

## CITRUS COMMUNITY COLLEGE DISTRICT

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

**MEETING:** First Regular Meeting in March

**DATE:** Tuesday, March 2, 2010

**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

Gary L. Woods, President  
Patricia Rasmussen, Vice President  
Joanne Montgomery, Clerk/Secretary  
Edward C. Ortell, Member  
Susan M. Keith, Member  
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 do not address an agenda item.

##### D. REPORTS

**Geraldine M. Perri, Superintendent/President**

**Irene Malmgren, Vice President of Academic Affairs**

**Jeanne Hamilton, Vice President of Student Services**

**Robert Sammis, Director of Human Resources**

**Carol Horton, Vice President of Finance and Administrative Services**

**Jack Call, Academic Senate President**

**Steve Siegel, Classified Employees**

**Karine Ponce, Student Trustee**

**Members of the Board of Trustees**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of February 16, 2010**

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

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

**G. INFORMATION AND DISCUSSION**

1. Student Services Administrative Procedures – Jeanne Hamilton, Vice President of Student Services (Page 4)
2. Administrative Procedure 5075 Course Adds and Drops – Jeanne Hamilton, Vice President of Student Services (Page 19)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	March 2, 2010	Resolution	_____
SUBJECT:	Student Services Administrative Procedures	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND**

The majority of the 5000 series of the Student Services Board Policies went through the prescribed revision process and were adopted by the Board by the end of July 2009.

The attached Administrative Procedures are now being submitted as information items. All of the Board Policies related to the following Administrative Procedures have been Board approved. AP 5013 Students in the Military (BP 5010 adopted 7/21/09); AP 5020 Nonresident Tuition (BP 5020 adopted 5/19/09); AP 5030 Fees (BP 5030 adopted 7/21/09); AP 5031 Instructional Materials Fees (BP 5030 adopted 7/21/09); AP 5035 Withholding of Student Records (BP 5035 adopted 7/21/09); AP 5050 Matriculation (BP 5050 adopted 5/19/09); AP 5140 Disabled Student Programs and Services (BP 5140 adopted 7/21/09); AP 5570 Student Credit Card and Other Solicitations (BP 5570 adopted 5/19/09); and AP 5610 Voter Registration (No related BP).

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

**RECOMMENDATION**

No action necessary; information only.

Jeanne Hamilton  
Recommended by

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

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

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

Item No.     G.1.

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5013 STUDENTS IN THE MILITARY**

### **References:**

Education Code Sections 68074, 68075, and 68075.5;  
Title 5 Section 55023, 55024 54041, 54042, 54050, and 58620

### **Residence Determinations for Military Personnel and Dependents**

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

**Withdrawal Policies for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation or dismissal calculations. In no case may a military withdrawal result in a student being assigned an "FW" grade.

Office of Primary Responsibility: Admissions and Records Office

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## **AP 5020 NONRESIDENT TUITION**

**References:** Education Code Sections 76140 et seq.

Nonresident students shall be charged nonresident tuition for all units enrolled unless specifically required otherwise by law.

Not later than February 1 of each year, the Superintendent/President shall bring to the Board of Trustees for approval, an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Superintendent/President is authorized to implement a capital outlay fee to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding year. The fee will be reviewed annually.

Students who would otherwise be charged the capital outlay fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance to Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Office of Primary Responsibility: Vice President of Student Services

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5030 FEES

**References:** Education Code Sections 66025.3, 70902(b)(9), and 76300; Title 5 Section 51012; Chancellor's Office Student Fee Handbook

### Required fees include:

**Enrollment Fee** (Education Code Section 76300; Title 5 Sections 58500-58509)

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

### **Health Fee**

The health fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

**Nonresident tuition fee** with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need.

### Other student assessments

- |                                                   |                                |
|---------------------------------------------------|--------------------------------|
| • Credit by examination                           | Per-unit enrollment fee charge |
| • Career assessment testing                       | \$15.00 per test               |
| • Service charge for returned checks              | \$25.00 each                   |
| • Rush Transcript/Verification (same day service) | \$10.00 per request            |
| • Duplicate diploma/certificate                   | \$16.00                        |
| • Subpoena                                        | \$15.00                        |

### Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)



- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

**Prohibited fees include:**

- Late application (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks. (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)

- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

## **Refunds**

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Office of Primary Responsibility: Admissions and Records

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5031 INSTRUCTIONAL MATERIALS FEES

### References:

Education Code Section 76365;  
Title 5 Sections 59400 et seq.

