

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in March

DATE: Tuesday, March 15, 2011

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

Patricia Rasmussen, President
Joanne Montgomery, Vice President
Edward C. Ortell, Clerk/Secretary
Susan M. Keith, Member
Gary L. Woods, 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 March 1, 2011**

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

G. INFORMATION AND DISCUSSION

None

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 5)
- b. Authorization is requested to approve facility rentals and usage. (Page 7)
- c. Authorization is requested to approve purchase orders for February 2011. (Page 9)

Personnel Recommendations

- d. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 13)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 24)
- f. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 26)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – March 15, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>FINE AND PERFORMING ARTS</u>				
French, Monica	\$2,400.00max	District	10/6/10-6/30/11 <i>Revision</i>	Costume Design
Kittrell, Christopher	\$1,000.00max	District	3/16/11-6/30/11	Sound Design
Sears, Anthony	\$1,300.00max	District	7/14/10-6/30/11 <i>Revision</i>	Photography Services
<u>TITLE V BRIDGES TO SUCCESS GRANT</u>				
Quaas-Berryman, Francie	\$500.00max	Grant	3/25/11-3/25/11	Facilitator for Strengths Quest Workshop for Faculty Development

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	March 15, 2011	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
March 15, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Emi Meyer	Recording Arts Studio	Basic Tracking	2/14/2011	\$300.00
Lutheran High School	Gym and Locker Rooms	Basketball Games	2/25/2011	\$437.50 plus additional labor if required
FLS International	Center for Innovation Community Room	Orientation and Testing	3/1/2011	\$100.00 plus additional labor if required
FLS International	ES602, 604, 614 & 615	Classes	3/7/11 through 4/7/11	\$4,300.00 plus additional labor if required
Northview High School	Baseball Field	Baseball Games	3/8 & 3/10/11	\$300.00 plus additional labor if required
Fusion Football Clinic	Football Practice Field	Football Evaluation	3/19/2011	\$300.00 plus additional labor if required
Azusa High School	Stadium and Locker Rooms	2011 Football Games	9/8/11, 10/13/11, 10/21/11, 10/27/11, 11/10/11	\$2,600.00 per game plus additional labor if required
Arcadia High School	Stadium	Marching Band Competition	11/19/2011	\$2,860.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE	March 15, 2011	Resolution	<hr/>
SUBJECT:	Purchase Orders	Information	<hr/>
		Enclosure(s)	X <hr/>

BACKGROUND

Purchase orders for February 2011.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for February 2011.

