711	Larry Franks	9040	Equipment	01-6400	800.00
10-13712	Champion Optical Network Engin eering	9250	Field House	42-6400	875.81
10-13713	Toshiba Direct Gov/Ed Western Division	9250	Field House - Computers	42-6400	2,666.00
10-13714	Network Liquidators	9250	Field House	42-6400	7,759.33
10-13715	ARROW WIRE AND CABLE	9250	Field House	42-6400	407.17
10-13716	VIZUAL SYMPHONY	9250	Field House - Room 224	42-6400	10,158.41
10-13717	VIZUAL SYMPHONY	9250	Field House - Room 211	42-6400	3,961.75
10-13718	VIZUAL SYMPHONY	9250	Field House - Mobile A/V	42-6400	5,630.18
10-13719	Hillyard LA Service	9270	Supplies	01-4370	37.73
10-13720	FLINN SCIENTIFIC INC.	0311	Supplies	01-4300	828.17
10-13721	AMERICAN 3B SCIENTIFIC	0310	Physics Supplies	01-4300	790.20
10-13722	CAROLINA BIOLOGICAL SUPPLY	0311	Suplies	01-4300	109.24

**Includes 08/01/2009 - 08/31/2009**

PO Number	Vendor Name	Site	Description	Fund/ Object Code	Amount
10-13723	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	8,158.52
10-13724	Amazon.com Corporate Credit	9250	Restocking Fee	01-4300	356.93
10-13725	FISHER SCIENTIFIC	0311	Supplies	01-4300	3,319.09
10-13726	AMERICAN THERMOFORM CORP	3270	Braille Paper	01-4300	259.78
10-13727	AMERICA IS MAKING IT	0060	Volleyball practice shorts	01-4300	663.53
10-13728	MKH MEDICAL ELECTRONICS	0060	Training room repair	01-5630	469.94
10-13729	Kens Sporting Goods	0060	Football equipment	01-4300	990.72
10-13730	Healey Awards	0060	Football helmet decals	01-4300	607.31
10-13731	GLENDORA TROPHY	9290	Outstanding Faculty Plaques	01-4300	163.53
10-13732	R & D BUSINESS INT. 000446	9681	Round table	01-5800	25.00
				01-6400	245.23
10-13733	KIMBLE CHASE LLC	0311	Supplies	01-4300	685.03
10-13734	PictureCode	9220	Software	01-4300	79.95
10-13735	XEROX CORPORATION	9110	Software License	01-5610	2,880.00
10-13736	Other World Computing	0281	Hard Drives	01-4300	750.16
10-13737	Apple Inc	3180	Supplies	01-6400	254.62
10-13738	MGF & Sons, Inc.	9270	Supplies	01-4300	1,079.41
10-13739	David Grant Inc	3120	Software Contract Renewal	33-5810	1,311.51
10-13740	COMPVIEW INC.	0281	Supplies	01-4300	822.76
10-13741	1 STOP SOCCER	0060	men's soccer attire	01-4300	2,989.32
10-13742	OWL BOOKSHOP	9081	Summer Bridge Breakfast supplies	01-4300	83.96
10-13743	OFFICE DEPOT BSD ED DIV	9150	Shredder	01-4300	181.08
				39-4300	90.54
10-13744	WHALEN BINDERY & MAILING SVC	9030	Blanket PO	01-5850	4,500.00
10-13745	INNOVATIVE INTERFACES, INC.	9260	Service Agreement	01-5810	22,704.00
10-13746	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	116.58
10-13747	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	219.54
10-13748	HARDY DIAGNOSTICS	0030	Micro supplies	01-4300	1,011.38
10-13749	PASCO SCIENTIFIC	0310	Physics Supplies	01-4300	1,496.82
10-13750	CITY OF AZUSA	9370	Water Connection Fees	41-5800	19,740.00
10-13751	DWI ENTERPRISES	9250	Podiums	01-6400	14,750.40
10-13752	CAROLINA BIOLOGICAL SUPPLY	0030	Dated Material	01-4300	1,437.01
10-13753	OWL CAFE	9360	Convocation Breakfast	01-4300	3,127.88
10-13754	SPORT CHALET	0060	Cross country shoes	01-4300	2,250.00
10-13755	Kens Sporting Goods	0060	Volleyball equipment	01-4300	152.68
10-13756	SPORT CHALET	0060	Football practice attire	01-4300	1,729.52
10-13757	MOLTEN USA	0060	volleyball equipment	01-4300	384.30
10-13758	California Ultimate Design	0060	Water Polo Attire	01-4300	981.82
10-13759	S & R SPORTS	0060	Women's water polo gear	01-4300	323.53
10-13760	SURVIVAL SKILLS & COMPANY	9040	Emergency Supplies	01-6400	2,094.26
10-13761	TURF STAR	9470	Replacement Seat	01-4300	202.40
10-13762	GUNTHER'S ATHLETIC SERVICE	0060	Football equipment	01-4300	3,584.49
10-13763	SPORT CHALET	0060	Football practice jersey	01-4300	128.46
10-13764	Time Clock Supplies	9050	Time and Date Stamp	01-6400	629.97
10-13765	Tech Depot An Office Depot Co.	0281	Supplies	01-4300	287.30
10-13766	SC FUELS	9190	Gasoline	01-4360	9,240.00
10-13767	MONTGOMERY HARDWARE	9040	Panic Bars	01-4300	2,354.29
10-13768	MONTGOMERY HARDWARE	9040	Door Release units	01-4300	1,561.54
10-13769	PRO SPRAY EQUIPMENT	9140	Supplies	01-4300	203.58
10-13770	TEACHING STRATEGIES INC.	3120	Blanket PO	33-4300	500.00
10-13771	ALBERTSONS	9672	Outreach-welcome day	01-4300	548.75

