

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in March

DATE: Tuesday, March 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 February 15, 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.**
2. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
3. **Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

G. INFORMATION AND DISCUSSION

None

H. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 5)
- b. Authorization is requested to approve facility rentals and usage. (Page 7)
- c. Authorization is requested to approve a \$200.00 one year membership to the California Association of Community College Registrars and Admissions Officers (CACCRAO). (Page 9)
- d. Authorization is requested to approve Change Order Number One in the amount of \$118,058.00 and add zero days to the time for completion for project number 02-0607, Main Gymnasium Remodel. (Page 10)

Personnel Recommendations

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 16)
- f. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 19)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – March 1, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>COUNSELING</u> Solano, Dr. Alberto	\$30,000.00max	District	3/1/11-6/30/11	Title V Coop Grant Consultant
<u>FINE AND PERFORMING ARTS</u> Busteed, Alan	\$4,500.00max	District	3/2/11-6/30/11	Musician Services
Vitucci, Simone	\$4,500.00max	District	3/2/11-6/30/11	Musician Services

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

**Use of Facilities
March 1, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Factory Films	Various	Music Video Filming	2/17/2011	\$6,200.00 plus additional labor if required
Inspirit Media	Lecture Hall 103	Movie Filming	2/19/2011	\$600.00 plus additional labor if required
FLS International	Lecture Hall 102	Orientation	2/21/2011	\$50.00 plus additional labor if required
KARE Youth League	Campus Center	Fundraising Breakfast	3/26/2011	\$896.25 plus additional labor if required
San Dimas High School	Stadium and Locker Room	Football Games	9/1/11 & 10/6/11	\$2,600.00 per game plus additional labor if required
Azusa Pacific University	Stadium and Locker Room	Football Games	9/3/11, 9/10/11, 9/24/11, 10/1/11, 10/8/11 and 10/29/11	\$2,600.00 per game plus additional labor if required
Glendora High School	Stadium and Locker Room	Football Games	9/16/11, 9/30/11, 10/14/11, 10/28/11 and 11/11/11	\$2,600.00 per game plus additional labor if required



ADOLPH ZIEMBA, AIA & ASSOCIATES, INC.
601 S. Glenoaks Boulevard, Suite 400, Burbank, CA 91502
Phone: (818) 841-2585 Fax: (818) 841-7782 Email: aziemba@adolphiemba.com

*Adolph Ziemba, AIA
Architect - President
NCARB Certified*

AZA No. 050208

CHANGE ORDER NO. 1
CONTRACT NO. 1

TO

MAIN GYM AND LOCKER ROOM REMODEL
AND MECHANICAL UPGRADES

AT
CITRUS COLLEGE

1000 West Foothill Blvd., Glendora, CA 91741

CITRUS COMMUNITY COLLEGE DISTRICT

1000 West Foothill Blvd., Glendora, CA 91741

Application No.03-112627
File No. 19-C9

To: W&N Luxor Construction, Inc. (Contract 1)
2650 Pacific Park Dr., Whittier, CA 91601

Date: February 15, 2011

You are hereby directed to make the following changes when this Change Order has been approved by the Division of State Architect.

Item No. 1: The Hot and Cold central plant piping running at the top of the Gymnasium wall per approved detail 1/A10.10 will not fit in the existing space along the gymnasium wall. The piping must be stacked to fit the 4 6" pipes. Detail 1/A10.10 to be modified in accordance with attached sketch SK-1: Detail 1/A10.10 Modification.

Reason: Piping sizes for the Cold water were changed from 4" to 6" diameter.