Carol R. Horton

 Recommended by

 /
 Moved Seconded

Aye ___ Nay ___ Abstained ___

 Approved for Submittal

Item No. _____ H.1.c. _____

Includes 2/1/2011 - 2/28/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16755	ThinkGeek	3370	Solar Powered Charger	01-4300	211.48
11-16889	Systems Technology Associates	3370	VTEA IT Project	01-6400	7,887.33
11-16985	PERFORM BETTER	0060	Equipment For Track	01-4300	660.82
11-16998	Xerox Capital Services LLC	9020	IGEN4 FPPS Server Upgrade	41-6400	97,831.51
11-17130	ACADEMIC IMPRESSIONS	9182	Webinar	01-5220	350.00
11-17164	Symantec Corp.	9100	3-Yr Secure Site Certificate	01-5840	995.00
11-17168	GRAPEVINE DESIGNS	9580	Student Supplies	01-7600	1,305.84
11-17179	CAROLINA BIOLOGICAL SUPPLY	9672	Photosynthesis Kit	01-4300	291.76
11-17191	OFFICE DEPOT BSD ED DIV	9160	Shredder	01-6400	229.37
11-17212	Blurb, Inc.	9680	My Citrus Story book	01-4300	56.32
11-17213	SALEM PRESS INC.	9260	Books	01-4300	543.26
11-17214	GAYLORD BROS	9260	Supplies	01-4300	214.56
11-17215	ACCCA ASSN CALIFORNIA COMMUNITY	9230	Conference Registration	01-5200	445.00
11-17216	Amazon.com Corporate Credit	0300	Supplies	01-4300	368.72
11-17217	EDVOTEK, INC.	0030	Biotech Equipment	01-6400	764.01
11-17218	HARDY DIAGNOSTICS	0030	Supplies	01-4300	618.08
11-17219	COADN- SOUTH	0309	Travel Registration	01-5220	400.00
11-17220	AD INSTRUMENTS, INC.	0030	Physiology Supplies	01-4300	568.75
11-17221	WAL MART	0030	Physiology Supplies	01-6400	1,810.22
11-17222	ALERT SERVICES	0060	Training Room Supply	01-4300	1,078.73
11-17223	SARGENT-WELCH SCIENTIFIC	0030	Supplies	01-4300	509.54
11-17224	CSS/RANCHO JANITORIAL SUPPLIES	9230	Waste Receptacles	01-6400	3,125.79
11-17225	SKYLINE ENGINEERING INC	9100	Computer Parts	01-4300	662.53
11-17226	FISHER SCIENTIFIC	0030	Supplies	01-4300	671.77
11-17227	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	1,902.03
				01-6400	858.36
11-17228	CAROLINA BIOLOGICAL SUPPLY	0030	Equipment	01-6400	4,430.75
11-17229	CAL PLY	9040	Supplies	01-4300	479.56
11-17230	RIDELINKS, INC.	9430	Annual Fee	01-5805	12,779.44
11-17231	WARDS NATURAL SCIENCE	0030	Supplies	01-4300	38.74
11-17232	WARDS NATURAL SCIENCE	0030	Supplies	01-4300	342.07
11-17233	MEDCO SPORTS MEDICINE	0060	Training Room Supply	01-6400	3,880.89
11-17234	MEDCO SPORTS MEDICINE	0060	Training Room Supply	01-4300	326.92
11-17235	GREY HOUSE PUBLISHING	0280	Performing Arts Directory	01-4300	199.50
11-17236	Micro Focus (US Inc)	9100	Maintenance Renewal	01-5840	3,814.09
11-17237	COMMUNICATIONS CENTER	9100	Supplies	01-4300	416.81
11-17238	ASSOCIATION OF COMMUNITY AND CONTINUING EDUCATION	3340	Conference Fees	01-5200	100.00
11-17239	Tech Depot An Office Depot Co.	9220	Photo Printer	01-4300	104.19
				01-6400	205.55
11-17240	DEMCO INC.	9260	Supplies	01-4300	240.12
11-17241	PROCLAIM PROMOTIONS	9375	Main Gym - Window Covering	42-5800	4,365.26
11-17242	DAKTRONICS	9370	Basketball Scoreboards & Shot Clo	41-6400	24,583.00
11-17243	SPORTS FACILITIES GROUP, INC.	9370	Installation of Scoreboards	41-5800	3,150.00
11-17244	VICTORY CUSTOM ATHLETIC	0060	Baseball Equipment	01-4300	10,756.27
11-17245	CCLC	9260	Online Subscription	01-5840	1,442.00
11-17246	L.A. COUNTY DEPARTMENT OF PUBLIC HEALTH	9040	Annual Administrative Fees	01-5800	360.00
11-17247	WEST PAYMENT CENTER	9200	Subscription	01-4300	119.25
11-17248	John Owen	9190	Supplies	01-4300	219.50
11-17249	CCCCIO	9170	CCCCIO Conference Registration	01-5200	315.00
11-17250	W W GRAINGER INC	3020	Fluids & Saw Blades	01-4300	72.72
11-17251	W W GRAINGER INC	3020	Hydraulic Oil	01-4300	60.80