**Includes 08/01/2009 - 08/31/2009**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object Code</b>	<b>Amount</b>
10-13772	LEARNING RESOURCES ASSOCIATION	9672	Algebra Tiles	01-4300	279.38
10-13773	MASTERFILE CORPORATION	9170	Compliance fee-licensing for web image	01-5800	2,010.00
10-13774	Pump Man	9140	Repair irrigation pump	01-5630	4,704.00
10-13775	GRAPHICS UNLIMITED	3200	Supplies	01-4300	636.55
10-13776	HARDY DIAGNOSTICS	0030	Supplies for Microbiology	01-4300	1,140.61
10-13777	ALLIANCE BUS LINES	9672	Bus service	01-5610	335.84
10-13778	SKILLPATH SEMINARS	9660	Supplies required for an Excel Workshop	01-4300	48.22
10-13779	Dell Computer Corp	9672	Supplies	01-4300	256.35
10-13780	Tech Depot An Office Depot Co.	9220	Supplies	01-6400	254.86
10-13781	Amazon.com Corporate Credit	9672	Books	01-4300	343.31
10-13782	Amazon.com Corporate Credit	0010	Supplies	01-4300	464.49
10-13783	APPLE, INC. M/S 198HE	0281	Supplies	01-4300	1,262.13
10-13784	Jupiterimages	9220	Subscription	01-4300	998.00
10-13785	Panel Authority Inc	0281	Supplies	01-4300	856.37
10-13786	HARBOR FREIGHT	3020	Automotive Supplies	01-4300	242.40
10-13787	R & D BUSINESS INT. 000446	9050	File Cabinet	01-6400	294.44
10-13788	COSTCO WHOLESALE	9250	Membership Renewal	01-5800	100.00
10-13789	GRAND STANDS, INC.	9050	Keyboard	01-4300	125.12
10-13790	VWR SCIENTIFIC	0311	Supplies	01-4300	2,409.08
10-13791	A-1 TEXTILES	3040	Supplies	01-4300	2,099.71
10-13792	SAFETY KLEEN	3020	Service & solvents for hazardous waste clean-up	01-5600	669.66
10-13793	LAGUNA CLAY	0010	Fall semester supplies	01-4300	1,721.37
10-13794	TOYOTA OF GLENDORA	3020	Blanket PO	01-4300	1,000.00
10-13795	ASSOCIATED STUDENTS OF CITRUS COLLEGE	3370	2010 WFL contribution	01-5800	9,460.00
10-13796	HOLIDAY INN CAPITOL PLAZA	3370	Regional Chairs Mtg	01-5800	1,731.92
10-13797	CCCAOE	3370	Support payment	01-5800	2,000.00
10-13798	Ebay	3020	Auto Supply	01-4300	87.27
10-13799	TECHSMITH CORP	3370	Software	01-4300	245.57
10-13800	Apple Inc	3370	Computer	01-4300	578.99
				01-5800	119.00
				01-6400	1,662.26
10-13801	HARBOR FREIGHT	0281	Service Carts	01-6400	209.52
10-13802	NEC Unified Solutions, Inc	9100	Telephone Maintenance	01-5810	46,043.04
10-13803	SMA Management Systems, Inc	9100	Software & Maintenance	01-5840	9,361.25
10-13804	ALTAWARE INC.	9100	Juniper Support	01-5810	4,545.65
10-13805	EDUCATION TO GO	9330	Enrollment Fees	39-5800	458.00
10-13806	Ricoh Business Solutions	9250	Copier	01-6400	4,258.86
10-13807	HARDY DIAGNOSTICS	0030	Supplies	01-4300	99.07
10-13808	COSTCO WHOLESALE	9250	Blanket PO	01-4300	1,000.00
10-13809	RYDIN SIGN AND DECAL	9070	Parking Permits	01-4300	4,401.82
10-13810	GLENDORA POSTMASTER	9250	Deposit Bulk Permit #6	01-5840	500.00
10-13811	HOME DEPOT	9250	Blanket PO	01-4300	1,000.00
10-13812	DAIGGER	0030	Supplies	01-4300	249.08
10-13813	JK SPECIALTY PRINTING	9360	Supplies	01-4300	67.44
10-13814	TRU WEST	0060	Women's water polo caps	01-4300	119.75
10-13815	OWL CAFE	3160	Lunches for Workshop	01-4300	218.95
10-13816	WALL STREET JOURNAL	9260	Print Subscription	01-4300	269.54
10-13817	HILLYARD INC	9270	Cleaning equipment	01-6400	1,678.15



**Includes 08/01/2009 - 08/31/2009**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object Code</b>	<b>Amount</b>
10-13818	MERCURY FENCE	9140	Repairs to Fence	01-5630	1,275.00
10-13819	BRODART, INC.	9260	Supplies	01-4300	214.19
10-13820	DEMCO INC.	9260	Supplies	01-4300	233.69
10-13821	GENERAL BINDING CORP	9260	Maintenance Agreement	01-5810	785.00
10-13822	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9210	Subscription Renewal	01-4210	1,500.00
10-13823	CCDAA - NICOLE HOWARD	3120	2009-2010 CCDAA Meetings	33-5220	245.00
10-13825	ECOLAB	9375	Supplies	42-4300	500.00
10-13826	Mike Hillman	9375	Tile Work Supplies	42-4300	119.86
10-13827	VANGUARD MFG. INC.	9195	Supplies	01-4300	1,391.56
10-13828	SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	9430	AQMD Fees	01-5880	73.89
10-13829	OWL BOOKSHOP	9420	Blanket PO	01-4300	1,000.00
10-13830	BUNNY GUNNER	0010	Blanket PO	01-4300	500.00
10-13831	CSULA CSU CONFERENCE OUTREACH & RECRUITMENT	9290	Registration Fee	01-5200	260.00
10-13832	OCLC WESTERN	9260	Service Subscription	01-5840	5,200.00
10-13833	PRIMO GRAPHICS INC.	0072	Logos Printing	01-5890	12,000.00
10-13834	R & D BUSINESS INT. 000446	9375	Moving Tech A 210	41-5800	800.00
10-13835	BELTMANN GROUP	9375	Blanket - Voc Tech Move	41-5800	3,000.00
10-13836	REGENTS OF THE UNIVESITY CALIFORNIA	9290	Conference Registration Fee	01-5200	80.00
10-13837	MAGNA PUBLICATIONS	3180	Registration	01-5800	229.00
10-13838	Emergency Responders Network	0060	Defibrillation Supplies	01-6400	1,520.72
10-13839	R & R CUSTOM SIGNS	9040	Campus Parking Signs	01-6100	721.61
10-13840	NEC UNIFIED SOLUTIONS, INC.	9375	Field House - Telephones	42-6400	1,928.51
10-13841	College Board SAT Program	9100	Code List of Schools	01-4300	164.63
10-13842	LOWES	9375	Refurbish Tables - Voc Tech	41-4300	314.04
10-13843	EBSCO	9260	Print Subscriptions	01-4300	7,700.00
10-13844	School Outfitters	9672	Markerboard partition	01-6400	1,674.81
10-13845	CUBICLE CURTAIN FACTORY	3050	Dental Curtains	01-4300	520.02
10-13846	XAP CORPORATION	9099	BOG Fee Waiver Application	01-5800	2,755.83
10-13847	XAP CORPORATION	9010	Online application	01-5800	11,038.00
10-13848	SCANTRON	3200	Supplies	01-4300	65.80
10-13850	SPORT CHALET	0060	Training room attire	01-4300	462.45
10-13851	JEFF'S SPORTING GOODS	0060	Men's basketballs	01-4300	747.52
10-13852	SPORT CHALET	0060	Football kicking net	01-4300	135.23
10-13853	GUNTHER'S ATHLETIC SERVICE	0060	Football equipment	01-4300	131.70
10-13854	CCCCIO	9170	Registration	01-5200	305.00
10-13855	CCLC	9170	Registration	01-5200	475.00
10-13856	PEPSI-COLA CO	9455	Blanket PO	41-5892	5,000.00
10-13857	OXFORD UNIVERSITY PRESS ORDER DEPARTMENT	9670	Lab Resources	01-4300	126.03
10-13858	WESTERN AUDIO VISUAL CORP	9375	AV equipment	41-6400	6,336.72
10-13859	REGENTS OF THE UNIVESITY CALIFORNIA	9660	Registration	01-5220	20.00
10-13860	McBAIN INSTRUMENTS	9672	Science Equipment	01-4300	4,136.64
10-13861	HILLYARD INC	9270	Supplies	01-4300	137.67
10-13862	FOOTHILL MEDICAL CENTER	9430	Blanket PO for Emergency Services	01-5860	7,500.00
10-13863	MGF & Sons, Inc.	9270	Supplies	01-4300	343.68
10-13864	WESTERN AUDIO VISUAL CORP	9375	A/V - VOC Tech- 102/103/104/105/115	41-6400	37,249.69

**Total                    184                    487,853.45**

**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
01	General Fund	159	370,342.77
33	Child Development Fund	4	2,131.51
39	Community Education	2	548.54
41	Capital Outlay Projects Fun	9	78,717.36
42	Revenue Bond Construction F	10	34,007.02
51	Bookstore Fund	1	439.00
74	Student Financial Aid Trust	1	1,667.25
<b>Total</b>		<b>184</b>	<b>487,853.45</b>

