

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in October

DATE: Tuesday, October 19, 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
Alejandra Delgado, 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
Roberta Eisel, Academic Senate President
Steve Siegel, Classified Employees
Alejandra Delgado, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

1. **Approval of the Regular Meeting Minutes of October 5, 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); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**
2. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
3. **Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 1155 Foothill Boulevard, Glendora, CA

Agency Negotiator: Carol R. Horton, Vice President of Finance and Administrative Services

Under Negotiations: Price

G. INFORMATION AND DISCUSSION

Student Services

1. Introduction of the Student Ambassadors – Jeanne Hamilton, Vice President of Student Services (Page 4)

General

2. 2010 CCSSE Survey Results – Lan Hao, Director of Institutional Research (Page 5)

Academic Affairs

3. Proclamation for Ambulance Donation to the Emergency Medical Technician (EMT) Program – Irene Malmgren, Vice President of Academic Affairs (Page 6)
4. Educational Program Committee Administrative Procedures – Irene Malmgren, Vice President of Academic Affairs (Page 7)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Introduction of the Student Ambassadors	Information	X
		Enclosure(s)	_____

BACKGROUND

The Student Ambassadors are the official student hosts of the college. They represent the college at high school outreach functions, community and Foundation events and on-campus activities. To be considered for the position of ambassador the students needed to submit an application, write an essay, and participate in a group interview and an individual interview. We look for students that are a cross section of the Citrus campus community.

Martha McDonald, Dean of Students, will introduce Student Ambassadors:

Gerardo Cruz
Karine Ponce
Rebecca Mejia
Olivia Harjanto
Diana Leung
Chrissy Concannon

This item was prepared by Martha McDonald, Dean of Students

RECOMMENDATION

No action necessary; information only.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 19, 2010	Resolution	_____
SUBJECT:	2010 CCSSE Survey Results	Information	X _____
		Enclosure(s)	_____

BACKGROUND

For the third time, Citrus College has participated in the Community College Survey of Student Engagement (CCSSE) which provides information about student engagement, or the amount of time students invest in meaningful educational practices. This report provides a brief overview of the results.

This item was prepared by Linda Swan, Administrative Secretary II.

RECOMMENDATION

Information only, no action required.

Lan Hao, Ph.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Proclamation for Ambulance Donation to the Emergency Medical Technician (EMT) Program	Information	X _____
		Enclosure(s)	_____

BACKGROUND

In June 2010 Schaefer's Ambulance donated a fully operational 1999 ambulance to the Health Science/Emergency Medical Technician Program. The ambulance will be used to enhance student learning in the field of emergency medical services. Additionally, the ambulance can serve as a disaster medical cache in the event of a campus-wide emergency. Schaefer's Ambulance has been a clinical partner with Citrus College since 1975, interning and hiring many of our students. Schaefer's ambulance is one of the largest providers of pre-hospital 911 care in Los Angeles County.

This item was prepared by Cliff Hadsell Ph.D, Professor of EMS Education/EMT Program Coordinator.

RECOMMENDATION

Information only; no action required

Irene Malmgren
Recommended by _____

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Educational Programs Committee Administrative Procedures	Information	_____ X
		Enclosure(s)	_____ X

BACKGROUND

The majority of the 4000-series of the Educational Programs Committee Board Policies went through the prescribed revision process and were adopted by the Board by the end of 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 4025 Philosophy/Criteria for Degree & General Education (BP 4025 adopted 7/21/09); AP 4026 Philosophy/Criteria for International Education (BP 4025 adopted 7/21/09); AP 4500 News Media (No related BP); AP 4550 Recording and Broadcasting (No related BP); AP 4610 Instructional Service Agreements (No related BP).

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

RECOMMENDATION

No action necessary; information only.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE & GENERAL EDUCATION

References:

Title 5 Sections 55061
Accreditation Standard II.A.3

General Education

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College-educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.

The graduation requirements for Associate Degrees are set forth in AP 4100. The college's General Education Requirements are as follows:

General Education Requirement

Completion of twenty-two units of general education distributed according to the following pattern:

- a. **Natural Sciences:** One or two courses, four units minimum, including one laboratory course OR one course from Biological Science and One course from Physical Science.

Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities.

This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, physics, physical geography, physical anthropology, and other scientific disciplines.

- b. **Social and Behavioral Sciences:** Two courses, six units minimum including one course from History and Political Science and one course from Behavioral Science.

Courses in the social and behavioral sciences focus on people as members of society. They assist in developing an awareness of the

methods of inquiry used by the social and behavioral sciences. Critical thinking is stimulated about the ways people act and have acted in response to their societies, and appreciation is developed of how societies and social groups operate.

This category includes introductory or integrative survey courses in cultural anthropology, economics, history, political science, psychology, sociology, cultural geography, and related disciplines.

- c. **Arts and Humanities:** Two courses, six units minimum, one course from two different areas which include Fine Arts, Foreign Language, Humanities, Literature and Philosophy.

Courses in the arts and humanities study the cultural activities and artistic expressions of human beings. They assist in developing an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation, and in developing an aesthetic understanding and an ability to make value judgments. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy and religion.

- d. **Language and Rationality:**

- Students following the mathematics competency requirement using the mathematics assessment test are required to complete two courses, six units minimum, including one course from English Composition and one course from either Mathematics or Communication and Analytical Thinking; or
- Students who have not satisfied the mathematics competency are required to complete three courses from English Composition, one Course from Mathematics and one course from Communication and Analytical Thinking.
- Courses in language and rationality develop the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

CITRUS COMMUNITY COLLEGE DISTRICT ADACEMIC AFFAIRS

AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION

Reference:

Education Code Section 66015.7

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars. For domestic students, such a program should:

- Develop courses of study in a variety of fields to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in a variety of majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.

For international students and scholars, a program in international education should:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Recruit and retain faculty to educate California's students as globally competent citizens.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4500 NEWS MEDIA

Reference:

No references

Philosophy

College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in the Communications program. It may include, but is not limited to, student newspaper reporting, magazine publication, broadcast news journalism, and internet news journalism. The term "editorial" refers to all content other than advertising.

College news media, as laboratory publications of the Communications program curriculum, provide vehicles to train students for careers in mass communication. College news media also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.

Each college newspaper or other news medium is published as a learning experience, offered under the Communications program. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4550 RECORDING AND BROADCASTING

Except as otherwise provided in AP 3710, recording and broadcasting (television, radio, internet, still images, and digital media) of activities, performances, and events (not including lectures or presentations by an instructor) at Citrus College shall be the property of the District (with the exception of personal photographs, videos and audio recordings taken with consent, which shall belong to the individual taking the photo/video or making the audio recording).

When more than one request is made to record or broadcast activities, performances, and events, permission may be granted as deemed appropriate. All funds generated shall be deposited in the appropriate division ASO or Foundation account.

Students or their representatives may record (audio and/or video) an instructor's lecture or presentation only with the instructor's consent. Such consent grants to the student a license to use such recording for that student's personal educational improvement. Such consent does not transfer to the student any ownership rights in the material recorded. The recording may not be reproduced, sold, shared, transferred, donated, posted or broadcast by the student or the student's representative without the express written consent of the instructor.

This procedure shall be administered by the Vice President of Academic Affairs and the appropriate division office.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

References:

Education Code Section 78015;
Title 5 Sections 51006, 53410, 55002, 55005, 55300-55302, 55600 et seq., 55805.5,
58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58100-58110

The following criteria shall be used as a guide in preparing contracts or agreements:

- Delegation of responsibility for instructional service agreements;
- Compliance with relevant policies and procedures ;
- The responsibility of the Board of Trustees, prior to establishing a career/technical program, to conduct a job market study of the labor market area, and determine whether or not the results justify the proposed career/technical program;
- A written agreement or contract with the contractor stating the responsibilities of each party and that the college or District is responsible for the educational program conducted on site;
- The inclusion of procedures, terms and conditions relating to: 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.

The agreement/contract shall contain terms and conditions relating to cancellation and termination of the arrangement.

Instruction claimed for apportionment under the agreement/contract, shall be under the immediate supervision and control of an employee of the Citrus Community College District who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, the Citrus Community College District shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District has the primary right to control and direct the instructional activities of the instructor. The District shall list the minimum qualifications for instructors teaching these courses and ensure that the qualifications are consistent with requirements in other similar courses given in the District.

All courses or programs must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any

person who has been admitted to the District and has met any applicable prerequisites. Board policy on open enrollment must be published in the District catalog, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Degree and certificate programs must have been approved by the System Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement. The outlines of record for such courses are approved by the District's curriculum committee and the Board of Trustees, as meeting Title 5 course standards.

The District will assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record. The faculty covered under the agreement and students shall be held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

It is agreed that both contractor and the District shall insure that ancillary and support services are provided for the students.

Citrus Community College District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-District facilities, if classes are to be located outside the boundaries of the District.