Includes 2/1/2011 - 2/28/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-17252	RUBBER MFG ASSOCIATION	3020	Auto Publications	01-4300	92.31
11-17253	TC Group Americas	0281	Blanket PO	01-5630	500.00
11-17254	Full Compass	0281	Replacement Parts	01-4300	154.62
11-17255	APEX AUDIO INC	0281	Repair Parts	01-4300	235.11
11-17256	VWR SCIENTIFIC	0030	Supplies	01-4300	3,601.77
11-17257	Apple Inc	9100	Software	01-4300	86.70
11-17258	CDW-G	3370	Camcorders	01-6400	1,230.55
11-17259	LAGUNA CLAY	0010	Spring Semester Clay Supplies	01-4300	937.63
11-17260	OFFICE DEPOT BSD ED DIV	3370	Plastic Display Racks	01-4300	244.24
11-17261	E.G. BRENNAN & CO., INC.	9050	Annual Service Maint Agreement-C	01-5810	465.85
11-17262	COLLEGE OF THE CANYONS	3340	Conference Fee	39-5220	69.00
11-17263	BOSCOV'S EAST	9170	Coffee Urn for Staff Development A	01-4300	98.76
11-17264	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	2,657.56
11-17265	BLUELINX	9030	Supplies	01-4300	8,018.25
11-17266	CLARION AT CITRUS	3370	Clarion Advertisement	01-4300	482.90
11-17267	MICHAEL DICKER DOUBLE REED SERVICES	0280	Wind Symphony Program-Bassoon	01-6410	6,757.31
11-17268	EVER SUPERIOR VISUAL PRODUCTS	0030	White Boards	01-6400	5,720.49
11-17269	DAIGGER	0030	Supplies	01-4300	917.44
11-17270	DAIGGER	0030	Supplies	01-4300	144.87
11-17271	RANGE AT CITRUS	0060	Men's Golf	01-4300	1,798.25
11-17272	ON TRACK	0060	Track & Field Equipment	01-6400	3,639.27
11-17273	AT&T	9210	Data Plan	01-4300	200.00
11-17274	Guitar Center	0280	Music Supplies	01-4300	343.48
11-17275	MERITLINE	0281	Supplies	01-4300	2,010.27
11-17276	J H MITCHELL	9190	Diesel Fuel	01-4360	413.60
11-17277	STUDY IN THE USA	9310	Blanket PO	01-5830	6,000.00
11-17278	Amazon.com Corporate Credit	9230	Fax/Scanner	71-6400	296.31
11-17279	NEW VIDEO GROUP	3160	AV Media	01-6300	32.33
11-17280	RMI MEDIA PRODUCTIONS, INC	3160	AV Media	01-6300	224.58
11-17281	CSULB-HEALTH PROFESSIONS ADV	9290	Workshop Registration	01-5200	15.00
11-17282	CALIFORNIA COMMUNITY COLLEGES ATHLETIC ASSOCIATION	9151	Registration Fees	01-5200	300.00
11-17283	VWR SCIENTIFIC	0030	Supplies	01-4300	457.78
11-17284	MEDIA EDUCATION FOUNDATION	3160	AV Media	01-6300	90.31
11-17285	JEFF'S SPORTING GOODS	0060	Baseball Supplies	01-4300	715.27
11-17286	VANTAGE LIGHTING INC.	3160	AV Supplies	01-4300	61.38
11-17287	W W GRAINGER INC	3160	Av Supplies	01-4300	291.59
11-17288	CALIFORNIA STAGE & LIGHTING	0280	Stage Lighting	01-6410	20,650.06
11-17289	CLEAN SOURCE	9270	Supplies	01-4300	1,028.42
11-17290	Apple Inc	0280	Computer	01-6410	841.78
11-17291	R & D BUSINESS INT.	9182	Supplies	01-4300	38.41
11-17292	GLENDORA TROPHY	9170	Desk Name Plate	01-4300	20.00
11-17293	CAROLINA BIOLOGICAL SUPPLY	0310	Lab supplies	01-4300	223.67
11-17294	BASHFORD ENTERPRISES	9370	Additional Repair at NB	41-5600	3,831.00
11-17295	SC FUELS	9190	Gasoline	01-4360	11,064.12
11-17296	STAMP OUT	9250	Stamp	01-4300	30.68
11-17297	BATTERY SYSTEMS OF FONTANA	9190	Supplies	01-4360	962.79
11-17298	SAN GABRIEL VALLEY TRIBUNE	9375	Legal AD East Campus Restroom Building	42-5800	1,884.80
11-17299	GRAPEVINE DESIGNS	9099	Promotional Supplies	01-4300	2,563.75
11-17300	SARGENT-WELCH SCIENTIFIC	0310	Lab Equipment	01-4300	53.81
11-17301	WIZEHIVE, PIVOTPOINT SOFTWARE	9099	Software Service Fee	01-5800	4,200.00
11-17302	HILLYARD INC	9270	Supplies	01-4300	113.07
11-17303	PASCO SCIENTIFIC	0310	Lab Supplies Equipment	01-4300	2,644.69