**PO Changes**

	<b>New PO Amount</b>	<b>Fund/ Object</b>	<b>Description</b>	<b>Change Amount</b>
10-13199	1,500.00	01-4300	General Fund/Materials and Supplies	1,500.00
10-13199	1,500.00	01-5600	General Fund/Rentals, Leases and Repairs	1,500.00-
<b>Total PO 10-13199</b>				<b>.00</b>
10-13337	500.00	01-4300	General Fund/Materials and Supplies	500.00
10-13337	500.00	01-5600	General Fund/Rentals, Leases and Repairs	500.00-
<b>Total PO 10-13337</b>				<b>.00</b>
10-13463	1,064.64	01-4300	General Fund/Materials and Supplies	1,064.64
10-13547	6,650.00	01-4300	General Fund/Materials and Supplies	6,650.00
10-13623	80.00	33-4300	Child Development Fund/Materials and Supplies	80.00
10-13626	1,083.87	42-6400	Revenue Bond Construction	1,083.87
10-13671	400.00	33-5800	Child Development Fund/Oth Contracted Services	400.00
10-13676	980.92	01-6400	General Fund/Equipment-Capitalized	980.92
<b>Total PO Changes</b>				<b>10,259.43</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
<b>DATE</b>	September 15, 2009	Resolution	_____
<b>SUBJECT:</b>	Institutional Membership to the Association of Community and Continuing Education (ACCE)	Information	_____
		Enclosure(s)	X

BACKGROUND

The Association of Community and Continuing Education (ACCE) organization advocates for and develops public policy on issues pertaining to Community Education (fee-based) and Continuing Education (non-credit). Membership includes representation at the regional, state and national levels, a quarterly newsletter, a statewide college and membership directory, invitations to attend regional workshops and the annual conference, legislative liaison and analysis and affiliation with other professional organizations

This item was prepared by Debbie Vanschoelandt, Continuing Education Supervisor.

RECOMMENDATION

Authorization is requested to approve a \$120.00 one year membership to the Association of Community and Continuing Education.

Carol R. Horton  
Recommended by

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

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

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

Item No. \_\_\_\_\_ I.1.e. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	
SUBJECT:	Disposal of Surplus Property	Information	
		Enclosure(s)	X

**BACKGROUND**

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

The Citrus Community College District contracts with The Liquidation Company of Fontana for these services. From time to time the District sends items no longer needed for college use to this firm to be sold at auction to the highest bidder or donation to another public entity. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

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

**RECOMMENDATION**

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

Carol Horton  
Recommended by

/

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

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

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

Item No. \_\_\_\_\_ I.1.f. \_\_\_\_\_

## SURPLUS INVENTORY LIST

September 15, 2009

12	Microscope
5	Floor Safe
18	Audio-Visual cart
1	Sun Engine Analyzer
14	Engine Stand
2	Chain Hoist
8	Work Bench
2	Shelf Rack
1	Smog Dyno
6	Lifts
1	Engine Hoist

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	
SUBJECT:	Approval of Change Order #1, Project 04-0809, Campus Walkway Replacement Project, Phase 2	Information	
		Enclosure(s)	X

BACKGROUND

At its meeting of June 16, 2009, the Board of Trustees awarded Project #04-0809, Campus Walkway Replacement Project, Phase 2 to FS Construction of Sylmar, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order #1. The increase is \$8,000.00. The revised total of the contract after Change Order Number #1 is \$116,335.00. This change order will add zero (0) days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order #1 in the amount of \$8,000.00 for Project #04-0809, Campus Walkway Replacement Project, Phase 2.

Carol R. Horton  
Recommended by

/  
Moved      Seconded

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

Approved for Submittal

Item No. \_\_\_\_\_ I.1.g. \_\_\_\_\_

**Change Order Number One (1)**

**Project:** Project #04-0809, LB Campus Walkway Replacement Project, Phase 2

**Change Order Date:** September 15, 2009

**Contract Date:** June 17, 2009

**TO: FS Construction**  
13368 Aldergrove Street.  
Sylmar, CA 91342

**You are directed to make the following changes in this Contract:** CO #1. Make Changes per attached three (3) change order requests.

Not valid until signed by both the Owner and Architect/Engineer.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

---

The original Contract Sum was .....\$108,335.00  
Net change by previously authorized Change Orders .....\$0.00  
The Contract Sum prior to this Change Order was .....\$108,335.00  
The Contract Sum will be increased by this Change Order .....\$8,000.00  
The new Contract Sum including this Change Order will be .....\$116,335.00

The Contract Time will be increased by zero (0) days.  
The Date of Completion as of the date of this Change Order therefore is unchanged.

Authorized:

<b>Architect / Engineer</b>	<b>Owner</b>	<b>Contractor</b>
By: _____	By: _____	By: _____
Print Name: _____	Print Name: _____	Print Name: _____
Date: _____	Date: _____	Date: _____

- Distribution:
1. Owner: Purchasing Bid File #04-0809
  2. Fiscal Services Accounts Payable
  3. Contractor:
  4. Architect/Engineer:



15368 ALDERGROVE ST. SYLMAR, CA 91342 PHONE: (818) 838-6040 FAX: (818) 838-6171  
CONTRACTOR'S LICENSE NO. 777126 CLASS A-C6-C27 SBE CERTIFIED

## CHANGE ORDER PROPOSAL

August 12, 2009

**PROPOSAL SUBMITTED TO:**  
CITRUS COLLAGE  
1000 W. Foothill Blvd.  
**Attn.: MIKE HARRINGTON**  
**Project: CAMPUS WALKWAY REPLACEMENT**

We hereby propose to furnish All Materials, Labor, Equipment and Transportation necessary for the construction of "miscellaneous additional work" for the above project in accordance with plans, specifications city standards

- Remove and disposal of remaining brick bands around seven existing trees and replace with concrete bands
- Remove and replace 135 SF of existing damaged concrete sidewalk (30' by 4.5' by parking lot)

For the sum of: \$4,000.00

### EXCLUSIONS:

SUMMARY..... ORIGINAL CONTRACT: \$ 108,335.00  
 PLUS THIS CHANGE:     \$ 4,000.00      
 TOTAL ADJUSTED PRICE: \$ 112,335.00

### ACCEPTANCE OF PROPOSAL

*The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.*

#### ACCEPTED:

Signature: *Mike Harrington*

Date: 8-13-09

Title: DIRECTOR OF FACILITIES



ATTENTION MARTHA



13368 ALDERGROVE ST. • SYLMAR, CA 91342 PHONE: (818)838-6040 • FAX: (818) 838-6171  
CONTRACTOR'S LICENSE NO 777126 CLASS A-C8-C27

### PROPOSAL for a Change Order

August 18, 2009

**PROPOSAL SUBMITTED TO:**

*Mike Harrington  
Citrus Community College District  
1000 West Foothill Blvd  
Glendora, CA 91741-1899*

**Project Name: Concrete Walkway Replacement Phase 2**

**This is a Prevailing wage project**

We hereby submit specifications and estimate for: "FURNISHING ALL MATERIAL, LABOR, EQUIPMENT, AND TRANSPORTATION NECESSARY FOR THE CONSTRUCTION OF THE "CONCRETE SLAB" AT THE ABOVE PROJECT IN ACCORDANCE WITH PLANS AND SPECIFICATION, WHICH INCLUDES:

ITEM	DESCRIPTION	AMOUNT
1	Remove and replace an 18x9 ft, 6" thick with #4 rebar on the North East Corner of the above project per field discussion with Mike Harrison	
<b>Total</b>		<b>\$1,500.00</b>

**EXCLUSIONS:**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, or delays beyond our control. Prices are good for 30 days.