Requested by: Contractor and District

Price Change: Add \$5,579.55

Item No. 2: Change several interior wall finishes from interior plaster to 5/8" Type X Firecode Gypsum Board. See attached sketch SK-2 for walls involved in finish changes.
Reason: Cost Savings
Requested by: Contractor and District
Price Change: Deduct \$6,537.76

Item No. 3: Remove the concrete wall and wing wall on south end of the exterior canopy that connects the gymnasium and annex. Removal shall begin from the south face of the south columns. See attached sketch SK-3 for removal portions.
Reason: Provide sufficient clearance for maintenance vehicles and laundry vehicles to pass through court yard to the laundry room.
Requested by: District
Price Change: Add \$3,023.54

Item No. 4: Per ASI-4, attached, for the Annex Building roof provide overflow drains adjacent to the existing roof drains and run interior piping to and through the exterior walls of the building.
Reason: No existing overflow drains or scuppers.
Requested by: District
Price Change: Add \$9,959.11

Item No. 5: Per ASI-1, attached, omit Storage Room A05 and add this area to Women's Restroom A04. Add 2 urinals in Women's Restroom A04 in the new space.
Reason: To be able to utilize this locker area as a men's if required by athletic program and/or event schedules.
Requested by: District
Price Change: Add \$8,992.07

Item No. 6: Provide "Mapes" panels in the bottom pane in all of the window walls of the offices along corridor A28. Construct Mapes panel per Detail 17/A8.3 in the approved drawing set.
Reason: Original design
Requested by: District and Architect
Price Change: Add \$2,810.48

Item No. 7: Per ASI-5, attached, change layout and exterior access into Mechanical Room
Reason: The 2 water heater with skids are larger than designed and require additional room for coil extraction for proper maintenance.
Requested by: Mechanical Engineer
Price Change: Add \$14,838.59

Item No. 8: Remove the existing carpet in Room B-32 and provide new carpet.
Reason: Carpet worn
Requested by: District
Price Change: Add \$1,420.30

Item No. 9: Provide additional tapered insulation over the roof deck of the Annex Building.
Reason: Better insulation values.
Requested by: District
Price Change: Add \$4,800.00

Item No. 10: Move door location of door A32 into Office A32 from off of corridor A28 to just inside Office A31 into Office A32. Frame in existing opening and drywall. Frame new opening in east wall of office A32.
Reason: Room design relationship changed
Requested by: District
Price Change: Add \$1,966.09

Item No. 11: Provide additional 6" diameter 45 degree elbows to provide an offset of the underground hot and chilled water central plant lines for the riser coming out of the ground at the North-West corner of the Main Gymnasium.
Reason: 90 degree elbows have interference with below grade footings.
Requested by: Contractor
Price Change: Add \$1,460.95

Item No. 12: At the top of the hot and chilled water lines from the central plant at the South West corner of the Main Gymnasium switch the hot and chilled lines.
Reason: Central plant lines mis-labeled in vault where initial connection was made and hot is cold and cold is hot.
Requested by: Contractor and District
Price Change: Add \$8,353.93

Item No. 13: Provide and install 2 additional 3'x2'x3' communication pull boxes in area as directed by the District. Provide location on record drawings for District.
Reason: Existing conduits obstructed and unusable for pulling cables.
Requested by: District
Price Change: Add \$7,592.46

Item No. 14: Infill existing 6" high HVAC opening in masonry wall along west side of Corridor B01 south of Grid E and Grid 3 intersection. New beam connection per attached sketch SK-4.
Reason: New steel beam to connect at this point.
Requested by: Engineer
Price Change: Add \$1,254.89

Item No. 15: Upgrade existing 1/2" diameter electrical conduits in annex building to 3/4" conduits.
Reason: Existing condition found and not to code.
Requested by: District
Price Change: Add \$18,593.60

Item No. 16: Provide additional electrical contactor for the control of the existing exterior lights.
Reason: Separate control for night lighting.
Requested by: District
Price Change: Add \$771.77

Item No. 17: Provide copper pipe for the exterior hot and chilled water piping from the central plant.
Reason: Upgrade
Requested by: District
Price Change: Add \$37,000.00