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

### Definitions

**"Instructional and other materials"** means any tangible personal property which is owned or primarily controlled by an individual student.

**"Tangible personal property"** includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

**"Required instructional and other materials"** means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class, or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

**"Solely or exclusively available from the District"** means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

**"Required instructional and other materials which are of continuing value outside of the classroom setting"** are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

## **Establishing Required Materials and Related Fees**

For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Curriculum Committee for recommending such fees shall be followed. The request must comply with the definitions above.

As part of the process for establishing fees, justification must be provided of how the request meets the State criteria for allowable fees; and calculation and support data for determining fees must be provided.

The Office of Instruction responds to inquiries from the California Community College Chancellors' Office.

All instructional material fees are published in the class schedule.

Office of Primary Responsibility: Admissions and Records

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## **AP 5035 WITHHOLDING OF STUDENT RECORDS**

**Reference:** Title 5 Section 59410

The Dean of Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Each department shall be responsible for notifying the student (in writing) of any financial obligations to the District for that department's services. If a student fails to respond to the letter, that department will place a "hold" in the administrative computer system that will result in the withholding of grades, transcripts, diplomas, and registration privileges.

If the student owes a debt of their registration fees, the cashier's office will send a bill to the student in writing and place a hold on the student's record.

Office of Primary Responsibility: Admissions and Records

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5050 MATRICULATION**

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

Matriculation brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- Express at least a broad educational intent upon admission;
- Declare a specific goal no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- Diligently attend class and complete assigned coursework;
- Complete courses and maintain progress toward an educational goal;
- Cooperate in the development of the student educational plan.

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

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

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

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

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

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

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

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

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

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

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

Office of Primary Responsibility: Dean of Counseling

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

### References:

Title 5 Sections 56000 et seq.

The District will maintain a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

The plan will address:

- long-range goals and short term objectives for the program
- definitions of disabilities and students eligible for the program
- support services and instruction that is provided
- verification of disability
- student rights and responsibilities
- student educational contract or plan that is developed by a designated person in consultation with the student
- academic accommodations
- provisions for course substitution and waivers
- staffing
- advisory committee

Office of Primary Responsibility: Counseling Programs and Services



# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5570 STUDENT CREDIT CARD AND OTHER SOLICITATIONS

**References:** Education Code Section 99030; Title 5 Section 54400; Civil Code Section 1747.02(m)

All solicitors must obtain approval from the Office of Student Affairs to conduct business on campus.

Credit card solicitors must adhere to the following requirements:

- Credit cards may be marketed only in designated sites.
- The number of sites may be limited.
- Marketers of student credit cards are prohibited from offering gifts to students for filling out credit card applications.
- Credit card/debt education and counseling services may be offered to students, during financial aid eligibility interviews and at other appropriate times.

Office of Primary Responsibility: Office of Student Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5610 VOTER REGISTRATION

**References:** 20 U.S. Code Section 1094(a)(23)(A); 34 CFR Section 668.14(d)(1)

The district will ensure that:

- a good faith effort is made to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution;
- voter registration forms are widely available to students at the college;
- a person is designated as the contact for the Secretary of State for distribution of voter registration cards;
- the college website provides a link to the Secretary of State website for voter registration information.

Office of Primary Responsibility: Vice President of Student Services

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	March 3, 2010	Resolution	_____
SUBJECT:	Administrative Procedure 5075 Course Adds and Drops	Information	X
		Enclosure(s)	X

BACKGROUND

AP 5075 Course Adds and Drops was included in the group of existing student services board policies and administrative procedures previously updated and approved by the Steering Committee on June 8, 2009 and reviewed by the Board on June 16, 2009. A second revision to AP 5075 was necessary to address the possibility of add code misuse. The Steering Committee approved revisions to AP 5075 on February 22, 2010

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

No action necessary; information only.

Jeanne Hamilton  
Recommended by

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

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

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

Item No. G.2.

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5075 COURSE ADDS AND DROPS

References: Title 5 Sections 55024 and 58004

### Adding Courses

Students may add classes through the registration period. If the class is closed because the enrollment maximum is reached, the permission of the instructor is required. Add codes may only be used by the students to whom they were given by a faculty member or another college official. Students may not sell or give add codes to another student.