Includes 2/1/2011 - 2/28/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-17304	SIMPLEX GRINNELL	3040	Time Clock Service Agreement	01-6400	413.51
11-17305	SERGIO'S RESTAURANT	3120	Food	01-5810	250.00
11-17306	ON THE CAPITOL DOORSTEP	3120	Subscription	33-4700	175.00
11-17307	MONROVIA REPRODUCTION	3120	Subscription	33-4300	85.00
11-17307	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	3,000.00
11-17308	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9210	Community College Directory	01-4300	368.00
11-17309	BUSINESS RADIO LICENSING	9190	Radio Licensing	01-5800	110.00
11-17310	P & R PAPER SUPPLY COMPANY	9195	Supplies	01-4300	606.30
11-17311	CED-Specialty Electric Supply	9375	Student Services - Dyson Hand Dry	42-6400	24,364.50
11-17312	J H MITCHELL	9375	Transmission Fluid	42-4300	300.93
11-17313	CSS/RANCHO JANITORIAL SUPPLIES	3020	Supplies	01-4300	694.94
11-17314	W W GRAINGER INC	0280	Fan	01-4300	80.40
11-17315	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	457.69
11-17316	CCCAOE	3370	Registration For Spring CCCAOE	01-5220	1,223.51
11-17317	PETERSON HYDRAULICS, INC.	3370	Diesel	01-6400	41,367.10
11-17318	SAN GABRIEL VALLEY TRIBUNE	9210	Newspaper Subscription	01-4300	75.00
11-17319	GLENDORA POSTMASTER	9250	Renewal of Permit #6	01-5850	185.00
11-17320	LETTERMAN SPORTS	0060	Track and Field Sweat Shirts	01-4300	2,751.98
11-17321	DISPLAYS2GO	9230	CC Supplies	71-4300	1,562.37
11-17322	SARGENT-WELCH SCIENTIFIC	0030	Supplies	01-4300	190.24
			Total	120	\$371,241.24

Fund Summary

Fund	Description	PO Coun	Amount
01	General Fund	106	\$205,605.98
33	Child Development Fund	2	\$260.00
39	Community Education	1	\$69.00
41	Capital Outlay Projects	4	\$129,455.51
42	Revenue Bond Construction	5	\$33,915.49
71	Associated Student Trust	2	\$1,858.68
	Total	120	\$371,241.24