Item No. 18: Delete the 100 pair of the 200 pair telephone cable from site installation. Reconnect the existing 50 pair telephone cable on site installation.
Reason: Cost Savings
Requested by: District
Price Change: Deduct \$3,821.57

Change Order No. 1
 Page 5 of 5
 Citrus College Gym & Locker Rooms
 Application No. 03-112627
 File No. 19-C9

Total Amount for Change Order No.1.....ADD \$118,058.00

CONTRACT SUMMARY:

Original Contract Value	\$ 3,400,000.00
Net Change by previously authorized change orders	\$ 0.00
Contract Value prior to this change order	\$ 3,400,000.00
Amount of this Change Order	\$ 118,058.00
New Contract Value	\$ 3,518,058.00
Total Time Change for Change Order No. 1..... 0 (zero) days	

Signatures:

District Agent: _____
Date

Architect: _____
Date

Contractor: _____
Date

DIVISION OF THE STATE ARCHITECT APPROVAL

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

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Abbassi, Ali	Instructor		Hourly as needed	Mathematics	01/01/11	06/30/11	\$44.90	hr.
Allahbachayo, Salima	Instructor	Program oversight	Hourly as needed	Registered Nursing	03/02/11	06/30/11	\$50.72	hr.
Boquiren, Connie	Instructor	Mentor/Remedial Skills Lab - adjusted start date	Hourly as needed	Health Sciences	01/01/11	06/30/11	\$50.72	hr.
Deras, Wendy	Instructor	Mentor/Remedial Skills Lab - adjusted start date	Hourly as needed	Health Sciences	01/01/11	06/30/11	\$50.72	hr.
Dingwall, Stephanie	Instructor	Lab Coordinator	Hourly as needed	Biology	02/11/11	06/30/11	\$44.90	hr.
Greene, David	Instructor	Mentor/Remedial Skills Lab - adjusted start date	Hourly as needed	Health Sciences	01/01/11	06/30/11	\$50.72	hr.
Horn, Stephanie	Instructor		Hourly as needed	Cosmetology	03/15/11	06/30/11	\$44.90	hr.
Tucker, Gail	Instructor	Program oversight	Hourly as needed	Licensed Vocational Nursing	03/02/11	06/30/11	\$50.72	hr.
Wheeler, Andrew	Instructor		Hourly as needed	Physical Education	03/02/11	06/30/11	\$44.90	hr.

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

Name	Department/Discipline	Placement	LHE Rate
Christiansen, Niel	Political Science	1-1	\$1,025
Clark, Steve	Political Science	1-1	\$1,025
De Anda, Alma	Biology	1-1	\$1,025
Lam, Yin	Mathematics	1-1	\$1,025
Milbrandt, Dave	Political Science	1-1	\$1,025
Ogimachi, Tom	Mathematics	1-1	\$1,025
Ramos-Bernal, Natasha	Political Science	1-1	\$1,025
Waldron, Bryan	Mathematics	1-1	\$1,025
Yang, Rebecca	Chinese	1-1	\$1,025

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

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Harrington, Michael	Director of Facilities	Facilities, Construction and Emergency Preparedness Support	Bond or Capital Projects	3/2/11	6/30/11		\$79.60/hr.
Hoehne, William	Stipend	Conductor "Ragtime"	Music	4/14/11	4/17/11		\$1000/tl.
Langford, Bruce	Stipend	Master of Ceremonies "Battle of the Big Bands Round 8"	Music	3/18/11	3/19/11		\$250/tl.
Lebrun, Michael Jay	Program Coordinator	Assist productions; responsible for organization/transportation of sound/production equipment for on-campus and off-campus events	Music	1/3/11	2/17/11	51-1	\$30.33hr.
Liskey, Renee	Stipend	Co-Director "Razor's Edge"	Music	3/2/11	4/28/11		\$2500/tl.
Lamoureux, Julie	Stipend	Musician Services "Ragtime"	Music	4/14/11	4/17/11		\$900/tl.
Musich, Chris	Instructional Aide I	Lead SI review sessions for students enrolled in BIO 105	STEM Grant	3/2/11	6/30/11	10-1	\$11.02/hr.
Stahlman, Megan	Volunteer		Biology	3/7/11	6/30/11		