**Students are not registered for a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in the class.**

After the registration period concludes, classes may only be added by formal petition from the student to the Dean of Admissions and Records.

### Withdrawals

- Withdrawals, or drops, are authorized through the last day of the eighth week of instruction or 50% of the term, whichever is less.
- No notation shall appear on the student's record for drops during the first 20% of the term or class.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A,B,C,D,F,FW) must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping of courses to their schedule of classes. Each instructor shall clear the class roster of inactive students no later than the end of the last business day before the census day for all students.

**"Inactive students"** include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

Office of Primary Responsibility: Office of Admissions and Records

## 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 22)
- b. Authorization is requested to approve facility rentals and usage. (Page 24)
- c. 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 26)

#### **Personnel Recommendations**

- d. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 28)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 33)
- f. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 36)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 2, 2010	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 – March 2, 2010**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>CHILD DEVELOPMENT CENTER</u>				
Lee, Michael	\$600.00max	Grant	3/3/10-6/30/10	WRAT Assessor
<u>COMMUNITY EDUCATION</u>				
Jim Lindsay Productions, Inc.	60% of fees	Fees	3/29/10-4/2/10	Reality TV Class
Jim Lindsay Productions, Inc.	60% of fees	Fees	3/22/10-3/26/10	Reality TV Class
Jim Lindsay Productions, Inc.	60% of fees	Fees	3/15/10-3/19/10	Reality TV Class
Jim Lindsay Productions, Inc.	60% of fees	Fees	3/8/10-3/12/10	Reality TV Class
<u>FINE AND PERFORMING ARTS</u>				
Hooper, Alison	\$2,500.00max	District	3/3/10-6/30/10	Musician Services

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	March 2, 2010	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

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

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

**RECOMMENDATION**

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

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

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

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

Item No.     H.1.b.



**Use of Facilities  
March 2, 2010**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
FLS International	Campus Center East Wing	Farewell Lunch	2/11/2010	\$150.00 plus additional labor if required
NRFL	Stadium Field	Football Tryouts	3/20/2010	\$1,100.00 plus additional labor if required
Rusty Miller Tennis	Tennis Courts	Tennis Tournament	4/10, 4/11 and 4/17/10	\$450.00 plus additional labor if required
Red Dragon Karate	Gym	Martial Arts Tournament	4/18/2010	\$1,500.00 plus additional labor if required
Inland Pacific Ballet	Performing Arts Center	Ballet Performance	3/6/10 and 3/7/10	Labor charges only, to be determined. Co-sponsored event.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 2, 2010	Resolution	_____
SUBJECT:	Disposal of Surplus Property	Information	_____
		Enclosure(s)	X

**BACKGROUND**

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

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

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

**RECOMMENDATION**

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

Carol R. Horton  
Recommended by

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

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

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

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

# Surplus Inventory List

March 2, 2010 Board Agenda

27 - Task Chair

6 - Microscope

4 - Desk

2 - Pedestal file cabinet

1 - Vertical file cabinet

1 - Bookcase

1 - Table

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	March 2, 2010	Resolution	<u>                    </u>
SUBJECT:	Academic Employees	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

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.d. \_\_\_\_\_

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MARCH 2, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Hibbs, Linda	Instructor	College Success	Stipend	BSI Grant	02/16/10	02/16/10	\$100.00	tl.
		Workshop training						
Hong, Andrew	Instructor	College Success	Stipend	BSI Grant	02/16/10	02/16/10	\$100.00	tl.
		Workshop training						
Stetson, Stephanie	Applied Music Tutor		Hourly as needed	Music	03/03/10	06/30/10	\$44.90	hr.
Stetson, Stephanie	Instructor		Hourly as needed	Music	03/03/10	06/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
 SPRING 2010 ADJUNCT  
 MARCH 2, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Anderson, Eric	Physical Education	Lecture	1-5	\$1,072	\$61.30
Efron, Alan	Chemistry	Lecture	2-3	\$1,077	\$61.56
Hibbs, Linda	Reading	Lecture	1-6	\$1,119	\$63.93
Hunt, Stephen	Administration of Justice	Lecture	1-6	\$1,119	\$63.93
Jung, Shinsuck	Physical Education	Lecture	1-3	\$1,025	\$58.54
Kelly, Donna	Reading	Lecture	4-6	\$1,281	\$73.17
Lei, Li	Mathematics	Lecture	2-4	\$1,077	\$61.56
Shima, Kevin	Recording Arts	Lecture	1-1	\$1,025	\$58.54
Smythe, Colville	Reading	Lecture	1-5	\$1,072	\$61.30
Tracey, Timothy	Physical Education	Lecture	1-5	\$1,072	\$61.30
Tseng, Kelly	Mathematics	Lecture	2-4	\$1,077	\$61.56
Zawahreh, Luai	Economics	Lecture	1-6	\$1,119	\$63.93
Zeman, William	History	Lecture	2-4	\$1,077	\$61.56

