

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** First Regular Meeting in February

**DATE:** Tuesday, February 1, 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 January 18, 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, (CAFF) 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.**

## **G. INFORMATION AND DISCUSSION**

### **Business Services**

1. Measure G Citizens' Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services (Page 4)

### **General**

2. Administrative Procedures – Carol R. Horton, Vice President of Finance and Administrative Services (Page 5)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	February 1, 2011	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee Annual Report	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

In accordance with Proposition 39, the Measure G Citizens' Oversight Committee, with members representing the various facets our communities serve as the "eyes, ears and voices" of local residents and taxpayers to monitor the expenditures of Measure G funds. The committee reviews the progress of implementing the college's Master Plan and will report their findings annually to the Board of Trustees and to the public.

Mr. Mark Ferrari, Chairman of the Measure G Citizens' Oversight Committee, will present the Annual Report for the fiscal year ending June 30, 2010.

The Proposition 39 Financial and Performance Audits by Vicente, Lloyd & Stutzman were approved by the Board of Trustees at the December 1, 2010 meeting.

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

RECOMMENDATION

Information only, no action required.

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

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

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

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

Item No. \_\_\_\_\_ G.1. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	February 1, 2011	Resolution	_____
SUBJECT:	Administrative Procedures	Information	X
		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 Administrative Procedures are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

General Institution and Administrative Services are two of the sections of the seven chapters of Administrative Procedures that are being updated. Administrative Procedure 3810 Claims Against the District, 6700 Civic Center and other Facilities Use and 3560 Alcoholic Beverages were approved by the constituent groups and also approved by the Steering Committee at the December 13, 2010 meeting.

The following Administrative Procedures are being submitted for your review:

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

**RECOMMENDATION**

Information only; no action required.

\_\_\_\_\_  
Recommended by

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

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

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

Item No.     G.2.

## **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

### **AP 3560 ALCOHOLIC BEVERAGES**

**References:** Business and Professions Code 24045.4, 24045.6 and 25608

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during an event sponsored by the District for the Citrus College Foundation in connection with the District's instructional program.
- The alcoholic beverage is for use during a fundraiser held to benefit the Citrus College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a liquor license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage must be at a minimum, 21 years of age.
- Every person who consumes any alcoholic beverage must be at a minimum, 21 years of age.
- Organizations must follow the provisions as stated in the Department of Alcoholic Beverage Control Information for Daily On-Sale General Licensees.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

**Board Approved**

# CITRUSCOMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3810 CLAIMS AGAINST THE DISTRICT

### References:

Education Code Section 72502;  
Government Code Sections 900 et seq. and 910 et seq.

### Claims by Third Party

1. Third party claims for damages against the District shall be presented within one hundred eighty (180) days of an injury to person or personal property, giving rise to the cause of action. The District will make a District form available to any injured party wishing to file a claim within the prescribed time. A claim filed on the claimant's own form shall contain substantially all information requested on the District's form.
2. All claims for damages against the District shall be acknowledged by the Board of Trustees. It shall be the policy of the Board of Trustees to deny the claims and refer same to the District's Claims Administrator.
3. Written notice of such action by the Board shall be furnished to the claimant within forty-five (45) days of receipt of claim at the address stated on the claim.
4. Pursuant to the authority contained in Section 935 of the Government Code for the State, the following claims procedures are established for those claims against the District for money or damages not now governed by State or local laws:
  - a. Employee claims. Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses for allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.
  - b. Contract and other claims. In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local

laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Claims shall be in writing and shall stipulate date(s), time(s), nature of claims(s), as well as a statement as to why said claim was not presented to the Board of Trustees at the time of occurrence.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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**Board Approved**



# **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

## **AP 6700                    CIVIC CENTER AND OTHER FACILITIES USE**

**References:**                    Education Code Sections 82537 and 82542;  
   Public Resources Code Section 42648.3

### **General Provisions**

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Facilities Rental Supervisor. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Rental Supervisor is responsible for the coordination and implementation of these procedures. The Vice President of Finance and Administrative Services shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

### **Civic Centers**

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The District may charge the groups identified in Education Code Section 82542(a) an amount not to exceed the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- The cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and

- The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services, or;
- Entertainment events or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

### **Rules for Facilities Use**

Requests for use of District facilities should be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the Vice President of Finance and Administrative Services.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

All charges for the use of District facilities are payable 30 days in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse, or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, or controlled substances in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Finance and Administrative Services.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

### **Use of District Facilities**

District facilities may be used as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils
5. Camp Fire Girls, Girl Scout troops, and Boy Scout troops
6. Senior citizens' organizations
7. Other public agencies
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes
9. Public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

The above is not a priority list. However, the District may establish a priority usage order.

Also see BP/AP 4400 titled Community Services Programs

## 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 13)
- b. Authorization is requested to approve facility rentals and usage. (Page 15)

#### **Personnel Recommendations**

- c. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 17)
- d. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 28)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	February 1, 2011	Resolution	<u>                    </u>
SUBJECT:	Independent Contractor/Consultant Agreements	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

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 – February 1, 2011**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>CHILD DEVELOPMENT CENTER</u> Lee, Michael	\$600.00max	Grant	2/1/11-6/30/11	WRAT Assessor
<u>FINE AND PERFORMING ARTS</u> Foard, Aubrey	\$150.00max	District	2/2/11-6/30/11	Guest Lecturer
<u>HEALTH SCIENCES</u> Heneise, John	\$5,000.00max	Grant	2/2/11-6/30/11	Install Evaluation Tool in AND Data Base and Training
<u>STUDY ABROAD</u> American Institute for Foreign Study	no fee	no fee	9/8//11-11/18/11	Study Abroad – London Fall 2011

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



**Use of Facilities  
February 1, 2011**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
FLS International	LB301	Classes	1/19, 1/20 & 1/21/11	\$150.00 plus additional labor if required
Hart High School	PA193	Warm Up Room for Choir Competition	2/4/2011	\$50.00 plus additional labor if required
Azusa Pacific University	Tennis Courts	Tennis Matches	Various Dates 2/4/11 through 4/27/11	\$480.00 plus additional labor if required
SMA Events	Gym and Locker Rooms	Karate Tournament	3/20/2011	\$1,000.00 plus additional labor if required
Charter Oak Gymnastics	Gym and Locker Rooms	Gymnastics Show	5/1/2011	1037.50 plus additional labor if required
DDK Productions	Performing Arts Center and PA192 & 193	Dance Production	6/25/2011	\$3,200.00 plus additional labor if required