REVISED

H. ACTION (continued)

Business Services

2. Authorization is requested to approve emergency resolution #2010-11-10 for hazardous material abatement at Women's Shower and Locker building and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to abate the hazardous material without advertising or inviting bids pursuant to Public Contract Code Section 20654. (Page 22)
3. Authorization is requested to accept Project #02-0607, Main Gymnasium Remodel as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$3,518,058.00. (Page 25)
4. Authorization is requested to approve the purchase contract for the property at 1155 W. Foothill Blvd., Glendora, CA 91741 for a purchase price of \$1,400,000.00. (Page 26)

Personnel Recommendations

5. Authorization is requested to approve the employment of Ms. Christine Goedhart as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on February 22, 2011 and ending on June 18, 2011 at a salary placement of Class 5, Step 1 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,343.50 annually (pro rated) plus \$8,248.32 in health and statutory benefits. (Page 27)
6. Authorization is requested to approve the hiring of _____ effective _____ as the Director of Facilities and Construction at a salary placement of \$_____ annually, plus \$_____ in health and statutory benefits. (Page)

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

I. ADJOURNMENT

Dates to remember:

March 15, 2011	Board of Trustees Meeting
March 29, 2011	Financial Forum
March 26, 2011	Foundation Retreat
April 6, 2010	Board of Trustees Meeting
April 18-23, 2011	Spring Break

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE	March 1, 2011	Resolution	X
SUBJECT:	Authorization to Approve an Emergency Resolution for Hazardous Material Abatement at Women's Shower and Locker Building	Information	
		Enclosure(s)	X

BACKGROUND

The Los Angeles County Office of Education, pursuant to Public Contract Code Section 20654, requires the unanimous approval of all members present of the governing Board of Trustees for the approval of an emergency resolution to let a contract without formal bidding. This can only be done with the concurrence of the county superintendent of schools and if an emergency exists wherein certain repairs, alterations, works or improvement are necessary to permit the continuance of existing classes, or to avoid danger to life and property.

On February 1, 2011, Facilities Department staff discovered hazardous material including asbestos in the Women's Shower and Locker building. This building is planned to be demolished and rebuilt as a public restroom to serve the Main Gymnasium and east campus. The hazardous material must be abated prior to commencement of building demolition. Failure to properly abate these hazardous materials will delay building demolition and the resumption of campus activities with restroom resources for the continued safe and healthy use of facilities. Due to the urgency to abate the hazardous material, staff is requesting the Board of Trustees to approve an emergency resolution to approve a contract with the selected contractor. Staff has solicited proposals from several contractors qualified to make the necessary repairs. One quotation that has been received indicates the project to be approximately \$13,500 to \$17,500. The contractor selected to perform the abatement will be awarded a contract without formal bidding in accordance with Public Contract Code Section 20654. Staff requests authorization to select a qualified contractor and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools. A payment bond will be requested from the contractor as required per Public Contract Code for contracts exceeding \$25,000.

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

Aye__Nay__Abstained__

Item No. H.2.

**GOVERNING BOARD RESOLUTION FOR
EMERGENCY RESOLUTION – PUBLIC PROJECT**

Citrus Community College District

Resolution #2010-11-1-

On Motion of Member _____, seconded by Member _____,

the following resolution is adopted by the Governing Board of the Citrus Community College District:

WHEREAS, The Women’s Shower and Locker Building needs hazardous material abatement; and

WHEREAS, this abatement is required prior to building demolition; and

WHEREAS, the Facilities Department has solicited pricing from multiple sources with a first price received at “Not To Exceed” seventeen thousand five hundred dollars (\$17,500.00); for the work;