**ACADEMIC EMPLOYEES  
2009-2010 LAB SUPERVISORS  
MARCH 2, 2010**

<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>
Seccombe, June	A	Learning Center	03/03/10	06/30/10	4-3	\$36.23

**ACADEMIC EMPLOYEES  
MARCH 2, 2010**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Lanphear, Keleigh	Counselor	Counseling	Resignation	3/1/2010

**SEPARATIONS**





**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
MARCH 2, 2010**

<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>
Macias-Ruiz, Benjamin	Interim Campus Security Supervisor	Temporary upgrade extension	Security		100%	3/1/10	4/30/10	9-1	\$4,878.00
Cheng, David	Campus Security Officer II	Shift Change	Security	12	100%	3/3/10		29-7 (27-7+1I+1A)	\$4,092.66
Mendez, Samuel	Instructional Lab Assistant II	Shift Change	Learning Center	12	100%	2/15/10		31-7 (29-7+1A+1I)	\$4,299.87
Ramirez, David	Campus Security Officer II	Shift Change	Security	12	100%	3/3/10		29-5 (27-5+2I)	\$3,712.16

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
MARCH 2, 2010**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Coutts, Robert	Programmer Analyst III	TeCS	Release Time for CSEA duties	2/17/10
Handy, Steve	Athletic Trainer II	Physical Education	Release Time for CSEA duties	2/17/10
Hill, Donna	DSPS Specialist	DSPS	Retirement	7/1/10
Williams, Lorry	Library Media Tech II	Library	Release Time for CSEA duties	2/17/10



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MARCH 2, 2010**

<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>
Cardinal, Jonathon	Department Aide	Provide extra assistance for special Campus Events	ASO-Student Affairs	3/3/10	6/30/10	3-1	\$9.27/hr.
Dillard, Terrell	Stipend	Adjustment of pay for hours worked for the YESS program	CDC	8/18/2009 (Revision)	1/31/10		\$217.50/tl.
Hatabe, Masaki	Volunteer		International Student Center	3/3/10	6/30/10		
Hynes, Tom	Stipend	Music Arranging	Music	3/17/10	3/20/10		\$1500/tl.
Langford, Bruce	Stipend	Master of Ceremonies "Battle of the Big Bands Round 7"	Music	3/19/10	3/20/10		\$250/tl.
Riggs, Ariana	Department Aide	House staff for HPAC events	Performing Arts	3/3/10	6/30/10	3-1	\$9.27/hr.
Rios, Irma	Financial Aid Technician	Additional office coverage	Financial Aid	3/3/10	6/30/10	31-1	\$18.51/hr.
Volonte, Dan	Stipend	Lighting Design "Battle of the Big Bands Round 7"	Music	3/17/10	3/19/10		\$500/tl.
Waugh, Christine	Department Aide	Assist with Basic Skills/College Success projects and students	HSI Grant	5/1/10	6/30/10	3-1	\$9.27/hr.

2009-2010 Coaches

**ASSISTANT COACHES (Short-term Non-Academic)**

Name	Sport	Major	SPRING				Season
			Class/Step				
Lofthouse, Peter (begin 3/1)	Football	Assistant Major	5	2-2	\$4,418	SP	
Morrison, Scott (until 2/28)	Football	Assistant Major	5	1-3	\$5,563	SP	

**Volunteer Coaches**

	SPRING				
Dunn, Al	Football	Assistant			SP
Luque, John	Football	Assistant			SP

Professional Expert  
March 2, 2010

<b>Name</b>	<b>Classification</b>	<b>Begin</b>	<b>End</b>	<b>Department</b>	<b>Rate</b>
Harrington, Elena	PE Facility Supervisor	3/3/10	4/6/10	PE/Athletics	\$4,430.00/mo.
Liu, Lu	Research Analyst	3/18/10	9/30/10	CCRAA/STEM Grant	\$5,004.35/mo.
Martinez, Suzanne	Grant Project Coordinator	3/3/10	6/30/10	HSI Bridges To Success	\$6,094.25/mo.