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

ACCEPTED:

Signature: *Mike Harrington*  
Title: *Director, Fac. + Construction*



13368 ALDERGROVE ST • SYLMAR, CA 91342 PHONE: (818)838-6040• FAX: (818) 838-6171  
CONTRACTOR'S LICENSE NO 777126 CLASS A-C8-C27

## PROPOSAL for a Change Order

August 20, 2009

### PROPOSAL SUBMITTED TO:

*Mike Harrington  
Citrus Community College District  
1000 West Foothill Blvd.  
Glendora, CA 91741-1899*

**Project Name: Concrete Walkway Replacement Phase 2**

### This is a Prevailing wage project

We hereby submit specifications and estimate for: "FURNISHING ALL MATERIAL, LABOR, EQUIPMENT, AND TRANSPORTATION NECESSARY FOR THE RE-GRADING AND RESETTING FORMS AT THE ABOVE PROJECT IN ACCORDANCE WITH PLANS AND SPECIFICATION, WHICH INCLUDES:

ITEM	DESCRIPTION	AMOUNT
1	Re-grade and reset forms at the north side of project	
	<b>Total</b>	<b>\$2,500.00</b>

### EXCLUSIONS:

All material is guaranteed to be as specified All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate All agreements contingent upon strikes, accident, or delays beyond our control Prices are good for 30 days

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

ACCEPTED:

Signature: *Mike Harrington*

Title: Director

DATE: 8-24-09

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	
SUBJECT:	Approval of Change Order #3, Project 06-0506, Vocational Technology Complex	Information	
		Enclosure(s)	X

**BACKGROUND**

At its meeting of November 6, 2007, the Board of Trustees awarded Project #06-0506, Vocational Technology Complex to PW Construction of Glendora, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order #3. The increase is \$127,013.00. The revised total of the contract after Change Order Number #3 is \$13,889,683.00. This change order will add ten (10) days to the construction time.

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

**RECOMMENDATION**

Authorization is requested to approve Change Order #3 in the amount of \$127,013.00 for Project #06-0506, Vocational Technology Complex.

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

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

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

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

Item No. \_\_\_\_\_ I.1.h. \_\_\_\_\_

# CHANGE ORDER

tBP/Architecture  
2300 Newport Boulevard  
Newport Beach, CA 92663

PROJECT: Vocational Technology CHANGE ORDER # 3  
Citrus Community College District DATE: August 26, 2009  
CONTRACTOR: PW Construction Inc. D.S.A. # A03-110220 F19-C9  
1905 E Route 66, suite 200 tBP # 20581.00  
Glendora, CA

ORIGINAL CONTRACT AMOUNT: \$ 13,649,000.00  
Previous Change Order: \$ 113,670.00  
This Change Order: \$ 127,013.00  
Total Change Order: \$ 240,683.00  
REVISED CONTRACT AMOUNT: \$ 13,889,683.00

ORIGINAL CONTRACT COMPLETION DATE: December 14, 2009  
Previous Change Order: 14 Calendar Days  
This Change Order: 10 Calendar Days  
Total Change Orders: 24 Calendar Days

REVISED CONTRACT COMPLETION DATE: January 7, 2010

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

[Signature] DATE 8.26.09  
tBP/Architecture Inc.

[Signature] DATE 8/27/09  
PW Construction Inc.

DATE \_\_\_\_\_  
Citrus Community College District

# CHANGE ORDER

tBP/Architecture  
2300 Newport Boulevard  
Newport Beach, CA 92663

PROJECT: Vocational Technology CHANGE ORDER # 3  
Citrus Community College District DATE: August 26, 2009  
CONTRACTOR: PW Construction Inc. D.S.A. # A03-110220 F19-C9  
1905 E Route 66, suite 200 tBP # 20581.00  
Glendora, CA

ORIGINAL CONTRACT AMOUNT: \$ 13,649,000.00  
Previous Change Order: \$ 113,670.00  
This Change Order: \$ 127,013.00  
Total Change Order: \$ 240,683.00  
REVISED CONTRACT AMOUNT: \$ 13,889,683.00

ORIGINAL CONTRACT COMPLETION DATE: December 14, 2009  
Previous Change Order: 14 Calendar Days  
This Change Order: 10 Calendar Days  
Total Change Orders: 24 Calendar Days

REVISED CONTRACT COMPLETION DATE: January 7, 2010

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

## APPROVALS:

[Signature] DATE 8.26.09  
tBP/Architecture Inc.

[Signature] DATE 8/27/09  
PW Construction Inc.

DATE \_\_\_\_\_  
Citrus Community College District

- #1 DESCRIPTION: C.O.R. 15  
Remove ADS pipe found during demolition.  
REASON: Unforeseen condition not indicated on as-builts.  
REQUESTED BY: District  
COST: \$3,264  
TIME EXTENSION: 0 days
- #2 DESCRIPTION: C.O.R. 22, FCD 7 (Bulletin 17)  
Revise opening at Dyno Room #1 and #2 per FCD 7.  
\* Note to DSA: see attached DSA approved FCD 7.  
REASON: CMU opening required for Dyno room exhaust. Single duct required too large an opening structurally, so two ducts used per room to reduce size of CMU opening.  
REQUESTED BY: Architect / Structural & Mechanical Engineer s  
COST: \$12,053  
TIME EXTENSION: 0 days
- #3 DESCRIPTION: C.O.R. 23, RFI 292  
Provide electrical power reels (model L4050168by Reelcraft) for service to shop workstations  
REASON: Specification for indicated product not indicated.  
REQUESTED BY: Electrical Engineer  
COST: \$21,015  
TIME EXTENSION: 0 days
- #4 DESCRIPTION: C.O.R. 26  
At lockers, provide manufacturer's 4" high standard base.  
REASON: District prefers lockers resting on base instead of on floor.  
REQUESTED BY: District  
COST: \$1,607  
TIME EXTENSION: 0 days
- #5 DESCRIPTION: C.O.R. 29, Bulletin 5  
Provide power to automatic plumbing fixtures per Bulletin 5.  
REASON: Electrical circuits not indicated on bid docs.  
REQUESTED BY: Plumbing and electrical engineer  
COST: \$5,792  
TIME EXTENSION: 0 days
- #6 DESCRIPTION: C.O.R. 45  
Provide exterior signal box at south side of building.  
REASON: Future provision to run PA system  
REQUESTED BY: District  
COST: \$721  
TIME EXTENSION: 0 days

- #7 DESCRIPTION: C.O.R. 33, RFI 254  
Provide light sensors in five rooms.  
REASON: Sensors in these rooms were inadvertently not indicated on the bid docs.  
REQUESTED BY: Electrical Engineer  
COST: \$1,112  
TIME EXTENSION: 0 days
- #8 DESCRIPTION: C.O.R. 34, Bulletin 15  
Provide additional data/telephone jacks.  
REASON: Desire for additional data connections  
REQUESTED BY: District  
COST: \$490  
TIME EXTENSION: 0 days
- #9 DESCRIPTION: C.O.R. 35  
Provide additional can light in soffit above west door to room 153.  
REASON: Low light level at area  
REQUESTED BY: District  
COST: \$725  
TIME EXTENSION: 0 days
- #10 DESCRIPTION: C.O.R. 37, Bulletin 23  
Provide circuits, conduits and conductors for Dynamometer per Bulletin 23.  
REASON: Power required for Dynamometer  
REQUESTED BY: Design Team  
COST: \$4,422  
TIME EXTENSION: 0 days
- #11 DESCRIPTION: C.O.R. 38, RFI 326r1  
Provide 2 new 30-amp breakers for occupancy sensors and exhaust fan control at Shop roll-up doors  
REASON: Control of roll-up doors  
REQUESTED BY: District / Mechanical & Electrical Engineer  
COST: \$746  
TIME EXTENSION: 0 days
- #12 DESCRIPTION: C.O.R. 39  
Provide temporary conduit and wire so that building G can remain energized during construction.  
REASON: No provisions on plans for temporary power for this building.  
REQUESTED BY: Electrical Engineer / District  
COST: \$3,686  
TIME EXTENSION: 0 days