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X

DATE: March 15, 2011 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.d.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Allahbachayo, Salima	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Alvarez, Oscar	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Arredondo, Dora	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Baldrige, Todd	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Bartolf, Carl	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Beach, Joann	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Beckenham, Susan	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Boquiren, Conchita	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Borja, Patrick	Instructor	During unassigned time	Hourly as needed	Accounting	07/01/11	12/31/11	\$50.72	hr.
Bowman, Deborah	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Brennan, Donna	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Brower, Cecil	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Burgos, Miriam	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
Burlingame, Robert	Instructor		Hourly as needed	Accounting	07/01/11	12/31/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Byaleero, Fred	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Cao, Alvin	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Clark, Angela	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Creamer, Fred	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Cusick, Tanya	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
DeLong, Linda	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
Dhillon, Dalvir	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Dillibe, Anne	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Dominic, Alice	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.
DuPee, Carolyn	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Durfield, Timothy	Instructor	During unassigned time	Hourly as needed	Business	07/01/11	12/31/11	\$50.72	hr.
Durfield, Timothy	Instructor	During unassigned time	Hourly as needed	Real Estate	07/01/11	12/31/11	\$50.72	hr.
Durian, Barbara	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Ellis, Jeanette	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Ferguson, Mark	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Fernandez, Genevieve	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Fischella, James	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
Flores, Richard	Instructor	During unassigned time	Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$50.72	hr.
Foley, William	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
Gerfen, Tom	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$44.90	hr.
Gerloff Walker, Christine	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Ghidella, Richard	Instructor	During unassigned time	Hourly as needed	Business	07/01/11	12/31/11	\$50.72	hr.
Ghidella, Richard	Instructor	During unassigned time	Hourly as needed	Real Estate	07/01/11	12/31/11	\$50.72	hr.
Gonzales, Rina	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Grauso, Lynda	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Grinsdale, Marilyn	Instructor	During unassigned time	Hourly as needed	Office Technology	07/01/11	12/31/11	\$50.72	hr.
Grossman, Bruce	Instructor	During unassigned time	Hourly as needed	Business	07/01/11	12/31/11	\$50.72	hr.
Hadsell, Clifford	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Hawkins, Karen	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Henderson, Jeff	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Jabara, Micheline	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
James, Rhoda	Instructor	During unassigned time	Hourly as needed	Business	07/01/11	12/31/11	\$50.72	hr.
James, Rhoda	Instructor	During unassigned time	Hourly as needed	Office Technology	07/01/11	12/31/11	\$50.72	hr.
Jensen, Scott	Instructor		Hourly as needed	Accounting	07/01/11	12/31/11	\$44.90	hr.
Johnson, Cheryl	Instructor		Hourly as needed	Cosmetology	03/16/11	06/30/11	\$44.90	hr.
Johnson, Steven	Instructor		Hourly as needed	Chemistry	02/28/11	06/30/11	\$44.90	hr.
Mahmood, Anwar	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Martin, Patricia	Instructor		Hourly as needed	Business	07/01/11	12/31/11	\$44.90	hr.
Maschler, Katherine	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.
McCrumby, Elayne	Instructor		Hourly as needed	Accounting	07/01/11	12/31/11	\$44.90	hr.
McWilliams, Stuart	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Miller, Mark	Instructor		Hourly as needed	Accounting	07/01/11	12/31/11	\$44.90	hr.
Morales, Diane	Instructor		Hourly as needed	Biology	02/23/11	06/30/11	\$44.90	hr.
Mustain, James	Instructor	During unassigned time	Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$50.72	hr.
Nikodym, Holly	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Parry, Erica	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Parsons, Karla	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Payne, Renee	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Pohl, Claudia	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Praeger, Karen	Librarian	During unassigned time	Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Randolph, Stephanie	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Resch, Amy	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.
Richard, Levi	Instructor	During unassigned time	Hourly as needed	Business	07/01/11	12/31/11	\$50.72	hr.
Richardson, Patricia	Instructor		Hourly as needed	Accounting	07/01/11	12/31/11	\$44.90	hr.
Richardson, Patricia	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.
Rickman, Tracy	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Rodriguez, Andrea	Instructor		Hourly as needed	Real Estate	07/01/11	12/31/11	\$44.90	hr.
Smolin, Robert	Instructor	During unassigned time	Hourly as needed	Accounting	07/01/11	12/31/11	\$50.72	hr.
Solis, Robert	Instructor	During unassigned time	Hourly as needed	Computer Science & Information Technology	07/01/11	12/31/11	\$50.72	hr.
Soll, Debra	Instructor		Hourly as needed	Office Technology	07/01/11	12/31/11	\$44.90	hr.
Swinney, Jacqueline	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Thompson, John	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 15, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Usha, Chhabra	Librarian		Hourly as needed	Library	07/01/11	12/31/11	\$44.90	hr.
Watson, Dawn	Instructor		Hourly as needed	Real Estate	07/01/11	12/31/11	\$44.90	hr.
Wilhite, Brandi	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Williams, Monique	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Wong, Julie	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$50.72	hr.
Wozencroft, Paulette	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.
Young, Yee	Instructor	Mentor/Remedial Skills Lab	Hourly as needed	Health Sciences	03/16/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
SPRING 2011 ADJUNCT
MARCH 15, 2011**

Name	Department/Discipline	Placement	LHE Rate
Johnson, Steven	Chemistry	1-1	\$1,025
Morales, Diane	Biology	1-1	\$1,025

**ACADEMIC EMPLOYEES
SPRING 2011 NON CREDIT
MARCH 15, 2011**

Name	Department/Discipline	Placement	Hourly Rate
Perret, Deborah	Non Credit (start date 03/21/11)	1-3	\$42.24