## H. ACTION ITEMS (continued)

### Business Services

2. Authorization is requested to approve the attached budget revisions for funds 01.0, 01.3 and 33.0 for the fiscal year 2009-2010. (Page 41)

### Human Resources

3. Authorization is requested to approve the Reduced Work Load Agreement between the Citrus Community College District and Ms. Marilyn Eng a full-time counselor, commencing July 1, 2010, and ending on June 30, 2011. The agreement decreases Ms. Eng's counseling load by 25% and specifies additional conditions on the status of her employment. The agreement complies with the eligibility requirements of the State Teachers' Retirement System, the California Education Code, and the notification requirements of the Los Angeles County Office of Education. (Page 63)
4. 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 February 16, 2010, and ending on June 12, 2010, 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 \$10,521.58 in health and statutory benefits. (Page 64)
5. Authorization is requested to approve the employment of Ms. Angela Clark as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 16, 2010, and ending on June 12, 2010, at a salary placement of Class 2, Step 5 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$29,448.00 annually (pro rated) plus \$11,012.26 in health and statutory benefits. (Page 65)
6. Authorization is requested to approve the employment of Ms. Stephanie Dingwall as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on February 16, 2010, and ending on June 12, 2010, 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 \$10,521.58 in health and statutory benefits. (Page 66)

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

## I. ADJOURNMENT

### Dates to remember:

March 16, 2010

Board of Trustees Meeting

April 6, 2010

Board of Trustees Meeting (*only meeting in April*)





**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 2, 2010	Resolution	_____
SUBJECT:	Reduced Work Load, Ms. Marilyn Eng, Full-Time Counselor	Information	_____
		Enclosure(s)	_____

BACKGROUND

Citrus Community College District and Ms. Marilyn Eng have entered into a Reduced Workload Agreement to reduce Ms. Eng's workload by 25% for the 2010/2011 academic year.

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

RECOMMENDATION

Authorization is requested to approve the Reduced Work Load Agreement between the Citrus Community College District and Ms. Marilyn Eng a full-time counselor, commencing July 1, 2010, and ending on June 30, 2011. The agreement decreases Ms. Eng's counseling load by 25% and specifies additional conditions on the status of her employment. The agreement complies with the eligibility requirements of the State Teachers' Retirement System, the California Education Code, and the notification requirements of the Los Angeles County Office of Education.

Robert Sammis  
Recommended by

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

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

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

Item No. H.3.







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

February 16, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 16, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:15 p.m. Board President Woods led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Karine Ponce (Student Trustee).  
Absent: None.

**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; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Paula Green, Lan Hao, Lucinda Over, Sylvia Smythe, Edward Trickey, and Linda Welz

**Faculty:** Jack Call and Roberta Eisel

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

**Classified Employees:** None

**Adjunct Faculty:** None

**Students:** Karlyn Bradley and Alejandro Delgado

**VISITORS:** Elaine Reodica

**Geraldine M. Perri, Superintendent/President,** was very pleased to report that the college's accreditation has been reaffirmed for the next six years. She took the opportunity to thank those members of the college community who participated in the self study process and who gave so generously of their time and talent. She

commended accreditation co-chairs, Ms. Roberta Eisel, Language Arts instructor, and Dr. Jeanne Hamilton, Vice President of Student Services, for their diligence. She also thanked the Board of Trustees for their leadership and support throughout the process. Dr. Perri said it is fitting that the entire college celebrate this outstanding achievement.

Dr. Perri thanked the members of the Board who attended the FLEX Day activities. She also thanked the members of the Faculty Learning Institute for their hard work and creativity in planning the program. Dr. Perri gave special kudos to Mr. Eric Rabitoy, Dean of Physical and Natural Science; Ms. Sylvia Smythe, Director of College Success; and Ms. Judi Kemp, Administrative Secretary, for their work in coordinating the event. She also commended the Food Services team and the talented faculty and students who provided the wonderful musical backdrop.

Dr. Perri introduced special guest Ms. Elaine Reodica, regional representative for budget advocacy for the Community College League of California. A community college alumna and graduate of UCLA, Ms. Reodica is currently working with community colleges in Southern California on issues related to the state budget.

