

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in October

DATE: Tuesday, October 18, 2011

TIME: 4:15 p.m.

PLACE: Community Room, CI 159
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
Nohemi Camacho, 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
Robert Sammis, Director of Human Resources
Carol Horton, Vice President of Finance and Administrative Services
Nickawanna Shaw, Academic Senate President
Steve Siegel, Classified Employees
Nohemi Camacho, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

1. Approval of the Regular Meeting Minutes of October 4, 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
3. Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
4. Consideration of expulsion of student #AXXXXXX75, Pursuant to Education Code Section 72122 and District Administrative Procedure AP-5520 Student Discipline Procedures

G. HEARINGS

1. Public hearing inviting members of the audience to present their comments and opinions with regard to the CCFA's Initial Proposal and the District's Initial Proposal. (Page 3)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Public Hearing and Citrus College Initial Proposal to the Citrus College Faculty Association	Information	_____
		Enclosure(s)	X

BACKGROUND

The current agreement between Citrus College (the District) and the Citrus College Faculty Association (CCFA or the Association) will expire on December 31, 2011. It is required that the Board take action to adopt its Initial Proposal for negotiating a successor agreement to the January 1, 2009 to December 31, 2011, contract with CCFA, and to present it to the Association at an open meeting.

At its regular meeting on October 4, 2011, the Board was presented with CCFA's Initial Proposal.

A Public Hearing has been scheduled for the October 18, 2011, Board meeting to give the public an opportunity to voice an opinion about these proposals.

Copies of the both District's Initial Proposal and CCFA's Initial Proposal will be available to the public at the Board meeting.

This item was prepared by Sandra Coon, Confidential Administrative Assistant to the Director of Human Resources.

RECOMMENDATION

Authorization is requested to open a public hearing and invite members of the audience to present their comments and opinions with regard to the CCFA's Initial Proposal and the District's Initial Proposal.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.1.

CCFA Summary of Initial Proposal
Collective Bargaining Agreement Commencing January 2012
Submitted: September, 2011

Article 5 Faculty Assignment

Including but not limited to:

CCFA would like to discuss issues of
Rights of Assignment, Overload
Teaching Assignments during Intersessions

Article 8 Salaries

CCFA would like to discuss issues relating to
Overload and Intersession Salary
Over-Size Classes, Salary Scale Compression
Prorating salary over 12 months

Article 10 Unit Member Benefits

CCFA would like to discuss
Additional years of medical coverage after retirement
Additional money to be paid under Option B

Article 12 Grievance Procedures

CCFA would like to include language regarding Board and Administrative Policies in this article.

MOU Reassigned Time, Page 46

CCFA would like to negotiate the extension of Association Reassign Time for the duration of the upcoming contract.

Reassign Time/Stipends

CCFA would like to explore the inclusion of language in the new contract which addresses Reassign Time, Stipends, and the Positions eligible for these.

Retirement Incentive

CCFA would like to discuss the issue of Retirement Incentives and how they could be of the optimum value to both Faculty and District.

Parking

CCFA would like to investigate the possibility of putting current practice in the contract.

Department Chairs

CCFA would like to explore the possibility of restoring Department Chairs based in part on the work of the committee which has studied the issue over the past year.

H. INFORMATION AND DISCUSSION

1. Trustee Area Boundaries – Geraldine M. Perri, Ph.D., Superintendent/President (Page 6)
2. Program Plan for Extended Opportunities Programs & Services 2011-2012 – Geraldine M. Perri, Ph.D., Superintendent/President (Page 7)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Trustee Area Boundaries	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The California Voting Rights Act requires all local governments, including community colleges, to evaluate their current election processes. The process of determining any issues with the State or Federal Voting Rights Acts includes an analysis of the overall district population, the makeup of current trustee areas, mapping of protected subgroups and an exercise to look at different trustee area options. These are conducted with analysis of voting behavior in college trustee and other elections.

Community College League of California Vice President, Kimi Shigetani and her team from Redistricting Partners, will present the proposed new maps, be on-hand to discuss the process, and take feedback and questions from trustees and the public.

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

RECOMMENDATION

No action required; information only.

Geraldine M. Perri, Ph.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Program Plan for Extended Opportunities Programs & Services 2011-2012	Information	X
		Enclosure(s)	X

BACKGROUND

The California Community Colleges Chancellor's Office requires the Extended Opportunity Programs and Services to submit an annual plan. The enclosed plan serves as a year-end report for the previous academic year and describes program goals for the current academic year. An estimated 576 Citrus students will participate in the EOP&S program in 2011-2012. Citrus college has received a categorical allocation of \$590,207 with a local District contribution of \$146,698 to provide EOP&S services for the 2011-2012 year.

This item was prepared by Sara Gonzales-Tapia.

RECOMMENDATION

Information only; no action required

John Baker, Ed. D.
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ H.2. _____



**PROGRAM PLAN FOR
 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
 2011-12**

SUBMIT 1 COPY

PART 1

1.1 College: Citrus College
Address: 1000 W. Foothill Blvd, Glendora, CA 91741

1.2 EOP&S Minimum Program Standards/Activities and Waiver Requests

Colleges are required to employ a full-time EOP&S Director. A waiver for less than a full-time EOP&S director may be requested if the college meets the waiver criteria. Please check the appropriate box below to indicate the status of the EOP&S Director. (The waiver criteria are further clarified in the *Instructions for Completing the Program Plan* on page 12.)

Full-Time EOP&S Director

Part-time Director

The college is requesting a waiver for a full-time director based on **one** of the criteria below:

Served less than 500 EOP&S students and received an EOP&S allocation of less than \$500,000 in the prior fiscal year.

Has a full-time Assistant Director/Coordinator assigned 100% to EOP&S

The district is in fiscal distress due to statewide budget cuts

Full-time Director waiver was approved in 2008-09 and/or 2009-10 and/or 2010-11

The following services are required to be provided by the EOP&S program. If the service is provided by the college and meets the needs of the EOP&S students and program, the college may request a waiver. Please check the appropriate boxes below to indicate the service is provided by the EOP&S program or that the college is requesting a waiver. (The waiver criteria are further clarified in the *Instructions for Completing the Program Plan* on page 12.)

Provided by EOP&S

x
x
x
x

Waiver requested; provided by college

x
NA*
x
x
x

- EOP&S Recruitment/Outreach Services
- EOP&S Orientation Services
- EOP&S Priority Registration Services
- Testing/Assessment Services
- Counseling and Advisement Services
- EOP&S Basic Skills Instructional Services
- EOP&S Tutoring Services
- EOP&S Transfer Services
- EOP&S Career Employment Services

* no waiver allowed

1.3 Other Activities and Services

<input checked="" type="checkbox"/>	CARE Program
<input checked="" type="checkbox"/>	EOP&S Advisory Committee
<input checked="" type="checkbox"/>	Other (please specify): A six week Summer Bridge Program for incoming high school students.

1.4 EOP&S Allocation for 2011-12:

\$590,207 _____

Proposed District Contribution for 2011-12: \$ **146,698** _____

Proposed District Backfill funds for 2011-12 (if known): \$ _____ **0** _____

Proposed "flexible" categorical funds for 2011-12 (if known): \$ _____ **0** _____

Number of EOP&S students planned to be served in 2011-12: _____ **576** _____

1.5 Signature of College EOP&S Director

Print Name: Sara Gonzales-Tapia _____ Phone #: (626) 914-8556

Title: Director, EOP&S/CARE and CalWORKs _____

Signature: _____ Date: _____

1.6 Signature of Administrator responsible for the supervision of the EOP&S Director

Print Name: Dr. Lucinda Over _____

Title: Dean of Counseling Programs and Services _____

Signature: _____ Date: _____

1.7 I certify, on behalf of the Board of Trustees, that funds requested herein will be expended in accordance with the provisions of Chapter 2.5 (commencing with Section 56200) of Division 7 of Part 6 of Title 5 of the *California Code of Regulations*.

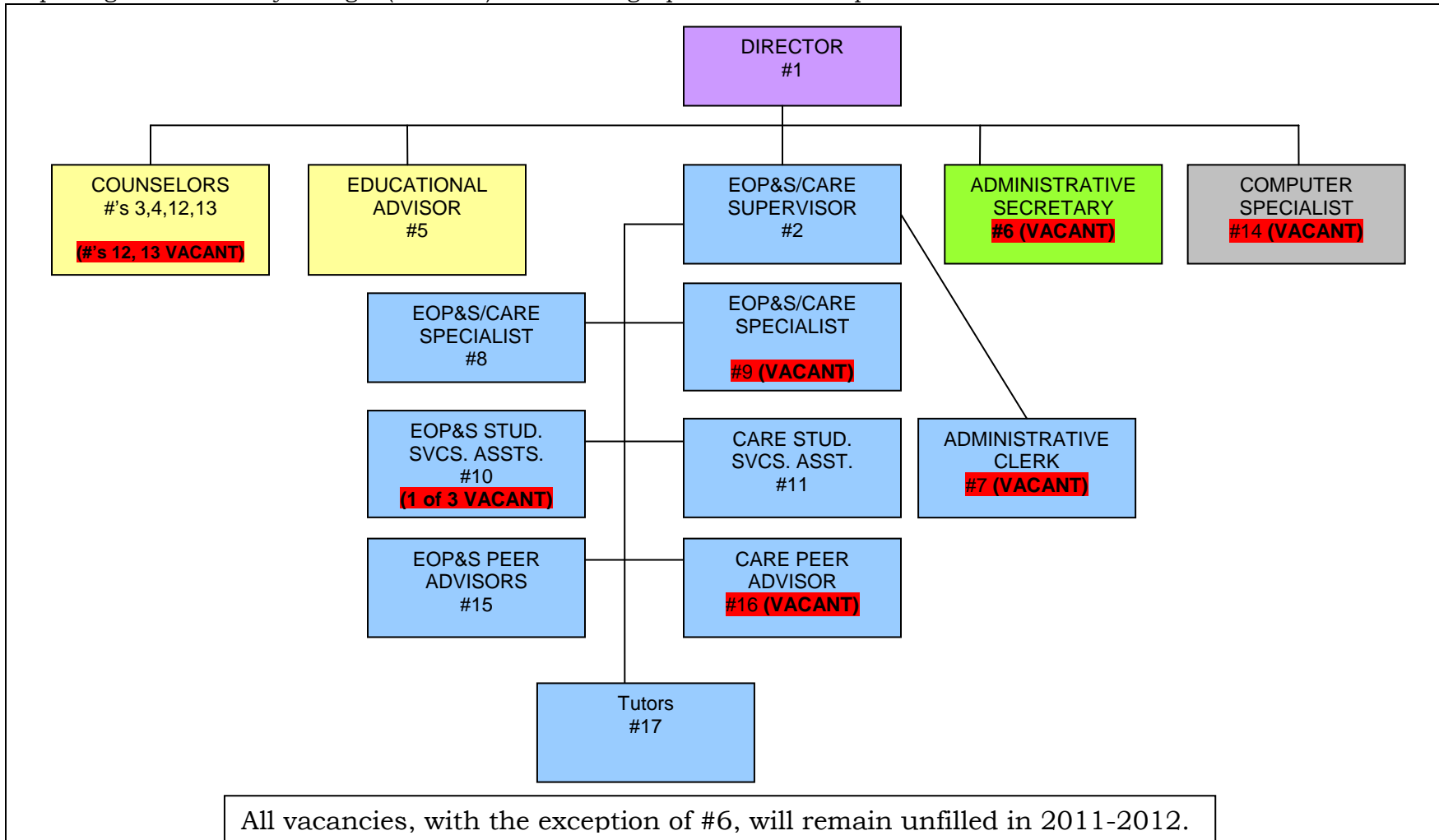
Superintendent/President

Print Name: Dr. Geraldine M. Perri _____

Title (if designee): Superintendent/President _____

Signature: _____ Date: _____

PART 2 EOP&S/CARE Program Organizational Chart Include all positions listed in the Student Services Automated Reporting for Community Colleges (SSARCC) EOP&S budget plan and include position numbers.



PART 3 Year-End Report for Prior Year (2010-11)

Please provide a brief narrative of your program accomplishments in 2010-11, including but not limited to the following information: number of students served, program objectives achieved; advisory committee involvement; outreach efforts; workshops and class offerings; student success; student awards/scholarship acknowledgments; any special program successes; and overall program evaluation.