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
MARCH 15, 2011**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Beckenham, Susan	A	Business	07/01/11	12/31/11	3-3	\$34.45
Brower, Cecil	A	Business	07/01/11	12/31/11	1-3	\$30.90
Byaleero, Frederick	A	Business	07/01/11	12/31/11	1-3	\$30.90
Creamer, Fred	A	Business	07/01/11	12/31/11	1-3	\$30.90
Gerfen, Tom	A	Business	07/01/11	12/31/11	3-3	\$34.45
Riffle, Gregory	A	Business	07/01/11	12/31/11	1-3	\$30.90

**ACADEMIC EMPLOYEES - SEPARATIONS
MARCH 15, 2011**

Name	Classification	Department	Reason	Date(s) of Separation
Smythe, Sylvia	Director	Basic Skills	Retirement	6/30/2011

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 15, 2011	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis _____
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MARCH 15, 2011**

Name	Classification	Department	Reason	Date(s) of Separation
Estrada, Nancy	Administrative Secretary I	Cosmetology	Retirement	3/30/11
Hill, Sheryl	Account Clerk/Cashier	ASO-Student Business Office	Retirement	3/21/11

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 15, 2011	Resolution	_____
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Kai Wattree-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.f. _____

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MARCH 15, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Allgaier, Jennifer	Stipend	Choreography "Spring Dance Concert"	Dance	3/16/11	3/31/11		\$1000tl.
Butler, Beverly	Instructional Aide I	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant- Bridges to Success	3/16/11	6/30/11	10-1	\$11.02hr.
Cavalin, Michael	Guest Relations Assistant	Assist on-site rental events	Facility Rentals	2/17/11	6/30/11	10-1	\$11.02hr.
Corbett, Jennifer	Department Aide	Back crew for HPAC events	Performing Arts	3/16/11	6/30/11	3-1	\$9.27hr.
Gonzalez, Justine Irene	Instructional Aide I	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant- Bridges to Success	3/16/11	6/30/11	10-1	\$11.02hr.
Hill, Matthew N.	Stipend	Master Electrician "Durang Durang and Dog Sees God: Confessions of a Teenage Blockhead"	Theatre	3/16/11	5/13/11		\$1000tl.
Holt, Jack	Bookstore Shipping/Receiving Clerk	Assist with shipping during spring returns rush	Bookstore	3/16/11	6/30/11	22-7	\$19.86hr.
Shrope, Douglas Austin	Stipend	Music Arranging/Production "Citrus Singer Pop Show 2011"	Music	3/16/11	5/22/11		\$2500tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MARCH 15, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Spinella, Fabio	Program Coordinator	Rehearse/prepare music for the instrumental music department	Music	3/16/11	6/30/11	51-1	\$30.33hr.
Vaughan, John	Stipend	Production "Citrus Singer Pop Show 2011	Music	3/16/11	5/22/11		\$2500tl.
Volonte, Dan	Stipend	Lighting Design "Battle of the Big Bands Round 8"	Music	3/16/11	3/19/11		\$500tl.
Volonte, Dan	Stipend	Lighting Design "Durang Durang"	Theatre	3/16/11	5/13/11		\$1000tl.
Waddington, Alan	Stipend	Conductor "Citrus Singer Pop Show 2011"	Music	3/16/11	5/22/11		\$1500tl.

**SPRING 2011
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
MARCH 15, 2011**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Fink, Kelly	Community Education/Fitness Cntr.	n/a	\$24.00

PROFESSIONAL EXPERT**March 15, 2011**

Name	Classification	Department	Status	Begin	End	Rate
Allgaier, Jennifer	Professional Expert - Choreography, <i>Spring Dance Concert</i>	Fine & Performing Arts	New Hire	03/16/11	03/31/11	\$1,000.00/ttl.
Hart, Ron	Professional Expert - Saturday Science Workshops for High School students	STEM Grant	Rehire	03/16/11	03/19/11	\$32.00/hr.
Richard, Susan	Professional Expert - Saturday Science Workshops for High School students	STEM Grant	Rehire	03/16/11	03/19/11	\$32.00/hr.
Shear, Michelle	Professional Expert - Choreography, <i>Spring Dance Concert, "Razor's Edge"</i>	Fine & Performing Arts	New Hire	03/16/11	03/31/11	\$1,000.00/ttl.
Sushel, Michael	Professional Expert - Musician Services, <i>Citrus Singers Pop Show 2011</i>	Fine & Performing Arts	New Hire	03/16/11	05/22/11	\$1,800.00/ttl.