- #13 DESCRIPTION: C.O.R. 40  
Provide underground power feed at engine hoist area.  
REASON: Overhead power feed indicated would have caused power cord to become entangled in equipment.  
REQUESTED BY: District / Electrical Engineer  
COST: \$5,001  
TIME EXTENSION: 0 days
- #14 DESCRIPTION: C.O.R. 41, RFI 22  
Provide hoses for hose reels.  
REASON: Specified hose reels did not include the hoses  
REQUESTED BY: Plumbing Engineer  
COST: \$4,221  
TIME EXTENSION: 0 days
- #15 DESCRIPTION: C.O.R. 42  
Provide individual air storage tanks at each compressor instead of single tank.  
REASON: District preference to have individual tanks  
REQUESTED BY: District  
COST: \$1,598  
TIME EXTENSION: 0 days
- #16 DESCRIPTION: C.O.R. 43, Bulletin 12  
Provide painted CMU wall in lieu of FRP in Shop area  
REASON: Painted CMU as durable and maintenance free.  
REQUESTED BY: District  
COST: <\$7,662>  
TIME EXTENSION: 0 days
- #17 DESCRIPTION: C.O.R. 48 , RFI 322r1  
Add contactors at fan coil units 1 thru 11 per RFI 322r1  
REASON: Contactors not indicated on docs.  
REQUESTED BY: electrical engineer / mechanical contractor  
COST: \$2,289  
TIME EXTENSION: 0 days
- #18 DESCRIPTION: C.O.R. 31  
Provide alternate routing of conduits at IS building than what is indicated on addendum 3.  
REASON: District direction provided in field is preference for conduit layout at IS building  
REQUESTED BY: Distirct  
COST: \$2,764  
TIME EXTENSION: 0 days



#19 DESCRIPTION: C.O.R. 47, RFI 85r1  
In lieu of AC paving on east-side of site, provide concrete paving with #4 rebar at 18"OC each way. Finish grades to be the same as DSA approved documents.

REASON: Durability of concrete over AC paving. District preference.

REQUESTED BY: Distirct

COST: \$63,169

TIME EXTENSION: 10 days

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 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.        I.1.i.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Carter, Brian	Instructor		Hourly as needed	Physics	08/28/09	12/31/09	\$44.90	hr
Everest, Robert	Instructor	Calculus Readiness Workshops	Stipend	STEM Grant	09/16/09	12/19/09	\$960.00	tl.
Hawkins, Karen	Instructor		Hourly as needed	LVN	08/28/09	12/31/09	\$44.90	hr.
Nguyenhuu, Rick	Instructor	Calculus Enrichment Workshop	Stipend	STEM Grant	09/16/09	12/31/09	\$1,680.00	tl.
Nguyenhuu, Rick	Instructor	Calculus Enrichment Workshop Leader,	Stipend	STEM Grant	07/01/09	08/27/09	\$2,500.00	tl.
Riderer, Lucia	Instructor	Calculus Readiness Workshops	Stipend	STEM Grant	09/16/09	12/19/09	\$960.00	tl.
Riderer, Lucia	Instructor	Calculus Enrichment Workshop	Stipend	STEM Grant	07/01/09	08/27/09	\$1,680.00	tl.
Riderer, Lucia	Instructor	Adjusted amount for Leader, Calculus Enrichment Workshop	Stipend	STEM Grant	09/01/09	12/31/09	\$2,500.00	tl.
Rugeley, Barbara	Librarian	Assignment changed to 12 months		Library	08/01/09			
Ryba, David	Instructor	Update chemistry lab software	Stipend	STEM Grant	09/16/09	06/01/10	\$5,200.00	tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
SEPTEMBER 15. 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Shrope, Douglas	Instructor	Stage Director, Christmas Is	Stipend	Music	09/16/09	11/25/09	\$3,500.00	tl.
Thompson, John	Librarian		Hourly as needed	Library	09/16/09	12/31/09	\$44.90	hr.
Tippins, Ralph	Instructor	Calculus Readiness Workshops	Stipend	STEM Grant	09/16/09	12/19/09	\$1,440.00	tl.
Tucker, Connie	Instructor	ESL Faculty Lead	Stipend	BSI Grant	09/16/09	12/19/09	\$1,275.00	tl.
Tucker, Connie	Instructor	ESL Faculty Lead	Stipend	BSI Grant	02/16/10	06/12/10	\$1,275.00	tl.
Vaughan, John	Instructor	Co Director, Staging, Christmas Is	Stipend	Music	09/16/09	11/25/09	\$2,500.00	tl.

**ACADEMIC EMPLOYEES  
FALL 2009 ADJUNCT  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lec/Lab</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Carter, Brian	Physics	Lec/Lab	1-1	\$1,025/\$769	\$58.54/\$43.93
Hawkins, Karen	LVN	Lec/Lab	1-1	\$1,025/\$769	\$58.54/\$43.93
Hong, Andrew	ESL	Lec/Lab	1-3	\$1,025/\$769	\$58.54/\$43.93
Kramer, Henry	Mathematics	Lec/Lab	4-6	\$1,281/\$961	\$73.17/\$54.88
Lofthouse, Peter	Physical Education	Lec/Lab	1-3	\$1,025/\$769	\$58.54/\$43.93
Mendez, Eva	Political Science	Lec/Lab	1-1	\$1,025/\$769	\$58.54/\$43.93
Norman, Scott	Physical Education	Lec/Lab	1-2	\$1,025/\$769	\$58.54/\$43.93
Ruiz, Priscilla	Automotive	Lec/Lab	1-1	\$1,025/\$769	\$58.54/\$43.93
Steele, Lisa	English	Lec/Lab	1-1	\$1,025/\$769	\$58.54/\$43.93

**ACADEMIC EMPLOYEES  
FALL 2009 OVERLOAD  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lec/Lab</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
McClain, James	Physics	Lec/Lab	4-7	\$1,295/\$971	\$74.00/\$55.49

**ACADEMIC EMPLOYEES  
2009-2010 LAB SUPERVISORS  
SEPTEMBER 15, 2009**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Hawkins, Karen	A	Vocational Nursing	8/28/2009	12/31/09	1-1	\$27.68
Phillips, Jamie	A	Language Arts	9/16/2009	12/31/09	1-1	\$27.68

**ACADEMIC EMPLOYEES  
FALL 2009 NON CREDIT  
SEPTEMBER 15, 2009**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Christiansen, Jolanda	Non Credit	1-3	\$42.24
Stockman, John	Non Credit	1-3	\$42.24



**ACADEMIC EMPLOYEES  
SEPARATIONS  
SEPTEMBER 15, 2009**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Moore, Elanie	Instructor	Fine Arts	Retirement	6/13/2010
Rugeley, Barbara	Librarian	Library	Retirement	7/1/2010

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 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.     I.1.j.

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT.</b>	<b>MOS.</b>	<b>PRCT.</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Dickson, Todd	Campus Security Officer I	Employment	Security	12	49%	9/16/09		23-1 (22-1+1I)	\$1,290.40
Norris, Rhonda	Administrative Assistant	Temporary Upgrade	Human Resources		100%	8/27/09	9/8/09	6-1	\$4,217.00
Estrella, Jorge	Custodian	Temporary Upgrade	Custodial		100%	9/2/09	9/30/09	27-7 (22-7+2I+3F)	\$3,895.45

**CLASSIFIED EMPLOYEES  
SEPARATIONS  
SEPTEMBER 15, 2009**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Contreras, Sally	Instructional Aide I	Physical Education	Retirement	8/28/2009
Mubiala, Jay	Campus Security Officer I	Security	Resign	9/18/09

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 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. \_\_\_\_\_ I.1.k. \_\_\_\_\_