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	February 1, 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.c. \_\_\_\_\_

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Allgaier, Jennifer	Instructor		Hourly as needed	Dance	02/02/11	06/30/11	\$44.90	hr.
Alverson, David	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Bagg, Joseph	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Bagg, Joseph	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Battle, Anne	Instructor		Hourly as needed	Photography	02/02/11	06/30/11	\$44.90	hr.
Beatty, David	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Beatty, David	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Botello, Rochelle	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Botma, Scott	Instructor		Hourly as needed	Cosmetology	02/23/11	06/30/11	\$44.90	hr.
Boylan, John	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Brenes, Laura	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Brown, Cherie	Instructor	During unassigned time	Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$50.72	hr.
Burch, Emily	Counselor	BSI Learning Community Team	Stipend	BSI Grant	02/23/11	06/17/11	\$1,000.00	tl.
Caracol, Frank	Instructor		Hourly as needed	Biology	02/23/11	06/17/11	\$44.90	hr.
Carr, Darrell	Instructor	During unassigned time	Hourly as needed	Photography	02/02/11	06/30/11	\$50.72	hr.
Castillo, Claudia	Counselor	BSI Learning Community Team	Stipend	BSI Grant	02/23/11	06/17/11	\$\$1,000.00	tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Caudle, Michael	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Cotter, Steven	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Cotter, Steven	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Cowgill, Darian	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Cross, Cynthia	Instructor	BSI Learning Community Team	Stipend	BSI Grant	02/23/11	06/17/11	\$1,000.00	tl.
Dau, Carsten	Instructor	HSI Bridges to Success Learning Community Teams	Stipend	HSI II Bridges to Success Grant	02/23/11	06/17/11	\$2,000.00	tl.
Davis, Charles	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Davis, Charles	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Deatrick, Steven	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Demita, John	Instructor		Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$44.90	hr.
Duffy, Dyane	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.
Eiland, Thomas	Instructor	HSI Bridges to Success Learning Community Teams	Stipend	HSI II Bridges to Success Grant	02/23/11	06/17/11	\$1,000.00	tl.
Eisel, Gunnar	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Eisel, Gunnar	Applied Music Tutor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Enos, David	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Galvan, Alexander	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Galvan, Alexander	Applied Music Tutor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Goya, Sara	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Green, Martin	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Green, Martin	Applied Music Tutor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Gunderson, Mark	Instructor	BSI Learning Community Team	Stipend	BSI Grant	02/23/11	06/17/11	\$1,500.00	tl.
Gunn, Evangeline	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Hackworth, Catherine	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Hackworth, Catherine	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Hasegawa, Richard	Instructor		Hourly as needed	Photography	02/02/11	06/30/11	\$44.90	hr.
Havens, Craig	Instructor		Hourly as needed	Photography	02/02/11	06/30/11	\$44.90	hr.
Hillman, Michael	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.
Hirschelman, Evan	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Hirschelman, Evan	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Hoehne, William	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Hoehne, William	Applied Music Tutor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Holmes, Alison	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Hynes, Thomas	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Jackson, Joseph	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Jackson, Matt	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.
Jaquette, Timothy	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Johnson, Sandra	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.
Kerr, William	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Kerr, William	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Langford, W. Bruce	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Langford, W. Bruce	Applied Music Tutor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Larson, Robin	Instructor		Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$44.90	hr.
Lau, Bernie	Instructor	HSI Bridges to Success Learning Community Teams	Stipend	HSI II Bridges to Success Grant	02/23/11	06/17/11	\$1,000.00	tl.
Liskey, Renee	Instructor		Hourly as needed	Dance	02/02/11	06/30/11	\$44.90	hr.
MacFarland, Matthew	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
McBurney, Robin	Counselor	STEM Learning Community Teams	Stipend	STEM Grant	02/23/11	06/17/11	\$1,000.00	tl.
Milliken, Keely	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Milliken, Keely	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Mixson, Vonetta	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Mixson, Vonetta	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Moore, Elanie	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Munoz, Gino	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Nelson, Mark	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Newman, Nancy	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Newman, Nancy	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Nguyen, The	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Nguyenhuu, Rick	Instructor	Calculus Workshops	Hourly as needed	STEM Grant	02/23/11	06/17/11	\$50.72	hr.
Odrich, Steve	Instructor	Calculus Workshops	Hourly as needed	STEM Grant	02/23/11	06/17/11	\$50.72	hr.
O'Hara, Stephen	Instructor	During unassigned time	Hourly as needed	Recording Arts	02/02/11	06/30/11	\$50.72	hr.
Olson, Jennifer	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Polk, Randall	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Praniuk, Ingrid	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Rachford, Maryann	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Riderer, Lucia	Instructor	Calculus Workshops	Hourly as needed	STEM Grant	02/23/11	06/17/11	\$50.72	hr.
Robledo, Susel	Volunteer	BSI Learning Community Team	Stipend	Counseling	02/02/11	06/30/11	\$1,500.00	tl.
Rudd, Rebecca	Instructor			BSI Grant	02/23/11	06/17/11		
Rusch, Lori	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Shear, Michelle	Instructor		Hourly as needed	Dance	02/02/11	06/30/11	\$44.90	hr.
Sherman, Paul	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Shima, Kevin	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Shrope, Douglas	Instructor	During unassigned time	Hourly as needed	Music	02/02/11	06/30/11	\$50.72	hr.
Silva, Daniel	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Slay, Kevin	Instructor		Hourly as needed	Theatre Arts	02/22/11	06/30/11	\$44.90	hr.
Stetson, Stephanie	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Stetson, Stephanie	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Sun, Sam	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Sushel, Michael	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Sushel, Michael	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Swatzel, James	Instructor	BSI Learning Community Team	Stipend	BSI Grant	02/23/11	06/17/11	\$1,500.00	tl.
Taylor, Bryan	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Taylor, Bryan	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Trad, Mohamad	Instructor	STEM Learning Community Teams	Stipend	STEM Grant	02/23/11	06/17/11	\$1,000.00	tl.
Troy, Timothy	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Troy, Timothy	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Tyck, Robert	Instructor		Hourly as needed	Recording Arts	02/02/11	06/30/11	\$44.90	hr.
Valverde, Frank	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Valverde, Yesenia	Instructor		Hourly as needed	Dance	02/02/11	06/30/11	\$44.90	hr.
Vaughan, John	Instructor	During unassigned time	Hourly as needed	Dance	02/02/11	06/30/11	\$50.72	hr.
Villa, Elizabeth	Counselor	HSI Bridges to Success Learning Community Teams	Stipend	HSI II Bridges to Success Grant	02/23/11	06/17/11	\$1,000.00	tl.
Villeneuve, Theresa	Instructor	During unassigned time	Hourly as needed	Art	02/02/11	06/30/11	\$50.72	hr.
Vilter, Daniel	Instructor	During unassigned time	Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$50.72	hr.
Volonte, Daniel	Instructor	During unassigned time	Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$50.72	hr.
Waddington, Alan	Instructor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Walz, Sheryl	Instructor	HSI Bridges to Success Learning Community Teams	Stipend	HSI II Bridges to Success Grant	02/23/11	06/17/11	\$1,000.00	tl.
Webb, Christin	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Weiss, Neil	Instructor		Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$44.90	hr.
Wessel, Mark	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.
Wickes, Lara	Applied Music Tutor		Hourly as needed	Music	02/02/11	06/30/11	\$44.90	hr.
Wickman, Mary	Instructor		Hourly as needed	Nursing	02/23/11	06/30/11	\$44.90	hr.
Wickman, Mary	Instructor	ADN Content Expert	Hourly as needed	Nursing	02/02/11	06/30/11	\$44.90	hr.
Woolery, Laurie	Instructor		Hourly as needed	Theatre Arts	02/02/11	06/30/11	\$44.90	hr.
Zweig, Malaika	Instructor		Hourly as needed	Art	02/02/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES  
SPRING 2011 ADJUNCT  
FEBRUARY 1, 2011**