H. ACTION (continued)

Business Services

2. Authorization is requested to approve the award of bid #03-0910, Restroom Building East Campus Project to Tek-Up Construction of Woodland Hills, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$544,340.00 is within budget and will be funded from Measure G Bond funds. (Page 32)

General

3. Authorization is requested to approve Resolution #2010-11-11 recognizing the Centennial of the City of Glendora. (Page 34)
4. Authorization is requested to approve the first reading of Board – CEO Protocols. (Page 37)

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

I. ADJOURNMENT

Dates to remember:

March 29, 2011

March 26, 2011

April 6, 2010

April 18-23, 2011

Financial Forum

Foundation Retreat

Board of Trustees Meeting (only one meeting in April)

Spring Break

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 15, 2011	Resolution	_____
SUBJECT:	Award of Contract, Bid #03-0910, Restroom Building East Campus Project	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Ten bids were received for bid #03-0910, Restroom Building East Campus Project on March 3, 2011. The responsive and responsible bid was submitted by Tek-Up Construction of Woodland Hills, California. The bid price of \$544,340.00 is within budget and will be funded from Measure G Bond funds. Staff has verified Tek-Up Construction's contractor's license, bid bond and all required bid documents.

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

RECOMMENDATION

Authorization is requested to approve the award of bid #03-0910, Restroom Building East Campus Project to Tek-Up Construction of Woodland Hills, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$544,340.00 is within budget and will be funded from Measure G Bond funds.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.2. _____

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#03-0910, Restroom Building East Campus
Bid Opening: Thursday, March 3, 2011, 2:00 p.m.
Purchasing Office

1.	TEK-UP Construction Inc.	\$544,340.00
2.	CA Construction	\$577,000.00
3.	Broughton Construction	\$629,078.00
4.	Horizons Construction Co.	\$633,000.00
5.	CJPRO, Inc.	\$644,400.00
6.	DLE Construction, Inc.	\$674,387.00
7.	Two Brothers Construction	\$694,500.00
8.	De La Riva	\$699,500.00
9.	W&N Luxor Construction	\$723,000.00
10.	Custom Designs Construction	\$850,000.00

CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION
2010-11-11
In Recognition of the City of Glendora's Centennial

WHEREAS, the City of Glendora was incorporated on November 13, 1911 and will soon celebrate its Centennial; and,

WHEREAS, in 1885, George D. Whitcomb purchased 200 acres of land that today is the heart of the community and combined the word "glen," which described a portion of his property, with part of his wife Leadora's name and named his new town "Glendora;" and,

WHEREAS, Whitcomb persuaded the Santa Fe Railroad, which had begun building a line through the San Gabriel Valley, to shift its proposed route between Pasadena and San Bernardino northward and close to his proposed town; and,

WHEREAS, by the turn of the century, the introduction of citrus farming brought prosperity to the area, and vast groves of orange and lemon trees led to the "Glendora Heights Extra Fancy" citrus crate label and established Glendora as a center of the new Southern California citrus industry; and,

WHEREAS, on November 13, 1911, Glendora was incorporated and officially became the City of Glendora, a city of 2.5 square miles in size; and,

WHEREAS, today Glendora is known as the "Pride of the Foothills," and is a renowned community that balances residential, business and environmental interests; and,

WHEREAS, on March 14, 1985, Citrus College was annexed into the City of Glendora, officially becoming a part of Glendora's excellent education community; and,

WHEREAS, Citrus College and the Glendora Unified School District have worked together to provide unique educational opportunities to Glendora's K-12 students, bringing Glendora students to Citrus College for science workshops, performing arts events and other activities that promote academic excellence and student success; and,

WHEREAS, the City of Glendora and Citrus College have been outstanding community partners, collaborating on initiatives of mutual benefit, such as the Foothill Extension of the Gold Line, the "Grand/66" public art project, Glendora Day at the Fair, and numerous Glendora Chamber of Commerce and community activities and celebrations; and,

WHEREAS, the City of Glendora has contributed to the Citrus College mission objective to be a "safe, friendly, accessible environment where all students and community members may optimize their academic career and cultural development;"

THEREFORE BE IT RESOLVED that the Citrus Community College District Board of Trustees recognizes the Centennial of the City of Glendora and extends their warm wishes to the city and its citizens as they commemorate this historic milestone.