AND

WHEREAS, Public Contract Code Section 20654 for community college districts provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Governing Board of the Citrus Community College District has determined that these circumstances constitute an emergency condition and request approval from the county superintendent of schools to enter into contracts for: The abatement of hazardous material without advertising or inviting bids pursuant to Public Contract Code Section 20654.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the

COLLEGE DISTRICT Citrus Community College	MONTH/DAY/YEAR March 1, 2011	NUMBER OF VOTES	ESTIMATED COST \$17,500.00
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With the approval of the County Superintendent of Schools, the Board will

<input checked="" type="checkbox"/> Make a contract for the performance of labor and furnishing of materials or supplies, or		
<input type="checkbox"/> Authorize the use of day labor or force account.**		
AYES:	NOES:	ABSENT:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } SS

I, Edward C. Ortell, Clerk/Secretary of the Governing Board of the Citrus Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 1, 2011	Resolution	_____
SUBJECT:	Purchase Contract for 1155 W. Foothill Blvd., Glendora	Information	_____
		Enclosure(s)	_____

BACKGROUND

An offer has been placed to purchase the property located at 1155 W. Foothill Blvd., Glendora, CA 91741. The property is a 70K square foot parcel of land including a commercial building of approximately 4,634 square feet. The purchase price is \$1,400,000.00 to be paid at the close of a 45-day escrow. Upon the opening of escrow a deposit of \$25,000.00 shall be made into escrow. This deposit is refundable if the district cancels anytime prior to the expiration of the 30-day Due Diligence Period. An additional \$25,000.00 shall be deposited after the expiration of the Due Diligence Period for a total deposit of \$50,000.00. The district will have 30 days from the opening of escrow (Due Diligence Period) to inspect the Due Diligence Materials and to perform the Buyer's due diligence.

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

RECOMMENDATION

Authorization is requested to approve the purchase contract for the property at 1155 W. Foothill Blvd., Glendora, CA 91741 for a purchase price of \$1,400,000.00.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.4.

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

February 15, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, February 15, 2011, in the Administration Building Board Room.

Board Vice President Montgomery called the meeting to order at 4:16 p.m., on behalf of Board President Rasmussen who was called to jury duty service. Board Vice President Montgomery led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen (arrived at 5:55 p.m.), Gary L. Woods, and Alejandra Delgado (Student Trustee).

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, Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Nohemi Camacho, Erica Irigoyen, and Erick Sanzon

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the college has just received an update on the budget from the Community College League of California (CCLC), which references a memo from the Legislative Analyst Office (LAO) that was leaked to the media. In order to resolve the state budget problem without tax increases,

the LAO suggests an additional \$585 million in cuts to community colleges on top of the \$400 million already included in the governor's budget. This would bring the reduction in funding for community colleges close to a billion dollars. The LAO proposes these cuts can be achieved by imposing a 90-unit cap on each student's taxpayer-subsidized credits; increase community college fees from \$26 per unit to \$66 per unit; and eliminating the state subsidy for intercollegiate athletics. Dr. Perri added that CCLC continues its advocacy efforts for a reduction in the workload measure and leaving census dates as they are currently.

Dr. Perri said the college will continue to monitor the state budget developments, and the Cabinet is preparing workload estimates based on the three state budget scenarios for Citrus College. It is likely the college will prepare two or three potential budgets for 2011-2012, given the uncertainty as to how the state budget will eventually play out.

Dr. Perri was pleased to report that Senator Bob Huff's February 15, 2011, newsletter, *Huff Headlines*, featured a story on his visit to Citrus College. The Senator was pleased to have the opportunity to tour several areas of the college and praised what he saw, including: the Veteran's Center, Health Occupations, Automotive Technology, and Recording Arts. His newsletter also noted that the Citrus College Veterans Center was featured as part of the White House Summit on community colleges.