Dr. Perri was pleased to note the action item requesting approval of tenure for 16 faculty members. She said achieving tenure is one of the most important milestones in the life of a faculty member. She added that, as a college, we take the recruitment and selection of faculty and the tenure process very seriously.

**Irene Malmgren, Vice President of Academic Affairs**, congratulated the Faculty Learning Institute and all those who contributed to the excellent FLEX Day program.

Ms. Malmgren reported that the STEM Complex calendar of events for Spring 2010 is now available on the STEM webpage. Activities include Supplemental Instruction for math and science classes, Focus on Calculus Peer Mentoring, workshops, and tutoring.

College Success will hold a workshop for 24 adjuncts teaching College Success classes on February 17, 2010. The workshop is the third one of its kind, and will be led by faculty. The purpose is to provide a forum for adjuncts to meet and discuss courses, lab requirements and students with their faculty leads. Past workshops have received high evaluations from both full-time and adjunct faculty members.

Ms. Malmgren reported that the Automotive Technology Program held an awards ceremony on February 4, 2010. Over 80 certificates were awarded to students in the areas of undercar/drive train specialist, under hood specialist and Toyota/Lexus/Scion specialist. In addition, they awarded honors to the 2009 Student of the Year, the Outstanding Business Partner of 2009 and the 2009 Distinguished Alumni.

**Jeanne Hamilton, Vice President of Student Services**, reported that Citrus College will again be participating in the Azusa Unified School District and Azusa Chamber of Commerce Job Shadow Day. A record 16 managers, supervisors, and classified staff

have volunteered to have high school students shadow them for a portion of the day. This is the third year Citrus College has participated in the program.

Campus Security conducted a walk-through of the campus with the Glendora Police Department on February 5, 2010, for the purpose of determining the amount of time a lockdown or evacuation would take in the event of an emergency. The walk-through was coordinated by Ms. Martha McDonald, Dean of Students, and Mr. Ben Macias, Interim Security Supervisor.

**Robert Sammis, Director of Human Resources**, reported that a second round of training on the topic of the CSEA contract will take place on February 17, 2010, for managers, supervisors, and deans.

**Carol R. Horton, Vice President of Finance and Administrative Services**, reported that they are monitoring news from Sacramento regarding state funding, however, at this point there is little to report.

**Jack Call, Academic Senate President**, said the Academic Senate's first meeting of the spring semester will take place on March 10, 2010. At the meeting they will receive a brief report from the accreditation co-chairs, Dr. Hamilton and Ms. Eisel, regarding the good news on reaffirmation of our accreditation. They will also provide information on the follow-up reports the college must prepare and file with the commission.

Dr. Call said Ms. Eisel will be organizing the committee to solicit nominations of senate officers for the 2010-2011 academic year. Results of the nominations will be published prior to the fourth week of the semester, and nominations from the floor will be accepted at the meeting on March 10. The election by secret ballot will follow within two weeks.

**Trustee Patricia Rasmussen, Vice President, Board of Trustees**, congratulated Ms. Sharon Lewis, Citrus College Foundation Board member, on being selected as Glendora's Citizen of the Year. Trustee Rasmussen said Ms. Lewis has done many wonderful things for Citrus College and her community.

Trustee Rasmussen enjoyed the FLEX Day workshops. She found the workshop entitled "Who are Our Students?" presented by Dr. Lucinda Over, Dean of Counseling, particularly informative. Trustee Rasmussen noted that our student demographics indicate our students are younger than the average community college student, and that the majority of our students find mathematics very challenging.

Trustee Rasmussen commented on information from Chancellor Jack Scott regarding the transfer of courses from community colleges to four-year institutions. According to Chancellor Scott, community college students take many units in excess of what they need to complete their degrees. A study by the California Legislative Analyst's Office concluded that this problem cost taxpayers \$28 million in 2007-2008. One solution for this problem would be the adoption of common course numbering, so that community



college students would be able to initially enroll in only those courses they know will transfer.

Trustee Rasmussen welcomed everyone back for the Spring 2010 semester.

**Trustee Joanne Montgomery, Clerk/Secretary, Board of Trustees**, commented on FLEX Day and the start of the new semester. She congratulated the 16 faculty members who are being awarded tenure.

**Trustee Susan M. Keith, Member, Board of Trustees**, commented that FLEX Day was very enjoyable and a great opportunity to celebrate our reaffirmation of accreditation.