Office of Primary Responsibility: Academic Affairs

H. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 16)
- b. Authorization is requested to approve facility rentals and usage. (Page 18)
- c. Authorization is requested to approve A & B Warrants for September 2010. (Page 20)
- d. Authorization is requested to approve purchase orders for September 2010. (Page 22)
- e. Authorization is requested to approve Change Order #8 in the amount of \$67,149.57 for Project #06-0506, Vocational Technology Complex. (Page 28)

Personnel Recommendations

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 33)
- g. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 10)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 19, 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 – October 19, 2010

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
HMC Architects	\$199,000.00max	District	10/20/10-6/30/12	Educational & Facilities Master Plan & Reimbursable Expenses
Kroner Environmental Services, Inc.	\$3,700.00max	District	10/20/10-6/30/11	Environmental Site Assessment
<u>ENTERPRISE SYSTEM</u>				
Arch Street Consulting	\$60,000.00max	Bond	7/1/10-6/30/11 <i>Revision</i>	Banner Implementation
<u>FINE AND PERFORMING ARTS</u>				
Hinrichsen, Barbara	\$800.00max	District	10/20/10-6/30/11	Guest Artist Performance
Snyder, Jamie	\$800.00max	District	10/20/10-6/30/11	Guest Artist Performance

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.b. _____

**Use of Facilities
October 19, 2010**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Masters of Harmony	Recording Arts Studio	Basic Tracking	9/18/2010	\$800.00
FLS International	Campus Center East Wing	Host Family Pick Up	12/4/2010	\$187.50 plus additional labor if required
Red Dragon Karate	Gym	Martial Arts Tournament	12/5/2010	\$1,606.25 plus additional labor if required
Azusa Unified School District	Performing Arts Center	District Music Concert	5/11/2011	\$2,950.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 19, 2010	Resolution	<u> </u>
SUBJECT:	A & B Warrants	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

A & B Warrants for September 2010. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for September 2010.

Carol R. Horton
Recommended by

 /
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.c.

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
September, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$3,035,497.97
GRANT AMOUNT PAID TO STUDENTS		\$3,151,289.25
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
191	C1B-C	\$1,649,750.65
1	243-C	\$1,401.30
2	243-N	\$566.99
78	V2D-C	\$111,452.29
10	V2D-N	\$12,477.02
367	C3B-C	\$516,871.27
435	C3B-N	\$274,332.59
19	256-N	\$16,185.66
6	265-C	\$14,831.71
18	265-N	\$5,433.17
1	C2C-C	\$3,083.00
339	C2C-N	\$1,485,317.54
1,467		\$4,091,703.19
ske		
10/14/2010		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 19, 2010	Resolution	<u> </u>
SUBJECT:	Purchase Orders	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

Purchase orders September 2010.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for September 2010.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.e. _____

Includes 09/01/2010 - 09/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
08-01065	PW Construction, Inc	9375	Vocational Tech -C/N #7 Bid #06-0506	41-6200 42-6200	13,660,997.09 566,737.91
11-16378	KEY CURRICULUM PRESS	9660	License Upgrade	01-4300	443.95
11-16504	Spot LLC	0300	GPS Service Renewal	01-5800	99.99
11-16524	THE RICH COMPANY	9347	Scheduling Service	01-5800	715.00
11-16530	MC MASTER-CARR	3020	Supplies for Automotive Lab	01-4300 01-6400	62.00 802.23
11-16533	Motion Software Inc	9350	Software	01-4300	329.20
11-16537	RAE CROWTHER COMPANY	0060	Football Equipment	01-4300 01-6400	.00 1,458.22
11-16547	TRAVERS	3020	Tools	01-4300	468.62
11-16560	JOHNSTONE SUPPLY	3370	Equipment - Energy Systems Technology	01-6400	5,936.21
11-16561	CONDITIONING COMPONENTS	3370	Equipment - Energy Systems Technology	01-6400	10,371.38
11-16569	R.Y. RODRIGUEZ GARAGE EQUIPMENT & MAINTENANCE	9190	Repairs	01-5600 01-5630	.00 1,561.34
11-16570	EDUCATION TO GO	9330	Enrollment Fees	39-5800	360.00
11-16571	VICTORY CUSTOM ATHLETIC	0060	Baseball Game Pants	01-4300	2,625.10
11-16572	OWL BOOKSHOP	9681	Blanket PO	01-4300	4,000.00
11-16573	WHEN TO WORK	9260	Online Employee Scheduling Software	01-4300	200.00
11-16574	UNITED PUMPING SERVICE	9430	Haz Mat Clean-up at Storm Channel	01-5890	4,034.19
11-16575	VeriSign Security Services	9100	SSL Certificate	01-5840	995.00
11-16576	24-7 EMS	0309	EMT Training Supplies	01-4300	2,249.88
11-16577	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	3370	Substantive Change Fee	01-5800	500.00
11-16578	Notary Public Seminars, Inc	9330	Exam Fee	39-4300	87.50
11-16579	Hillyard LA Service	9270	Repair	01-5630	306.00
11-16580	COMP VIEW	0280	Document Camera	01-6410	445.34
11-16581	CAROLINA BIOLOGICAL SUPPLY	0030	Anatomy Supplies	01-4300	3,029.61
11-16582	LAGUNA CLAY	0010	Clay Supplies	01-4300 01-4310	100.10 .00
11-16583	SEABOARD ENGINEERING CO	9375	Restroom Building- East Campus	42-5800	2,500.00
11-16584	AZUSA CHAMBER OF COMMERCE	9220	Dean's/President's List	01-5850	100.00
11-16585	CLAREMONT CHAMBER OF COMMERCE	9220	Dean's/President's List	01-5850	65.00
11-16586	GLENDORA CHAMBER OF COMMERCE	9220	Dean's/President's List	01-5850	50.00
11-16587	MONROVIA CHAMBER OF COMMERCE	9220	Dean's/President's list	01-5850	125.00
11-16588	OWL CAFE	9081	Refreshments for Students	01-5220	180.00
11-16589	BLACKBOARD LEARNING SYSTEMS	3180	Blackboard License Annual Contract	01-5840	143,300.00
11-16590	NATIONAL POND SUPPLY	0030	Equipment for the Pond	01-6400	472.90
11-16591	GRAHAM CO	9040	Emergency Light System Repairs at Stadium	01-4380	1,128.63
11-16592	OWL CAFE	9360	Apples for Classified Booth at Health Fair	01-4300	50.00

Includes 09/01/2010 - 09/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16593	CCCCIO	9170	Registration - Irene Malmgren CCCCIO	01-5200	315.00
11-16594	OWL CAFE	9099	Scholarship Reception Food	01-4300	5,385.43
11-16595	NCCCCF	9220	Registration	01-5200	350.00
11-16596	OFFICE DEPOT BSD ED DIV	3270	Blanket PO	01-4300	3,000.00
11-16597	DISPLAYS2GO	9220	Easel's for building dedication plaques	01-6400	328.56
11-16598	CSS/RANCHO JANITORIAL SUPPLIES	9375	Supplies	41-4300	.00
11-16599	CITRUS COLLEGE FOUNDATION	9090	Reimbursement	74-5800	5,000.00
11-16600	PLAZA PRODUCE	9672	Food for SI Training	01-4300	182.48
11-16601	PLAZA PRODUCE	9672	Food for SI Training	01-4300	75.96
11-16602	PLAZA PRODUCE	9680	Refreshments	01-4300	103.15
11-16603	R & D BUSINESS INT. 000446	9347	Tables	01-6400	320.23
11-16604	Systems Technology Associates	9660	Computer Hardware - Title V Coop Grant	01-6400	24,157.62
11-16605	CDW-G	3160	AV Equipment	01-6400	918.50
11-16606	R & D BUSINESS INT. 000446	9250	Blanket PO	41-5800	720.00
11-16607	R & D BUSINESS INT. 000446	0309	District Budget - Repairs/Maintenance	01-5800	54.88
11-16608	Dell Computer Corp	9660	Computers - Title V Grant	01-6400	17,941.26
11-16609	SPORT CHALET-TEAM SALES	0060	Polo Shirts	01-4300	559.30
11-16610	GAMBLE MUSIC CO	0280	Music Score Envelopes	01-4300	305.64
11-16611	GLENDORA TROPHY	9360	Awards for Convocation	01-4300	100.42
11-16612	Dell Computer Corp	9660	Computers - Title V Grant	01-6400	77,104.91
11-16613	Blurb, Inc.	9672	Books	01-4300	1,064.83
11-16614	Apple Inc	0280	Computer	01-6410	1,415.72
11-16615	Toshiba Direct Gov/Ed Western Division	9660	Computers - Title V Grant	01-6400	2,867.22
11-16616	Apple Inc	0310	Computer Supply	01-4300	31.83
11-16617	TRANSPORTATION SUPPLIES, INC.	3020	Oil Drain Equipment	01-6400	3,675.13
11-16618	David Grant Inc	3120	Database	33-5810	1,311.51
11-16619	SALLY BEAUTY SUPPLY	3040	Hydraulic Styling Chairs	01-6400	1,470.65
11-16620	SIMPLEX GRINNELL	3040	Time Clock Ribbons	01-4300	273.40
11-16621	OFFICE DEPOT BSD ED DIV	0010	Butcher Paper	01-4300	230.44
11-16622	AUTOMOTIVE LIFT INSTITUTE	3020	Safety Instruction Material	01-4300	115.75
11-16623	EDUCATION TO GO	9330	Enrollment Fees	39-5800	480.00
11-16624	COSTCO WHOLESALE	9220	Food for Events	01-4300	1,500.00
11-16625	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	1,338.72
11-16626	OFFICE DEPOT BSD ED DIV	9420	Shredder	01-4300	181.08
11-16627	Daisy I.T.	3260	Photo Supplies	01-4300	988.04
				01-4310	.00
11-16628	VONS GROCERY	9220	Cakes	01-4300	62.97
11-16629	A & J Cake & Candy	9220	Supplies	01-4300	32.93
11-16630	OWL BOOKSHOP	0260	Blanket PO	01-4300	2,180.00
11-16631	EBSCO	9260	Print Subscriptions	01-4300	7,900.00
11-16632	AMERICAN COUNCIL ON EDUCATION FULFILLMENT SERVICE	9081	Reference Material	01-4300	234.50
11-16633	SPORT CHALET-TEAM SALES	0060	Football Practice Jersey	01-4300	563.20