Name	Department/Discipline	Placement	LHE Rate
Caracol, Frank	Biology	1-1	\$1,025
Lauer, Brett	Physical Education	1-1	\$1,025
Slay, Kevin	Theatre Arts	1-1	\$1,025
Swatek, Cheri	Physical Education	1-1	\$1,025
Wickman, Mary	Nursing	1-1	\$1,025

**ACADEMIC EMPLOYEES  
2010-2011 LAB SUPERVISORS  
FEBRUARY 1, 2011**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Anderson-McGill, Taylor	A	STEM	2/2/2011	06/30/11	2-3	\$32.69
Au, Algie	A	STEM	2/2/2011	06/30/11	1-3	\$30.90
Caldani, Patricia	A	STEM	2/2/2011	06/30/11	2-3	\$32.69
Caracol, Frank	A	STEM	2/2/2011	06/30/11	1-1	\$27.68
Lewis, Suzanne	A	STEM	2/2/2011	06/30/11	1-1	\$27.68
Wickman, Mary	A	Health Sciences	2/2/2011	06/30/11	1-1	\$27.68

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	February 1, 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.d. \_\_\_\_\_

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Bala, Jay-Vincent	Instructional Aide I	Lead SI review for students enrolled in CHEM 103	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Bradley, Jacqueline	Secretary	Assist as needed	DSPS	2/2/11	6/30/11	28-1	\$17.19/hr.
Briones, Art	Stipend	Men's Basketball	Community Ed	2/27/11	6/5/11		\$100/tl.
Bryson, Natalie	Instructional Aide I	Lead SI review for students enrolled in BIO 105	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Cobb, Jacob	Instructional Aide I	Lead SI review for students enrolled in CHEM 110	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Kozelchik, Meredith	Instructional Aide I	Lead SI review for students enrolled in BIO 105	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Layton, Michelle	Instructional Aide I	Lead SI review for students enrolled in BIO 105 & 124	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Migdat, Michael	Instructional Aide I	Lead SI review for students enrolled in English courses	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Orozco, Walter	Instructional Aide I	Lead SI review for students enrolled in ASTR 115	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Roman, Sarah	Instructional Aide I	Lead SI review for students enrolled in ASTR 116	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
FEBRUARY 1, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Ruiz, Harrison	Instructional Aide I	Lead SI review for students enrolled in CHEM 112 & Physics 201	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Sharma, Vineet K.	Stipend	Lead SI review for students enrolled in CHEM 103	STEM Grant	2/2/11	6/30/11		\$15.00/hr Payment based on hours worked
Taylor, Kim	Instructional Aide I	Lead SI review for students enrolled in BIO 200	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.
Thompson, Annmarie	Instructional Aide I	Lead SI review for students enrolled in English courses	STEM Grant	2/2/11	6/30/11	10-1	\$11.02/hr.

## 2009-2010 Coaches

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

Name	Sport	Major	SPRING				
			Class/Step			Season	
Aldrette, Marcos	Baseball	Assistant	Major	5	1-2	\$3,977	SP
Anderson, Edwin	Softball	Assistant	Major	5	2-3	\$5,982	SP
Lofthouse, Peter	Football	Assistant	Major	5	2-2	\$4,418	SP
Paredes, Terry	Softball	Assistant	Major	5	1-3	\$5,563	SP
Ungeheier, Sam	Track/Field	Assistant	Major	5	1-2	\$3,977	SP
Viverto, William	Baseball	Assistant	Major	5	2-3	\$5,563	SP

### Volunteer Coaches

#### SPRING

Acker, Chris	M Basketball	Assistant
Lauer, Brett	M. Basketball	Assistant
Johnson, Patrick	M Basketball	Assistant
Wellman, Joey	M. Basketball	Assistant
Jessica Duran	W. Basketball	Assistant
Masi, Nick	W. Basketball	Assistant
Urbrick, Kristi	W Basketball	Assistant
Bacon, Martin	Football	Assistant
Roy, Alex	Football	Assistant
Hubbard, David	Football	Assistant
Luque, John	Football	Assistant
Wilson, Brian	Football	Assistant
Wall, Corey	Football	Assistant
Pacheco, Eddie	Football	Assistant
Schmelzeisen, Jason	M.Soccer	Assistant