Dr. Perri congratulated the college's men's and women's basketball teams on their wins over Glendale College last week, and she gave kudos to our Scholar-Ballers. In addition, Dr. Perri said she wholeheartedly supported the recommendation on the agenda to grant tenure to four faculty members, and she commended these fine faculty for achieving this milestone in their careers.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Citrus College men's and women's basketball teams will be co-hosting the Citrus College Basketball Cancer Awareness Night on February 19, 2011, as they play College of the Canyons. Citrus College joins 48 other colleges across the state in raising money for this cause.

Dr. Malmgren announced that the Writing Café will open for the spring on February 28, 2011. It will be staffed by seven lab supervisors, four of which have dual qualifications in both English and ESL, and ten student writing consultants. The College Success Center will pilot an online Success Center orientation, which will be more efficient, be accessible for deaf students, and allow all students to access the orientation at any time during the semester.

Regarding our STEM program, STEM outreach has been busy during the winter intersession. Activities included hosting 25 Monrovia High School students for rocket building and other interactive science activities; hosting 33 Claremont High School students for a biology lab; and hosting 48 Glendora High School students for science activities. Students from Azusa and Duarte High Schools are scheduled to come to the

college for similar activities this spring. On February 15 and 16, 2011, Supplemental Instruction (SI) leaders will be trained for spring SI in math, science, and English.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Campus Safety and the Glendora Police Department (GPD) conducted a lockdown drill as a practice for an actual campus emergency. The lockdown lasted for eight minutes. Employees were notified of the drill and that they should follow lockdown protocol. Citrus Alert was used to notify staff of the start and end of the drill. GPD and Campus Safety then debriefed and made recommendations for further training.

For the past two years, Ms. Lois Papner, Dean of Admissions and Records, has searched for a way to provide faculty with the ability to print their own attendance rosters so that they have an up-to-date list of students. With the assistance of TeCS, a program used at North Orange County CCD has been adapted that will allow faculty to go to their BANNER page and print rosters at any time. This will ensure that faculty are able to determine exactly which students are officially enrolled in their classes.

Dr. Hamilton reported that the veteran's grant has allowed the college to expand services provided to our veteran students. In addition, some of the funds are being used to hire a veteran student ambassador to reach out to veterans in the community. Mr. Charles Olsen is the new veteran student ambassador, and he spoke at the VFW in Azusa on February 12, 2011. Azusa Mayor Joe Rocha was in attendance and invited Mr. Olsen to City Hall on February 22, 2011, to record his presentation, which will be shown on local television channels. Mr. Olsen will also be the keynote speaker at Memorial Day events in Azusa and Monrovia

Roberta Eisel, Academic Senate President, said that the Academic Senate for California Community Colleges will hold its Accreditation Institute on March 18 and 19, 2011. She has been asked to contribute to two panels: "It's All About Student Learning: Using SLO Assessment in Institutional Planning and Resource Allocation" and "Closing the Loop." In preparation, she plans to gather information from the many experts here at Citrus College.

The first regular meeting of the Academic Senate will take place on March 9, 2011. Dr. Perri and Dr. Malmgren will provide updates on the budget. There will also be a report from Mr. Paul Swatzel, Academic Senate Treasurer, on the results of the sustainable textbook survey.

Alejandra Delgado, Student Trustee, said she is planning to attend the first SanFACC Student Leadership Mixer on February 25, 2011. The event will provide an opportunity to network student leaders from other SanFACC colleges and participate in a discussion on ways to collaborate and better support each other's advocacy efforts this year.

Joanne Montgomery, Vice President, Board of Trustees, commended the Athletic Department for honoring their Scholar-Ballers—athletes who maintain a GPA of at least 3.0. The recognition took place during the Owl's basketball games on February 9,

2011. This year, 69 Scholar-Ballers were honored for their academic achievement, a program record.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Keith to approve the regular meeting minutes of February 1, 2011, as revised.
4 Yes. 1 Absent (Trustee Rasmussen).