Includes 09/01/2010 - 09/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16634	Volleyhut	0060	Practice volleyballs	01-4300	.00
				01-6400	997.70
11-16635	Freestyle Photographic Supply	3260	Photo Supplies	01-4300	2,803.18
11-16636	SYSTEMS TECHNOLOGY ASSOCIATES	9100	Computer Support Agreement	01-5840	8,000.00
11-16637	R & D BUSINESS INT. 000446	3020	Storage Cabinets	01-6400	3,312.03
11-16638	SNAP-ON TOOLS CORPORATION	3020	Equipment and tools for new TD lab	01-4300	854.01
11-16639	CITY OF DUARTE	9230	For Outreach and Recruitment	01-5880	60.00
11-16640	PACIFIC PARKING SYSTEMS INC.	9070	Blanket PO	01-5600	500.00
11-16641	TIMEKEEPING SYSTEMS	9070	Base Station	01-4300	353.26
11-16642	CCCAOE	9344	Registration	01-5220	395.00
11-16643	CAT SPECIALITIES, INC.	0060	T-shirts	01-4300	450.28
11-16644	TAYLOR MADE/ADDIS GOLF	9470	Blanket PO	59-5850	.00
				59-9321	6,000.00
11-16645	SPORT CHALET-TEAM SALES	0060	Coaching Warm Ups for Volleyball	01-4300	287.06
11-16646	SYSTEM ONE BUSINESS PRODUCTS INC	9110	Repair Bindery Equipment	01-5630	600.00
11-16647	San Mateo County Community College District	9100	Conference Registration	01-5200	.00
11-16648	AA Equipment	9370	Mower	41-6400	18,543.36
11-16649	MAINTEX INC.	9270	Supplies	01-4300	1,496.68
11-16650	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	2,430.59
11-16651	HILLYARD INC	9270	Supplies	01-4300	666.76
11-16652	SAFETY KLEEN	9190	Service Parts Washer	01-5800	161.27
11-16653	Champion Chemical Co.	9270	Supplies	01-4300	1,810.48
11-16654	HILLYARD INC	9270	Supplies	01-4300	5,624.14
11-16655	RAIN BIRD SERVICES CORP. COMMERCIAL DIVISION	9140	Repairs to Irrigation Radio	01-5630	3,696.26
11-16656	LAMB & SONS CONSTRUCTION	3370	Heating Lab Remodel	01-5800	7,415.81
11-16657	Amazon.com Corporate Credit	0310	Supplies	01-4300	41.69
11-16658	PRINTABLE TECHNOLOGIES INC.	9110	Service Agreement	01-5610	2,490.00
11-16659	DISC MAKERS	9672	DVD's My Citrus Story	01-4300	2,670.83
11-16660	ASSOCIATED PRESS	9347	Book	01-4300	25.80
11-16661	RELYCO	9050	Supplies	01-4300	1,775.63
11-16662	Amazon.com Corporate Credit	9347	Books	01-4300	87.71
11-16663	LAERDAL MEDICAL CORPORATION	3370	Registration	01-5220	150.00
11-16664	GLAXOSMITHKLINE FINANCIAL INC.	9160	Vaccines	01-4300	808.03
11-16665	Sanofi Pastuer Inc.,	9160	TB Shots	01-4300	459.37
11-16666	SEHI Computer Products Inc	9099	Printer	01-4300	370.59
				01-6400	267.77
11-16667	CCCCIO, ATTN: CLAIRE BIANCALA NA	9400	Conference Registration CCCCCIO/ACCJC	01-5200	830.00
11-16668	WALL STREET JOURNAL	9260	Newspaper Subscription	01-4300	398.92
11-16669	AQUAJOGGER	0060	ADAQ Equipment	01-4300	54.72
				01-5630	.00
11-16670	ADVANCE FIRE PROTECTION CO.	9370	Repairs to PA Deluge System	41-5600	6,650.00
11-16671	SAN GABRIEL VALLEY TRIBUNE	9260	Newspaper Subscription Renewal	01-4300	173.52

Includes 09/01/2010 - 09/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16672	ANAHEIM BAND	0280	Wind Symphony Supplies	01-4300	358.88
11-16673	MALCOLITE CORP	9040	Supplies	01-4300	174.50
11-16674	MOVIES UNLIMITED	3160	AV Media	01-6300	126.25
11-16675	MALMARK INC	0280	Bell Gloves	01-4300	245.48
11-16676	ALL SEASONS PROMOTIONS	9360	Convocation Prop/Decoration	01-4300	100.00
11-16677	CYBER PUNCH EMBROIDERY	9190	Uniform Embroidery	01-5550	1,500.00
11-16678	R & D BUSINESS INT. 000446	9375	Voc Tech - Furniture Set Up	41-5800	1,500.00
11-16679	BUDGET BLINDS OF GLENDORA	9460	Window coverings	41-6400	362.80
11-16680	PS FURNITURE	9250	Furniture	01-6400	1,384.40
11-16681	UNIVERSITY OF LAVERNE	9660	ULV August Billing	01-5800	13,727.08
11-16682	UNIVERSITY OF LAVERNE	9660	ULV Bill for July Paid Thru Title V Coop Grant	01-5800	8,961.71
11-16683	UNIVERSITY OF LA VERNE BOOKSTORE	9660	Supplies	01-4300	3,883.46
11-16684	R & D BUSINESS INT. 000446	9672	Table	01-6400	284.25
11-16685	KI	9672	Folding chairs	01-6400	278.77
11-16686	Amazon.com Corporate Credit	9680	Books	01-4300	147.37
11-16687	Amazon.com Corporate Credit	9680	Books	01-4300	553.14
11-16688	XAP CORPORATION	9010	Spanish Online Application	01-5800	6,243.31
11-16689	SEHI Computer Products Inc	0309	Printers	01-6400	920.79
11-16690	TURF STAR	GL	Repair Parts	41-6400	1,161.93
11-16691	HARDY DIAGNOSTICS	0030	Microbiology supplies	01-4300	212.22
11-16692	HARDY DIAGNOSTICS	0030	Microbiology supplies	01-4300	73.37
11-16693	MALMARK INC	0280	Bell Repair	01-5630	31.46
11-16694	SPORT CHALET-TEAM SALES	0060	Women's Softball Equipment	01-4300	1,480.00
11-16695	SVM, LP	3120	Student Support	33-7600	1,241.56
11-16696	LINCO	9030	SUPPLIES	01-4300	859.34
11-16697	HULL ELECTRIC	3370	Electric for Heating Lab	01-5800	4,095.87
11-16698	SAC STATE/CSFPA	3120	Conference Registration	33-5200	195.00
11-16699	RANGE MART	9470	Replacement brush for Twister Ball Washer	59-4300	140.11
				59-5850	.00
11-16700	CAROLINA BIOLOGICAL SUPPLY	9672	Biology supplies	01-4300	291.46
11-16701	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	792.76
11-16702	SC FUELS	9190	Gasoline	01-4360	9,435.00
11-16703	WESTERN AUDIO VISUAL CORP	9375	AV Equipment - Campus Safety	42-6400	1,335.61
11-16704	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9370	Supplies	41-4300	67.17
11-16706	CCCEOPSA ATTN: MARCIA CHENEY	9081	Conference Registration	01-5220	250.00
11-16707	CAL POLY POMONA FOUNDATION	9290	Conference Registration Fee	01-5200	35.00
11-16708	DEMCO INC.	9360	Sign Holders	01-4300	276.53
11-16709	PLAZA PRODUCE	9290	Fruit Tray	01-4300	24.95
11-16710	Denault Commercial Hardware	9270	Supplies	01-4300	1,095.31
11-16711	PREMIER SERVICE GROUP	9060	Oven Repairs	52-5630	289.50
11-16712	J & J SPORTS	0060	Women Water Polo T-Shirts	01-4300	375.35
11-16713	SPIRAL BINDING CO. INC.	9110	Repair Shrink Wrap Machine	01-5630	797.61
11-16714	ANAHEIM BAND	0280	Saxophone Repair/Overhaul	01-5630	665.79
11-16715	ANAHEIM BAND	0280	Flute Repair	01-5630	108.54
11-16716	MALMARK INC	0280	Choir Bell Repairs	01-5630	43.90