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Acosta, Jorge	Volunteer		Career & Transfer Center	9/16/09	12/31/09		
Boylan, John	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$1000/tl.
Brown, Tiffany	Administrative Clerk I	Evening dispatch and office coverage	Security	9/16/09	12/31/09	19-1	\$13.76/hr.
Cervantes, Ebut	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$600/tl.
Colindres, David	Warehouse Coordinator	Coverage for absent employee	Purchasing	8/27/09	9/27/09	29-1	\$17.62/hr.
Cotter, Steve	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$500/tl.
Curran, Keith	Instructor	Develop multi media profiles	STEM Grant	9/16/2009	12/31/09		\$5,000/tl.
Cruz, Carmen	Custodian	Substitute for regular employee	Custodial	9/16/09	12/31/09	22-1	\$14.82/hr.
Enos, David	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$600/tl.
Hoffman, Jennifer	Guest Relations Assistant	Working Stadium Concessions	Facilities Rental	9/3/09	12/31/09	10-1	\$11.02/hr.
Jacquette, Tim	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$600/tl.
Lamoureux, Julie	Musician Services	Chicago	Performing Arts	10/1/09	10/25/09		\$765.00/tl.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
LeBrun, Mike	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$750/tl.
Liskey, Renee	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$600/tl.
McGuigan, William	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$250/tl.
Mejia, Hardy	Guest Relations Assistant	Score keeper for the football games	Facilities Rental	9/16/09	12/31/09	10-1	\$11.02/hr.
Mixson, Vonetta	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$800/tl.
Munoz, Gino	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$800/tl.
Pirez, Eylene	Instructional Lab Tech II	Replacing employee who moved to another location	Physical Science	9/7/09	12/31/09	34-1	\$19.93/hr.
Pirez, Eylene	Instructional Lab Tech II	replacing employee who moved to another location	Physical Science	1/1/10	6/30/10	34-1	\$19.93/hr.
Polk, Randy	Department Aide	Assemble musical arrangements and books	Music	9/16/09	12/31/09	3-1	\$9.27/hr.
Puhawan, Erica	Department Aide	Advertise Math Success Center to all the Math classes	STEM Grant	9/16/09	12/31/09	3-1	\$9.27/hr.
Rashidi, Waleed	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$600/tl.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
SEPTEMBER 15, 2009**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
TBA Short-Term Non-Academic employees (8)	Student Services Assistant	Calculus Peer Mentors	STEM Grant	9/16/09	12/19/09	17-1	\$13.10/hr.
Velez, Diane	Administrative Clerk I	Assist Math Center Lead with the Math Success Center	STEM Grant	7/1/09	8/31/09	19-1	\$13.76/hr.
Volonte, Dan	Lighting Design	Lysistrata	Performing Arts	9/21/09	11/6/09		\$1000/tl.
Volonte, Dan	Set Design	Lysistrata	Performing Arts	9/21/09	11/6/09		\$1500/tl.
Vilter, Dan	Sound Design	Lysistrata	Performing Arts	9/21/09	11/6/09		\$800/tl.
Waddington, Alan	Contract Training	Japanese Kenshu	Contract Ed	10/2/09	10/4/09		\$3000/tl.
Waugh, Christine	Department Aide	Assist with Basic skills projects/students	Basic Skills	9/26/09	12/25/09	3-1	\$9.27/hr.
Wood, Michael	Instructional Lab Tech II	Substitute for vacant position	Physical Science	9/7/09	12/31/09	34-1	\$19.93/hr.
Wood, Michael	Instructional Lab Tech II	Substitute for vacant position	Physical Science	1/1/10	6/30/10	34-1	\$19.93/hr.



## 2009-2010 Coaches

### ASSISTANT COACHES (Classified)

Name	Sport		Major/M inor	Range	\$	Season
Anderson, Eric	Softball	Assistant	Major	1-3	\$5,563	FA
Paredez, Terry	Softball	Assistant	Major	1-1	\$2,433	FA

### VOLUNTEERS

Agajanian, Eric	Baseball	Assistant				FA/SPR
Aldrette, Marcos	Baseball	Assistant				FA/SPR
Cruz, Ron	Volleyball	Assistant				FA/SPR
Ingraham, Jeff	Golf	Assistant				FA/SPR
Sanchez, Miguel	Baseball	Assistant				FA/SPR

**PROFESSIONAL EXPERTS  
SEPTEMBER 15, 2009**

<b>Name</b>	<b>Classification</b>	<b>Begin</b>	<b>End</b>	<b>Department</b>	<b>Rate</b>
Burke, Jeffrey	STEM Math Project Coordinator	10/1/09	9/30/10	STEM Grant	\$5,800.08/mo.
Sanchez, Paula	Skills Lab Support	9/16/09	12/31/09	Health Sciences	\$21.50/hr.
Sanchez, Paula	Skills Lab Support	1/1/10	6/30/10	Health Sciences	\$21.50/hr.
Tsark, Eleanor	STEM Science Project Coordinator	10/1/09	9/30/10	STEM Grant	\$5,945.08/mo.

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

### **Business Services**

2. Authorization is requested to adopt Resolution #2009-10-01 to establish the District's GANN Appropriation Limit of \$86,943,228 for the 2009-2010 fiscal year. (Page 52)
3. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2009, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 55)
4. Authorization is requested to approve the Revised 2009-2010 Budget Calendar that was approved by the Financial Resources Committee on September 2, 2009, moving the 2009-2010 Budget Adoption date to October 6, 2009. (Page 60)

### **Instruction and Student Services**

5. Authorization is requested to approve the agreement between Citrus Community College and Mt. San Antonio College. (Page 62)
6. Authorization is requested to approve the agreement between Citrus Community College and Rio Hondo College. (Page 67)

### **Personnel**

7. Authorization is requested to approve the employment of Mr. Alvin Cao as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 28, 2009 and end on December 19, 2009 at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$25,359.00 annually (pro rated) plus \$7,695.01 in health and statutory benefits. (Page 71)

**(CONTINUED)**

**I. ACTION ITEMS (continued)**

8. Authorization is requested to approve the employment of Ms. Renee Payne as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department to begin on August 28, 2009 and end on December 19, 2009 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,676.00 annually (pro rated) plus \$7,861.61 in health and statutory benefits. (Page 72)

**General**

9. Authorization is requested to adopt the 2009-2010 Board Goals. (Page 73)

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

**J. BOARD OF TRUSTEES WORK SESSION – ADMINISTRATION BUILDING BOARD ROOM REMODEL PROJECT**

**K. ADJOURNMENT**

**Dates to remember:**

September 17, 2009	All-Campus Budget Forum
September 30, 2009	All-Campus Accreditation Forum
October 4, 2009	<i>A Taste of Autumn</i>
October 6, 2009	Board of Trustees Meeting
October 12-15, 2009	Accreditation Visiting Team Site Visit
October 20, 2009	Board of Trustees Meeting

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	September 15, 2009	Resolution	X
SUBJECT:	District's GANN Appropriation Limit	Information	_____
		Enclosure(s)	X

BACKGROUND

Article XIII B of the Constitution of the State of California, as approved by the voters in November 1979, requires the establishment of Appropriation Limits on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with the 1980-81 fiscal year. Each district is required to determine and adopt such an Appropriation Limit for the 2009-2010 fiscal year, as a legislative act.

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

RECOMMENDATION

Authorization is requested to adopt Resolution #2009-10-01 to establish the District's GANN Appropriation Limit of \$86,943,228 for the 2009-2010 fiscal year.