## 2009-2010 Coaches

Torres, Rigo	M. Soccer	Assistant
Urbach, Patrick	M Soccer	Assistant
Ramirez, Patrick	M Soccer	Assistant
Ramirez, Jorge	M Soccer	Assistant
Eddie Gutierrez	M Soccer	Assistant
Dorman, Brian	W. Soccer	Assistant
Williams, Darren	W. Soccer	Assistant
Fink Kelly	Volleyball	Assistant
Haro, Ruben	Volleyball	Assistant
Dean, Becca	Volleyball	Assistant
Ungeheier, Samuel	Cross Country	Assistant
Rivas, Crystal	W. Water Polo	Assistant
Stokley, Katherine	W Water Polo	Assistant
Bunten, Mike	M. Water Polo	Assistant
Pearson, Anthony	M. Water Polo	Assistant
Ford, Richard	Track	Assistant
David O'Connor, Jonquil	Track	Assistant
Perry, Andrew	Baseball	Assistant
Jurado, Paul	Baseball	Assistant
Prado, James	Baseball	Assistant
Agajanian, Eric	Baseball	Assistant
Cervenka, Meredith	Softball	Assistant
Valenzuela, Ralph	Softball	Assistant



**WINTER SPRING 2011  
COMMUNITY EDUCATION  
CLASSIFIED EMPLOYEES  
FEBRUARY 1, 2011**

**Fitness Center Attendant**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Greer, Maury	Community Education/Fitness Cntr.	n/a	\$24.00

**PROFESSIONAL EXPERT  
February 1, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Status</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Cavalin, Michael	Life Guard	Physical Education	Rehire	04/25/11	06/18/11	\$11.02/hour
Noonan, Benjamin	Assistant Football Coach/Athletic Department Recruiter	Physical Education	Rehire	02/04/11	02/03/13	\$4,376.01 per month
Ponciano, Ron	Head Football Coach	Physical Education	Rehire	02/04/11	02/03/13	\$6,116.67 per month
Scinocca, James	Construction Project Manager	Finance/Admin Services	Termination --		02/04/11	--

## H. ACTION ITEMS (continued)

### Business Services

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2010, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 36)
3. Authorization is requested to approve Change Order #6 in the amount of \$69,936.00 for Project #10-0607, Student Services Building. (Page 41)

### Academic Affairs

4. Authorization is requested to amend the attached memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College, to be effective through September 30, 2011. (Page 46)

### General

5. Authorization is requested to nominate \_\_\_\_\_ to be a candidate for the California Community College Trustees Board. (Page 51)
6. Authorization is requested to approve the second read of BP 3300 – Public Records. (Page 52)
7. Authorization is requested to approve the first reading of the following Board Policies: Board Policy 3810 Claims Against the District, and 3560 Alcoholic Beverages. (Page 56)

## I. BOARD WORK SESSION

Brown Act

<i>At this time, the board may adjourn to closed session to discuss Item No. F.</i>
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## J. ADJOURNMENT

### Dates to remember:

February 15, 2011	Board of Trustees Meeting
February 18, 2011	HOLIDAY ( <i>Lincoln's Birthday</i> )
February 21, 2011	HOLIDAY ( <i>Washington's Birthday</i> )
February 22, 2011	Spring FLEX

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	February 1, 2011	Resolution	
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board at least once every three months the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than 45 days following the completion of each quarter. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meetings.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2010, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton  
Recommended by

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

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

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

Item No.     H.2.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

District: (820) CITRUS

Fiscal Year: 2010-2011  
Quarter Ended: (Q2) Dec 31, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	61,088,434	61,098,914	59,266,083	58,753,665
A.2	Other Financing Sources (Object 8900)	153,272	443,916	197,484	120,368
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	61,241,706	61,542,830	59,463,567	58,874,033
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	58,022,054	59,141,288	55,829,236	59,612,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,423,910	1,611,193	2,702,452	1,575,943
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	60,445,964	60,752,481	58,531,688	61,188,140
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	795,742	790,349	931,879	-2,314,107
D.	<b>Fund Balance, Beginning</b>	5,981,020	6,776,762	7,567,111	8,498,990
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	5,981,020	6,776,762	7,567,111	8,498,990
E.	<b>Fund Balance, Ending (C. + D.2)</b>	6,776,762	7,567,111	8,498,990	6,184,883
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	12.5%	14.5%	10.1%

II. Annualized Attendance FTES:

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	11,848	12,952	11,444	11,654
-----	--	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		18,106,767	21,887,508	23,081,298
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	17,812,095	18,106,767	21,887,508	23,081,298

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	58,753,665	58,753,665	31,354,055	53.4%
I.2	Other Financing Sources (Object 8900)	120,368	120,368	54,001	44.9%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	58,874,033	58,874,033	31,408,056	53.3%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,612,197	59,612,197	24,606,472	41.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,575,943	1,575,943	518,990	32.9%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	61,188,140	61,188,140	25,125,462	41.1%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-2,314,107	-2,314,107	6,282,594	
L	Adjusted Fund Balance, Beginning	8,498,990	8,498,990	8,498,990	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	6,184,883	6,184,883	14,781,584	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

NO  
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

---

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2010-2011  
Quarter Ended: (Q2) Dec 31, 2010

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8885	Title:	Budget Supervisor
CBO Signature:		Telephone:	626-914-8885
Date Signed:			
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	Fax:	626-914-8604
CEO Signature:		E-Mail:	ccone@citruscollege.edu
Date Signed:			
Electronic Cert Date:	01/21/2011		

California Community Colleges, Chancellor's Office  
1102 Q Street Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Glen Campora (916)323-6899 [gcampora@cccco.edu](mailto:gcampora@cccco.edu)

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# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	February 1, 2011	Resolution	
SUBJECT:	Approval of Change Order #6, Project #10-0607, Student Services Building	Information	
		Enclosure(s)	X

**BACKGROUND**

At its meeting of May 6, 2008, the Board of Trustees awarded Project #10-0607, Student Services Building to P W Construction, Inc. of Glendora, California. During the course of construction the District has identified some additional requirements that are enumerated in the enclosed Change Order Request that is part of Change Order #6. The increase is \$69,936.00 The revised total of the contract after Change Order #6 is \$20,174,696.00 This change order will add zero (0) days to the construction time.

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

**RECOMMENDATION**

Authorization is requested to approve Change Order #6 in the amount of \$69,936.00 for Project #10-0607, Student Services Building.