Includes 09/01/2010 - 09/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16717	MIDNIGHT EXPRESSIONS	0060	T-Shirts for Resale	01-4300	770.45
				01-6400	.00
11-16718	POSTSECONDARY ELECTRONIC STANDARDS COUNCIL	3180	Conference Registration Fee	01-5200	100.00
				Total	159
					14,732,439.08

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	138	456,758.03
33	Child Development Fund	3	2,748.07
39	Community Education	3	927.50
41	Capital Outlay Projects Fun	9	13,690,002.35
42	Revenue Bond Construction F	3	570,573.52
52	Cafeteria Fund	1	289.50
59	Golf Driving Range	2	6,140.11
74	Student Financial Aid Trust	1	5,000.00
Total		159	14,732,439.08

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
11-16287	5,088.63	01-4300	General Fund/Materials and Supplies	393.14
11-16349	191.05	01-4300	General Fund/Materials and Supplies	28.54
11-16349	191.05	01-6300	General Fund/Books & Media	16.69
Total PO 11-16349				45.23
11-16380	490.75	41-6100	Capital Outlay Projects Fun/Sites and Improvement of	490.75
11-16380	490.75	41-6400	Capital Outlay Projects Fun/Equipment-Capitalized	490.75
Total PO 11-16380				.00
11-16391	55,190.00	41-5600	Capital Outlay Projects Fun/Rentals, Leases and	1,200.00
11-16416	1,435.56	01-4300	General Fund/Materials and Supplies	.00
11-16434	519.19	01-4300	General Fund/Materials and Supplies	.00
11-16468	314.36	01-4300	General Fund/Materials and Supplies	.00
11-16496	3,599.40	42-5800	Revenue Bond Construction F/Oth Contracted	2,699.55
11-16513	1,235.00	01-5800	General Fund/Oth Contracted Services	250.00
11-16543	2,622.46	01-4300	General Fund/Materials and Supplies	2,622.46
11-16543	2,622.46	01-6400	General Fund/Equipment-Capitalized	2,622.46
Total PO 11-16543				.00
Total PO Changes				4,587.92

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 19, 2010	Resolution	
SUBJECT:	Approval of Change Order #8, 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 in the project and are enumerated in the enclosed Change Order Request that is part of Change Order #8. The increase is \$67,149.57. The revised total of the contract after Change Order #8 is \$14,294,884.57. This change order will add 175 calendar 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 #8 in the amount of \$67,149.57 for Project #06-0506, Vocational Technology Complex.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

REVISED

CHANGE ORDER

Architect:
tBP/Architecture
2300 Newport Boulevard
Newport Beach, CA 92663

PROJECT:	<u>Vocational Technology Complex</u>	CHANGE ORDER #	<u>8</u>
	<u>Citrus Community College District</u>	CO DATE:	<u>Oct 5, 2010</u>
CONTRACTOR:	<u>PW Construction Inc.</u>	Board Approval	<u>October 19, 2010</u>
	<u>1905 E Route 66, suite 200</u>	D.S.A. #	<u>A03-110220 F19-C9</u>
	<u>Glendora, CA</u>	tBP #	<u>20581.00</u>
		District Bid #06-0506	

ORIGINAL CONTRACT AMOUNT:		\$13,649,000.00
Previous Change Orders 1-7:	\$578,735.00	
This Change Order:	67,149.57	
Total Change Order:	\$645,884.57	645,884.57

REVISED CONTRACT AMOUNT: \$14,294,884.57

ORIGINAL CONTRACT COMPLETION DATE:	<u>December 14, 2009</u>
Previous Change Orders 1-7:	<u>80</u> Calendar Days
This Change Order:	<u>175</u> Calendar Days
Total Change Orders:	<u>255</u> Calendar Days

REVISED CONTRACT COMPLETION DATE: August 26, 2010
(Substantial Completion)

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

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

APPROVALS:

_____	DATE _____
tBP/Architecture Inc.	
_____	DATE _____
PW Construction Inc.	
_____	DATE _____
Citrus Community College District	

**Change Order Requests
Vocational Technology Project**

Change Order Request	Description	Subcontractor	GC Price/Cost	GC Credit	Additional Days	Status	Included in Change Order
PMR 17018 R1	Additional costs to previously issued PMR 17018 - Grading changes at west side of building per Bulletin #9	BS Hand	\$5,226.00		10	Approved 10/5/10 - Original PMR #18 approved in CO #4 - \$13,430	CO #8
PMR 17066 R2	Additional costs to previously issued PMR 17066R1 - Per Bulletin #20	BS Hand	\$0.00	\$944.00	0	Approved 10/5/10 - Original PMR #17066 R1 approved in CO #7 \$2,592.	CO #8
PMR 17074	Misc. small parts to complete east side of Phase 1	PW Construction	\$2,721.00		5	Approved 10/5/10	CO #8
PMR 17076 R1	Unforeseen underground obstructions - This change order is for shortages in PMR 17076 and tickets that were submitted after 11/14/09 and work missed by grader. (PMR 17076 approved in CO #5 2/2/10 \$7,021.00)	Deconstruction Specialists Corp.	\$4,000.00		9	Approved 10/5/10	CO #8
PMR 17077 R1	Utility delays for unforeseen utilities that were after the 10/20/09 date that was approved in PMR 17077 (approved in CO #5 - 2/2/10 \$1,296.00)	Deconstruction Specialists Corp.	\$884.00		5	Approved 10/5/10	CO #8
PMR 17080	Work at valve relocation near stairs for Phase 2 west side	Deconstruction Specialists Corp.	\$11,084.00		10	Approved 10/5/10	CO #8
PMR 17096	Credit for three alignment racks as bid as per college's request with underground portion left in for future installation by college. This excludes the cost for recessed pit and frame.	Peterson Hydraulics	\$0.00	\$37,463.00	5	Approved 10/5/10	CO #8
PMR 17108R-1	Per Bulletin 30 - Fabrication changes in countertop.	Custom Stainless and Bristol Omega	\$2,999.00		2	Approved 10/5/10	CO #8
PMR 17124 Rev 1	Loss of production by Deconstruction (grading contractor)	Deconstruction Specialists Corp.	\$20,000.00		25		CO #8
PMR 17126	Install FRP Panels	PW Construction	\$2,000.00		5	Approved 10/5/10	CO #8
PMR 17130	Changes required per Bulletin #8 - Door Hardware and Locks	Star Hardware	\$3,000.00		5	Approved 10/5/10 - Revised from original approval 4/7/10	CO #8
PMR 17138-NEW	Adjust bent plate, structural and architectural drawings did no match. This was to correct adjustment.	Ironman Inc.	\$6,504.00		5	Approved 10/5/10	CO #8
PMR 17145	Provide eight (8) 9" x 9" flats with helms on all four sides. Used as backing plates for signage that fastens to the corrugated siding on the metal portion of the building.	Valencia Sheet Metal	\$171.00		5	Approved 7/21/10	CO #8
PMR 17146 R1	Slurry order for existing walkway and landscape/irrigation changes	Short Load Concrete and Pierre	\$4,151.00		5	Approved 10/5/10	CO #8