Passed and adopted by the Board of Trustees of Citrus Community College District this 15th day of March 2011, by the following vote:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Patricia Rasmussen, President
Board of Trustees

Date: March 15, 2011

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 15, 2011	Resolution	_____
SUBJECT:	Board – CEO Protocols	Information	_____
		Enclosure(s)	X

BACKGROUND

As per Accreditation Standard IV.B. – Leadership, and Governance, “In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.”

As such, as a result of recent Board work sessions, a subcommittee of Board President Rasmussen and Board Vice President Montgomery were charged with developing *Board – CEO Protocols*, in accordance with Accreditation Standard IV.B.

The *Board – CEO Protocols* are presented for a first read.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to approve the first reading of Board – CEO Protocols.

Geraldine M. Perri, Ph.D.
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.4.

CITRUS COLLEGE BOARD–CEO PROTOCOLS

DRAFT

The Board-CEO team performs best when their roles are clear and members seek to meet the expectations for their positions. Employees perform best when they know what is expected of them and have helped to craft the expectations. Boards understand that they have hired the CEO to lead the college and caring boards ensure that the majority of his or her time is devoted to the institution and the community, not to individual Board member needs. CEOs honor Board members and their busy schedules when they provide information in a timely manner and avoid asking Board members to make decisions without adequate time to consider the relevant issues.

To the extent practicable, communication to the CEO should occur at public meetings of the Board of Trustees. Multiple means of communication exist: CEO's Weekly Trustee Updates with appropriate newspaper clippings and attachments of college announcements of upcoming events; confidential blue memos; emails; phone calls; specially requested written reports; special topic memos; minutes of major college committees; Board work sessions; college events; college newsletters; press releases; college wide forums; and college wide information memos.

The Board has created these protocols to ensure a strong, effective relationship with the CEO and will monitor Board effectiveness by reviewing the document each year.

1. The Board acts as a collective body. No individual member should give direction to the CEO.
2. Every action by a member of the Board should be directed toward improving the educational program for students.
3. The Board will recognize its role as a policy making body and shall not concern itself with District management.
4. Good boardsmanship requires loyalty to the entire team including: participation on the discussions of issues and listening respectfully, not making derogatory remarks about other Board members to staff or in public, respecting each Board member's individual opinion, accepting the decisions of the entire Board, dedication to making each Board member and the CEO successful.
5. Board members shall be respectful in all communications with the CEO and staff at all times.
6. Team members shall never discuss confidential personnel or negotiation matters with members of the Bargaining Team.
7. All significant administrative action is to be communicated to all Board members. Information shared by the CEO is sent to all Board members.
8. Board members should respect the CEO's time by not making unnecessary demands. The majority of the CEO's time should be devoted to the institution and the community, not to individual Board member needs.

9. Individual requests for reports, surveys, and projects will be requested in open session evaluated by the entire Board with consideration of staff time involved and the merits of the request.
10. All Board members are to be apprised in a timely manner on any incident to which they may be called upon to answer or explain.
11. Board members will not use the media as a personal forum unless it is clearly indicated that the opinion is personal and not representative of the Board's majority position.
12. Each Board member shall make a courteous effort to share the opportunity to comment at Board meetings.
13. All Board members should be cognizant and respectful of the CEO's time and role in the management of the District.
14. Questions and communications of Board agenda items are to be communicated to the CEO prior to the Board meeting. The CEO will respond in a timely efficient manner.
15. All conversations taking place in closed sessions will remain absolutely confidential.
16. The Board President will meet with the CEO on a regular basis for the pre-Board review.
17. Appointments between the CEO and individual Board members will be conducted during routine business hours at the college between the hours of 7:30 a.m. and 5:30 p.m. and should not last much longer than one hour.
18. Meetings between the CEO and individual Board members are limited to two per year. Additional meetings with the CEO require Board consent.

March 3, 2011

DRAFT