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

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

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

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

Item No. \_\_\_\_\_ H.3. \_\_\_\_\_

# CHANGE ORDER

tBP/Architecture  
4611 Teller Ave  
Newport Beach, CA 92660

PROJECT: Student Services CHANGE ORDER # 6  
Citrus Community College District DATE: January 24, 2010  
CONTRACTOR: PW Construction Inc. D.S.A. # A03-111059 F19-C9  
1905 E Route 66, suite 200 tBP # 20307.10  
Glendora, CA District # 10-0607

ORIGINAL CONTRACT AMOUNT: \$ 19,868,000  
Previous Change Order: \$ 236,760  
This Change Order: \$ 69,936  
Total Change Order: \$ 306,696  
REVISED CONTRACT AMOUNT: \$ 20,174,696

Notice To Proceed, June 16, 2008. 720 Calendar Day Contract  
ORIGINAL CONTRACT COMPLETION DATE: June 6, 2010  
Previous Change Order: 5 Calendar Days  
This Change Order: 0 Calendar Days  
Total Change Orders: 5 Calendar Days  
REVISED CONTRACT COMPLETION DATE: June 11, 2010

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

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

## APPROVALS:

\_\_\_\_\_  
tBP/Architecture Inc. DATE \_\_\_\_\_

\_\_\_\_\_  
PW Construction Inc. DATE \_\_\_\_\_

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

- #1 DESCRIPTION: PMR 17012r1 (Bulletin 17)  
Provide elevator emergency battery backup per Bulletin 7.  
REASON: In the event of power outage, passengers will not be stuck in elevator.  
REQUESTED BY: District  
COST: \$ 7,379  
TIME EXTENSION: To Be Determined
- #2 DESCRIPTION: PMR 17031r1  
Material cost for fitting only due to college providing different size underground hydronic pipe.  
REASON: District supplied hydronic material that is contractor installed was larger than indicated on bid docs.  
REQUESTED BY: District  
COST: \$ 1,642  
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PMR 17042r1 (Bulletin 27)  
Where interior gypsum board walls intersect window walls, seal intersection per Bulletin 27 with acoustic sealer.  
Note to DSA: see attached Bulletin 27 for reference.  
REASON: Adjoining spaces require a degree of acoustical separation.  
REQUESTED BY: Architect  
COST: \$ 11,226  
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PMR 17046r1  
At 2<sup>nd</sup> floor corridor, revise lighting to specified standard 2x4 light fixtures in lieu of wall sconces and downlights as indicated on the electrical lighting plan.  
REASON: framing of walls will not allow wall sconces to be mounted as shown on drawings.  
REQUESTED BY: Architect / Electrical Engineer  
COST: \$ 2,189  
TIME EXTENSION: 0 days
- #5 DESCRIPTION: PMR 17098 (Bulletin 46)  
Relocate the fire line assemblies at center of landscape island.  
REASON: Local Fire Authority (LA County Fire Inspector, Sid Miranda) requested relocated location and revised layout.  
REQUESTED BY: Local Fire Authority / District  
COST: \$ 14,296  
TIME EXTENSION: To Be Determined

- #6 DESCRIPTION: PMR 17102  
Revise ceiling mechanical air diffuser from specified product to alternative product that meets design intent  
REASON: District desired credit offered by mechanical subcontractor and substitution was acceptable to the mechanical engineer.  
REQUESTED BY: District / Mechanical Engineer  
COST: - < \$ 20,000 >  
TIME EXTENSION: 0 days
- #7 DESCRIPTION: PMR 17107  
Additional tile cutting due to prior revision to change from floor mounted to wall mounted toilets.  
Note to DSA: The revision to wall mount toilets was DSA approved in Change Order 2, item 4, but additional cost for tile was inadvertently not included by contractor at that time.  
REASON: Wall mounted toilets require additional tile cutting.  
REQUESTED BY: District  
COST: \$ 7,309  
TIME EXTENSION: To Be Determined
- #8 DESCRIPTION: PMR 17109  
Provide cost for grading per Bulletins 3 and Bulletins 1.  
Note to DSA: Bulletins 3 and 1 where previously DSA approved in Change Order 3, items (1) and (16) respectively.  
REASON: Contractor inadvertently did not include grading cost in previously approved Change Order.  
REQUESTED BY: District / Contractor / Civil Engineer  
COST: \$ 21,551  
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PMR 17111(Bulletin 51)  
Provide additional drainage connections to storm drain system in planter areas per Bulletin 51.  
REASON: Some planters lacked surface drainage.  
REQUESTED BY: District / Civil Engineer  
COST: \$ 6,077  
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PMR 17112  
Provide additional electrical outlets in rooms 116, 117, 145, 146, 150, 151, 155, 156, 157, 158, 208, 209, 241, and 242.  
Note: cost noted in Change Order #4, Item 12, did not include wiring and connection to panel circuits.  
REASON: Future facilities department maintenance of rooms.  
REQUESTED BY: District  
COST: \$ 13,873  
TIME EXTENSION: 0 days

- #11 DESCRIPTION: PMR 17114 (Bulletin 47)  
At the approximately 16 locations where the interior partition wall at the first floor exterior wall has a gap above ceiling line, provide rigid sound insulation board on one side of wall to close the gap.  
REASON: Note to DSA: these are non-rated interior walls between office spaces.  
drywall was not installed between beam and window wall, which potentially allowing sound transmission between offices.  
REQUESTED BY: Architect  
COST: \$ 937  
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PMR 17117  
Provide and install 60' of additional walkpads at mechanical units. Walkpads to be per specifications.  
REASON: District maintenance preference for additional pads.  
REQUESTED BY: District  
COST: \$ 825  
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PMR 17118  
Provide change order pricing mark-up that was inadvertently omitted from previously approved change order from DeMac Painting.  
REASON: Markup is allowed per contract General Conditions but was not initially submitted by subcontractor.  
REQUESTED BY: District / Contractor  
COST: \$ 1,654  
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PMR 17120  
At rooms adjoining Hall 167, float floor at less than 2% slope so that threshold at Hall door conforms to threshold detail indicated on DSA approved documents.  
REASON: Hall 167 floor is thin-set tile while adjoining rooms is carpet tiles, which created an elevation difference.  
REQUESTED BY: Architect  
COST: \$ 978  
TIME EXTENSION: 0 days

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	FEBRUARY 1, 2011	Resolution	
SUBJECT:	Extension of Memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College	Information	
		Enclosure(s)	X

**BACKGROUND**

The attached Memorandum of Understanding approved by the Citrus College Board of Trustees June 8, 2010, for the period of June 14, 2010 through August 6, 2010, provided for Summer Research Experience 2010, in which selected Citrus College math and science students participated in research with CSUF faculty at CSUF, for a period of eight weeks.