Updated: 10/14/2010

Page 1 of 3

**Change Order Requests
Vocational Technology Project**

Change Order Request	Description	Subcontractor	GC Price/Cost	GC Credit	Additional Days	Status	Included in Change Order
PMR 17148	Additional brackets to move space heaters away from the auto alignment racks	Empire	\$870.00		2	Approved 10/5/10	CO #8
PMR 17149	Patch at driveway for leak detection	Hardy & Harper	\$803.00		5	Approved 10/5/10	CO #8
PMR 17152	Air compressor connection as stated in Bulletin 46	Tri-Power Electric	\$3,173.00		5	Approved 10/5/10	CO #8
PMR 17153	Exterior Lighting Control per Bulletin 47	Tri-Power Electric	\$2,377.00		5	Approved 10/5/10	CO #8
PMR 17154	Revised power requirements for 4-post lift per Bulletin 48	Tri-Power Electric	\$1,611.00		5	Approved 10/5/10	CO #8
PMR 17156	Cost to replace the asphalt at the drive approach with concrete.	Hardy & Harper	\$4,006.00		5	Approved 10/5/10	CO #8
PMR 17157	Additional dedication plaque	A2Z Signs	\$1,134.00		0	Approved 9/3/10	CO #8
PMR 17159	Phase 1, shop re-route compressed airlines at Gridline Q-R @ #17	Dave Miller Plumbing	\$1,952.00		5	Approved 10/5/10 - Original PMR 59 approved in CO #4 \$441	CO #8
PMR 17161 R1	Marmorette replaced in hallway #201	Modern Carpet	\$506.00		0	Approved 10/5/10	CO #8
PMR 17162	Additional set of anchor pods requested by the owner for the mustang dyno	Peterson Hydraulics	\$783.00		0	Approved 10/5/10	CO #8
17200	Extended charges for overhead costs granted in Change Orders 1 through 7 by PWCI		\$67,156.86	\$0.00	0	Approved 10/5/10	CO #8
17001 R1	Additional tests and exploration for contaminated soil/leaking receptors		\$10,000.00		0		CO #8
17020 R2	Credit - Angle iron at recessed pits			\$5,245.79	0		CO #8
17091 R1	Credit - Floor Drains at recessed pits			\$1,289.00	0		CO #8
17163	Credit - Reimbursement for legal fees			\$1,274.50	0		CO #8
17164	Credit - George Nakabara - mechanical engineer's time			\$3,200.00	0		CO #8
17165	Credit - Herbicide Treatment not done in Phase 2			\$1,500.00	0		CO #8
17166	Credit - Asphalt Sealer not applied			\$9,046.00	0		CO #8
17167	Credit for John Beam		\$0.00	\$30,000.00			CO #8
	Additional days not previously accounted for from Phase I - no costs				47		CO #8

**Change Order Requests
Vocational Technology Project**

Change Order Request	Description	Subcontractor	GC Price/Cost	GC Credit	Additional Days	Status	Included in Change Order
			\$157,111.86	\$89,962.29			
	<i>Net Total of Change Order #8 - PENDING Board Approval</i>		<i>\$67,149.57</i>		<i>175</i>		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 19, 2010	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.f. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 19, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Aplanalp, Jane	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Bautista, Susan	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Betancourt, Carmen	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Bowen, Keshia	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Boxley, Jackie	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Boxley, Jackie	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Brawner, Mary	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Brawner, Mary	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Briones, Arthur	Counselor	Project Director, Operation VETS	Student Services	10/20/10	12/31/10	\$44.90	hr.
Briones, Arthur	Counselor	Project Director, Operation VETS	Student Services	01/01/11	06/30/11	\$44.90	hr.
Broadfoot, Johnnie	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Carver, Sally	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Cruz, Caroline	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Culpepper, Denys	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Felix, Felipe	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Figueroa, Irma	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Fisher, Jamie	Instructor	Mentor, Bridges to Success Faculty/Student Mentoring Program	HSI Bridges to Success Grant	10/20/10	12/17/10	\$300.00	tl.
Glover, Patty	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Gomez, Steve	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 19, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Gomez, Steve	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Graciano, Albert	Instructor		Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Greer, Maurice	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Greer, Maurice	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Gunstream, Marilyn	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Gunstream, Marilyn	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Hartman, Steven	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Hartman, Steven	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Hernandez, Nellie	Counselor		CalWORKs	01/01/11	06/30/11	\$44.90	hr.
Hernandez, Salvador	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Hogan, Gina	Instructor	Mentor, Bridges to Success Faculty/Student Mentoring Program	HSI Bridges to Success Grant	10/20/10	12/17/10	\$300.00	tl.
Holm, Daniel	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Hudson, Brenda	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Kyle, Timothy	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.
Kyle, Timothy	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Lofthouse, Peter	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.
Lofthouse, Peter	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Lucido, Grace	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Mead, Rachel	Instructor	During unassigned time	Cosmetology	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 19, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Merandi, Michael	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Merandi, Michael	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Miller-Harberts, Roxanna	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Moore, Sean	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Morrish, Maria	Instructor		Cosmetology	01/01/11	06/30/11	\$50.72	hr.
Myers, Alannah	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Nila, Richard	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Noonan, Benjamin	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.
Noonan, Benjamin	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Norman, Scott	Instructor	During unassigned time	Coaching	09/01/10	12/31/10	\$44.90	hr.
Norman, Scott	Instructor	During unassigned time	Coaching	01/01/11	06/30/11	\$44.90	hr.
Perret, Deborah	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Ponciano, Ronald	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.
Ponciano, Ronald	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Rock, Eugene	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Ruiz, Carmen	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Rusch, Lori	Instructor		Art	02/22/11	06/30/11	\$44.90	hr.
Sandor, Katalin	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Shaw, Nickawanna	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Shaw, Nickawanna	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Stadick, Karen	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Stone, Traci	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$44.90	hr.
Stone, Traci	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$44.90	hr.
Urbick, Kristy	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 19, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Urbick, Kristy	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
Valdez, Antonio	Instructor		Cosmetology	01/01/11	06/30/11	\$44.90	hr.
Vaughan, John	Instructor	Conducting Faculty Learning Institute Coffee & Conversation Event	HSI Bridges to Success Grant	10/12/10	10/12/10	\$100.00	tl.
Victor, Christopher	Instructor		Physical Education	09/01/10	12/31/10	\$44.90	hr.
Victor, Christopher	Instructor		Physical Education	01/01/11	06/30/11	\$44.90	hr.
White, Gailynn	Instructor	Conducting Faculty Learning Institute Coffee & Conversation Event	HSI Bridges to Success Grant	10/12/10	10/12/10	\$100.00	tl.
White, Gailynn	Instructor	Fall 2010 Book Event	BSI Grant	11/16/10	11/16/10	\$150.00	tl.
Wise, Jody	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Wise, Jody	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.
Wurst, Clifton	Instructor	During unassigned time	Physical Education	09/01/10	12/31/10	\$50.72	hr.
Wurst, Clifton	Instructor	During unassigned time	Physical Education	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
FALL 2010 NON CREDIT
OCTOBER 19, 2010**

Name	Department/Discipline	Placement	Hourly Rate
Rosser, Marc	Non Credit	1-3	\$42.24
Salazar, Vicki	Non Credit	1-3	\$42.24

**ACADEMIC EMPLOYEES
SPRING 2011 ADJUNCT
OCTOBER 19, 2010**

Name	Department/Discipline	Placement	LHE Rate
Rusch, Lori	Art	1-3	\$1,025

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	_____
		Enclosure(s)	<u>X</u>

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-Jackson, Human Resources Technician II, and Sandra Coon, Administrative Assistant.