Trustee Keith thanked Mr. Tedd Goldstein, Student Employment Supervisor, for writing to his congressman regarding legislation that is before Congress that would provide additional funding for California's community colleges. She added that every advocacy letter makes a difference.

**Trustee Edward C. Ortell, Member, Board of Trustees**, said in a recent meeting with Chancellor Scott in Sacramento, the Chancellor mentioned how difficult it has become for community colleges to successfully go through the accreditation process. Chancellor Scott has spoken on the matter before a hearing of the Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC). Trustee Ortell said this makes Citrus College's achievement of receiving full accreditation by the ACCJC/WASC even more noteworthy.

## **MINUTES**

**Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of February 2, 2010. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **Reaffirmation of Accreditation – Jeanne Hamilton and Robert Eisel, Self Study Co-Chairs**

Dr. Hamilton and Ms. Eisel made a presentation on the ACCJC/WASC decision to grant Citrus College full accreditation status. They discussed the visiting team's evaluation report, which includes an assessment of the college's response to the seven recommendations from 2003; an analysis of our self study; findings in the four broad standards; six recommendations for further action and four commendations. Dr. Hamilton and Ms. Eisel also presented the commission's timeline for follow-up reporting.

Dr. Hamilton thanked Ms. Stacy Quillen-Armstrong, Publications Specialist, for her assistance in developing the presentation.

**INDEPENDENT CONTRACTORS**

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

**FACILITY USE**

- Item 3:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve facility rentals and usage. 5 Yes.

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

- Item 4:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve A & B Warrants for January 2010. 5 Yes.
- Item 5:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for January 2010. 5 Yes.

**CONSTRUCTION – CAPITAL PROJECTS**

- Item 6:** Moved by Trustee Keith and seconded by Trustee Rasmussen to accept Project #2009-10-02, Emergency Central Plant Boiler Replacement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$195,255.41. 5 Yes.
- Item 7:** Moved by Trustee Keith and seconded by Trustee Rasmussen to accept Project #01-0910, Energy Service Contract for Installation of Energy Efficient Glazing in the Library Staff Lounge as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$47,500.0. 5 Yes.

**FIELD TRIP**

- Item 8:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve a field trip/tour for thirty-one (31) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra), and six (6) staff members to perform in Hawaii on June 25, 2010, through July 18, 2010. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 9:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 10:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

**Item 11:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes.  
5 Yes.

**CONTRACTS**

**Item 12:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve a \$60,000 contract between Citrus College and Mt. San Antonio College for the San Gabriel Valley Career Technical Education Community Collaborative Round Three for the period of February 17, 2010, through December 31, 2011.  
5 Yes.

**Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve a \$60,000 contract between Citrus College and Rio Hondo College for the San Gabriel Valley Career Technical Education Community Collaborative Round Three for the period of February 17, 2010, through December 31, 2011.  
5 Yes.

**EMPLOYMENT – FACULTY**

**Item 14:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to the following for the 2010-2011 academic year:  
Susan Bautista, Cosmetology  
Shauna Bigby, Health Center Nurse  
Ricky Brown, Psychology  
Timothy Durfield, Business  
Jeanette Ellis, Licensed Vocational Nursing  
Badieh Farahani, Chemistry  
Rudy Gonzalez, Mathematics  
David Green, Licensed Vocational Nursing  
Alicia Longyear, Counseling  
Jennifer McLeod, Counseling/DSPS  
Rachel Mead, Cosmetology  
Esmeralda Medrano, Mathematics  
Michelle Plug, Counseling  
Rebecca Rudd, English  
Nickawanna Shaw, Physical Education/Coach  
Kristie-Ann Shimokawa, Counseling  
5 Yes.

**CLOSED SESSION:** At 4:48 p.m., Board 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, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA).**

**Per Section 54954.5(e) and 54957 PUBLIC EMPLOYEE  
DISCIPLINE/DISMISSAL/RELEASE**

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

**RECONVENE OPEN SESSION:** At 5:30 p.m., Board President Woods reconvened the meeting to open session with the following action taken:

**Item 15 & 16:** The Board of Trustees took action in closed session to not enter into a contract for the following year for two second contract faculty. The Board's decision was unanimous.

**ADJOURNMENT:** At 5:30 p.m., it was moved by Trustee Montgomery and seconded by Trustee Rasmussen to adjourn the meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joanne Montgomery  
Clerk/Secretary  
Board of Trustees

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