There were expenses incurred during the Summer Research (faculty payment, supply replenishment) which were paid by CSUF after August 6, 2010; therefore, in order to reimburse CSUF, the original end date of the above-referenced MOU should be changed to September 30, 2010.

This item was prepared by Sylvia Smythe, Director of College Success and Project Director for the STEM Grant.

**RECOMMENDATION**

Authorization is requested to amend the attached memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College, to be effective through September 30, 2011.

Irene Malmgren  
Recommended by

/

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

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

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

Item No. \_\_\_\_\_ H.4.

Citrus Community College District

This Agreement is entered into by and between Citrus Community College District (District) and CSU Fullerton Auxiliary Services Corporation (ASC). This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the CCRAA HSI STEM Grant, by the U.S. Department of Education.

- 1. STATEMENT OF WORK:** ASC shall exercise its best efforts to carry out the program indicated in Exhibit A, which is incorporated herein and made a part of this Agreement.
- 2. PERIOD OF PERFORMANCE:** The period of performance for this project shall be from June 14, 2010 through August 6, 2010.
- 3. PAYMENTS:** District will reimburse ASC actual costs for the performance of work under this Agreement in the amount not to exceed \$62,700, based on the budget incorporated into this Agreement in Exhibit A.
- 4. INVOICES:** District will reimburse ASC upon receipt of monthly invoices provided by ASC. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of ASC: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this Agreement. ASC further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

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

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

Accounts Payable  
Bertha Bobadilla  
Citrus Community College  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899.

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

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

For programmatic or technical matters:

Ms. Sylvia Smythe  
Citrus Community College  
1000 West Foothill  
Glendora, CA 91741-1899

For business matters:

Rosalinda Buchwald, Director of Fiscal Services, Citrus College  
Shou-Yinn (Pearl) Cheng, Director of Sponsored Programs Office, ASC

- 6. KEY PERSONNEL:** Project activities at ASC shall be under the direction of Dr. Steven N. Murray, Dean. ASC shall notify District in writing of any proposed changes.
- 7. EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personnel property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with ASC, subject to the provisions of the Award.

**8. ACCOUNTING RECORDS AND PROGRAM:**

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

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

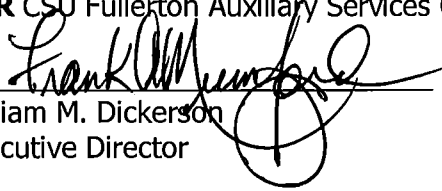
- 9. ASSIGNMENT:** ASC shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.
- 10. AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
- 11. RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by ASC for a period of three years from the termination date of this Agreement.



**12. PUBLICATIONS:** ASC agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the U.S. Department of Education.

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

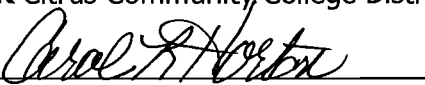
**FOR** CSU Fullerton Auxiliary Services Corporation

By   
William M. Dickerson  
Executive Director

Date:

6/25/10

**FOR** Citrus Community College District

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

Date:

6-10-10

**Exhibit A****Scope of Work**

- 1) Engage Citrus College students in a summer research experience to provide motivation, improve retention and movement to four-year institutions in STEM fields, and to enhance institutional collaborations between California State University, Fullerton (CSUF) and Citrus College.

Eight students from Citrus College will be selected to take part in summer research experiences at CSUF where they will perform research in CSUF STEM faculty labs. Student candidates will be chosen from a pool selected by Citrus College coordinators and then their names submitted to CSUF where assignments to CSUF faculty mentors will be made based on their academic field of interest and mentor availability.

	<b>Budget</b>		
<i>Personnel</i>	<i>Requested Salary</i>	<i>Fringe</i>	<i>Total</i>
PI: Steve Murray	\$0	\$0	\$0
Co-PI: Mark Filowitz	\$0	\$0	\$0
Co-PI: Rochelle Woods	\$0	\$0	\$0
CSUF Faculty Mentors – 8 (each at \$1,971 + \$29 in fringe at 1.45%)	\$15,771	\$229	\$16,000
<b>Total Personnel</b>			<b>\$16,000</b>
 <i>Participant Costs</i>			
Stipends: 8 students	\$32,000 (\$4,000 each)		
Transportation/Parking: 8 students	\$1,000 (\$125 each)		
Enrollment in UE: 8 students	\$400 (\$50 each)		
<b>Total Participant Costs</b>			<b>\$33,400</b>
 <i>Other Direct Costs</i>			
Materials/Research Supplies: 8 students	\$12,000 (\$1,500 each)		
Events	\$1,300		
<b>Total Other Direct Costs</b>			<b>\$13,300</b>
<b>Total Direct Cost</b>			<b>\$62,700</b>
Indirect Cost @ 0 %			\$0
<b>Total Requested Fund</b>			<b>\$62,700</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	February 1, 2011	Resolution	<u>                    </u>
SUBJECT:	Candidate for the California Community College Trustees Board	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

Nominations for the CCCT board will be accepted January 1 through February 15. Nominations are to be made by a member district board of trustees; and each district may nominate only members of its board.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each vacancy on the CCCT board. Eight persons will be elected to the board this year. Five incumbents (elected and appointed) are eligible to run for re-election. In accordance with the CCCT Board Governing Policies, as adopted by the board at its June 2008 meeting, "CCCT Board members shall be elected by the institutional member governing boards for alternate three-year terms. No CCCT Board member shall serve more than three (3) terms consecutively."

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 1, 2011.

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

RECOMMENDATION

Authorization is requested to nominate \_\_\_\_\_ to be a candidate for the California Community College Trustees Board.