RECOMMENDATION

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

Robert Sammis
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.g.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Anguiano, German	Food Services Asst II	Cook on the grill	Cafeteria	1/1/11	6/30/11	14-1	\$12.17/hr.
Arredondo, Dora	Instructor	RDA Exam Kits	Dental	11/20/10	11/21/10		\$600/tl.
Bagg, Joe	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$600/tl.
Baker, Greer	Financial Aid Technician	Assist as needed	Financial Aid	1/1/11	6/30/11	31-1	\$18.51/hr.
Baker, Greer	Administrative Clerk I	Registration preparation and processing	Admissions	1/1/11	6/30/11	19-1	\$13.76/hr.
Bauer, Brittany	Stipend	Provide coverage for the Men's Water Polo Tournament	ASO	10/14/10	10/14/10		\$200/tl.
Boylan, John	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$600/tl.
Brock, Cathleen	Administrative Clerk I	Assist as needed for VTEA-CTE Counselor project	VTEA	1/1/11	6/30/11	19-1	\$13.76/hr.
Cervantes, Ebut	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music	1/3/11	6/30/11		\$250/day Do not exceed 90 days/yr
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Music or applicable ASO account	1/3/11	6/30/11	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Cohen, Rachel	Administrative Clerk II	Enrollment, class preparation for the training modules and answer phones	CDC/Foster Care	1/1/11	6/30/11	22-1	\$14.82/hr.
Cotter, Steve	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$500/tl.
Cuccio, Cynthia	Guest Relations Assistant	Assist with rental events	Facility Rentals	1/1/11	6/30/11	10-1	\$11.02/hr.
Deatrick, Steven	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music	1/3/11	6/30/11		\$250/day Do not exceed 90 days/yr
Dycus, James	Cosmetology Receptionist	Reception/Cashier	Cosmetology	1/1/11	6/30/11	20-1	\$14.11/hr.
Egbert, Ida	Administrative Clerk I	Student Registration	Fiscal Services	1/1/11	6/30/11	22-1	\$14.82/hr.
Everman, Lowell Allen	Program Coordinator	Rehearse/prepare music for Citrus Singer and vocal music department	Music	1/3/11	6/30/11	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Hans, Megan	Administrative Clerk I	Provide clerical assistance for department production events	Music	1/3/11	6/30/11	19-1	13.76/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Hendricks, Lynn	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	1/3/11	6/30/11	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Hernandez, Adrian	Volunteer		Physical Education	10/20/11	6/30/11		
Hill, Matthew N.	Stipend	Master Electrician Charlotte's Web & 12 Angry Jurors	Theatre	10/20/10	10/25/10		\$1000/tl.
Hoffman, Jennifer	Food Services Team Leader	Concession stand worker for rental and Citrus events	Concessions	1/1/11	6/30/11	27-1	\$16.77/hr.
Jones, Frances	Administrative Clerk II	Database/Class setup specialist	Foster Care	1/1/11	6/30/11	22-1	\$14.82/hr.
Keslake, Gregory	Stipend	Sound Design Instrumental Performances	Music	10/22/10	10/23/10		\$500/tl.
Keslake, Greg	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music	1/3/11	6/30/11		\$250/day Do not exceed 90 days/yr
Khan, Ehsan	Guest Relations Assistant	Working a variety of jobs as needed	Golf Driving Range	1/1/11	6/30/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Koulos, Patricia	Administrative Clerk I	Student Registration	Fiscal Services	1/1/11	6/30/11	22-1	\$14.82/hr.
Lamoureux, Julie	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	1/1/11	6/30/11	29-1	\$17.62/hr.
Lee, Maria	Administrative Clerk III	Answering phone lines, responding to inquiries from students and departments	Workforce Development	1/1/11	6/30/11	26-1	\$16.36/hr.
LeBrun, Michael	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$750/tl.
Lefler, Abigail	Administrative Clerk I	Registration preparation and processing	Admissions	1/1/11	6/30/11	19-1	\$13.76/hr.
Macias, Lorenzo	Guest Relations Assistant	Assist with rental events	Facility Rentals	1/1/11	6/30/11	10-1	\$11.02/hr.
Madaris, Mary	Admissions & Records Tech II	Application and petition processing	Admissions	1/1/11	6/30/11	26-1	\$16.36/hr.
Maher, Diane	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	1/1/11	6/30/11	31-1	\$18.51/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Maher, Diane	Administrative Clerk I	Registration preparation and processing	Admissions	1/1/11	6/30/11	19-1	\$13.76/hr.
Marsh, Brian	Student Services Assistant	Support of media/resource activities for program of study implementation	Tech Prep/CTE	1/3/11	6/30/11	17-1	\$13.10/hr.
Matzen, Cerise	Admissions & Records Tech II	Transcript Processing	Admissions	1/3/11	6/30/11	26-1	\$16.36/hr.
McCarns-Yolland, Jon	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$300/tl.
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Performing Arts Center	1/3/11	6/30/11	3-1	\$9.27/hr.
Medley, Tara	Administrative Clerk I	Student Registration	Fiscal Services	1/1/11	6/30/11	22-1	\$14.82/hr.
Mixson, Vonetta	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$600/tl.
Montgomery, Jocelyn	Cosmetology Receptionist	Reception/Cashier	Cosmetology	1/1/11	6/30/11	20-1	\$14.11/hr.
Munoz, Gina	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$750/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Murga, Emilio Jose	Department Aide	Assist G. Eisel with History of Rock & Roll classes	Music	1/3/11	6/30/11	3-1	\$9.27/hr.
Olson, Margaret	Admissions & Records Tech III	Registration preparation and processing	Admissions	1/1/11	6/30/11	31-1	\$18.51/hr.
Osborn, David	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music	1/3/11	6/30/11		\$250/day Do not exceed 90 days/yr
Paulus, Sherrill	Administrative Clerk I	Assist as needed	Student Employment Services	1/1/11	6/30/11	19-1	\$13.76/hr.
Pohl, Claudia	Instructor	RDA Exam Kits	Dental	11/20/10	11/21/10		\$600/tl.
Rashidi, Waleed	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$600/tl.
Redding, Eric	Administrative Clerk I	Student Registration	Fiscal Services	1/1/11	6/30/11	22-1	\$14.82/hr.
Rios, Irma	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	1/1/11	6/30/11	31-1	\$18.51/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Rios, Irma	Administrative Clerk I	Registration preparation and processing	Admissions	1/1/11	6/30/11	19-1	\$13.76/hr.
Rodarte, Elizabeth	Administrative Clerk II	General reception	CalWORKs	1/1/11	6/30/11	22-1	\$14.82/hr.
Roehrenbaeck, Stephen	Volunteer		Physical Education	10/20/10	2/15/11		
Sherlock, Robert M.	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music	1/3/11	6/30/11		\$250/day Do not exceed 90 days/yr
Smith, Susan	Admissions & Records Tech III	Registration preparation and processing	Admissions	1/1/11	6/30/11	31-1	\$18.51/hr.
Stebe, Celeste	Volunteer		Physical Education	10/20/11	6/30/11		
Taylor, Austin	Department Aide	Scenery construction	Performing Arts Center	10/20/10	12/31/10	3-1	\$9.27/hr.
Taylor, Austin	Department Aide	Scenery construction	Performing Arts Center	1/3/11	6/30/11	3-1	\$9.27/hr.
Terriquez, Eliezer	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	1/3/11	6/30/11	21-1	\$14.46/hr. Not to exceed 20hrs/wk

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 19, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Turk, Wendi	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	1/3/11	6/30/11	29-1	\$17.62/hr.
Urena, Laura	Department Aide	Helping with food preparation	Cafeteria	1/1/11	6/30/11	3-1	\$9.27/hr.
Vasquez, Juan	Guest Relations Assistant	Assist with rental events	Facility Rentals	1/1/11	6/30/11	10-1	\$11.02/hr.
Waddington, Alan	Stipend	Japanese Kenshu	Contract Training	10/29/10	10/31/10		\$3000/tl.
Whittington, Kelly	Program Coordinator	Schedule/process all clerical aspects of applied music program	Music	1/3/11	6/30/11	51-1	\$30.33/hr.
Worman, James	Stipend	Sound Design Charlotte's Web	Theatre	10/20/10	10/23/10		\$650/tl.
Zermeno, Diana	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	1/1/11	6/30/11	31-1	\$18.51/hr.

ASSISTANT COACHES (Classified)

FALL

Name	Sport			Class/Step		Season
Rivas, Crystal	W. Water Polo	Assistant	5	1-1	\$2,433	FA

**PROFESSIONAL EXPERT
October 19, 2010**

Name	Classification	Department	Begin	End	Rate
McGuigan, William David (Scott)	Professional Expert - Studio Tech I	Recording Arts	01/03/11	06/30/11	\$13.46/hr.

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to accept Project #06-0506, Vocational Technology Complex as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$14,294,884.57. (Page 52)

Academic Affairs

3. Authorization is requested to approve the new courses. (Page 53)
4. Authorization is requested to adopt Resolution #2010-11-07 and contract CCAP-0032 in the amount of \$742 for instructional materials and supplies for infants and toddlers in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. (Page 55)

Personnel Recommendations

5. 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 August 27, 2010 and ending on December 18, 2010 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 \$9,183.92 in health and statutory benefits. (Page 58)
6. Authorization is requested to approve the first reading of Board Policies: BP 3280 – Grants and BP 3715 – Intellectual Property. (Page 59)
7. Authorization is requested to approve the first read of BP 7602 – Evaluation: Supervisor/Confidential Employees. (Page 65)

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

I. ADJOURNMENT

Dates to remember:

November 12, 2010	HOLIDAY (<i>Veteran's Day</i>)
November 16, 2010	Board of Trustees Meeting
November 25-26, 2010	HOLIDAYS (<i>Thanksgiving</i>)
December 7, 2010	Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 19, 2010	Resolution	_____
SUBJECT:	Notice of Completion, Project #06-0506, Vocational Technology Complex	Information	_____
		Enclosure(s)	_____

BACKGROUND

At its meeting of November 6, 2007, the Board of Trustees awarded Project #06-0506, Vocational Technology Complex. Bids were solicited and a contract was awarded to PW Construction of Glendora, California in the amount of \$13,649,000.00. The project has now been completed with eight change orders in the amount of \$645,884.57. The final contract amount is \$14,294,884.57.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

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

RECOMMENDATION

Authorization is requested to accept Project #06-0506, Vocational Technology Complex as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$14,294,884.57.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> </u> X
DATE	October 19, 2010	Resolution	<u> </u>
SUBJECT:	Approval of New Courses	Information	<u> </u>
		Enclosure(s)	<u> </u> X

BACKGROUND

As per Title 5, new courses, new programs, deleted courses, and deleted programs are submitted for approval to the Board of Trustees on a regular basis.

Four new Cooperative Education courses were passed by the Curriculum Committee on December 10, 2009.

This item was prepared by Kathy Bueno, Administrative Secretary II, Academic Affairs.

RECOMMENDATION

Authorization is requested to approve the new courses.

Irene Malmgren
Recommended by

 /
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.3.

New Courses		
IT	698B	Cooperative Education
IT	698D	Cooperative Education
IT	699B	Cooperative Education
IT	699D	Cooperative Education

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 5th, 2010	Resolution	X
SUBJECT:	Infant Toddler Resource CCAP-0032	Information	
		Enclosure(s)	X

BACKGROUND

The California Department of Education has annually provided one-time categorical funds to community college child development centers for the purchase of instructional materials and supplies for infants and toddlers (CCAP-0032).