Narrative of Program Accomplishments for 2010-11:

EOP&S Student Population

In the 2010-2011 academic year, EOP&S/CARE at Citrus College served a total of 576 students. This was the same number of students served in the previous year. Hispanic students remain the largest ethnicity represented (see chart 1). Native American students are the lowest percentage of students served by the program. More females (71.2%) tend to participate in the program, while the majority of the students served by the program report they completed a high school education (89%). The percentage of EOP&S students also served by DSP&S decreased slightly to 6.26% from 6.76% in the previous academic year.

Sixty-six percent (66%) of students indicate their educational goal is to transfer with completion of an associate's degree. Every year, this educational goal is consistently most common amongst EOP&S/CARE students (see chart 2).

Two skill awards, six certificates, 54 AA degrees and 34 AS degrees were awarded to EOP&S/CARE students during 2010-2011. Two students graduated with honors (3.3-3.59 GPA), five students graduated with high honors (3.6-3.79 GPA) and another five students graduated with highest honors (3.8-4.0 GPA).

Student Academic Performance and Retention

Probation:

The EOP&S Probation Program was introduced in the fall semester to address the concern regarding the number of probation students in EOP&S. Although the number of students has declined every year since 2008, a more comprehensive program was developed to provide additional support to this group.

An EOP&S student who is on academic probation is now required to complete supplemental contacts in order to receive EOP&S services. These requirements are to attend an Understanding Academic Probation workshop facilitated by EOP&S counselors, meet with an EOP&S counselor for a follow-up probation appointment to review their progress by the ninth week in the semester and complete eight hours of tutoring or self-development workshops by finals week. These requirements are in addition to the three mandated contacts in EOP&S.

In the fall 2010, 11 EOP&S students were identified as probation students. The following results were achieved.

- 100% (11/11) completion of the workshop
- 90% (10/11) completion of the follow-up appointment
- 72% (8/11) raised their grade point average
- 55% (6/11) cleared academic probation at the end of the semester

The results are impressive. The extra services to our probation students are above and beyond and prove that additional contact with our counselors is beneficial to this population's success. The Probation Program is a Student Learning Outcome (SLO) for EOP&S. The second cycle of the SLO will measure the probation student's attitude and behavior to determine if self-defeating behaviors are a primary reason for their probation status.

Persistence:

The persistence rate in the EOP&S program has increased over the years. The following table shows the persistence rate in EOP&S over the last three academic years.

Persistence Rates of EOP&S and CARE Students

	Number of EOP&S/CARE students served in the fall	Number of students who registered in the following spring	Persistence rate
Fall 2008 to Spring 2009*	759	507	67%
Fall 2009 to Spring 2010	517	332	64%
Fall 2010 to Spring 2011	367	271	74%

**The EOP&S/CARE budgets were cut by 39% in 2009 - 2010. The Chancellor's Office Relief of Mandates memo allowed the program to reduce the number of students served by this percentage.*

The rise in persistence may be attributed to various policies introduced in EOP&S that enforce the completion of the Mutual Responsibilities Contract (MRC). One such policy is that students must complete the three mandated contacts or risk being dismissed from the program at the end of the semester. They must sit out one semester before reapplying to the program. With limited space available to new students, the current students in the program understand the importance of being in compliance. Completion rates for the three mandated contacts are high. The first contact (SEP completion) is averaging in the 90 percentile; second contact (progress report completion) averages in the 70 percentile, and third contact (completion of the exit interview) averages in the 80 percentile.

An additional policy that is in place is students must complete 12 units (except for DSP&S students with Reduced Course Load Form) and all three contacts in order to receive the full amount of book services. With the increasing cost of textbooks, students are doing what is necessary to maximize the amount of help they receive with purchasing textbooks.

Honors:

The fall 2010 semester was the first semester that EOP&S identified potential honors students. In this semester there were 114 students with a GPA of 3.0 or higher. This is 31% of the population served in fall 2010. The EOP&S intern attempted to contact each of these students to give them information about the honors program on campus and encourage them to apply if they were eligible.

Outreach and Recruitment

Outreach efforts in 2010-2011 remained weakened by the reduction in staff due to budgetary constraints. Most recruitment for the EOP&S and CARE programs was done internally where program staff worked closely with other key student services such as Financial Aid, General Counseling, DSP&S and CalWORKs. This collaboration helped to refer potentially eligible students during the publicized open application periods. In the 2010-2011 academic year, EOP&S received 925 applications. Of those admitted to the program, 41% report they learned of the program through an on-campus source.

Because foster youth are a growing group of participants in the program, EOP&S also made monthly presentations to high school students in foster care who participate in the Independent Living Program on Citrus' campus. The students were presented with information on the program's services as well as information on the application and deadline dates. Additionally, in February 2011, the EOP&S/CARE supervisor participated in a special financial aid workshop for high school seniors in foster care held at the McKinley Center in San Dimas. At this workshop, students were assisted with completion of the admissions application, the FAFSA and were provided with key information on the EOP&S, CARE and Summer Bridge Programs.

Summer Bridge 2010

The purpose of the EOP&S Summer Bridge program is to assist incoming high school students with their transition to college and to provide the students with the tools and skills that help promote academic success. Students enroll in a six-week study skills course, COUN 160.

The EOP&S Summer Bridge program continues to be well received by the local high schools. As a result to budget cuts, the program was reduced to two sections instead of three in summer 2010. Interested students were asked to complete an application that included short answer questions regarding their educational goals, experience in high school, and expectation of the program. There were 89 applications and 57 participated in Summer Bridge.

Fifty one (89%) of the participants went on to enroll at Citrus in fall 2010 and sixteen (28%) of those who enrolled become active participants in EOP&S in the 2010-2011 year (see chart 3).

A key component of Summer Bridge is to inform students of the transfer process. University tours are coordinated every summer. This year's visits were to UC Irvine and Cal State Fullerton. At both institutions, students toured the campus, attended "pre-admissions" workshops and listened to a panel of students who had successfully transferred from a community college.

Transfer Activities

EOP&S and CARE is dedicated to increasing the number of transfer services utilized by EOP&S students. The 2010-2011 activities included:

Transfer Task Force Meeting

The EOP&S/CARE director and counselor are active members of the Transfer Task Force. The committee meets once a semester to discuss current transfer topics. Some of topics discussed in 2010-2011 were Senate Bill 1440, Transfer Agreements with UC's, and how budget cuts have impacted the CSU system.

As members of the Transfer Task Force, the EOP&S/CARE director and counselor are able to provide current information to EOP&S students, which will help them be competitive transfer candidates.

Cal Poly Pomona EOP Application Workshop

This is the second year in which EOP&S has partnered with Cal Poly Pomona's EOP program to offer an EOP Application Workshop. The workshop assists EOP&S students in completing the California State University EOP application. There were 10 EOP&S students in attendance. In addition, another five students meet individually with the EOP&S educational advisor to complete the application. Over 25 letters of recommendation were completed by EOP&S counselors for students applying to the EOP program.

Transferring to a University Brochure

EOP&S was fortunate to have an intern in our office during the fall 2010 semester. One of the projects she completed was the creation of a "Transferring to a University" brochure. The brochure served as a quick reference guide for students that have an interest in transferring. The headings of the brochure included, "What Can You Do to Prepare Now", "What to Expect", "Can I Transfer" and "Helpful Websites".

Collaboration with other Departments/Committees

EOP&S faculty and staff work on maintaining a presence on campus by working with other departments and committees.

DSP&S

A staff member from the DSP&S program became an active participant in the EOP&S/CARE Advisory Committee. As a result, additional meetings were scheduled to review new and existing policies for students that participate in both programs.

A revision was made to a policy already established regarding units. DSP&S students will be required to schedule an appointment with DSP&S staff to complete a Reduced Course Load Form so that DSP&S staff may verify the student's active status in their program. The form states the number of units that equals the student's full time equivalency based on their disability.

This is the number of units the student must complete at the end of the semester to receive full book services in the following term. The student must return the form to the EOP&S office over a three week period (two weeks before the semester begins and the first week of the semester). Additionally, students may only submit a form once in the semester.

Financial Aid

The EOP&S director, supervisor and specialist have worked closely with the Financial Aid director in exchanging information pertinent to both departments through the use of Banner. The EOP&S supervisor enters student book awards into financial aid screens so the award is included in the student's financial aid package. The Financial Aid director has given clearance for key EOP&S staff to have access to certain financial aid screens that show if a student is eligible for the Board of Governor's Fee Waiver. This access has facilitated the screening of potential applicants to the EOP&S program.

Registration Task Force

In spring 2011 a Registration Task Force committee was formed to review recommendations made by the Legislative Analyst's Office regarding registration and enrollment management. The EOP&S/CARE director was an active member of this Task Force. One of the topics discussed by the group was priority registration. The director provided information to the Task Force regarding the policy and practices used by EOP&S in assigning priority registration to its students as mandated by Title V.

Citrus College Faculty Association

In the 2010-2011 year, EOP&S counselor, Natalie Paredes served as counseling representative to the Faculty Association.

Displaced Homemakers

The EOP&S/CARE director was a member of a committee spearheaded by the director of vocational education. The charge of the committee was to outreach to students who are displaced homemakers to inform them of the many supportive services the college has to offer. The committee successfully hosted a "get to know you" brunch, produced monthly newsletters highlighting student services, and had a luncheon for women interested in public works careers.

Advisory Committee

The EOP&S/CARE Advisory Committee meets once a semester. In the 2010-2011 year, the committee was busy with updating EOP&S policies. The following policies were approved by the Advisory Committee.

Study Abroad

EOP&S students may participate in study abroad under the following conditions:

- 1) meet with the director to review the policy
- 2) complete the 1st contact before leaving the country
- 3) e-mail a progress report while abroad and
- 4) complete the 3rd contact immediately following return from travel.

These conditions allow for the student to complete their three mandated contacts in the semester.

Maximum number of units:

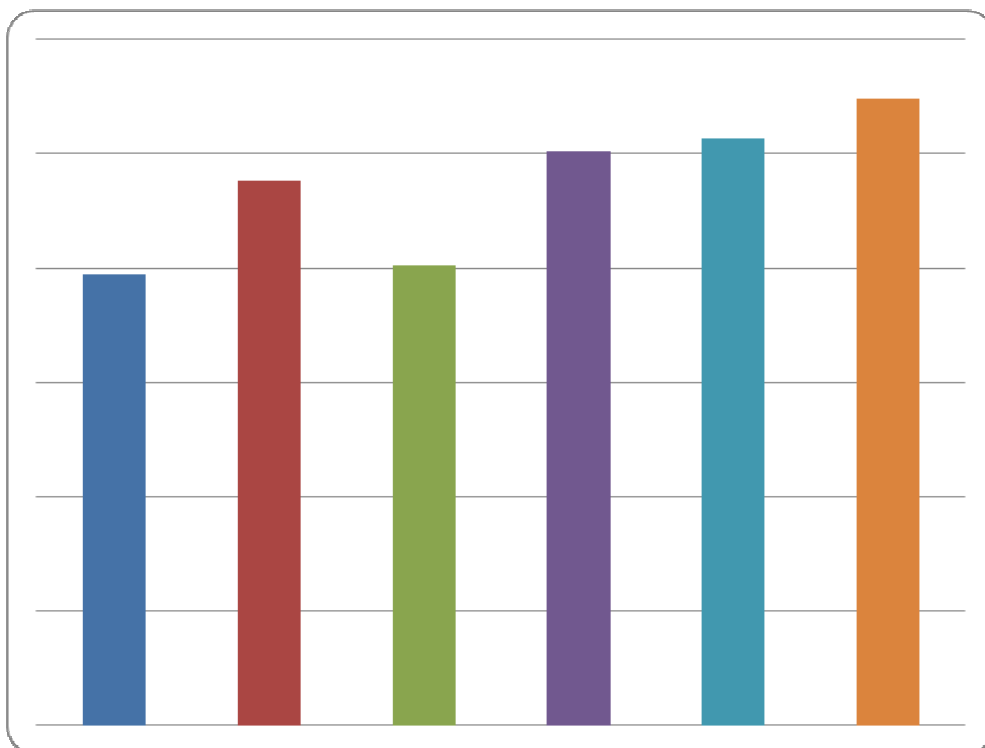
The committee approved the reduction of degree applicable units to 35 for purposes of program eligibility. Prior to this approval, students with up to 50 degree applicable units were considered for acceptance into the EOP&S program. The proposal to reduce that number to 35-40 is in alignment with other regional EOP&S programs and better targets first time college students.

Attending multiple colleges:

The committee approved to limit the number of concurrently enrolled colleges to one. A student may attend Citrus and one other college and enroll in a combined 12 units between both colleges. The student will be served in EOP&S at Citrus, if Citrus is designated as the student's primary college. This is determined by the financial aid office which requires the student to complete a Consortium Agreement. This form verifies that the student is only receiving financial aid at the primary school of attendance. Once the form is accepted by Citrus College's financial aid office, the EOP&S program may consider the student a full time student and serve them. EOP&S staff must also verify that the student is not receiving EOP&S services at the secondary campus.