Geraldine M. Perri, Ph.D.  
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	February 1, 2011	Resolution	
SUBJECT:	Board Policy 3300 – Public Records Second Read	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 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 (BP) 3300 – Public Records, has been reviewed and approved by the Human Resources Advisory/Staff Diversity Committee, by the constituent groups (on various dates), by the Steering Committee (on 12-13-10), and was submitted to the Board for a first read on January 18, 2011. Attached to the policy, for information only, is the related administrative procedure.

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

**RECOMMENDATION**

Authorization is requested to approve the second read of BP 3300 – Public Records.

Robert Sammis  
Recommended by

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

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

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

Item No.         H.6.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **BP 3300 PUBLIC RECORDS**

Reference: Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

## AP 3300 PUBLIC RECORDS

Reference: Government Code Sections 6250 et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the director of human resources.

Any request shall identify with reasonable specificity the records sought. If additional information is needed, the director of human resources may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the director of human resources will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

**Note:** *The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although most will never apply to a community college district. (See Government Code Sections 6254 et seq. and 6275 et seq.) Any questions about whether a document is exempt should be referred to counsel.*

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)

- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g))
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	February 1, 2010	Resolution	
SUBJECT:	First Reading of Board Policies 3810 and 3560	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.

General Institution is one section of the seven chapters of Board policies that are being updated. Board Policy 3810 Claims Against the District, and 3560 Alcoholic Beverages were approved by the constituent groups and also approved by the Steering Committee at the December 13, 2010 meeting.

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

RECOMMENDATION

Authorization is requested to approve the first reading of the following Board Policies: Board Policy 3810 Claims Against the District, and 3560 Alcoholic Beverages.

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

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

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

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

Item No. \_\_\_\_\_ H.7. \_\_\_\_\_



**CITRUS COMMUNITY COLLEGE DISTRICT  
GENERAL INSTITUTION**

**BP 3560 ALCOHOLIC BEVERAGES**

**Reference: Business and Professions Code 25608**

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with the procedures.

Approved by:  
Physical Resources 10/7/10  
CSEA 11/8/10  
Management Team 12/1/10  
Supervisor Confidential Group 11/5/10  
Academic Senate 11/24/10  
ASCC 11/8/10  
Steering Committee 12/13/10

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

Board approved

**BP 3810    CLAIMS AGAINST THE DISTRICT**

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq. and 910

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is 1000 West Foothill Blvd., Glendora, CA 91741.

Approved by:  
Financial Resources 10/6/10  
CSEA 11/8/10  
Management Team 12/1/10  
Supervisor Confidential Group 11/5/10  
Academic Senate 11/24/10  
ASCC 11/23/10  
Steering Committee 12/13/10

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

**Board Approved**

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

January 18, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 18, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado 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 Siegel, CSEA President; and Christine Link, Recording Secretary.

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

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

**Faculty:** Roberta Eisel and Brian Waddington

**Supervisors/Confidential:** Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Eric Magallon, and Adrienne Thompson

**Classified Employees:** Bertha De Los Santos, Lizette Garcia, and Teri Shamhart

**Adjunct Faculty:** Cecil Brower

**Students:** Cory Eazell, Vivian Roberts, and Eric Sanzon

**VISITORS:** Tom Gerfen and Stan Barankiewicz

**Geraldine M. Perri, Ph.D., Superintendent/President,** extended a welcome and best wishes for the new year to all those in attendance. She said the college community has

been busy with winter intersession, interviewing candidates for open positions, and preparing for the spring semester.

Dr. Perri introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who along with Ms. Carol Cone, Budget Supervisor, presented the Student Worker of the Semester for Fall 2010. The winner is Mr. Cory Eazell, who works in the Office of Student Life. Mr. Eazell was awarded this honor based on his willingness to do whatever is asked of him, going above and beyond the requirements of his job duties, and his leadership. On behalf of her fellow Board members, Board President Rasmussen commended and congratulated Mr. Eazell.

Reporting on enrollment, Dr. Perri said our winter session began on January 3, 2011, with 4,227 students enrolled. She compared this to last year, when the number was 3,307. This represents an increase of 907 students or 27 percent. Headcount for Spring 2011 reflects 10,617 students enrolled, as compared to last year's figure of 8,831. This is an increase of 1,786 students or 20 percent. She said classes will be very full this spring.

Dr. Perri reported that the Community College League of California (CCLC) held a webinar last week on the Governor's budget proposal and has followed up with additional information on potential budget scenarios for the system, including a district by district impact analysis. CCLC presented three budget scenarios, depending on what happens in Sacramento and the state in the coming months. All of the scenarios present a tremendous challenge, and it is inevitable that we will be faced with budget reductions for 2011-2012. The college is beginning to gather information to develop possible budget strategies for next year. Dr. Perri said the uncertainty of the situation makes it very difficult to plan.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported on STEM outreach activities for the month of January. Claremont High School students will come to campus to participate in a "cell respiration lab," Glendora High School students will come for a DNA lab, and Monrovia High School students will participate in the Saturday Physics Workshop on campus. Last week, 20 volunteer Parent Ambassadors from Azusa and Glendora Unified School Districts received final training and certificates of completion. Dr. Malmgren said Ms. Ivon McCraven, Coordinator of School Relations, and her team have done a great job in initiating this program.

Regarding upcoming athletic events, Dr. Malmgren said February 9, 2011, will be "Scholar-Baller Night," with our basketball teams playing against Glendale College. On February 19, 2011, Citrus College will host "Sophomore Night and Cancer Awareness Night" with our basketball teams playing against College of the Canyons.

Dr. Malmgren said two former Citrus College students, Mr. Anthony Logerfo and Mr. Corey McCormick, appeared on the Tonight Show with Jay Leno, performing with Lucas Nelson, Willie Nelson's son.

**Jeanne Hamilton, Ph.D., Vice President of Student Services,** reported that the Counseling Department will be sending e-mails to students who are on probation or in danger of being dismissed at the end of the spring semester based on their fall grades.

The Financial Aid Office has experienced an explosion in the number of applicants in the last few years, due in part to automated application process requirements. Last year 14,569 people applied for aid and indicated an intention to attend Citrus College. Even though all of these students do not end up attending, the college must process each one. As of mid-January, we already have 15,982 applicants, an increase of almost 1,500 students compared to June 2010. Dr. Hamilton said the increase is likely the result of continued high unemployment and underemployment in the state.