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

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

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

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

Item No. 1.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
2009-10-01**

**APPROPRIATION LIMIT FOR 2009-2010**

**WHEREAS**, Article XIII B of the Constitution of the State of California, as approved by the voters in November of 1979, requires the establishment of Appropriation Limits on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with the 1980-81 fiscal year, and

**WHEREAS**, each district is required to determine and adopt such an Appropriation Limit for the 2009-2010 fiscal year, as a legislative act, and

**WHEREAS**, this community college Appropriation Limits have been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code,

**BE IT THEREFORE RESOLVED**, as a legislative act of this governing board, that for the purposes of Article XIII B, there is hereby established this district's "Appropriation Limit" of \$86,943,228 for the 2009-2010 fiscal year.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 15th day of September 2009, by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

Date: September 15, 2009

\_\_\_\_\_  
Susan M. Keith, President  
Board of Trustees

CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
2009-10

DISTRICT NAME: Citrus Community College District  
DATE: August 25, 2009

I. **2009-10 APPROPRIATIONS LIMIT:**

A.	2008-09 Appropriations Limit	<u>\$79,272,937</u>
B.	2009-10 Price Factor: 1.0062	
C.	Population factor:	
	1. 2007-08 Second Period Actual FTES <u>11,848.73</u>	
	2. 2008-09 Second Period Actual FTES <u>12,915.26</u>	
	3. 2009-10 Population change factor 1.0900 (line C.2. divided by line C.1.)	
D.	2008-09 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u>\$86,943,228</u>
E.	Adjustments to increase limit:	
	1. Transfers in of financial responsibility	\$ .....
	2. Temporary voter approved increases	_____
	3. Total adjustments - increase	<u>0</u>
	Sub-Total	<u>\$86,943,228</u>
F.	Adjustments to decrease limit:	
	1. Transfers out of financial responsibility	\$ .....
	2. Lapses of voter approved increases	_____
	3. Total adjustments - decrease	<u>&lt; 0 &gt;</u>
G.	2009-10 Appropriations Limit	<u>\$ 86,943,228</u>

II. **2009-10 APPROPRIATIONS SUBJECT TO LIMIT:**

A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	\$46,960,278
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	34,452
C.	Local Property taxes	3,517,220
D.	Estimated excess Debt Service taxes	.....
E.	Estimated Parcel taxes, Square Foot taxes, etc.	.....
F.	Interest on proceeds of taxes	.....
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>&lt; &gt;</u>
H.	2009-10 Appropriations Subject to Limit	<u>\$50,511,950</u>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than forty five days following the completion of each quarter. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meetings.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2009, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton  
Recommended by

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

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

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

Item No. 1.3.



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	
SUBJECT:	2009-2010 Revised Budget Calendar	Information	
		Enclosure(s)	X

**BACKGROUND**

Annually the Financial Resources Committee approves the Budget Calendar. The calendar specifies major goals and target dates for the creation of the adopted budget. The Board of Trustees approved the original Budget Calendar on April 7, 2009. Due to the state budget situation we have moved the 2009-2010 budget adoption date to the October 6, 2009 Board of Trustees meeting. The Financial Resources Committee approved the Revised 2009-2010 Budget Calendar on September 2, 2009.

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

**RECOMMENDATION**

Authorization is requested to approve the Revised 2009-2010 Budget Calendar that was approved by the Financial Resources Committee on September 2, 2009, moving the 2009-2010 Budget Adoption date to October 6, 2009.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
Moved      /      Secoded

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

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

Item No. 1.4.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Office of the Vice President of Finance and Administrative Services**

**BUDGET CALENDAR**      **REVISED**  
**FY 2009-2010**

- 3/17/09**      **Budget Calendar and Budget Assumptions approved by Financial Resources Committee**
- 4/07/09**      **Budget Calendar and Budget Assumptions provided to Board of Trustees**
- 4/08/09**      **Budget worksheets out to Superintendent, Vice Presidents and Cost Center Managers**
- 5/08/09**      **Budget worksheets due to Business Office**
- 6/09/09**      **Tentative Budget reviewed by Financial Resources Committee**
- 6/16/09**      **Adoption of Tentative Budget by Board of Trustees**
- July and August**      **Monitor State budget developments making modifications to Tentative Budget**
- 10/06/09**      **Adopt District Budget for 2009-2010**

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	September 15, 2009	Resolution	_____ _____
SUBJECT:	Contract with Mt. San Antonio College for our Partnership in the San Gabriel Valley Career Technical Education Community Collaborative Grant – Round Two	Information	_____ _____
		Enclosure(s)	X _____

**BACKGROUND**

The agreement is entered into by and between Citrus Community College District and Mt. San Antonio College. This agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Community Collaborative (SGVCTECC) Round Two by the California Community Colleges Chancellor’s Office. Round Two of this grant will focus on Green Building.

Funding for Round Two of the SGVCTECC grant was on hold, pending the State budget approval. Originally an 18-month project, scheduled to begin in January 2009, the project will begin upon approval of this agreement by the Board of Trustees and end June 30, 2010.

This item was prepared by Kim Holland, Director of Workforce Development.

**RECOMMENDATION**

Authorization is requested to approve the agreement between Citrus Community College and Mt. San Antonio College.

Irene Malmgren/  
Recommended by

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

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

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

Item No. 1.5.

Citrus Community College District

Agreement Number \_\_\_\_\_

This Agreement is entered into by and between Citrus Community College District (District) and Mt. San Antonio College. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) by the California Community Colleges Chancellor's Office.

1. **STATEMENT OF WORK:** Mt. San Antonio College shall exercise its best efforts to carry out the program indicated in Exhibit A, which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2008, to June 30, 2010. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Mt. San Antonio College actual costs for the performance of work under this Agreement in the amount not to exceed \$44,000, based on the budget incorporated into this Agreement in Exhibit A.
4. **INVOICES:** District will reimburse Mt. San Antonio College upon receipt of monthly invoices provided by Mt. San Antonio College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Mt. San Antonio College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this Agreement. Mt. San Antonio College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

The final invoice shall be clearly marked "FINAL" and will be submitted to District within 45 days after termination of this Agreement. If applicable, the final invoice shall show Mt. San Antonio College's cost share amounts. Final invoices received after forty-five days following the termination or end date of this Agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and Mt. San Antonio College.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement # \_\_\_\_\_ and Purchase Order # \_\_\_\_\_ and mailed to:  
Accounts Payable  
Bertha Bobadilla

Citrus Community College  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Mt. San Antonio College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement.

**5. PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Mt. San Antonio College's Project Director is responsible for Mt. San Antonio College's portion of the project. No substitution may be made of the Mt. San Antonio College Project Director without prior written approval from District.

For programmatic or technical matters:

Dr. Kim Holland  
Citrus Community College  
1000 West Foothill  
Glendora, CA 91741-1899

For business matters:

Rosalinda Buchwald, Director of Fiscal Services, Citrus College  
\_\_\_\_\_, Mt. San Antonio College

**6. KEY PERSONNEL:** Project activities at Mt. San Antonio College shall be under the direction of Sarah Daum, Dean. Mt. San Antonio College shall notify District in writing of any proposed changes.

**7. EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personnel property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Mt. San Antonio College, subject to the provisions of the Award.

**8. ACCOUNTING RECORDS AND PROGRAM:**

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Mt. San Antonio College. Mt. San Antonio College shall maintain records to support identifiable charges to the project. Obligations,

commitments, encumbrances, or expenditures must be made within the period of the performance as stated in Article 2 of this Agreement.

Examination of Records. Mt. San Antonio College agrees that District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and right to examine any directly pertinent books, documents, papers, and records of Mt. San Antonio College involving transactions related to this Agreement. It is understood that, unless agreed to in writing by Mt. San Antonio College, such examination shall be made during Mt. San Antonio College's regularly established business hours.