INFORMATION AND DISCUSSION

Foundation Presentation – June Stephens, Executive Director of Development and External Relations

Ms. Stephens presented an update on the status of the Citrus College Foundation. The Foundation ended its second quarter of the 2010-2011 fiscal year on December 31, 2010. Ms. Stephens reported on Foundation assets and provided year-to-year comparisons on revenue; unrestricted donations; annual campaigns; scholarships and grants; and programs and projects. She thanked the Citrus College employees who contribute through payroll deduction and said the Foundation will work to increase that number in the coming year. Trustee Montgomery thanked Ms. Stephens for the wonderful job she is doing.

General Obligation Bond Financing Update – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton presented a report on the college's General Obligation Bond financing. The college has completed 18 bond projects since 2005. However, assessed property valuations have fallen due to market conditions, and Mrs. Horton advises the District to wait for assessed valuations to rebound before issuing the final series D bonds. The college currently has sufficient bond funds to complete several projects, including the remodel of the Administration Building and continued implementation of the BANNER system.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Keith and seconded by Trustee Ortell to approve the attached list of independent contractor/consultant agreements as submitted.
4 Yes. 1 Absent (Trustee Rasmussen).

FACILITIES USAGE

Item 3: Moved by Trustee Keith and seconded by Trustee Ortell to approve facility rentals and usage.
4 Yes. 1 Absent (Trustee Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Keith and seconded by Trustee Ortell to approve A & B Warrants for January 2011.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 5: Moved by Trustee Keith and seconded by Trustee Ortell to approve purchase orders for January 2011. 4 Yes. 1 Absent (Trustee Rasmussen).

SURPLUS PROPERTY

Item 6: Moved by Trustee Keith and seconded by Trustee Ortell to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. 4 Yes. 1 Absent (Trustee Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Keith and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees, as revised. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 8: Moved by Trustee Keith and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 9: Moved by Trustee Keith and seconded by Trustee Ortell to approve the employment of short-term, non-academic employees and substitutes. 4 Yes. 1 Absent (Trustee Rasmussen).

BIDS

Item 10: Moved by Trustee Woods and Trustee Keith to adopt the new bid threshold of \$78,900 effective January 1, 2011, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. 4 Yes. 1 Absent (Trustee Rasmussen).

RESOLUTION

Item 11: Moved by Trustee Keith and seconded by Trustee Woods to approve the attached Resolution in Support of California Community Colleges with regard to the Governor’s Proposed Budget for the 2011-2012 fiscal year. 4 Yes. 1 Absent (Trustee Rasmussen).

BOARD POLICIES

Item 12: Moved by Trustee Woods and seconded by Trustee Keith to approve the final reading of the following Board Policies: BP3810 Claims Against the District and BP3560 Alcoholic Beverages. 4 Yes. 1 Absent (Trustee Rasmussen).

EMPLOYMENT – FACULTY

Item 13: Moved by Trustee Woods and seconded by Trustee Ortell to approve the granting of tenure to Dr. June Han for the 2011/2012 academic year. 4 Yes. 1 Absent (Trustee Rasmussen).

Item 14: Moved by Trustee Keith and seconded by Trustee Woods to approve the granting of tenure to Mr. Rafael Herrera for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 15: Moved by Trustee Keith and seconded by Trustee Woods to approve the granting of tenure to Mr. Gino Munoz for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

Item 16: Moved by Trustee Woods and seconded by Trustee Keith to approve the granting of tenure to Mr. Gerhard Peters for the 2011/2012 academic year.
4 Yes. 1 Absent (Trustee Rasmussen).

CLOSED SESSION: 5:00 p.m., Board Vice President Montgomery 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 5:40 p.m., Board Vice President Montgomery 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 (*Board President Rasmussen arrived at 5:55 p.m.*):

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

ADJOURNMENT: At 7:15 p.m., it was moved by Trustee Ortell and seconded by Trustee Woods to adjourn the meeting. 5 Yes.

_____ 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>