The contract amount for 2010-2011 is \$742.

This item was prepared by Mickie Allen, Director of Child Development Center.

RECOMMENDATION

Authorization is requested to adopt Resolution #2010-11-07 and contract CCAP-0032 in the amount of \$742 for instructional materials and supplies for infants and toddlers in the Child Development Center, for the period of July 1, 2010 to June 30, 2011.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

**RESOLUTION
NO. 2010-11-07**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2010/2011.**

RESOLUTION

BE IT RESOLVED that the Governing Board of the Citrus Community College District authorizes entering into local agreement number/s **CCAP-0032** and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

Name, Title

Signature

Geraldine M. Perri, Ph.D., Superintendent/President

PASSED AND ADOPTED THIS 19th day of October 2010, by the Governing Board of the Citrus Community College District of Los Angeles County, California.

I, Joanne Montgomery, Clerk of the Governing Board of the Citrus Community College District, of Los Angeles County, California, certify that the foregoing is a full, true, and correct resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 19, 2010	Resolution	_____
SUBJECT:	Employment of Ms. Stephanie Dingwall One Semester Temporary Instructor – Biology	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Biological Sciences Department would like to hire one full-time temporary, one semester, non-tenure track faculty to replace an absent full-time faculty member. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

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 August 27, 2010 and ending on December 18, 2010 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 \$9,183.92 in health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 19, 2010	Resolution	
SUBJECT:	Board Policy – First Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

The District’s current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

These Board policies have been reviewed and approved by the Educational Programs Committee and by the Steering Committee (on various dates), and are being submitted to the Board for a first reading. Attached to the policy, for information only, are the related administrative procedures.

The following APs are presented for information only: AP 3280 – Grants and AP 3710 – Securing of Copyright.

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

RECOMMENDATION

Authorization is requested to approve the first reading of Board Policies: BP 3280 – Grants and BP 3715 – Intellectual Property.

Irene Malmgren
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.6.

BP 3280 GRANTS

Reference:

Education Code Section 70902

The Board of Trustees will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

Note: New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated in **shading**.

**General Institution
DRAFT as of 2/10/10**

AP 3280 GRANTS

Reference:

Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a concept paper describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If a concept paper cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Office of Primary Responsibility: Academic Affairs or Student Services, as appropriate

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by ASCC

3/30/10

CSEA	3/26/10
Management Team	3/26/10
Senate	5/12/10
Supervisors/Confidential	3/26/10
EPC	9/13/10
Steering	9/27/10

Note: New language is indicated by underline, deleted language is indicated by ~~striethrough~~, and subsequent changes to language are indicated in shading.

BP 3710 SECURING OF COPYRIGHT

References:

Education Code Sections 72207 and 81459;
17 United States Code Section 201

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	5/12/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated in **shading**.*

AP 3710 SECURING OF COPYRIGHT

References:

Education Code Sections 72207 and 81459;
17 United States Code Section 201

All works developed by a District employee pursuant to a District directive, when District supplies or equipment are used, shall be the sole property of the District, including all rights of copyright for such works.

If an employee prepares, at other than employee's regular work time, material on employee's own initiative for use at the college, employee may retain the copyright privilege, even though incidental District supplies or equipment may have been used. The District, however, shall have the right to reproduce the material for District use without violating the copyright and without payment of any fees or royalties.

This procedure shall not limit the right of an employee to copyright, sell, or grant a license for his works, which are produced outside employee's working hours and at no cost to the District.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

(This is a new procedure)

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	5/12/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated in shading.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE	October 19, 2010	Resolution	<hr/>
SUBJECT:	Board Policy – First Read	Information	<hr/>
		Enclosure(s)	X <hr/>

BACKGROUND

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

The District’s current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

Board Policy 7602 - Evaluation: Supervisor/Confidential Employees, has been approved by the Supervisor/Confidential group (September 10, 2010), provided to all other constituent groups for input with no feedback received, approved by the Steering Committee (on September 27, 2010), and is submitted to the Board for a first read.

AP 7602 – Evaluation: Supervisor/Confidential Employee, is presented for information only.

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

RECOMMENDATION

Authorization is requested to approve the first read of BP 7602 – Evaluation: Supervisor/Confidential Employees.

Robert Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye___Nay___Abstained___

Item No._____H.7._____

**Human Resources
DRAFT as of 09/27/10**

**BP 7602 Evaluation:
Supervisor/Confidential Employees**

References

Education Code, Section 87663

General Provisions

All Supervisor/Confidential employees shall be evaluated at a minimum of once each academic year.

The evaluation process is designed to improve the quality of education in the District and to assist the Supervisor/Confidential employee in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports supervisory and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist Supervisor/Confidential employees to meet their individual goals/objectives as well as those of the District.

Office of Primary Responsibility: Human Resources

Date Adopted:.....
(New language)

Approved by Supervisor/Confidential 09/10/10
Steering..... 09/27/10
Board (First Read).....
Board (Second Read)

*Note: New language indicated by underline, deleted language indicated by ~~strikethrough~~, and subsequent changes to language indicated by **shading**.*

**AP 7602 Evaluation:
Supervisor/Confidential Employees**

References: Education Code, Section 87663

General Provision

All Supervisor/Confidential employees shall be evaluated at a minimum of once each academic year. A Supervisor/Confidential employee is referred to as the Evaluatee and the manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential employees, staff, and subordinates.

Evaluation Procedure and Timelines

1. **PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (JULY):**
Each academic year, during the month of July, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

Optional: The Evaluatee is encouraged, although not required, to meet with his/her Evaluator prior to submission of his/her evaluation *Objectives Form* for the purpose of discussion and agreement on prepared objectives for the ensuing academic year.

The Evaluatee shall complete and submit the evaluation *Objectives Form* to his/her Evaluator no later than July 31 of each academic year.

2. **MIDYEAR REVIEW (January):** Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree

to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisor/confidential employees, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisor/confidential employees, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-Evaluation Form*, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).
6. **PERFORMANCE EVALUATION FORMS:** Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents

(Objective Form, Revised Objective Form (if completed), Self-Evaluation Form, Evaluation Summary Form, and, when applicable, the Anonymous Confidential Feedback Forms) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the Anonymous Confidential Feedback Forms, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all Anonymous Confidential Feedback Forms.

Office of Primary Responsibility: Human Resources

Date Adopted:.....
(New language)

Approved by Supervisor/Confidential 09/10/10
Steering..... 09/27/10
Board (First Read).....
Board (Second Read)

Note: New language indicated by underline, deleted language indicated by ~~strikethrough~~, and subsequent changes to language indicated by shading.

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

October 5, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, October 5, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:17 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 Alejandra Delgado (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; Roberta Eisel, Academic Senate President; Steve Sigel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Sam Lee, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel and Mo Trad

Supervisors/Confidential: Marilyn Grinsdale and Adrienne Thompson

Classified Employees: Joyce Miyabe

Adjunct Faculty: None

Students: Lahania Joy Abuan, Elisha Corona, and Daniel Hernandez

VISITORS: None

COMMENTS FROM THE AUDIENCE

Ken J. Dery, 5714 Babbit Ave., Encino, CA 91316, and Citrus College Adjunct Faculty Federation (CCAFF) President, introduced himself and said he will serve as the liaison between the Board of Trustees and CCAFF. He is interested in taking important college issues back to the CCAFF Executive Board for their consideration.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that historic legislation, SB 1440: CSU Transfer, was signed into law last week. SB 1440 requires California's community colleges to create degrees for transfer to the California State University (CSU) system.

Dr. Perri announced that Citrus College has been selected as the winner of the California Green Community College Award. The college received the award for our sustainability programs and policies that impact the college's carbon footprint through significant energy savings; creating green curricula; implementing green building standards; and waste reduction. Dr. Perri congratulated those who have been leaders in transitioning the college toward a green philosophy. She recognized Mrs. Carol R. Horton, Vice President of Finance and Administrative Services; Dr. Irene Malmgren, Vice President of Academic Affairs; Ms. Kim Holland, Director of Workforce Development; and Mr. Bob Bradshaw, Project Manager.

Dr. Perri was pleased to report that Citrus College's Veterans' Center was featured in a video produced by the state Chancellor's Office and shown at the White House Summit on Community Colleges. Ms. Martha McDonald, Dean of Students; Ms. Teresa Ferri, Financial Aid Technician; and one of our veteran students appear in interviews in the video. Dr. Perri thanked Ms. Paula Green, Director of Communications, and Ms. McDonald for handling the last minute request from the Chancellor's Office. The White House Summit on Community Colleges took place this week and focused on the following topics: Pathway to Baccalaureate, Increasing Community College Completion, Affordability – Financial Aid to Community College Students, Community Colleges in the 21st Century, The Importance of Community Colleges to Veterans and Military Families, and Industry and Community College Partnerships.