9. **ASSIGNMENT:** Mt. San Antonio College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.
10. **AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
11. **RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Mt. San Antonio College for a period of three years from the termination date of this Agreement.
12. **PUBLICATIONS:** Mt. San Antonio College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office.
13. **CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

**FOR** Mt. San Antonio College

By \_\_\_\_\_

\_\_\_\_\_  
Date:

**FOR** Citrus Community College District

By \_\_\_\_\_  
Mrs. Carol R. Horton  
Vice President, Finance and Administrative Services

Date:

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	September 15, 2009	Resolution	_____
SUBJECT:	Contract with Rio Hondo College for our Partnership in the San Gabriel Valley Career Technical Education Community Collaborative Grant – Round Two	Information	_____
		Enclosure(s)	X

**BACKGROUND**

The agreement is entered into by and between Citrus Community College District and Rio Hondo College. This agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Community Collaborative (SGVCTECC) Round Two by the California Community Colleges Chancellor's Office. Round Two of this grant will focus on Green Building.

Funding for Round Two of the SGVCTECC grant was on hold, pending the State budget approval. Originally an 18-month project, scheduled to begin in January 2009, the project will begin upon approval of this agreement by the Board of Trustees and end June 30, 2010.

This item was prepared by Kim Holland, Director of Workforce Development.

**RECOMMENDATION**

Authorization is requested to approve the agreement between Citrus Community College and Rio Hondo College.

Irene Malmgren/  
Recommended by

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

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

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

Item No.     I.6.



Citrus Community College District

Agreement Number \_\_\_\_\_

This Agreement is entered into by and between Citrus Community College District (District) and Rio Hondo College. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) by the California Community Colleges Chancellor's Office.

1. **STATEMENT OF WORK:** Rio Hondo College shall exercise its best efforts to carry out the program indicated in Exhibit A, which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2008, to June 30, 2010. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Rio Hondo College actual costs for the performance of work under this Agreement in the amount not to exceed \$127,000, based on the budget incorporated into this Agreement in Exhibit A.
4. **INVOICES:** District will reimburse Rio Hondo College upon receipt of monthly invoices provided by Rio Hondo College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Rio Hondo College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this Agreement. Rio Hondo College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

The final invoice shall be clearly marked "FINAL" and will be submitted to District within 45 days after termination of this Agreement. If applicable, the final invoice shall show Rio Hondo College's cost share amounts. Final invoices received after forty-five days following the termination or end date of this Agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and Rio Hondo College.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement # \_\_\_\_\_ and Purchase Order # \_\_\_\_\_ and mailed to:  
Accounts Payable  
Bertha Bobadilla

Citrus Community College  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Rio Hondo College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement.

**5. PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Rio Hondo College's Project Director is responsible for Rio Hondo College's portion of the project. No substitution may be made of the Rio Hondo College Project Director without prior written approval from District.

For programmatic or technical matters:

Dr. Kim Holland  
Citrus Community College  
1000 West Foothill  
Glendora, CA 91741-1899

For business matters:

Rosalinda Buchwald, Director of Fiscal Services, Citrus College  
\_\_\_\_\_, Rio Hondo College

**6. KEY PERSONNEL:** Project activities at Rio Hondo College shall be under the direction of Mike Slavich, Dean. Rio Hondo College shall notify District in writing of any proposed changes.

**7. EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Rio Hondo College, subject to the provisions of the Award.

**8. ACCOUNTING RECORDS AND PROGRAM:**

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Rio Hondo College. Rio Hondo College shall maintain records to support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance as stated in Article 2 of this Agreement.

Examination of Records. Rio Hondo College agrees that District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and right to examine any directly pertinent books, documents, papers, and records of Rio Hondo College involving transactions related to this Agreement. It is understood that, unless agreed to in writing by Rio Hondo College, such examination shall be made during Rio Hondo College's regularly established business hours.

**9. ASSIGNMENT:** Rio Hondo College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.

**10. AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.

**11. RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Rio Hondo College for a period of three years from the termination date of this Agreement.

**12. PUBLICATIONS:** Rio Hondo College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office.

**13. CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

**FOR** Rio Hondo College

By \_\_\_\_\_

\_\_\_\_\_  
Date:

**FOR** Citrus Community College District

By \_\_\_\_\_

Mrs. Carol R. Horton  
Vice President, Finance and Administrative Services

Date:

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	September 15, 2009	Resolution	_____
SUBJECT:	Employment of Mr. Alvin Cao One Semester Temporary Instructor – Licensed Vocational Nursing	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Health Sciences Department would like to hire two full-time temporary, one semester, non-tenure track faculty to off-set the yet to be filled, mandated tenure-track vacancy The need to hire two temporary, non-tenure track faculty is due to the fact these adjunct were already scheduled to teach in fall 2009 at a 50% load. This recommendation is to approve the hiring of one of those positions.

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

**RECOMMENDATION**

Authorization is requested to approve the employment of Mr. Alvin Cao as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 28, 2009 and end on December 19, 2009 at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$25,359.00 annually (pro rated) plus \$7,695.01 in health and statutory benefits.

Robert Sammis  
Recommended by

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

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

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

Item No. 1.7.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 15, 2009	Resolution	_____
SUBJECT:	Employment of Ms. Renee Payne One Semester Temporary Instructor – Licensed Vocational Nursing	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Health Sciences Department would like to hire two full-time temporary, one semester, non-tenure track faculty to off-set the yet to be filled, mandated tenure-track vacancy. The need to hire two temporary, non-tenure track faculty is due to the fact these adjunct were already scheduled to teach in fall 2009 at a 50% load. This recommendation is to approve the hiring of one of those positions.

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

**RECOMMENDATION**

Authorization is requested to approve the employment of Ms. Renee Payne as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department to begin on August 28, 2009 and end on December 19, 2009 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,676.00 annually (pro rated) plus \$7,861.61 in health and statutory benefits.

Robert Sammis  
Recommended by

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

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

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

Item No. 1.8.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	September 15, 2009	Resolution	_____
SUBJECT:	Board Goals	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

At their July 21, 2009, retreat, the Board of Trustees developed Board goals for the 2009-2010 academic year.

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

**RECOMMENDATION**

Authorization is requested to adopt the 2009-2010 Board Goals.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.   I.9.

## BOARD GOALS 2009-2010

### **Mission Statement**

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

In order to maintain and uphold the college mission, the Board of Trustees of Citrus College establishes the following goals in support of the Strategic Plan:

### **Student and Institutional Success**

1. The Board supports the promotion of a diverse community of students and staff that responds to, and recognizes the achievements and needs of all people.
2. The Board encourages the college to continue building partnerships with the local community, educational institutions (K-16), and business and industry in an effort to promote both the College and the College Foundation's ability to promote student success.
3. The Board encourages the development and implementation of innovative strategies to support students in the following areas: college orientation, basic skills, student engagement, articulation, transfer, career and technical education, and course, certificate and degree completion.
4. The Board is committed to ensuring that the institution is continuously striving to meet the standards set by the Accrediting Commission and encourages the college to develop a plan to address recommendations from the upcoming accreditation site visit and college planning agenda noted in the Citrus College Self Study.
5. The Board supports a data-driven planning process that includes consideration of the external community, and the socio-cultural, economic and educational needs of students.

## **Student Learning Outcomes and Assessment**

6. The Board encourages collegewide implementation of Student Learning Outcomes that are linked to assessment, evaluation, planning and institutional effectiveness.

## **Fiscal Transparency/Stability**

7. The Board encourages the college to pursue additional revenue sources through grants, private donations, state and federal funds, etc. to enhance the college and serve our community.
8. The Board supports the consideration of innovative strategies to promote student access and success, and institutional efficiency and effectiveness in light of fiscal constraints.

## **Communication/Community & Governmental Relations**

9. The Board encourages the college to seek opportunities that foster collaboration with the local community and educational leadership to enhance local governance in an effort to better meet community needs and ensure student success.
10. The Board, in concert with the college community, will work to garner support and funding to complete the Metro Gold Line Foothill Extension, with a Citrus Avenue Station, which will greatly enhance access to Citrus College for students, staff, and visitors; and help to alleviate traffic, parking, and pollution issues in our local communities.



Drafted by the Board of Trustees – July 21, 2009