**Carol R. Horton, Vice President of Finance and Administrative Services,** provided an update on the state budget. Mrs. Horton attended the budget workshop in Sacramento, where Chancellor Jack Scott, Executive Vice Chancellor Erik Skinner, and several other experts provided data and perspectives. Chancellor Scott and Vice Chancellor Skinner reported that the system will need to reduce expenditures in the range of \$400 million to \$800 million. The \$400 million reduction is based on Governor Brown's proposed budget, and the \$800 million reduction is projected in the event that the taxes that are due to expire are not extended. Mrs. Horton said the funding cuts are devastating, but the college will move forward and work together to plan for two different budget scenarios.

**Roberta Eisel, Academic Senate President,** wished everyone a happy new year. The Academic Senate is not meeting during winter intersession, but faculty leaders are available to serve when needed. For example, faculty stand ready to review requests for academic renewal and faculty equivalency. Faculty are serving on hiring panels and the "Big Five" group continues to meet. The SB 1440 work group is monitoring information regarding the new transfer degree.

The Academic Senate for California Community Colleges will hold its annual Accreditation Institute on March 18-19, 2011, and our local Academic Senate anticipates being asked to present at one or more breakout sessions.

**Steve Siegel, CSEA President,** reported that CSEA's annual holiday buffet fundraiser last month was a great success. They raised over \$1,000 for scholarships for CSEA members and their families. He thanked Dr. Perri for donating the beverages and Mrs. Susan M. Keith, Member, Board of Trustees; Mrs. Joanne Montgomery, Vice President, Board of Trustees; and Board President Rasmussen for attending and being judges for the table decorating contest.

At their January meeting, CSEA voted to approve the revised Board Policy for Classified Disciplinary Procedures. Mr. Siegel said Dr. Sammis and the CSEA negotiating team put a great deal of effort into improving the policy, and their work is greatly appreciated.

**Alejandra Delgado, Student Trustee**, said she is pleased to have the opportunity to represent her fellow students at the upcoming CCLC Legislative Conference.

**Joanne Montgomery, Vice President, Board of Trustees**, wished the entire college community a very happy new year.

**Board President Rasmussen** commented on the many wonderful performing arts events and college celebrations that took place in December, such as Christmas Is..., Holidaydance, the CSEA Holiday Buffet, the Foundation Winter Reception, the Superintendent/President's "There's Snow Place Like Citrus" holiday party, and *The Great American Songbook*.

Board President Rasmussen remarked that the recent tragic event in Arizona, which involved a Pima Community College student, was a reminder that community colleges often encounter troubled students. She inquired about the measures in place at Citrus College to deal with students who demonstrate volatility. Dr. Hamilton said Ms. Martha McDonald, Dean of Students, chairs the student conduct team. The team meets regularly and reviews procedures for classroom emergencies and crisis intervention. There is also a handbook on our college website that provides information, and Dr. Hamilton said they are planning to send out a memo reminding faculty and staff of protocols for these types of situations.

## **MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of December 7, 2010, as corrected.

5 Yes.

**Item 2:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the special meeting minutes of December 14, 2010, as submitted.

5 Yes.

## **INDEPENDENT CONTRACTORS**

**Item 3:** Moved by Trustee Keith and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted.

5 Yes.

## **FACILITY USE**

**Item 4:** Moved by Trustee Keith and seconded by Trustee Woods to approve facility rentals and usage.

5 Yes.

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

**Item 5:** Moved by Trustee Keith and seconded by Trustee Woods to approve A & B Warrants for November and December 2010.

5 Yes.

**Item 6:** Moved by Trustee Keith and seconded by Trustee Woods to approve purchase orders for November and December 2010.

5 Yes.

**BIDS**

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #05-0506, Fine Arts Complex. The project will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.
- Item 8:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #02-0809, Administration Building Renovation. The project will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.
- Item 9:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #03-0910, Restroom Building East Campus. The projects will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.

**INSTITUTIONAL MEMBERSHIP**

- Item 10:** Moved by Trustee Keith and seconded by Trustee Woods to approve a \$300.00 one year membership to the Automatic Transmission Rebuilders Association (ATRA). 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 11:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 12:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 13:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

**RESOLUTION**

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Resolution #2010-11-08 adopting a non-resident tuition fee of \$177.00 per semester unit, plus a \$43.00 capital outlay surcharge, effective for the 2011-2012 fiscal year (commencing with the summer term, 2011). 5 Yes.

**CLAIMS**

- Item 15:** Moved by Trustee Ortell and seconded by Trustee Woods to reject the claim, submitted on June 18, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

**Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to reject the claim, submitted on November 6, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

### **BIDS**

**Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the award of bid #01-1011, Classroom AV Equipment Project at Various District Locations, Base Bids 1-9, 19, 21, 27, 33-36, 38, 47-49, and 52-55 to Troxell Communications of Redlands, California and Base Bids 10-18, 20, 22-26, 28-32, 39-46a, 50 and 51 to Western Audio Visual of Orange, California and authorize the Vice President of Finance & Administrative Services to execute the contracts on behalf of the District. The bid amounts are within budget and will be paid from appropriate District budgets. 5 Yes.

### **FIELD TRIPS**

**Item 18:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for thirty-nine (39) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra) and six (6) staff members to perform in Hawaii from June 29 through July 24, 2011. 5 Yes.

### **CURRICULUM**

**Item 19:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the new courses and the deleted courses. 5 Yes.

### **EMPLOYMENT – FACULTY**

**Item 20:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of Ms. Karla Parsons as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 22, 2011 and ending on June 18, 2011 at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$30,766.00 annually (pro rated) plus \$8,859.61 in health and statutory benefits. 5 Yes.

### **BOARD POLICIES**

**Item 21:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first read of BP 3300 – Public Records. 5 Yes.

**CLOSED SESSION:** At 4:56 p.m., Board President Rasmussen 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**

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

**RECONVENE OPEN SESSION:** At 6:00 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**BOARD WORK SESSION**

The Board had discussion facilitated by Meryl Marshall-Daniels, Two Oceans Consulting Group, regarding the following:

- CEO/Board relations and modes of communication with the CEO and amongst Board members.

**ADJOURNMENT:** At 7:44 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Edward C. Ortell  
Clerk/Secretary  
Board of Trustees

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