CARE

Poor academic performance amongst CARE students may be a concern given trends from previous academic years. In the 2010-2011 academic year however, CARE students improved their academic performance with an average GPA of 2.71. It is expected this trend will persist as faculty and staff continues to connect students with support resources such as tutoring and study skills workshops. The following diagram represents the average GPA for all CARE students in a given term.



Student access to CARE services is a privilege and not an obligation. When comparing the number of students served in 2009-2010 (71) to those served in 2010-2011 (51), the program served 28% less students.

Although the eligibility requirements for CARE are the same, enforcement of the CARE contract has resulted in a reduction of the number of students participating in the program. Newer local policies have resulted in the dismissal of a total of 10 students from the program this academic year due to non-compliance. This is an improvement to the number dismissed in the previous year, which is 19. The number of students dismissed from CARE decreased by 52%. This serves as an indicator that students are taking advantage of the services and support offered through EOP&S/CARE and utilizing them to enhance their academic experience.

In addition, most students are completing CARE program requirements by seeking tutorial services. Because of tutoring, several of these students' GPAs rose significantly after the fall 2010 and spring 2011 semesters. This demonstrates that hard work, time and commitment to one's studies truly makes a difference. Fellow EOP&S students volunteered their time to provide tutoring three days a week in the EOP&S office. The subjects they tutored were English, math, biology, and chemistry.

The CARE Program at Citrus College provided the following services to 51 students during the 2010-2011 academic year.

- Academic and career counseling
- Personal counseling
- Book services for required textbooks
- CARE school supply packages
- Parking permits
- Gas cards
- Payment of non-BOG registration fees to include health fee, student services fee and lab fees
- Meal tickets

Chart 1

EOP&S Students by Ethnicity

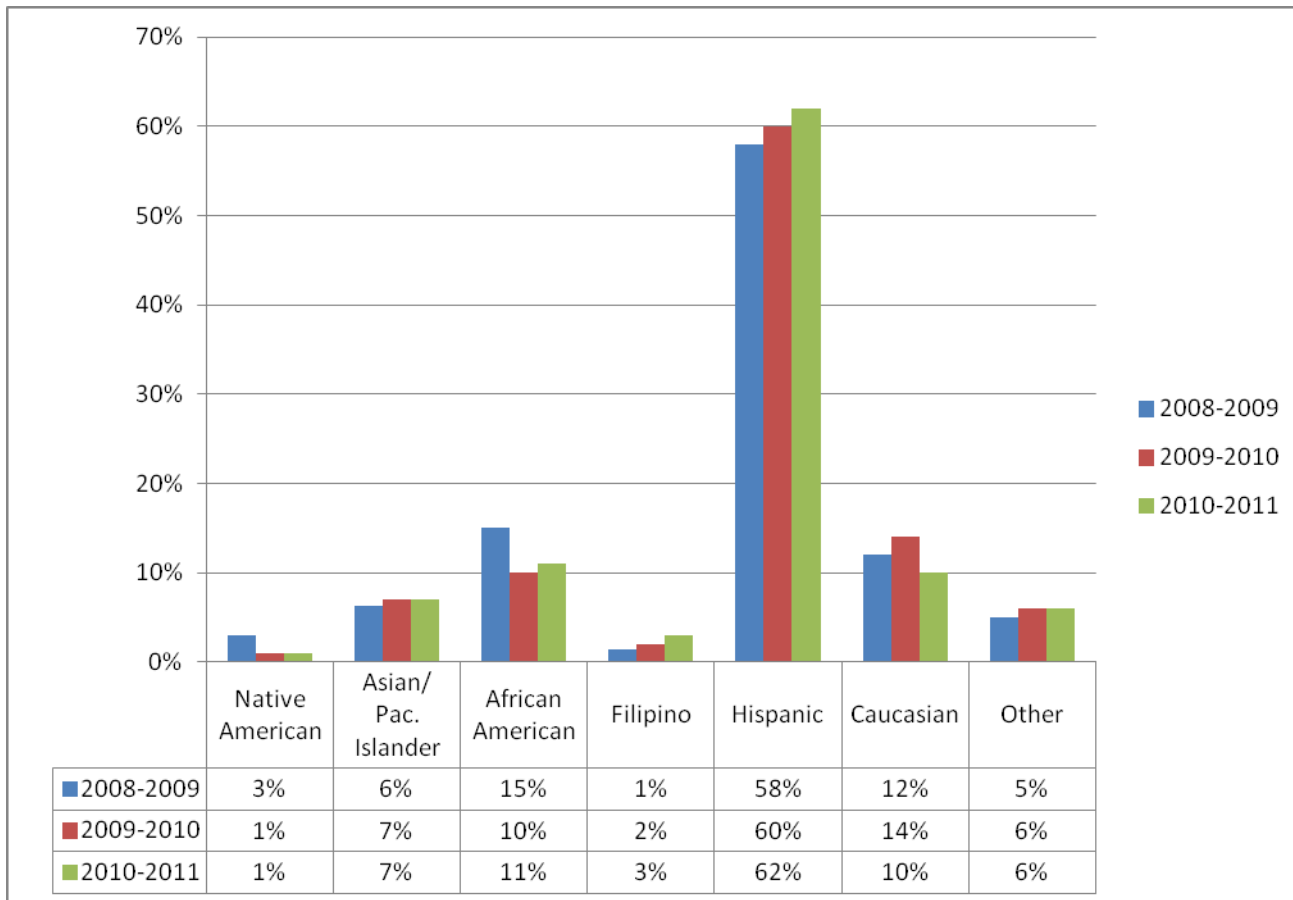


Chart 2

EOP&S Students by Educational Goal

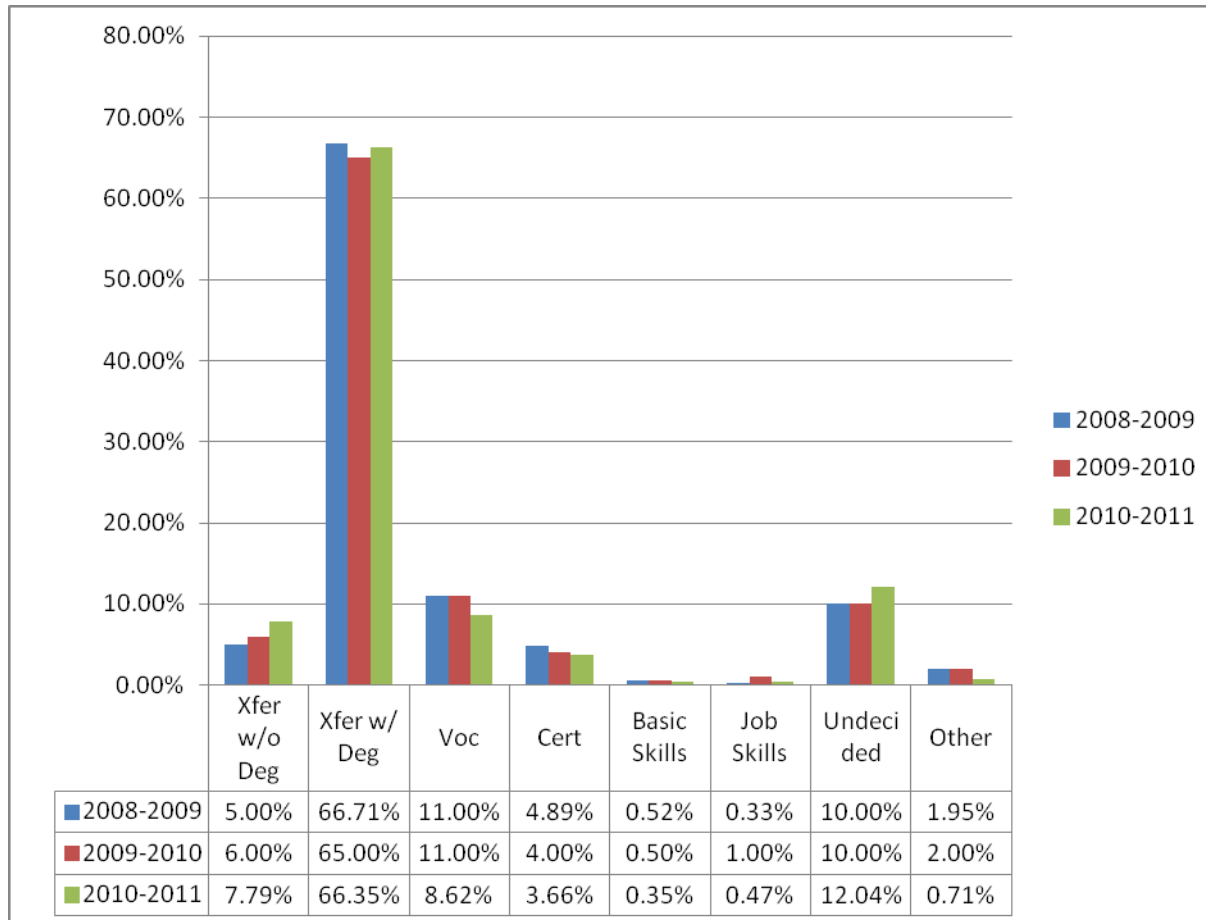
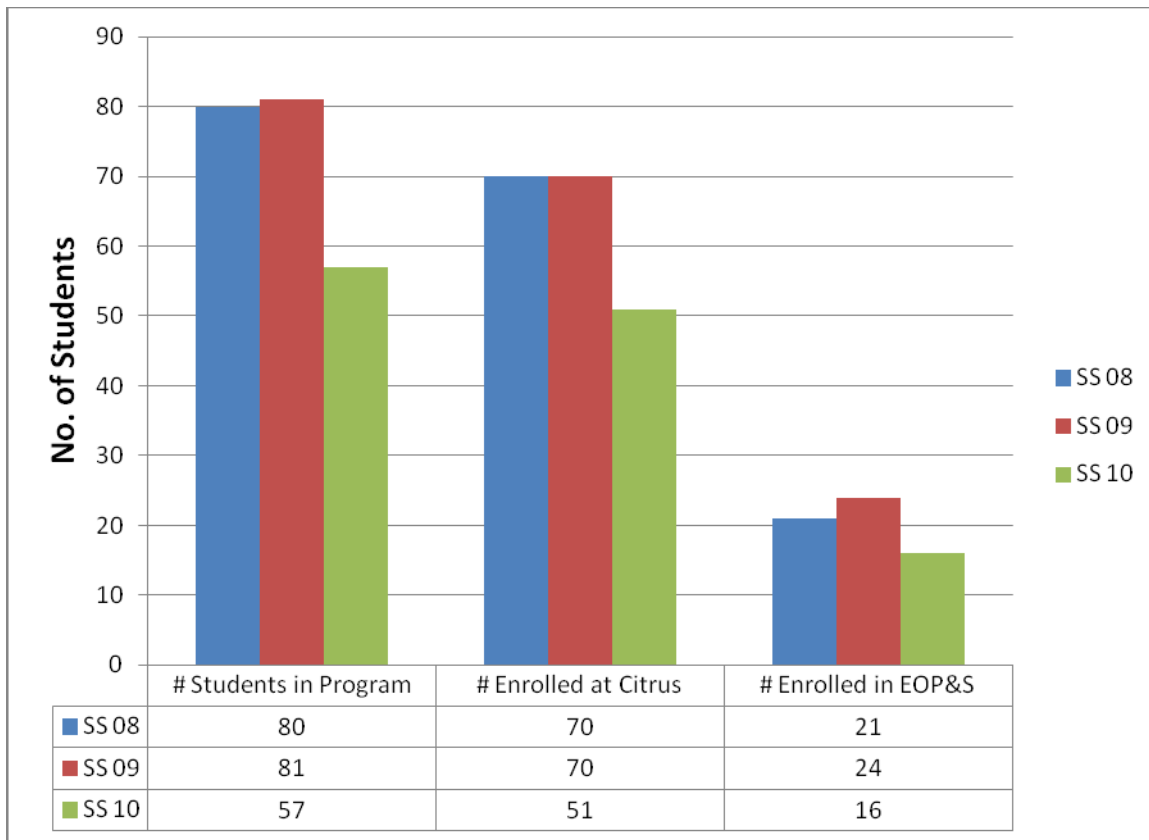


Chart 3

EOP&S Summer Bridge Program



Due to budget cuts, only two sections of COUN 160 were offered in summer 2010.



Student Services Program Plans – 2011-2012

Program: EOP&S/CARE

1. Please briefly describe the progress made on goals from 2010-1011

GOAL	Progress
<p>1. Common Database Work with the Dean of Counseling, Technology and Computer Services Chief Technology Officer, Student Services Program Coordinators and Director of Institutional Research to create a Student Services interface with Banner that will capture information required for EOP&S/CARE reports.</p> <p>2. Academic Performance Improve ways to increase student's academic performance by focusing on the following EOP&S services: 2a. Explore ways to increase attendance at student development workshops 2b. Create a probation program that will require more counseling contact and tutoring for EOP&S students on probation and/or facing dismissal.</p> <p>3. Use of Technology Create an EOP&S/CARE Facebook page so that students may access the latest program updates in a timely manner.</p> <p>4. Transfer Activities Focus on the improvement and development of transfer activities for EOP&S/CARE students. Explore how to build a transfer program that assists EOP&S/CARE students with the transfer process.</p>	<p>1. No new progress was made on completing this goal in 2010-2011. The magnitude of the goal, the shortage of staff, and the time required to make this happen has been a challenge. The key members should meet to revisit the steps needed to complete this project.</p> <p>2a. Discussions took place to address the attendance at the self development workshops among the director, counselors, advisor, and supervisor. It was agreed that the workshops should be a required component of the EOP&S probation program. This will begin in 2011-2012.</p> <p>2b. In 2010, EOP&S students on probation were contacted and informed that in order to continue to receive EOP&S services they would have to complete additional probation requirements in the semester. These requirements are 1) attend an Understanding Academic Probation workshop facilitated by EOP&S counselors, 2) attend a follow up probation appointment with an EOP&S counselor by the 9th week of the semester, and 3) complete a minimum of eight hours of tutoring and/or workshops before finals week. These additional requirements are over and above services for EOP&S probation students.</p> <p>3. The EOP&S/CARE and CalWORKs Facebook page launched in Spring 2011. At present day we have 116 friends.</p> <p>4. The EOP&S director, counselors, advisor and supervisor meet to plan transfer activities. Attempts were made to connect with local CSU's for campus tours and presentations tailored for EOP&S students, but due to a lack of staffing at the CSU's the tours were not completed. We will continue to work on completing this goal.</p> <p>In October, EOP&S hosted an "EOP application workshop" facilitated by a staff member from Cal Poly Pomona's EOP program. Fifteen students attended this workshop. In addition, students met with the EOP&S advisor to get assistance with the EOP application. The counselors wrote approximately 25 EOP letters of recommendation for students.</p>



Student Services Program Plans – 2011-2012

Program: EOP&S/CARE

2. New goals need to reflect both program review needs and accreditation priorities. Please include goals appropriate to your area from the Strategic Plan and the Educational Master Plan. Please include only new and/or revised activities, not routine items. Use the S.M.A.R.T. method of goal setting.

GOAL	Responsible Person	Due Date
1. Reinstate Peer Counseling (Educational Master Plan) <ul style="list-style-type: none"> • Hire one peer advisor that is receiving work-study by the start of the fall semester. 	Director and Supervisor	Sept. 1, 2011
	EOP&S Counselors	Mar. 1, 2012
2. Better Inform Students About Career Paths (Educational Master Plan) <ul style="list-style-type: none"> • Develop two career specific workshops for EOP&S/CARE students and offer them in the spring semester. 	Director and EOP&S Counselors	Sept. 1, 2011
3. Improve Student Persistence (Strategic Plan 2.3.2) <ul style="list-style-type: none"> • Create a probation caseload each semester for both EOP&S Counselors to ensure an easier method of following up with probation students to track their progress • Meet with DSP&S staff once a semester to continue collaborating in regards to EOP&S/DSP&S policies that impact student services in EOP&S. 	Director, EOP&S Counselors, and Supervisor	July 1, 2012

I. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 25)
- b. Authorization is requested to approve facility rentals and usage. (Page 27)
- c. Authorization is requested to approve A & B Warrants for September 2011. (Page 29)
- d. Authorization is requested to approve purchase orders for September 2011. (Page 31)

Academic Affairs

- e. Authorization is requested 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 28 through July 23, 2012. (Page 37)
- f. Authorization is requested to approve a field trip/tour for forty-eight (48) students from *MUS 126 Chamber Singers II* and *MUS 211 Citrus Singers Tour Ensemble (Pop)*, three (3) staff members, and one (1) sound operator/engineer to perform in Hawaii from June 15 through June 26, 2012. (Page 40)

(CONTINUED)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 44)
- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 47)
- i. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 50)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

Authorization is requested to approve the attached list of independent
contractor/consultant agreements as submitted.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – October 18, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Construction Testing & Engineering, Inc.	\$11,000.00max	Bond	4/6/11-12/31/11 <i>Revision</i>	Testing & Inspection Services East Restroom Building
<u>CHILD DEVELOPMENT CENTER</u>				
Beas, Paola	\$2,025.00max	Grant	10/18/11-6/30/12	Foster Care Ed
<u>CONTRACT EDUCATION</u>				
Carbone, Joseph	\$1,000.00max	Fees	11/11/11-11/13/11	Kenshu Music Business Instructor
DeSantis, Marco K.	\$600.00max	Fees	11/11/11-11/13/11	Kenshu Band Clinic Instructor
Leland Sklar Enterprises, Inc.	\$2,000.00max	Fees	11/11/11-11/13/11	Kenshu Bass Instructor
Squire, Barry	\$1,000.00max	Fees	11/11/11-11/13/11	Kenshu Talent Audition Instructor
Shiflett, Scott	\$600.00max	Fees	11/11/11-11/13/11	Kenshu Band Clinic Instructor
Verheyen, Carl William	\$2,000.00max	Fees	11/11/11-11/13/11	Kenshu Guitar Instructor
Wackerman, Charles August	\$2,000.00max	Fees	11/11/11-11/13/11	Kenshu Drum Instructor
<u>FINE AND PERFORMING ARTS</u>				
Chou, Yihsin	\$100.00max	District	10/19/11-6/30/12	Production Stage Manager
Goetz, John Douglas	\$500.00max	District	10/19/11-6/30/12	Director Services
Hall, Cecelia	\$500.00max	District	10/19/11-6/30/12	Director Services
Phelps-Webb, Cristin	\$4,500.00max	District	10/19/11-6/30/12	Musician Services
Stowells, Kelli	\$1,000.00max	District	10/19/11-6/30/12	Photography Services
Stratton, Summer	\$500.00max	District	10/19/11-6/30/12	Costume Design
Walker, James	\$1,000.00max	District	10/19/11-6/30/12	Musician Services
Wing, Greg	\$500.00max	District	10/19/11-6/30/12	Musician Services

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	
SUBJECT:	Facility Usage/Rentals	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. I.1.b. _____

**Use of Facilities
October 18, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
FLS International	Campus Center East	Host Family Pick Up	10/15/2011	\$300.00 plus additional labor if required
California Unified Taekwondo Association	Gym	Taekwondo Tournament	11/19/2011	\$1,550.00 plus additional labor if required
Wish Upon a Toy	S9 and V4 Parking Lots	Toy Drive/Car Show	12/3/2011	\$125.00 plus additional labor if required
Red Dragon Karate	Gym	Martial Arts Competition	12/4/2011	\$1,606.25 plus additional labor if required
FLS International	LB105, 202, 301, 302 & 306	Classes	1/3/12 thru 2/3/12	\$6,000.00 plus additional labor if required
Music Teachers Assn. of San Gabriel Valley	PA133	Piano Recitals	2/4/12, 4/7/12 and 6/9/12	\$625.00 plus additional labor if required
ITT Technical Institute	Performing Arts Center	Graduation Ceremony	3/30/12 & 6/29/12	\$4,000.00 plus additional labor if required
Centre Stage Dance Academy	Performing Arts Center	Dance Recital	6/22 & 6/24/12	\$3,725.00 plus additional labor if required
Red Dragon Karate	Performing Arts Center	Graduation & Awards	5/3 & 5/5/12	\$3,450.00 plus additional labor if required
Southern California Junior Bach Festival	PA133	Music Festival and Competition	5/20/2012	\$250.00 plus additional labor if required
Whitcomb High School	Campus Center	Graduation	6/5/2012	\$500.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X

BACKGROUND

A & B Warrants for September 2011. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for September 2011.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
September, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$2,036,003.42
GRANT AMOUNT PAID TO STUDENTS		\$3,135,640.19
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
182	C1B-C	\$1,588,109.09
1	243-C	\$1,318.00
25	250-N	\$21,229.72
316	C3B-C	\$472,174.64
424	C3B-N	\$277,542.90
144	V2D-C	\$309,911.54
10	V2D-N	\$8,840.46
2	255-C	\$3,464.64
6	255-N	\$2,972.96
2	257-C	\$886.04
5	257-N	\$2,339.31
2	264-C	\$661.95
11	264-N	\$4,256.81
327	C2C-N	\$1,442,003.71
1,457		\$4,135,711.77
ske		
10/13/2011		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders September 2011.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for September 2011.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.d. _____

9/1/2011 - 9/30/2011

PO Number	Vendor Name	Site	Description	Fund/Obj	Amount
12-18327	PRECEPT/BRIDGESTONE	9470	Blanket PO	59-9321	1,000.00
12-18458	Chipman Corporation	9375	Admin Bldg Renovation	42-5800	7,000.00
12-18643	WORLDWIDE ENVIRONMENTAL	3020	Service Smog Equipment	01-5800	5,095.00
12-18698	R & D BUSINESS INT.	9347	Furniture Set-up	01-5800	200.00
12-18774	R & R CUSTOM SIGNS	9375	Signage - Student Services	42-6400	6,860.98
12-18813	KI	9370	Furniture - Veteran's Center	41-6400	3,567.00
12-18814	COMMERCIAL A+ SERVICES	9040	Repair at M&O Main Sewer Line	01-5630	5,850.00
12-18832	Shutterstock Images LLC	9902	Subscription - Licensed Images	01-4300	1,000.00
12-18838	S & R SPORTS	0060	Antiwave Odyssey Goals	01-6400	4,244.83
12-18842	R.Y. RODRIGUEZ GARAGE EQUIPMENT	9190	Repairs at Fuel Station	01-5630	2,044.35
12-18844	Mono Machines Mail Processing Center	9250	Drop Box Safe	01-4300	176.07
12-18849	PATTERSON DENTAL	3370	Dental Equipment	01-6400	9,052.35
12-18870	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	134.27
12-18871	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	507.63
12-18872	Agon Swim	0060	Women's Water Polo Game Cap	01-4300	813.33
12-18873	Mono Machines Mail Processing Center	9250	Drop Box Safe	01-4300	125.06
12-18874	CLAREMONT CHAMBER OF COMMERCE	9220	2011 Spring Honor Roll List	01-5790	65.00
12-18875	GLENDORA CHAMBER OF COMMERCE	9220	2011 Spring Honor Roll List	01-5790	50.00
12-18876	DR globalDirect, Inc.	3070	Tutor Training DVD and Book	01-4300	574.41
12-18877	J H MITCHELL	9190	Multi-Weight Oil and Diesel Fuel	01-4360	1,675.35
12-18879	Mono Machines Mail Processing Center	9250	Drop Box	01-4300	179.44
12-18880	ERG International	9721	Furniture	71-6400	2,425.25
12-18881	J & J SPORTS	0060	Volleyball Shirts	01-4300	933.08
12-18882	DUARTE CHAMBER OF COMMERCE	9220	2011 Spring Honor Roll List	01-5790	55.00
12-18883	MONROVIA CHAMBER OF COMMERCE	9220	2011 Spring Honor Roll List	01-5790	125.00
12-18884	AZUSA CHAMBER OF COMMERCE	9220	2011 Spring Honor Roll List	01-5790	200.00
12-18885	SPORT & CYCLE TEAM ATHLETICS	0060	Women's Basketballs	01-4300	657.59
12-18886	Climatec Building Technologies	9040	Tech Support	01-5800	6,150.00
12-18887	CHRONICLE OF HIGHER EDUCATION	0250	Subscription	01-4300	82.50
12-18888	BUDDY'S ALL STARS, INC.	0060	Volleyball Gear	01-4300	776.45
12-18889	LAGUNA CLAY	0010	Clay supplies	01-4300	1,170.15
12-18890	GETINGE USA	0030	Autoclave Repair	01-5630	943.42
12-18891	SARGENT-WELCH SCIENTIFIC	0030	Physiology Supplies	01-4300	18.05
12-18892	COMMUNITY COLLEGE LEAGUE OF CA	9210	Board Policy Membership	01-4210	1,500.00
12-18893	GENERAL BINDING CORP	9320	Supplies	01-4300	79.69
12-18894	BLACKBOARD LEARNING SYSTEMS	3180	Blackboard-Additional Storage	01-5840	22,500.00
12-18895	TAMIS SYSTEMS, INC.	9190	Tamis Software Upgrade	01-5800	4,500.00
12-18896	THE SHREDDERS	9050	Blanket PO	01-5810	3,300.00
12-18897	SCHOOL OUTFITTERS	0010	Art Easel	01-4300	102.11
12-18898	GERMAN AUTO REPAIR	9240	Blanket PO	01-5630	4,000.00
12-18899	CCAR	3020	Online Training Courses	01-5800	199.00
12-18900	Kens Sporting Goods	0060	Football Supplies	01-4300	185.80
12-18901	CMS Magnetics, Inc.	9040	Magnets	01-4300	195.94
12-18902	Amazon.com Corporate Credit	0280	Supplies	01-4300	123.84
12-18903	Amazon.com Corporate Credit	0280	Boombox	01-6410	247.09
12-18905	COMPVIEW INC.	0281	LCD Projector	01-6400	3,399.53
12-18906	DIAL Communications	9190	Radio Equipment	01-6400	728.63
12-18907	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4300	879.79
12-18908	MIDNIGHT IMPRESSIONS	0060	Women's Soccer Attire	01-4300	2,727.45

9/1/2011 - 9/30/2011

PO Number	Vendor Name	Site	Description	Fund/Obj	Amount
12-18909	CHARLIE'S FENCE CO	9375	Restroom Building	42-6100	3,600.00
12-18910	CALIBER POOL & SPA SERVICE	9040	Pool - Chemical Controller	01-5800	625.00
				01-6400	3,150.00
12-18911	GLOBAL INDUSTRIAL EQUIPMENT	9110	Shelving	01-4310	160.82
12-18912	FISHER SCIENTIFIC	0311	Supplies	01-4300	2,009.38
12-18913	CAROLINA BIOLOGICAL SUPPLY	0030	Anatomy Supplies	01-4300	2,671.91
12-18914	KIMBLE CHASE LLC	0311	Supplies	01-4300	1,920.89
12-18915	LBI-Boyd Wallcoverings	9347	Markerboard	01-6400	348.00
12-18916	KELLY EQUIPMENT	9140	Brooms	01-4300	232.10
12-18917	R & D BUSINESS INT.	9250	Tall Stools	01-4300	169.11
12-18918	Shutterstock Images LLC	9220	Blanket PO	01-5800	800.00
12-18919	LOS ANGELES COUNTY OFFICE OF ED	9050	Annual JET Mail Services	01-5840	2,600.00
12-18920	R.F. MacDONALD CO.	9190	Boiler Room Parts	01-5630	1,190.90
12-18921	EATONS TIRE SERVICE	9240	Tire	01-5630	138.28
12-18922	PLAZA PRODUCE	9672	Supplies	01-4300	15.84
12-18923	PLAZA PRODUCE	9672	Supplies	01-4300	170.88
12-18924	ARTISTRY IN MOTION	9220	SS Building Dedication	01-4300	375.74
12-18925	POSTY CARDS	9220	Greeting Cards	01-4300	326.25
12-18926	GLENDORA WINDOW & SCREEN	9470	Screens Rescreened	59-4300	228.38
12-18927	HILLYARD INC	9270	Supplies	01-4300	3,149.75
12-18928	Lynch Sign Co.	9220	Banner	01-4300	255.56
12-18929	COSTCO WHOLESALE	9300	Microwave	01-4300	152.24
12-18930	R & D BUSINESS INT.	3040	Chair Casters and Labor	01-4300	524.18
12-18931	Catering by Herach and Ara	9344	Refreshments	01-5800	1,304.61
12-18932	NEW READERS PRESS SUBSCRIPTION DEPT	3070	Subscription	01-4300	29.38
12-18933	TRAVERS	3020	Supplies	01-4300	240.48
12-18934	STAMP OUT	9260	Rubber Stamp	01-4300	27.18
12-18935	RESOURCE BUILDING MATERIALS	9195	Supplies for Athletic Fields	01-4300	908.67
12-18936	Metropolitan West	9375	SS - Window Film - 2nd Floor	42-5800	1,191.00
12-18937	OWL CAFE	9099	Scholarship Reception Food	01-4300	5,277.79
12-18938	R & D BUSINESS INT.	9230	Furniture Assembly	71-5800	450.00
12-18939	GRAINGER INC	3020	Casters for Auto Lab	01-4300	144.94
12-18940	LIBRARY STORE	9320	Supplies	01-4300	195.81
12-18941	Haworth Inc.	9375	Furniture - Student Services	42-6400	885.23
12-18942	WIZEHIVE, PIVOTPOINT SOFTWARE	9099	Annual Maintenance	01-5800	4,450.00
12-18943	Denault Commercial Hardware	9270	Cleaning Supplies	01-4300	1,424.36
12-18944	Troxell Communications, Inc	9375	LCD Projector	42-5800	950.00
				42-6400	1,227.79
12-18945	ESCAPE TECHNOLOGY	9250	Annaul Software	01-5810	7,500.00
12-18946	DIESEL EXHAUST & EMISSIONS	9240	Cleaning Filter Bus #96	01-5630	481.19
12-18947	SNOWDEN ELECTRIC COMPANY, INC.	9040	Service Agreement	01-5810	12,300.00
12-18948	OWL CAFE	9360	Food for Convocation	01-4300	2,885.32
12-18949	MUSIC THEATRE INTERNATIONAL	0010	Performance/Rental Fees	01-4300	448.13
				01-5880	550.00
12-18950	HAWK LABELING SYSTEMS	9100	Cartridges	01-4300	143.05
12-18951	BURMAX CO INC	3040	Supplies	01-4300	196.51
12-18952	MARINA MUSIC SERVICE	0280	Music Charts for Big Band	01-4300	319.28
12-18953	PRESTIGE GOLF CARS	9070	Brake Supplies	01-4300	192.01
12-18954	The Original Mic Shield Co.	0280	Microphone Supplies	01-4300	177.31

9/1/2011 - 9/30/2011

PO Number	Vendor Name	Site	Description	Fund/Obj	Amount
12-18955	Dell Computer Corp	3370	Computer - VTEA Dental	01-6400	4,660.59
12-18956	TARGET CORPORATION	3070	Games for ESL Lab	01-4300	34.97
12-18957	INDENTIFICATION & SECURITY	9012	Supplies	01-4300	1,634.51
12-18958	KENDOR MUSIC, INC.	0280	Music Charts for Big Band	01-4300	532.00
12-18959	CDW-G	9010	Supplies	01-4300	102.05
12-18960	Kens Sporting Goods	0060	Football Attire	01-4300	707.49
12-18961	JEFF'S SPORTING GOODS	0060	Women's Softball Attire	01-4300	1,875.65
12-18962	Directory Solutions	9375	SS - Touch Screen Directories	42-6400	12,386.20
12-18963	Secure AV International	9140	Supplies	01-4300	811.25
12-18964	Monographics	3531	Shirts	01-4300	979.84
12-18965	VIRCO MFG. CORPORATION	9250	Classroom Furniture	01-4300	836.85
12-18966	Lester A. Dine, Inc.	3370	VTEA CTE - Dental Equipment	01-6400	3,936.75
12-18967	Troxell Communications, Inc	3370	Smart Panel System	01-6400	11,498.31
12-18968	Freestyle Photographic Supply	3260	Photo Lab Fee Supplies	01-4300	4,093.27
12-18969	Powell Camera Shop	3260	Photo Lab Fee Supplies	01-4300	1,251.93
12-18970	Association of California Nurse Leaders	3200	COADN Director's Registration	01-5220	235.00
12-18971	THE SHREDDERS	0309	Blanket PO	01-5810	500.00
12-18972	CLEAN SOURCE	9270	Supplies	01-4300	2,083.63
12-18973	HOME DEPOT	0010	Miter Saw & Drills	01-4300	593.78
12-18974	The Bookmasters Group	0310	Reference Books for Library	01-4300	90.50
12-18975	PATTERSON DENTAL	3050	Dental Equipment	01-6400	1,688.13
12-18976	R & D BUSINESS INT.	0280	Instructor Stool - PA192	01-4300	243.04
12-18977	ALL ABOUT BOOKS	3120	Book Giveaway	33-4300	137.93
12-18978	SCHOLASTIC INC.	3120	Book Giveaway	33-4300	128.47
12-18979	CALLAWAY GOLF	9470	Range Balls	59-4300	13,457.81
12-18980	Emerson Network Power	9040	Supplies	01-4300	530.26
12-18981	CCCCIO	9170	CIO Conference Registration	01-5200	315.00
12-18982	3C4A EVANS RODERICK	9151	Registration Fees	01-5200	125.00
12-18983	Amazon.com Corporate Credit	9100	Desktop upgrade TeCS	01-4300	785.02
12-18985	FILMS MEDIA GROUP	3160	Av Media	01-6300	474.40
12-18986	Follett Library Resources	3160	AV Media	01-6300	498.51
12-18987	Remote Support, Inc	3160	AV Supplies	01-4300	41.37
12-18988	PBS Video	3160	AV Media	01-6300	173.88
12-18989	Union Electric Distributors	3160	AV Supplies	01-4300	402.38
12-18990	Amazon.com Corporate Credit	0060	Supplies	01-4300	165.26
12-18991	CDW-G	3160	AV Equipment	01-6400	882.62
12-18992	VICTORY CUSTOM ATHLETIC	0060	Baseballs	01-4300	2,127.69
12-18993	PHARMEDIX	9160	Medications	01-4300	1,029.76
12-18994	EL-REY APPLICATIONS	0060	Painting Basketball Keys	01-5630	390.00
12-18995	INNOVATIVE INTERFACES, INC.	9260	Maintenance Agreement	01-5810	23,196.00
12-18996	CDW-G	9260	Supplies	01-4300	1,067.38
12-18997	Butte-Glenn Community College CCC	9100	Blanket PO	01-5840	12,896.89
12-18998	COMPVIEW INC.	3160	AV Supplies	01-4300	53.29
12-18999	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4300	4,606.92
12-19000	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	70.16
12-19001	Tom's Truck Parts	3020	Part for Diesel Program	01-4300	136.06
12-19002	CCCAOE	3370	Conference Registration	01-5220	395.00
12-19003	BURMAX CO INC	3040	PO for Cosmetology Equipment	01-6400	2,144.86
12-19004	GRAPEVINE DESIGNS	9099	Shirts	01-4300	126.38

9/1/2011 - 9/30/2011

PO Number	Vendor Name	Site	Description	Fund/Obj	Amount
12-19005	Sunwest Electric Inc.	3370	VTEA Network Wiring	01-5800	12,684.60
12-19006	Foremost Equipment	3370	VTEA Equipment-EMT	01-6400	744.94
12-19007	DEPARTMENT OF SOCIAL SERVICES	3120	Licensing Fee	33-5880	1,760.00
12-19008	VWR SCIENTIFIC	0030	Microbiology Supplies	01-4300	337.82
12-19009	LEARNING RESOURCES NETWORK	3340	Enrollment Fee	39-5800	247.50
12-19010	MOVIES UNLIMITED	3160	AV Media	01-6300	228.41
12-19011	Jugs Sports	0060	Pitching Machine	01-6400	1,590.78
12-19012	R & D BUSINESS INT.	9250	Blanket PO	01-5800	1,200.00
12-19013	R & D BUSINESS INT.	9375	Blanket PO	42-5800	1,200.00
12-19014	Dell Computer Corp	9260	Barcode Scanner	01-6400	246.11
12-19016	MARKERTEK VIDEO SUPPLY	0281	Replacement Computer Part	01-4300	394.41
12-19017	GOODSON SHOP SUPPLIES	3020	Supplies	01-4300	1,296.14
				01-6400	1,107.46
12-19018	MALMARK INC	0280	Bell Gloves	01-4300	248.81
12-19019	VIRCO MFG. CORPORATION	0280	Folding Chairs	01-6400	1,998.28
12-19020	Union Electric Distributors	3160	AVSupplies	01-4300	390.38
12-19021	The Original Mic Shield Co.	9902	Microphone Supplies	01-4300	177.31
12-19022	KENDOR MUSIC, INC.	0280	Music charts	01-4300	106.88
12-19023	B & H Photo Video	0280	Digital Camera	01-6410	2,294.46
12-19024	Other World Computing	0281	Supplies	01-4300	270.33
12-19025	CSI FULLMER	9010	Office Chair	01-6400	456.75
12-19026	West Point Refrigeration	9230	Blanket PO	52-5630	5,000.00
12-19027	American Cash Register	9230	Blanket PO	52-5630	2,000.00
12-19028	GLOBAL ELECTIC MOTORCARS	9430	Repair Parts	01-4300	176.18
12-19029	TICKET ENVELOPE CO.	9030	Supplies	01-4300	1,368.08
12-19030	EDUCATION TO GO	9330	Enrollment Fees	39-5800	240.00
12-19031	CAREER STEP, LLC	9330	Enrollment Fees	39-5800	1,009.95
12-19032	WELDON, WILLIAMS & LICK, INC.	9030	Ticket Stock	01-4300	2,361.20
12-19033	RUBBER MFG ASSOCIATION	3020	Safety Guides	01-4300	275.35
12-19034	EJAZZLINES.COM	0280	Music Charts	01-4300	488.13
12-19035	I.E.S.	9230	Blanket PO	52-6400	1,000.00
12-19036	WALRUS MUSIC PUBLISHING	0280	Music Charts	01-4300	1,358.90
12-19037	3 Wire	9230	Blanket PO	52-6400	2,000.00
12-19038	BALANCE BODY	0282	Supplies	01-4300	180.50
12-19039	LEARNING RESOURCES NETWORK	3340	Enrollment Fee	39-5800	147.50
12-19040	CDW-G	0010	Monitors	01-6400	445.77
12-19041	PLAZA PRODUCE	9347	Supplies	01-4300	37.05
12-19042	Power Testing and Energization	9370	Switchgear Replacement	41-5800	25,521.00
12-19043	SunGard DegreeWorks	9100	Conference Registration	01-5200	410.00
12-19044	BLAKE PAPER COMPANY	9220	Party Supplies	01-4300	312.11
12-19045	Kens Sporting Goods	0060	Football Attire	01-4300	3,798.04
12-19046	Spicers Paper Inc	9250	Paper - Warehouse Stock	01-4300	330.60
12-19047	JEFF'S SPORTING GOODS	0060	Softball Attire	01-4300	708.18
12-19048	Eastbay	0060	Backpacks	01-4300	553.14
12-19049	Kens Sporting Goods	0060	Football Uniforms	01-4300	1,193.73
12-19050	J & J SPORTS	0060	Soccer Shirts	01-4300	185.96
12-19051	ENTERPRISE RENT-A-CAR	9240	Rental Car	01-5880	91.27
12-19052	ARROW PARKING	9040	Aphalt at S2	01-5630	995.00
12-19053	STAMP OUT	9260	Supplies	01-4300	71.61

9/1/2011 - 9/30/2011

PO Number	Vendor Name	Site	Description	Fund/Obje	Amount
12-19054	CSUS/CSFPA	3120	Registration for Conference	33-5220	175.00
12-19055	D3 SPORTS INC	0060	Supplies	01-4300	2,300.06
12-19056	D & D Sporting Goods	0060	Sports Polo Shirts	01-4300	172.89
12-19057	Just Lab Coats	0030	Supplies	01-4300	83.01
12-19058	Augusoft Inc	9330	Annual Subscription Fee	39-5840	10,000.00
12-19059	Apple Inc	0280	Computer	01-6410	2,032.01
12-19060	Apple Inc	0010	Computers	01-6400	2,916.68
12-19061	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	5,244.90
12-19062	Digital Networks Group, Inc.	9672	Mediasite Software	01-5800	8,992.83
Total			Total	201	407,427.72

Fund Summary

Fund	Description	PO Cou	Amount
01	General Fund	173	301,630.73
33	Child Development Fund	4	2,063.47
39	Community Education	5	11,644.95
41	Capital Outlay Projects Fun	2	29,088.00
42	Revenue Bond Construction F	8	35,301.20
52	Cafeteria Fund	4	10,000.00
59	Golf Driving Range	3	14,686.19
71	Associated Student Trust Fu	2	2,875.25

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	
SUBJECT:	Instrumental Music Field Trip/Tour June 28 – July 23, 2012	Information	
		Enclosure(s)	X

BACKGROUND

This year the instrumental music program will be touring Hawaii from June 28 – July 23, 2012. While in Hawaii, the *MUS 228 Blue Note Swing Orchestra*, as well as *MUS 150 Night Shift* will be performing at the Hyatt Regency Hotel, Maui. Students perform 6-8 hours each day at various venues throughout the hotel and grounds. These travel opportunities give our students the opportunity to experience the reality of a touring musician's life. This unique, intense performance schedule hones their skills as musicians and helps to develop them as professionals.

The tour is funded by four (4) separate sources:

- 1) Performance fees generated by various ensemble events during the year;
- 2) Ticket sales from instrumental music performances at the Haugh Performing Arts Center, such as Battle of the Big Bands;
- 3) Donations; and
- 4) The annual Kenshu program developed and implemented by faculty/staff and students.

Family and chaperones will pay for their own expenses separately from our ASO tour account.

This item was prepared by Robert Slack, Dean of Fine and Performing Arts and Denise Mitchell, Secretary for Fine & Performing Arts.

RECOMMENDATION

Authorization is requested 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 28 through July 23, 2012.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ I.1.e. _____

Estimated Budget
INSTRUMENTAL MUSIC
2012 HAWAII TOUR

Airline Tickets for students/staff

Airline: 39 students / 6 staff x \$654	\$29,430.00
Baggage charges LAX to Maui (45 @ \$25.00)	\$1,125.00
Baggage charges Maui to LAX (45 @ \$25.00)	\$1,125.00
Estimated additional equipment shipping charges	<u>\$1,200.00</u>
	\$32,880.00

Per Diem (\$20 x 26 days x 38 students) \$19,760.00

Additional Expenses \$2,000.00
(Prep for tour, equipment, supplies & costumes)

Publicity/Promotion \$4,200.00

Additional Meals \$5,000.00

Tips, Parking, Internet & Phone \$1,500.00

Ground Transportation \$1,700.00

Band & Staff Excursions \$6,500.00

Car Rental \$3,000.00

ESTIMATED GRAND TOTAL: **\$76,540.00**

PROPOSED HAWAII TOUR LIST
Instrumental Music
June 28 – July 23, 2012

Students

1. Aguinaga, Raul
2. Ando, Kohei
3. Avila, Miriah
4. Baiseri, Alexander
5. Barraza, Edward
6. Bustamante, Vanessa
7. Carter, Dametrius
8. Clark, Jessica
9. Corza, Sarah
10. Cruz, Ulises
11. Doniza, Daniel
12. Elias, Carlos
13. Espinoza, Estuardo
14. Ferrer, Joshua
15. Flores, Paul
16. Flores, Salvador
17. Gutierrez, Chantylle
18. Jeon, Boyeon
19. Jorge, Nathaniel
20. Lopez, Daniel
21. McCloud, Rondrequel
22. McCormick, Lynette
23. McPherson, Curtis
24. Moreno, Roberto
25. Ortiz, Hayden
26. Pfirman, Melanie
27. Reyes, Andrew
28. Salazar, Gloria
6. .

29. Sandate, Tatiana
30. Shore, Ryan
31. Smith, Daniel
32. Tanaka, Ai
33. Udave, Nolberto
34. Valletti, Sergio
35. Veilleux, Benjamin
36. Vista, Russell
37. Williams, Jacob
38. Wolford, Michael
39. To be named

Staff

1. Le Brun, Michael
2. Munoz, Gino
3. Slack, Robert
4. Waddington, Alan
5. Volonte, Daniel
6. To be named

Chaperones – dates to be determined

1. Slack, Joanne
2. Rabitoy, Eric and Linda
3. Rubin, Matt & Jackie
4. Bollinger, Michael
5. Perri, Dr. Geraldine M

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	
SUBJECT:	Vocal Music Field Trip/Tour June 15 – June 26, 2012	Information	
		Enclosure(s)	X

BACKGROUND

This June, the members of the Citrus Singers from *MUS 126 Chamber Singers II* and *MUS 211 Citrus Singers Tour Ensemble (Pop)* will be traveling to Hawaii from June 15 – June 26, 2012. While in Hawaii, they will perform concerts and participate in guided sightseeing tours in various locations on the island of Maui. Additionally, they will have the opportunity to experience the Lahaina Ka'anapali Sugar Cane Train, Maui Tropical Plantation, Molokini Crater and Premier Maui Snorkeling, U'lalena at The Maui Theatre, and the Maui Ocean Center Hawaiian Aquarium. This is an exclusive opportunity for a group of exemplary young people to flourish and grow to become future leaders in the music industry.

The tour is funded by four (4) separate sources:

- 1) Performance fees generated by various ensemble events during the year;
- 2) Ticket sales from Citrus Singer performances at the Haugh Performing Arts Center, such as Christmas Is;
- 3) Donations; and
- 4) Student Financial Contribution.

Chaperones will pay for their own expenses separately from our ASO tour account. A complete list of chaperones will be submitted prior to the tour.

This item was prepared by Douglas Shrope (Austin), Director of Citrus Singers and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for forty-eight (48) students from *MUS 126 Chamber Singers II* and *MUS 211 Citrus Singers Tour Ensemble (Pop)*, three (3) staff members, and one (1) sound operator/engineer to perform in Hawaii from June 15 through June 26, 2012.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ I.1.f. _____

Estimated Budget
CITRUS SINGER
HAWAII PERFORMANCE TOUR 2012

Airline Tickets for students/staff

Airline: 48 students / 4 staff x \$750	\$39,000.00	
Baggage charges LAX to Maui (52 @ \$25)	\$1,300.00	
Baggage charges Maui to LAX (52 @ \$25)	\$1,300.00	
	\$41,600.00	\$41,600.00

Per Diem

Students - (\$35 x 48 x 12 days)		\$20,160.00
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Services

Sound Engineer (\$150 x 12 x 1)		\$1,800.00
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Hotel Accommodations

16 rooms x 11 nights & \$175 per room		\$30,800.00
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Student Grants

Student Director	\$200.00	
Tour Manager	\$200.00	
Equipment Manager	\$200.00	
Transportation Manager	\$200.00	
Student Choreographer/Dance Captain	\$100.00	
	\$900.00	\$900.00

Additional Expenses

(Prep for tour, equipment, supplies & costumes)		
Equipment & Wardrobe shipping costs to and from Hawaii	\$5,200.00	
Equipment expense-storage room/repair/porterage	\$500.00	
Performance set-up (2 hotel men/union @ \$20 per day (\$40 x 12)	\$480.00	
Dry cleaning of all costumes upon return (48 x \$15)	\$720.00	
	\$6,900.00	\$6,900.00

Additional Meals

Final dinner for third year students (18 @ \$55)	\$990.00	
Final awards breakfast (52 @ \$55)	\$1,300.00	
	\$2,290.00	\$2,290.00

Tips, Internet and Phone

Hotel tips - maids (\$1 per day per student) (\$48 x 11 nights)		\$528.00
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Ground Transportation

15-Jun-12	\$1,000.00	
Two buses to airport/truck/equipment/porterage/tips		
Two buses to hotel/truck/equipment/porterage/tips		
Hotel porterage (luggage) equipment room (expense)		
26-Jun-12	\$1,000.00	
Two buses to airport/truck/equipment/porterage/tips		
Hotel porterage (luggage) equipment room (expense)		
Two buses to college/truck/equipment/porterage (equipment) tips	<u> -</u>	
	\$2,000.00	\$2,000.00

Band & Staff Excursions

Lahaina Ka'anapali Sugar Cane Train Ride (50@ \$25)	\$1,250.00	
Maui Tropical Plantation Tour (50@ \$14)	\$700.00	
Molokini Crater and Premier Maui Snorkeling (50@ \$90)	\$4,500.00	
U'lalena at The Maui Theatre (50@ \$40)	\$2,000.00	
Maui Ocean Center Hawaiian Aquarium (50@ \$25)	<u>\$1,250.00</u>	
	\$9,700.00	\$9,700.00

Auto Expense

Vans (rental, gas, parking and valet)		\$5,100.00
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Miscellaneous

Estimated entertainment expense of VIPs and hotel personnel gifts	\$800.00	
Estimated cost per day miscellaneous (12 @\$200)	\$2,400.00	
Estimated medical expenses	<u>\$900.00</u>	
	\$4,100.00	\$4,100.00

ESTIMATED EXPENSES \$125,878.00

Student co-pay (48 students @\$400) -\$19,200.00

FINAL ESTIMATED EXPENSES \$106,678.00

PROPOSED HAWAII TOUR LIST

Vocal Music

June 15 – June 26, 2012

Students

1. Alfred, Nathan
2. Alvarado, Bertha
3. Bailey, Eric
4. Barnard, Jarred
5. Bondoc, Zachary
6. Brown, Kristina
7. Brown, Marcel
8. Cacho, Maelyn
9. Croce, Michelle
10. Dauwalder, Emily
11. Davis, Alexis
12. Delgado, Jadie
13. Droegemueller, Max
14. Eredia, Patricia
15. Gasio, Kevin
16. Graves, Essence
17. Hernandez, Marcos
18. Holder, Garrison
19. Holder, Stephenson
20. Jett, Gayle
21. Lalli, Olive
22. Lee, Amanda
23. Limon, Andrew
24. May, Andy
25. Morgan, Lottie
26. Naranjo, Richard
27. Nevarez, Christopher
28. Nieves, Audrey
29. Norwood, Tyrell
30. Parker, Joseph
31. Peter, Heather
32. Petit Frere, Dominique
33. Petit Frere, Pierre
34. Reyes, Daniel
35. Rodriguez, Andrew
36. Sanchez, Brittany
37. Sanjenis, David
38. Skorupski, Jessica
39. Smith, Garrett
40. Spindola, Beda
41. Tangermann, Brittany
42. Tija, Milanda
43. Villarreal, Shannon
44. Williams, Andreece
45. Instrumental student to be named
46. Instrumental student to be named
47. Instrumental student to be named
48. Instrumental student to be named

Staff

1. Langford, Bruce
2. Munoz, Gino
3. Shrope (Austin), Douglas

Sound operator/engineer

1. Keslake, Gregory

Chaperone – dates to be determined

1. Perri, Dr. Geraldine M.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 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. _____ I.1.g. _____

**ACADEMIC EMPLOYEES
FALL 2011 ADJUNCT
OCTOBER 18, 2011**

Name	Department/Discipline	Placement	LHE Rate
Javier, Angela*	Nursing	1-1	\$1,025
Wozencroft, Paulette*	Nursing	1-1	\$1,025

* NOTE - Start date 10/23/2011

**ACADEMIC EMPLOYEES
SPRING 2012 ADJUNCT
OCTOBER 18, 2011**

Name	Department/Discipline	Placement	LHE Rate
Singer, Alexander	Music	4-1	\$1,183

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.h. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
OCTOBER 18, 2011**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Burruel, James	Custodial Supervisor	Temporary Upgrade	Custodial		100%	10/7/11	10/21/11	8-1 (7-1+1A)	\$4,648.00
Michel, Francisco	Food Service Supervisor	Temporary Upgrade	Food Services		100%	10/17/11	11/7/11	9-1 (8-1+1A)	\$4,878.00
Shuy, Steven	Information Technology Support Specialist I	Employment	TeCS		49%	10/19/11		37-1	\$1,823.29

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
OCTOBER 18, 2011**

Name	Classification	Department	Reason	Date(s) of Separation	
Hinrichsen, Greg	Director of Performing Arts	Performing Arts	Retirement	12/31/11	
Wharton, Mary	Financial Aid Coordinator	Financial Aid	Retirement	12/31/11	(Revised)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 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. _____ I.1.i. _____

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 18, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Beatty, David	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$100/tl.
Berroteran, Jose	Instructional Aide II	Provides tutorial assistance, proctor homework, tests or learning simulations	Math	10/5/11	12/31/11	17-1	\$13.10/hr.
Diez, Aracely	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	10/19/11	12/31/11	31-1	\$18.51/hr.
Greenberg, Kyle	Administrative Clerk III	Provide campus club and advisor development	Student Activities	10/19/11	12/31/11	26-1	\$16.36/hr.
Hoehne, William	Stipend	Instrumental Services Orchestra for "Christmas Is...."	Music	11/10/11	11/21/11		\$4100/tl.
Lebrun, Michael	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$750/tl.
McCarns-Yolland, Jon	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$300/tl.
Mixson, Vonetta	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$600/tl.
Molina, Carlos	Recruiter	Provide outreach to schools and community	School Relations and Outreach	10/19/11	12/31/11	33-1	\$19.45/hr.
Munoz, Gino	Stipend	Instrumental Services Orchestra for "Christmas Is...."	Music	11/10/11	11/21/11		\$500/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 18, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Patino, Cynthia	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	10/19/11	12/31/11	31-1	\$18.51/hr.
Rashidi, Waleed	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$600/tl.
Silva, Dan	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$350/tl.
Sushel, Michael	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$400/tl.
Waddington, Alan	Stipend	Japanese Kenshu	Contract Training	11/11/11	11/13/11		\$3000/tl.
Waugh, Christine	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	10/19/11	12/31/11	31-1	\$18.51/hr.

CLASSIFIED EMPLOYEES
 SHORT-TERM, HOURLY,
 SUBSTITUTES
 OCTOBER 18, 2011

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Lopez, Ivan G.	Guest Relations Assistant	Assist as needed	Facility Rentals	10/19/11	12/31/11	10-1	\$11.02/hr.

ADDENDUM

**PROFESSIONAL EXPERT
October 18, 2011**

Name	Classification	Department	Begin	End	Rate
Brenes, Laura	Instrumental Services: Pre-recording for "Christmas Is..." orchestra	Fine & Performing Arts	11/03/11	11/03/11	\$600.00/Ttl.
Stetson, Stephanie	Instrumental Services: Pre-recording for "Christmas Is..." orchestra	Fine & Performing Arts	11/03/11	11/03/11	\$600.00/Ttl.
Newman, Nancy	Instrumental Services: Pre-recording for "Christmas Is..." orchestra	Fine & Performing Arts	11/03/11	11/03/11	\$600.00/Ttl.
Kerr, William	Instrumental Services: Pre-recording for "Christmas Is..." orchestra	Fine & Performing Arts	11/03/11	11/03/11	\$600.00/Ttl.

I. ACTON (continued)

2. Authorization is requested to approve the new courses, modified courses, inactivated courses and inactivated programs. (Page 55)
3. Authorization is requested to approve the employment of Mr. Pablo Weaver as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 2, Step 1 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,813.00 annually (pro rated) plus \$9,211.09 in health and statutory benefits. (Page 59)
4. Authorization is requested to approve the District's Initial Proposal to CCFA, and to present it to the Association. (Page 60)

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

J. ADJOURNMENT

Dates to remember:

October 26, 2011	Super Chamber Mixer
November 3, 2011	Saluting Our Veterans
November 11, 2011	HOLIDAY – <i>Veteran's Day</i>
November 15, 2011	Board of Trustees Meeting (<i>only one meeting in November</i>)
November 16, 2011	Annual Thanksgiving Buffet
November 24-25, 2011	HOLIDAY – <i>Thanksgiving</i>
December 6, 2011	Board of Trustees Reorganizational Meeting (<i>only one meeting in December</i>)
December 8, 2011	CSEA Dessert Buffet
December 14, 2011	Superintendent/President's Holiday Reception

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	
SUBJECT:	Approval of New Courses, Modified Courses, Inactivated Courses and Inactivated Programs	Information	
		Enclosure(s)	X

BACKGROUND

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

This list represents work completed by the Curriculum Committee and college faculty on September 22, 2011.

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

RECOMMENDATION

Authorization is requested to approve the new courses, modified courses, inactivated courses and inactivated programs.

Irene Malmgren
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.2.

NEW COURSES

Subject Identifier	No.	Course Title	Justification
MUS	254	Jazz Improvisation II	An extension of the knowledge learned in the first section.
NC	501	Basic Life Skills for Developmentally Disabled Adults	The course was created for an underrepresented student population that is not served elsewhere in the community and addresses a need for programs designed specifically for disabled students. The course provides disabled students with the basic life skills needed to fully participate in the community.
NC	626	Floral Design I	The vocational course was designed to provide a student with a basic understanding of the art of floral design. The course provides the student with the knowledge and skill set necessary to obtain an entry level position at a floral shop.

MODIFIED COURSES

Subject Identifier	No.	Course Title	Justification
AUTO	167	Automotive HVAC Service, Diagnosis & Repair	Update SLOs and Objectives
AUTO	291	Engine Performance Enhancements and Tuning	Change to pre-requisite(s) to reflect/match changes elsewhere in Automotive Technology curriculum. No changes to course itself.
MUS	154	Jazz Improvisation I	Update
MUS	217	Chamber Winds I	SLO Language Update; Remove Co-Reqs; Course Outline Update
MUS	227	Chamber Winds II	SLO Language Update; Remove Co-Reqs; Course Outline Update
MUS	229	Summer Instrumental Music Academy	Student Learning Outcomes update
MUS	234	Wind Symphony I	Update catalog description, TOP code, SAM code...

MUS	244	Wind Symphony II	Course Outline update; SLOs update
SPAN	141	Intermediate Conversational Spanish	Adding SLO's Revising textbook
SPCH	103	Argumentation and Debate	Update SLO's

INACTIVATED COURSES

Subject Identifier	No.	Course Title	Justification
AUTO	290	Introduction to the Automotive Aftermarket	Certificates are no longer being offered so courses are being dropped.
AUTO	292	Advanced Drivetrain Development	Certificates are no longer being offered so courses are being dropped.
AUTO	293	Advanced Steering, Suspension Geometry, Brake Design and Analysis	Certificates are no longer being offered so courses are being dropped.
AUTO	294	Brake Design and Analysis	Certificates are no longer being offered so courses are being dropped.
BUS	246	Personal Investments	Certificates are no longer being offered so courses are being dropped.
CSIS	141	Java Script	Certificates are no longer being offered so courses are being dropped.
CSIS	166	Introduction of PowerPoint	Certificates are no longer being offered so courses are being dropped.
CSIS	167	Introduction to MS Publisher	Certificates are no longer being offered so courses are being dropped.
CSIS	175	Introduction to Access	Certificates are no longer being offered so courses are being dropped.
LIBT	101	Introduction to Library Public Services	Certificates are no longer being offered so courses are being dropped.
LIBT	102	Reference Sources and Research Methods	Certificates are no longer being offered so courses are being dropped.
LIBT	201	Introduction to Cataloging	Certificates are no longer being offered so courses are being dropped.
LIBT	203	Introduction to Acquisitions	Certificates are no longer being offered so courses are being dropped.
LIBT	290	Children's Library Services	Certificates are no longer being offered so courses are being dropped.

NRS	260	Drugs and Solutions	Certificates are no longer being offered so courses are being dropped.
PSY	133	Personal and Social Growth	Course no longer being offered.
PSY	152	Psychology of Human Relations	Course no longer being offered.
SOC	122	Introduction to Latino Studies	Course no longer being offered.

INACTIVATED PROGRAMS

Program Title	Justification
Administrative Office Manager Certificate of Achievement	Program not currently offered.
SECRETARIAL Certificate of Achievement	Program not currently offered.
WORD PROCESSING Certificate of Achievement	Program not currently offered.
LIBRARY TECHNOLOGY AS Degree	Program not currently offered.
Library Technology Certificate of Achievement	Program not currently offered.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 18, 2011	Resolution	_____
SUBJECT:	Employment of Mr. Pablo Weaver One Semester Temporary Instructor – Biology	Information	_____
		Enclosure(s)	_____

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve the employment of Mr. Pablo Weaver as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 2, Step 1 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,813.00 annually (pro rated) plus \$9,211.09 in health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 18, 2011	Resolution	
SUBJECT:	Citrus Community College District Summary of Initial Proposal to the Citrus College Faculty Association	Information	
		Enclosure(s)	X

BACKGROUND

The current agreement between Citrus College (the District) and the Citrus College Faculty Association (the Association) will expire on December 31, 2011. It is required that the Board take action to adopt its Initial Proposal to the Association for negotiating successor agreement to the January 1, 2009 to December 31, 2011, contract, and to present it to the Association at an open meeting.

Copies of the District's Initial Proposal will be available to the public at the Board meeting.

This item was prepared by Sandra Coon, Confidential Administrative Assistant to the Director of Human Resources.

RECOMMENDATION

Authorization is requested to approve the District's Initial Proposal to CCFA, and to present it to the Association.

Robert Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. 1.4.

**CITRUS COMMUNITY COLLEGE DISTRICT
INITIAL PROPOSAL
FOR A SUCCESSOR AGREEMENT
WITH THE
CITRUS COLLEGE FACULTY ASSOCIATION**

The District proposes to negotiate over provisions in the current contract as follows:

1. Article 5 - Faculty Assignment: The District has an interest in clarifying and or modifying provisions related to the assignment of counselors.
2. Article 7 - Academic Freedom and Intellectual Property: The District has an interest in exploring the intent and affect of the current language on intellectual property.
3. Article 8 - Salaries: In light of the District's ongoing budget deficit and inadequate funding from the state, the District proposes no increase to the salary schedules for the duration of the contract.
4. Article 19 - Duration: The District is proposing a three year term.

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

October 4, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, October 4, 2011, in the Center for Innovation Community Room.

Board President Rasmussen called the meeting to order at 4:16 p.m. Student Trustee Camacho 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 Nohemi Camacho (Student Trustee).
Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources and Chief Negotiator; Nickawanna Shaw, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel and Ken Guttman

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

Classified Employees: None

Adjunct Faculty: Cecil Brower and Bill Zeman

Students: Rachel Britt, Megan Bruins, Arthur Corral, Walter Galvez, Brandi Garcia, Athanasios Kloutsiniotis, Olivia Wagner, and Andrea Zapata,

VISITORS: Aaron Castrejon and Xilonin Cruz-Gonzalez

COMMENTS FROM THE AUDIENCE

Bill Zeman, Citrus College Adjunct Faculty Federation (CAFF) President, said the California Federation of Teachers (CFA) is exploring the possibility of placing a proposition on the November 2012 ballot. The ballot measure would tax wealthy

Americans with the revenues directed toward social services including education. CFA is currently doing research and polling.

Xilonin Cruz-Gonzalez, Azusa Unified School District Board Member, spoke to the redistricting maps currently under consideration by the Board. Ms. Cruz-Gonzalez advocated for keeping the City of Azusa intact and dividing it into as few trustee areas as possible. Ms. Cruz-Gonzalez also expressed appreciation for all that Citrus College has done for Azusa schools.

Geraldine M. Perri, Ph.D., Superintendent/President, announced that the college has received some tremendous and historic news. In the past week and a half, Citrus College was awarded three United States Department of Education grants that will provide funding in excess of \$8.2 million over the next five years for STEM (Science, Technology, Engineering and Mathematics) and teacher preparation programs.

The college received a five-year, Title V HSI STEM Grant in the amount of \$4,285,000. The grant, "Race to STEM," will build on the college's successful STEM program. The grant's primary purpose is to increase the number of Hispanic and low-income students that attain associate degrees and transfer to four-year institutions to major in STEM fields. Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs; Ms. Sylvia Smythe, Grants Projects Director; Mr. James McClain, Dean of Mathematics; Dr. Eric Rabitoy, Dean of Physical and Natural Sciences; Dr. Lucinda Over, Dean of Counseling; Ms. Justina Rivadeneyra, Career/Transfer Center Coordinator; Ms. Michelle Plug, faculty Articulation Officer; and Dr. Lan Hao, Director of Institutional Research, for their efforts in making this grant possible.

The college was also awarded a STEM co-op grant in partnership with California State University, Fullerton (CSUF). The first-year allocation to Citrus College will be \$147,091. This grant will support faculty and staff in developing model transfer and articulation agreements. It will also fund projects such as a STEM transfer orientation program, summer research for students, STEM transfer associate degrees, student tracking systems and early alerts. Dr. Perri thanked Dr. Malmgren, Dr. Hao, Ms. Smythe and their staffs for their planning and involvement in this effort.

The third grant award is a five-year, \$3.8 million HSI grant entitled "PT5, Preparing Tomorrow's Teachers Today through Technology." This grant, which is a partnership with the University of La Verne (ULV), will enable the college to improve the program completion and graduation rates of future teachers who complete their lower-division coursework at Citrus College and their upper division coursework at ULV. Dr. Perri expressed her appreciation to Dr. Over, Mr. Rafael Herrera, Center for Teacher Excellence Coordinator, and their staffs for their vision and leadership in securing the funding that will address such a critical need.

Dr. Perri reported that the annual Student Services retreat took place on September 23, 2011. Each Student Services area shared the progress that was made on past goals, as well as their new goals for 2011-2012. Dr. Perri commended the Student Services

team for their efforts, and she thanked Dr. Hao and Ms. Pam McGuern, Administrative Assistant, for facilitating the retreat.

On September 22, 2011, Campus Safety, along with the Glendora and Azusa Police Departments and the Azusa Pacific University Department of Campus Safety, conducted a lockdown drill on campus. Dr. Perri said the drill was well-executed and provided the college with insightful information on how to better prepare for a potential incident. She thanked Dr. Martha McDonald, Dean of Students, for her efforts in planning this drill.

Dr. Perri announced that the new Art and Coffee Shop, which is part of the Owl Bookstore's "west satellite" in the Student Services Building, is now open. She said students from the Art and Business Departments have collaborated to make it possible for students to sell art and photography at the shop. She thanked Mr. Eric Magallon, Bookstore Supervisor, for facilitating this new venue, and she invited the college community to stop by, have coffee and browse.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Writing Café has been completely booked since the semester began, with 131 appointments to date. They will hold a third poetry workshop on October 7, 2011, led by Ms. Luivette Resto, adjunct instructor. Dr. Malmgren said this has been the best semester so far for English Supplemental Instruction. They have 9 student leaders in 11 English classes, and attendance has been excellent.

Dr. Malmgren also reported on the STEM grant that ran from fall 2008 through September 30, 2011. PAGE, the middle and high school math outreach program, reached 1,109 students from all 5 school districts; over 2,000 K-12 students participated in a Citrus College activity; the Math Success Center served 3,760 students; 40 students participated in paid summer research experiences at CSUF, ULV and the University of California, Riverside (UCR); 3,121 students participated in science Supplemental Instruction; and the STEM center served 3,994 students.

Dr. Malmgren said Citrus College was honored for environmental innovation on September 1, 2011, by the Irwindale Chamber of Commerce. The award was specifically given for the college's efforts on sustainable textbooks, and the work of the Sustainable Textbook Committee, including the 30 faculty, staff and textbook publishers who met to explore solutions to the cost and environmental issues associated with textbooks.

Robert Sammis, J.D., Director of Human Resources, reported that he will be conducting management training in the fall and spring semesters on faculty evaluation procedures; hiring short-term, substitute, and professional expert employees; responding to employee absenteeism; new Human Resources board policies and administrative procedures; and effective techniques for evaluating classified employees. Training on faculty evaluation procedures will take place October 17 and 20, 2011. No other dates have been set.

Carol R. Horton, Vice President of Finance and Administrative Services, noted the agenda item related to the Notice of Completion for the Student Services Building.

Nickawanna Shaw, Academic Senate President, reported that the Academic Senate held its first meeting. Much of their work at this time revolves around reviewing the 7000 series board policies and administrative procedures from Human Resources.

The Academic Senate has received word that changes in Title V will limit failures, withdrawals and repetitions to only three attempts. Ms. Shaw said the college's practices are in line with the policy. She said what will impact students the most is that implementation is retroactive to include all coursework at community colleges prior to the start date of summer 2012. In addition, changes to the BOG waiver to tighten qualifications and a tuition hike also effective in summer 2012, will further limit student access.

The Academic Senate is developing their annual Purpose Statement for 2011-2012 and working to revise their Constitution and Bylaws to more accurately reflect their role on campus and in college governance.

Ms. Shaw read a Citrus College Academic Senate Resolution in support of the Superintendent/President, citing her leadership in maintaining, strengthening and furthering the collegial environment of shared governance at Citrus College

Nohemi Camacho, Student Trustee, thanked Dr. Sammis and Mr. Tom Gerfen, Foundation Board President, for accompanying her in the Duarte Route 66 Parade. She is looking forward to participating in the Azusa Golden Days parade this weekend.

Student Trustee Camacho reported that ASCC has approved funds for students to attend the CCCSAA Student Leadership conference. On October 7, 2011, representatives from four-year institutions will be on campus to provide information to transfer students. There will be a volunteer fair on October 12, 2011, where various organizations will offer community service hours to students.

Joanne Montgomery, Vice President, Board of Trustees, said she enjoyed Duarte's Route 66 parade and the event in the park that followed. She added that it was great to see so many Citrus College students involved, including Student Ambassadors and members of the ASCC Rotaract Club.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, said he attended the recent football game, and he congratulated the Owl Football Team on their win. He gave special kudos to the faculty and staff who responded very professionally to several emergencies during the game. An ambulance was called three different times, and one student was airlifted to the hospital. Trustee Ortell thanked Dr. Perri for her leadership in Emergency Management Training, and said it was apparent in how staff responded to these situations.

Susan M. Keith, Member, Board of Trustees, reflected on a FLEX Day presentation several years ago on student success by Dr. Vincent Tinto, distinguished faculty from Syracuse University School of Education. She said Citrus College has implemented much of what he advocated, and the results are evident in the tremendous success of our STEM program. Trustee Keith said she is very proud of Citrus College.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of September 13, 2011, as revised. 5 Yes.

Trustee Ortell requested that the audio recording from the September 13, 2011, regular meeting be retained.

INFORMATION AND DISCUSSION

ASCC Executive Board Fall 2011 – Martha McDonald, Dean of Students

Dr. Perri introduced Dr. McDonald who presented the ASCC Executive Board for fall 2011. These students are the elected voice of the student body. Mr. Donald Linneman, ASCC president, said ASCC is planning for an extremely productive year. One of their goals is to alert students to all of the support services that are available to them on campus.

Presentation of Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Matt Sullivan of Newcomb, Anderson & McCormick, who presented the college's new Sustainability Climate Action Plan. The plan is funded by a Sustainability Grant from the Public Utilities Commission through the Chancellor's Office. Mrs. Horton thanked Mr. Robert Iverson, Director of Purchasing and Warehouse; Mr. Jeff Eichler, Environmental Health and Safety Program Supervisor; Dr. Rabitoy; Mr. Robert Goodman and Ms. Christine Goedhart, Physical and Natural Sciences Instructors; Mr. Fred Diamond, Director of Facilities and Construction; and Mr. Bob Bradshaw, Construction Program Manager, for developing the plan.

Trustee Area Boundaries – Geraldine M. Perri, Ph.D., Superintendent/President

Dr. Perri introduced Ms. Kimi Shigetani, Community College League of California Vice President. Ms. Shigetani and Mr. Paul Mitchell from Redistricting Partners presented several options for new trustee area maps.

CCFA Summary of Initial Proposal – Robert Sammis, Director of Human Resources

A summary of CCFA's initial collective bargaining proposal was included in the agenda for information only.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

CONSTRUCTION – CAPITAL PROJECTS

Item 4: Moved by Trustee Keith and seconded by Trustee Montgomery to approve Change Order #7 in the amount of \$367,745 for Project #10-0607, Student Services Building. 5 Yes.

BIDS

Item 5: Moved by Trustee Keith and seconded by Trustee Montgomery to allow staff to prepare specifications and formally bid Project #05-1112, Campus Center Flooring Asbestos Abatement. The project will be funded from Fund 42, Bond Fund. Award of contract will be by Board action. 5 Yes.

SURPLUS PROPERTY

Item 6: Moved by Trustee Keith and seconded by Trustee Montgomery 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. 5 Yes.

IMMUNIZATION

Item 7: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

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

- Item 10:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

EDUCATIONAL AND FACILITIES MASTER PLAN

- Item 11:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the final draft of the Educational and Facilities Master Plan 2011-2020. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 12:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the award of bid #02-0809, Administration Building Renovation to PacWest Corp. of Burbank, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$4,697,000 is within budget and will be funded from Measure G Bond Funds. 5 Yes.
- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Woods to accept Project #10-0607, Student Services Building as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$20,542,441. 5 Yes.

HEARINGS

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the Director of Human Resources to request the appointment of an administrative law judge for the Office of Administrative Hearings. 5 Yes.

EMPLOYMENT – MANAGEMENT

- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the hiring of Dr. John Baker effective October 5, 2011 through June 30, 2012, as Interim Vice President of Student Services at a salary placement of \$13,388.00 monthly (plus 2.5% additional for doctorate for a total of \$13,723.00/month) plus vision and dental insurance, and prorated vacation and sick time for the duration of the contract. 5 Yes.

LIQUOR LICENSE

- Item 16:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the application of a one-day liquor license from the Alcoholic Beverage Control Agency for the Citrus College Foundation to serve beer and wine on campus on October 26, 2011, at the multi-chamber mixer. 5 Yes.

BOND

- Item 17:** Moved by Trustee Keith and seconded by Trustee Woods to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2013):

1. Sharon Lewis, College Foundation Representative
2. Bernard D. Bollinger, Jr., Member At Large

5 Yes.

CLOSED SESSION: At 5:43 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

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

RECONVENE OPEN SESSION: At 6:19 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:20 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>