Dr. Perri; Susan M. Keith, Member. Board of Trustees; Dr. Jeanne Hamilton, Vice President of Student Services; Dr. Malmgren; and Ms. June Stephens, Executive Director of Development and External Relations, attended the Community College League of California (CCLC) 2020 Vision for Student Success and the Future of Our System Conference. The conference provided an overview of the future direction of the system with regard to student access and success, and in particular, ways to increase the number of students who complete high-quality degrees and certificates and transfer.

Following many hours of planning and careful analysis, the adoption budget for 2010-2011 is on the agenda for Board action. The budget takes into consideration college planning priorities, strategies for revenue enhancement and means to cost containment. Dr. Perri thanked Ms. Horton and her team for all of their work and oversight of the process.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the college hosted an "Employment Exploration Brunch" for dislocated workers and students with disabilities. Discussion topics included barriers to educational goals and services the college offers. Dr. Malmgren commended Ms. Holland and the staff from Workforce

Development; Student Employment Services; Financial Aid; DSP&S; and EOP&S, CARE and CalWORKs.

Citrus College student Mr. Craig Stremel has successfully completed the preliminary assignments and was selected to participate in the National Community College Aerospace Scholars Program, which will take place at the Johnson Space Center in Houston. The selection process for this program is extremely competitive, and Dr. Malmgren congratulated Mr. Stremel.

Dr. Malmgren reported on several college workshops for students and staff. Sponsored by the Bridges to Success grant, the Writing Café is collaborating with the Career/Transfer Center to present “Personal Statement Prep” workshops. The Writing Café will also sponsor its first guest speaker—Dr. Dale Salwak. Dr. Salwak will speak on “How to Make the Most of Your Writing Talents.” On October 23, 2010, STEM will sponsor a Saturday science workshop for Azusa High School students called “Citrus Crime Scene Investigators.” Mr. Eric Rabitoy, Dean of Physical and Natural Sciences, has arranged for Dr. Cliff Hadsell, Health Sciences instructor, to present a Fire Extinguisher Safety Training Workshop on November 5, 2010. Ms. Kathy Bakhit, Economics instructor, presented on the topic of globalization and outsourcing at Glendora High School to over 100 students, and feedback was very positive. The Faculty Learning Institute will present a Fall 2010 Coffee and Conversation Event, featuring the “hot topics” of the Arizona immigration law and the legalization of marijuana.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Citrus College has been notified that we were awarded one of 15 grants nationwide by the Department of Education for “Centers of Excellence for Veteran Student Success.” She thanked Ms. McDonald; Dr. Lucinda Over, Dean of Counseling; and Ms. Ivon McCraven, Coordinator of School Relations, for taking the lead, and our consultant, Dr. Al Solano, who assisted greatly.

Citrus College has transfer admission guarantees with seven campuses of the University of California (UC), and the college submitted a record 420 TAG agreements this year, as compared to 96 last year. Dr. Hamilton congratulated Mr. Raul Sanchez, Counselor, and the Career/Transfer Center team for providing this important help to students.

The Career Transfer Center has 14 CSU workshops and 11 UC workshops scheduled in October and November to assist students with the transfer application process. Most of the dates are already full. Dr. Hamilton thanked the Bridges to Success staff who are assisting with the personal statement applications in the Writing Café.

Robert Sammis, J.D., Director of Human Resources, reported that his department is excited to kickoff the 2010 management and supervisors training program. In October they will present training on the classified staff hiring process and in November they will present training on supervisor/confidential evaluations and goal setting.

Roberta Eisel, Academic Senate President, reported on the work of the Academic Senate. At their next meeting, Dr. Lan Hao, Director of Institutional Research, will present on the Citrus College results of the Community College Survey of Student Engagement. They will also take action on the proposed changes to the annual and six-year program review processes.

Ms. Eisel reported that the work of the Faculty Needs Identification Committee is complete. The work was done collaboratively, with careful attention to the work done by faculty and deans to identify the areas of most crucial need.

Alejandra Delgado, Student Trustee, said ASCC has received two awards for their recent, very successful blood drive. She also announced that, in honor of Hispanic Heritage Month, ASCC will co-host an event featuring award-winning author Victor Villasenor, whose novel *Rain of Gold* is a New York Times Bestseller.

Edward C. Ortell, Member, Board of Trustees, recently attended a candidates' forum for the candidates of the 59th Assembly District. None of the candidates are from the San Gabriel Valley, and Trustee Ortell said it will be important to meet with the winner early, so the college can convey the message of the great job we do in serving students and our local communities. The winner will be the college's main representative in the State Assembly.

Patricia Rasmussen, Vice President, Board of Trustees, commented on two recent *USA Today* articles. One article discussed the White House Summit on Community Colleges and the importance of linkages between community colleges and employers for doing job training. The other article described the difficulties students are having getting classes and the frequency in which they are turning to private institutions. Many of these institutions are not accredited, and students are paying as much as \$30,000 for courses they later discover will not be accepted at four-year colleges and universities.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, attended the unveiling of a 54-foot mural painted by Citrus College art students on the side of ITT Systems Corporation office building in Monrovia. The mural depicts ITT's mission to support past, present, and future deep space missions. Trustee Montgomery thanked Dr. Malmgren for facilitating the project, Ms. Stephens and Ms. Green for attending the event, and our talented art students for their fine work.

Trustee Montgomery attended the Vocational Nursing pinning ceremony. She said it is wonderful to see all of the new vocational nurses ready to enter the workforce.

Susan M. Keith, Member, Board of Trustees, reported highlights of the CCLC's 2020 Vision for Student Success and the Future of Our System Conference. She expressed appreciation for the ideas and said that final recommendations will be available on the CCLC website.

Trustee Keith thanked Dr. Perri and Mrs. Horton for their informative presentations at the recent Budget Forum.

Reporting on Foundation activities, Trustee Keith said Ms. Stephens was welcomed at the recent Foundation board meeting. In addition, she was pleased to note that the "Valley's Got Talent" fundraiser has already received \$35,000 in donations. Ms. Stephens accompanied Trustee Keith to the recent Town and Gown event in Claremont, and as a result, the college is receiving a \$2,500 scholarship. She expressed appreciation to Ms. Stephens for her professional skills.

Trustee Keith thanked the entire college community for their dedication to Citrus College and to students, as evidenced by the many honors that Citrus is receiving nationally, statewide, regionally and locally. Trustee Keith also thanked Dr. Perri for an excellent presentation at Claremont Rotary and talked about the overwhelming appreciation for the presentation and for Citrus College that she is hearing as she moves about the community.

Gary L. Woods, President, Board of Trustees, also attended the 59th Assembly District candidates' forum. He said several of the candidates had attended community colleges, and while they expressed favorable opinions of community colleges, it is apparent they do not understand the importance of community college education. He is hopeful that Citrus College will be able to better inform the winner.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of September 14, 2010, as submitted. 5 Yes.

HEARINGS

Board President Woods opened a public hearing at 4:53 p.m., for the purpose of hearing public viewpoints on the District's proposed Adopted Budget for 2010-2011. Hearing no comments, he declared the public hearing closed at 4:53 p.m.

INFORMATION AND DISCUSSION

2010-2011 District Budget PowerPoint Presentation – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton provided an explanation and PowerPoint presentation regarding the 2010-2011 District Budget. She also provided an update on the state budget.

Learning Communities Presentation – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Lisa Villa, Counselor, and Mr. Carsten Dau, Language Arts instructor, who made a presentation on the Citrus College

learning communities (LC), introducing the concept of LCs, and outlining the rationale for the growth of the LC program at Citrus College.

My Citrus Story – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Dr. Sam Lee, Dean of Language Arts and Enrollment Management, who made a presentation on the “My Citrus Story” (MCS) poster project. Dr. Lee introduced “My Citrus Story” student, Jose Duran, who is now an El Monte Police Officer. A video clip featuring “My Citrus Story” student Stefnie Huth, was also shown. The project is in its second year and is intended to create a culture of discovery and achievement at Citrus College.

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.

FACILITIES USE

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

PERSONNEL RECOMMENDATIONS

Item 4: 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 5: 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 6: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 7: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the attached budget for all District funds for the 2010-2011 fiscal year. 5 Yes.

IMMUNIZATION

Item 8: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

EMPLOYMENT – FACULTY

Item 9: Moved by Trustee Keith and seconded by Trustee Montgomery to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District’s forecasted hiring obligation for fall 2011, it is requested that the Board of Trustees authorize recruitment of eight (8) full-time faculty positions effective spring 2011, and additional hiring for fall 2011 based on the final full-time faculty obligation calculation (anticipated to be seven (7) additional full-time faculty for fall 2011). Each job posting will bear the statement, “Position contingent upon funding and final Board approval.” 5 Yes.

BOND

Item 10: Moved by Trustee Ortell and seconded by Trustee Montgomery to adopt Resolution #2010-11-06, in support of Duarte Unified School District’s Measure E Facilities Bond. 5 Yes.

CLOSED SESSION: At 5:50 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); and California School Employees Association (CSEA) Citrus College Chapter Local 101.

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

RECONVENE OPEN SESSION: At 7:39 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:40 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees