

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in March

DATE: Tuesday, March 6, 2012

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

Joanne Montgomery, President
Susan M. Keith, Vice President
Gary L. Woods, Clerk/Secretary
Edward C. Ortell, Member
Patricia Rasmussen, 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
John Baker, Interim Vice President of Student Services
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 February 7, 2012

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 Faculty Association/CTA/NEA (CCFA); Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; 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

G. PUBLIC HEARING

Open a public hearing and invite members of the audience to present their comments with regard to the Initial Study and Mitigated Negative Declaration for the property located at 1155 W. Foothill Blvd., Glendora CA 91741. (Page 3)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	March 6, 2012	Resolution	_____
SUBJECT:	Public Hearing – Initial Study and Mitigated Negative Declaration for Property at 1155 W. Foothill Blvd., Glendora, CA	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

At the March 6, 2012, meeting, the Board will be presented with an Initial Study and Mitigated Negative Declaration for Property at 1155 W. Foothill Blvd., Glendora, CA.

The Notice of Intent to Adopt a Negative Declaration along with the Initial Study and Mitigated Negative Declaration have been distributed to the appropriate parties including the Office of Planning and Research/State Clearinghouse in Sacramento as well as the City of Glendora, The Glendora Public Library and at the office of the Director of Purchasing at the Citrus Community College District.

A public hearing at a regularly scheduled Board of Trustees meeting is required for the purpose of hearing comments and opinions from staff and the community. This hearing must take place prior to Board action on the Initial Study and Mitigated Negative Declaration.

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

RECOMMENDATION

Open a public hearing and invite members of the audience to present their comments with regard to the Initial Study and Mitigated Negative Declaration for the property located at 1155 W. Foothill Blvd., Glendora CA 91741.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.

H. INFORMATION AND DISCUSSION

1. Foundation Presentation – June Stephens, Executive Director of Development and External Relations (Page 5)
2. The *Clarion* Presentation – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page 6)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	March 6, 2012	Resolution	_____
SUBJECT:	Foundation Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Foundation ended its eighth month of the 2011-2012 fiscal year on February 29, 2012.

Ms. June Stephens, Executive Director of Development and External Relations, will present an update on the state of the Foundation and a financial report as of February 15, 2012.

This item was prepared by Clarence D. Cernal, Administrative Assistant to the Executive Director, and Cheryl Greer, Accounting Clerk, Citrus College Foundation.

RECOMMENDATION

No action required; information only.

Ms. June Stephens
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	March 6, 2012	Resolution	_____
SUBJECT:	The <i>Clarion</i> Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The *Clarion* is an award-winning newspaper produced by Citrus College journalism students and distributed every other Wednesday during the semester. Faculty Advisor Meg O'Neil will introduce Editor in Chief Sydney Presley, managing editor Martin Cabrera, features editor Daniel Hernandez, and sports editor David Tate. Together they will share their vision for spring 2012.

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

RECOMMENDATION

Information item only; no action required.

Irene Malmgren _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.2. _____

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 9)
- b. Authorization is requested to approve facility rentals and usage. (Page 11)
- c. Authorization is requested to approve A & B Warrants for January 2012. (Page 13)
- d. Authorization is requested to approve purchase orders for January 2012. (Page 15)
- e. Authorization is requested 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. (Page 20)
- f. Authorization is requested to approve Change Order Number Three in the amount of (\$3,394.29) and add 142 days to the time for completion for project number 03-0910, Restroom Building East Campus. (Page 22)

Academic Affairs

- g. Authorization is requested to approve a field trip/tour for thirty-one (31) students from MUS 228 Jazz Ensemble Tour and the MUS 150 Professional Performance Techniques with five (5) staff members to perform in Hawaii from June 28 through July 9, 2012. (Page 25)

Personnel Recommendations

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 28)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 35)
- j. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 38)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – March 6, 2012

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u> Aquatic Design Group	\$19,000.00max	District	9/14/11-6/30/12 <i>Revision</i>	Design & Engineering Services for Resurfacing & Replacement of Pool Lights
<u>CHILD DEVELOPMENT CENTER</u> Christensen, Sandra	\$5,449.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
<u>FINE AND PERFORMING ARTS</u> Reyes, Andrew	\$4,500.00max	District	3/7/12-6/30/12	Musician Services
<u>SUPERINTENDENT/PRESIDENT</u> Conrad, Eva Ph.D.	\$3,300.00max	District	12/21/11-1/6/12	Facilitate Superintendent/President Cabinet Retreat
<u>STUDY ABROAD</u> American Institute for Foreign Study, Inc.	no fee	no fee	9/6/12-11/16/12	London – Fall 2012

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

**Use of Facilities
March 6, 2012**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Joshua Tuburan	Recording Arts Studio	Basic Tracking	1/29/2012	\$100.00
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	2/1, 2/2 & 2/3/12	\$1,040.00
House of Aaron	Recording Arts Studio	Mixing-Mastering	2/2/2012	\$400.00
Joshua Tuburan	Recording Arts Studio	Basic Tracking	2/4 & 2/5/12	\$500.00
The Salvation Army	Recording Arts Studio	Basic Tracking	2/10/2012	\$800.00
Danny Pucillo	Recording Arts Studio	Basic Tracking	2/12/2012	\$400.00
FLS International	Campus Center East Wing	Family Pick Up	2/17 & 2/19/12	\$450.00 plus additional labor if required
Joshua Tuburan	Recording Arts Studio	Basic Tracking	2/18, 2/19 & 2/21/12	\$1,200.00
North American Telugu Association	Performing Arts Center	Cultural Show	2/25/2012	\$3,710.00 plus additional labor if required
Azusa Pacific University	Stadium Field	Club Rugby Match	2/25/2012	\$312.50 plus additional labor if required
Nationals Inc.	Performing Arts Center	2012 Miss Teen Pageant	3/11/2012	\$3,700.00 plus additional labor if required
Everest College	Performing Arts Center	Graduation Ceremony	4/20/2012	\$2,100.00 plus additional labor if required
Azusa Pacific University	Field Events Area of Stadium	Hammer Throw Competition	4/28/2012	\$700.00 plus additional labor if required
Asian Greek Council	Performing Arts Center	Cultural Show	4/29/2012	\$3,550.00 plus additional labor if required
Linda Everman	PA133	Piano Recital	6/2/2012	\$150.00 plus additional labor if required
Dancecapade	Performing Arts Center & PA192 and 193	Dance Showcase	6/10/2012	\$3,050.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
January, 2012		
B WARRANT AMOUNT PAID TO VENDORS		\$2,244,504.28
GRANT AMOUNT PAID TO STUDENTS		\$121,829.28
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
183	C1F-C	\$1,603,976.09
335	C3F-C	\$463,922.41
438	C3F-N	\$236,360.44
29	006-N	\$13,608.97
11	011-C	\$35,460.96
6	011-N	\$24,643.07
1	C2G-C	\$2,993.00
327	C2G-N	\$1,432,579.56
1,330		\$3,813,544.50
ske		
3/1/2012		

Includes 01/01/2012 - 01/31/2012

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18257	Dial Us Termite & Pest Control	9040	Pest Control	01-5810	4,100.00
12-19035	I.E.S.	9230	Blanket PO	52-5630	6,000.00
12-19185	Grapevine Designs	9721	T-Shirts Outreach	01-4300	466.90
12-19229	Oracle America	9100	Technical Support Services	42-5840	112,176.22
12-19268	San Gabriel Valley Tribune	9375	Legal Ad - Campus Ctr Flooring Asbestos Abatement	42-5800	1,951.04
12-19273	Home Town Exterminators	9040	Pest Control	01-5810	5,740.00
12-19278	5M Contracting, Inc.	9375	Campus Center Asbestos Abatement, Bid 05-1112	42-6100	30,925.00
12-19376	Amazon.com Corporate Credit	0010	Textbooks	01-4300	137.84
12-19395	Foundation For Calif Com Colleges	9190	FusionTraining	01-5200	500.00
12-19396	Snap-On Industrial	9344	Auto/Diesel Reference Books	01-4300	2,924.61
12-19397	Stamp Out	9050	Supplies	01-4300	35.83
12-19398	Studica, Inc	3370	VTEA-Drafting Supplies	01-4300	1,468.13
12-19399	Grapevine Designs	3370	Pencils CTE Events	01-4300	669.88
12-19400	L-1 Identity Solutions Enrollment Services Division	3200	Student Fingerprints Services	01-5810	800.00
12-19401	Automotive News	3020	Subscription	01-4300	172.91
12-19402	Snap-On Industrial	9344	Auto-Diesel Equipment	01-6400	4,778.55
12-19403	Agarose Products	0030	DNA supplies	01-4300	446.12
12-19404	Hex-Rays SA	9100	License Support Renewal	01-5840	349.00
12-19405	Whittier Fertilizer	9195	Field Improvement	01-6100	853.04
12-19406	Ball Custom Window Coverings	0280	Mini Blind for Music Dept	01-4300	87.00
12-19407	Snap-On Industrial	9344	Auto/Diesel Supplies	01-4300	704.97
12-19408	R & D Business Interiors	3500	Furniture	01-4300	243.04
12-19409	Progressive Medical Intrn'l	3370	VTEA-Emergency Med. Technician	01-6400	3,496.25
12-19410	Progressive Medical Intrn'l	3370	VTEA-Emergency Med. Technician	01-6400	3,258.13
12-19411	Sesac	9030	Music License Fee	01-5880	611.16
12-19412	Carolina Biological Supply	0030	Lab Suplies	01-4300	180.73
12-19413	Chassis Liner Supply, LLC	9344	Auto/Diesel Workstation	01-6400	728.13
12-19414	Dollar Tree	0030	Supplies	01-4300	28.50
12-19415	IPARQ	9070	Spring/Summer Parking Permits	01-4300	1,358.00
12-19417	Rio Hondo Community College CTE Community Collaborative	9344	Reimbursement Bus Transportation	01-5800	2,000.00
12-19418	M J Hellmuth Plumbing, Inc.	9040	Repairs Liberal Arts & Business	01-5630	1,496.50
12-19419	McBain Instruments	0030	Microscope Servicing	01-5800	4,000.00
12-19420	LBI-Boyd Wallcoverings	9040	Wall Guards Physical Science Bldg	01-5800	1,170.09
12-19421	Watson Bros.	0310	Balance Calibration Service	01-5800	1,660.00
12-19422	Integrated DNA Technologies	0030	Supplies	01-4300	65.31
12-19423	VWR International LLC	0030	Supplies	01-4300	1,851.74
12-19424	J H Mitchell	9190	Oil and Diesel Fuel	01-4360	1,208.21
12-19425	Dell Computer Corp	3120	Computer - FKCE	33-6400	1,528.34
12-19426	Amazon.com Corporate Credit	9300	Books	01-4300	71.34
12-19427	Amazon.com Corporate Credit	9190	Jackets	01-4300	270.78
12-19428	Daigger	0030	Supplies	01-4300	286.55
12-19429	Office Depot BSD	3070	Shredder	01-6400	269.15
12-19430	Owl Bookshop	3120	Blanket PO	33-4300	2,000.00
12-19431	Sargent-Welch Scientific .	0030	Supplies	01-4300	523.38
12-19432	Carolina Biological Supply	0030	Supplies	01-4300	817.50

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-19433	Carolina Biological Supply	0030	Supplies	01-4300	760.32
12-19434	Letterman Sports	0060	Sweats Shirts	01-4300	1,517.06
12-19435	Cutomlnk.com	0060	Shirts, Shorts & Bags	01-4300	1,291.00
12-19436	Commercial Roofing	9370	Services Reprographics	41-5800	984.00
12-19437	CSS/Rancho Janitorail Supplies	9270	Supplies	01-4300	4,606.92
12-19438	Full Compass Systems, LTD.	0280	Case Drum Shield	01-4300	155.42
12-19439	Western Audio Visual Corp	9020	Sound System CI	41-6400	3,228.64
12-19440	Continental West Services	9370	Pool Heater	41-6400	20,575.50
12-19441	California Industrial	9370	Boiler Installation	41-6100	3,920.00
12-19442	Online Engineering	9370	Services	41-5800	1,200.00
12-19443	PKB Reglazing	9370	Reglaze Restrooms	41-5800	2,920.00
12-19444	ArchivalUSA	9260	LHGRP - Supplies	01-5800	20.72
12-19445	TigerDirect.com	3160	AV Supplies	01-4300	88.66
12-19446	SEHI Computer Products Inc	9151	Printers - Counseling	01-6400	979.73
12-19447	Midwest Library Service	9260	Grant Books	01-4300	234.19
12-19448	Ball Custom Window Coverings	9721	Window Coverings Campus Center	71-4300	309.94
12-19449	Caliber Pool & Spa Service	9370	Circulation Pump & Motor	41-6400	21,549.90
12-19450	Kodiac Sports LLC	0060	Baseball Supplies	01-4300	1,022.22
12-19451	Glendora Magazine	9350	Subscription	01-4300	25.00
12-19452	Ware Disposal Co, Inc.	9140	Services	01-5800	1,348.50
12-19453	L'Images Photography	9020	Photos of Citizens Oversight Members	01-4300	225.00
12-19454	M J Hellmuth Plumbing, Inc.	9370	Plumbing Services - Stadium	41-5800	9,050.00
12-19455	Fisher Scientific	0030	Supplies	01-4300	559.76
12-19456	Richard's Custom Framing Gallery	9260	Supplies	01-4300	57.47
12-19457	Hardy Diagnostics	0030	Supplies	01-4300	987.52
12-19458	Castle Park/Teacher Store.com	3070	Flip Chart	01-4300	12.93
12-19459	Spicers Paper Inc	WA	Paper - Warehouse Stock	01-4300	4,306.50
12-19460	Troxell Communications, Inc	9170	LCD Projectors Classrooms	01-6400	8,652.15
12-19461	Compview Corp.	0281	Projector Mount	01-4300	194.44
12-19462	VWR Scientific	0030	DNA Extraction Supplies	01-4300	201.50
12-19463	Bio Rad Laboratories Sadtler Division	0030	Supplies	01-4300	112.48
12-19464	Union Electronic Distributors	3160	AV Supplies	01-4300	402.38
12-19465	Tamis Systems	9190	Software Maintenance Agreement	01-5800	2,745.00
12-19466	Glendora Postmaster	9250	Deposit for Permit #BR44-001	01-5850	2,000.00
12-19467	Signature Tire	9240	Bus Tires	01-5630	1,090.00
12-19468	CASBO Professional Development	9050	Workshop Registration	01-5200	615.00
12-19469	Pat's Tire Service	9240	Mount Bus Tires	01-5630	120.00
12-19470	JB Bostick Company, Inc.	9370	Paving at S1 Parking Lot	41-5800	12,280.00
12-19471	Dunn-Edwards Corp	9370	Blanket PO	41-4300	10,000.00
12-19472	Eaton Corporation Truck Components Operations	9344	Med/Heavy Truck Tech	01-6400	8,265.00
12-19473	Carolina Biological Supply	0030	Anatomy Supplies	01-4300	371.55
12-19474	Ward Natural Science	0030	Anatomy Supplies	01-4300	1,990.69
12-19475	O'Bryant Electric Inc.	9375	Energy Service Cont Bid, 06-1112	41-5800	48,988.00
12-19476	Department of General Services	9200	Administrative Hearing Services	01-5800	80.00
12-19477	Grapevine Designs	3370	Wristbands CTE Events	01-4300	768.38
12-19478	Plaza Produce	9344	Skills USA Refreshments	01-5800	559.30
12-19479	Airdraulics	3020	Services	01-5600	900.00
12-19480	Department of Motor Vehicle	9330	Vehicle Code Book	39-4300	14.73
12-19481	Education To Go	9330	Enrollment Fees	39-5800	780.00
12-19482	Collegenet.Com	9100	R25 Service Fees	01-5840	2,969.15
12-19483	Jobelephant.com Inc.	9200	Blanket PO	01-5830	5,000.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-19484	CDW-G	0010	Supplies	01-4300	32.21
12-19485	Daigger & Company	0030	Anatomy Supplies	01-4300	66.88
12-19486	ComputerLand of Silicon Valley Attn: Education Sales	9100	Adobe Software License	01-5810	630.00
12-19487	Champion Chemical Co.	9270	Supplies	01-4300	1,461.08
12-19489	Fisher Scientific	0030	Spectrophotometer	01-6400	3,744.09
12-19490	Carolina Biological Supply	0030	Anatomy Supplies	01-4300	4,159.04
12-19491	Carolina Biological Supply	0030	Supplies	01-4300	156.53
12-19492	Red Hat Corporate Headquarters	9100	Software	01-5810	799.00
12-19494	Quartermaster Inc	9070	Uniform Shoulder Patches	01-4300	168.56
12-19495	ePromos Promotional Products	3370	Open House Supplies	01-4300	1,271.74
12-19496	Gordon Motors	9344	Heavy Truck Guides	01-4300	1,702.95
12-19497	Systems Technology Associates	9100	Vmware Support Coverage	01-5840	8,241.37
12-19498	Wright Designs	0060	Softball Pants	01-4300	1,757.05
12-19499	College Source	9290	Renewal Site License	01-5800	1,468.00
12-19500	R & D Business Interiors	9280	Table VPSS office	01-6400	508.94
12-19501	Costco Wholesale	0060	Blanket PO	01-4300	543.75
12-19502	COADN- Attn: Sally Scofield	3200	Registration	01-5220	200.00
12-19503	Allana Buick & Bers, Inc.	9370	Roof Consulting Services	41-5800	13,870.00
12-19504	Owl Boodshop	9081	Textbooks	01-7600	8,262.57
12-19505	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	1,112.01
12-19506	SEHI Computer Products Inc	9660	Printers	01-6400	736.90
12-19507	Owl BookshopP	9081	Textbooks	01-7600	78,383.22
12-19508	Getinge/Castle Inc	0030	Autoclave Parts	01-4300	4,121.30
12-19509	Home Town Exterminators	3120	Blanket PO	33-5810	1,000.00
12-19510	Hardy Diagnostics	0030	Supplies	01-4300	49.78
12-19511	Scantron	0030	Supplies	01-4300	338.78
12-19512	Strategies C/O Children's Bureau	3120	Conference Registration	33-5220	60.00
12-19513	Village Profile	9220	Advertisement	01-5790	625.00
12-19514	Logix Inc	9110	Photo Paper	01-4300	600.25
12-19515	VWR Scientific	0030	Microbiology Supplies	01-4300	123.47
12-19516	Constance Photography	9210	Photography Supplies	01-4300	184.88
12-19517	Dave Miller Plumbing, Inc.	9375	Main Gym - Fire Hydrant Test	42-5800	275.00
12-19518	alert Services	0060	Training Room Supplies	01-4300	171.99
12-19519	Medco Sports Medicine	0060	Training Room Supplies	01-4300	489.64
12-19520	General Binding Corp	9320	AV Supplies	01-4300	61.16
12-19521	H. W. Wilson Company	9260	Book Subscription Renewal	01-4300	270.00
12-19522	Amazon.com Corporate Credit	3070	Book	01-4300	27.84
12-19523	Amazon.com Corporate Credit	3070	Book	01-4300	17.37
12-19524	Stamp Out	9250	Stamps	01-4300	130.28
12-19525	The Hispanic Outlook in Higher Ed	9220	Subscription Renewal	01-4300	19.95
12-19526	Dell Computer Corp	9100	Library Conference Room Monitors	01-6400	2,233.03
12-19528	Subway	3120	Blanket PO	33-4700	700.00
12-19529	Frasca Plumbing Co	9430	Backflow Device Service	01-5800	1,130.00
12-19530	Jeff's Sporting Goods	0060	Softball Equipment	01-4300	7,467.42
12-19531	Hillyard Inc	9270	Supplies	01-4300	72.66
12-19532	JB Bostick Company, Inc.	9375	RR Building - Asphalt, Bid 03-0910	42-5800	12,400.00
12-19533	Rusty's Signs	9250	Sign	01-4300	47.85
12-19534	Cole-Parmer	0030	Biology Digital Drive	01-6400	1,691.00
Total				145	<u>559,269.04</u>

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
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Description	PO Count	Amount
0 General Fund	121	280,357.73
Child Development Fund	5	5,288.34
Community Education	5	794.73
Capital Outlay Projects Fund	12	148,566.04
Revenue Bond Construction	4	117,952.26
Cafeteria Fund	1	6,000.00
Associated Student Trust	1	309.94
Total	145	559,269.04

PO Changes

	New PO Amount	Fund/Object	Change Amount
12-18318	11,897.56	01-6400	24.72
12-18870	268.84	01-4300	85.27
12-19000	197.79	01-4300	70.16
12-19277	179.44	01-4300	.00
			180.15

Surplus List for March 6, 2012 Board

	MFG	Description	Serial Number	CCD Tag#	CDC#
1	ABC	Computer	0130066919		
2	ABC	Computer	0722993539	1143	5398
3	ABC	Computer	0225046455	3811	
4	ABC	Computer	0530014646	1483	
5	ABC	Computer	0621003994	536	
6	ABC	Computer	0575036367	2412	
7	ABC	Computer	0605067106	5107	
8	ABC	Computer	0625077625	5316	
9	ABC	Computer		1265	5416
10	ABC	Computer	0420067018	5164	
11	ABC	Computer	0228077615	5300	
12	ABC	Computer	0625077626	5315	
13	ABC	Computer	0225046451	3648	
14	ABC	Computer	0626067141	5229	
15	ABC	Computer	0220066950	4452	
16	ABC	Computer	0625077624	5317	
17	ABC	Computer	030305699		
18	ABC	Computer	0201024847	1145	
19	ABC	Computer	0205056527	4052	
20	ABC	Computer	060044653	3759	
21	ABC	Computer	0130056516	4079	
22	ABC	Computer	N/A		
23	Epson	Scanner	LSMX017692		7113
24	ABC	Computer	0626004012	1421	6483
25	Asante	Switch	72507890		
26	Asante	Switch	72507885		
27	ABC	Computer	0504993410	1109	5290
28	ABC	Computer	0525993420	1305	
29	ABC	Computer	0630056847	4476	
30	ABC	Computer	0226993367	198	4288
31	ABC	Computer	0225046457	3567	
32	ABC	Computer	0424024876	1239	
33	ABC	Computer	0412046462		3585
34	ABC	Computer	0808004152	4284	6870
35	ABC	Computer	0220066952.	4954	

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 6, 2012	Resolution	_____
SUBJECT:	Approval of Change Order Number Three for Project 03-0910, Restroom Building East Campus	Information	_____
		Enclosure(s)	X _____

BACKGROUND

At its meeting of March 15, 2011, the Board of Trustees awarded project number 03-0910, Restroom Building East Campus to Tek-Up Construction of Woodland Hills, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Number Three. The decrease is \$3,394.29. The revised total of the contract after Change Order Number Three is \$596,297.77. The change will add 142 days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order Number Three in the amount of (\$3,394.29) and add 142 days to the time for completion for project number 03-0910, Restroom Building East Campus.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.f. _____

CHANGE ORDER

Adolph Ziemba, AIA & Associates
 601 S. Glenoaks Blvd. Suite 400
 Burbank, California 91502
 Phone#: 818-841-2585
 Fax #: 818-841-7782
 E-mail: kcolby@adolphiemba.com

PROJECT:	<u>03-0910, Restroom Building East Campus</u>	CHANGE ORDER #	<u>3 (final)</u>
	<u>Citrus Community College District</u>	Board Date:	<u>March 06, 2012</u>
		D.S.A.	
CONTRACTOR:	<u>Tek-Up Construction Inc.</u>	Application#	<u>03-113507</u>
	<u>22700 Mulholland Drive</u>	D.S.A. File #	<u>19-C9</u>
	<u>Woodland Hills, CA 91364</u>	Architect Project #	<u>091003</u>

ORIGINAL CONTRACT AMOUNT:		\$	<u>544,340.00</u>
Previous Change Order:	\$	<u>55,352.06</u>	
This Change Order:	\$	<u>-3,394.29</u>	
Total Change Order:		\$	<u>51,957.77</u>
REVISED CONTRACT AMOUNT:		\$	<u>596,297.77</u>

Notice To Proceed, March 23, 2011. 160 Calendar Day Contract

ORIGINAL CONTRACT COMPLETION DATE:	August 30, 2011
Previous Change Order:	<u>19</u> Calendar Days
This Change Order:	<u>142</u> Calendar Days
Total Change Orders:	<u>161</u> Calendar Days

REVISED CONTRACT COMPLETION DATE: February 07, 2012

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

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

APPROVALS:

<hr/>	DATE <hr/>
Architect: Adolph, Ziemba, Adolph Ziemba, AIA & Associates.	
<hr/>	DATE <hr/>
Contractor: Kambiz Maleki, Tek-Up Construction Inc.	
<hr/>	DATE <hr/>
Owner: Carol R. Horton Citrus Community College District	

The contract is changed as follows:

1. New 18 x 18 catch basin in parking area. (COP #25R3)

Requested by: Contractor

Reason: Area is too flat to allow for proper drainage. **Cost** \$996.00

Additional Days 5 Days

2. New Garbage Disposal. (COP #27)

Requested by: District

Reason: Not provided on drawings. **Cost** \$719.71

Additional Days 5 Days

3. Asphalt paving. (COP #28)

Requested by: District

Reason: Paving by District **Credit** (\$4,200.00)

Additional Days 0 Days

4. Asphalt paving at parking area.(COP #19)

Requested by: District

Reason: (E) AC paving removed by contractor, but new paving installed by another. **Credit** (\$540.00)

Additional Days 0 Days

5. Irrigation controller.

Requested by: District

Reason: Not provided per contract. **Credit** (\$370.00)

Additional Days 0 Days

6. Time extension **Cost** \$0.00

No-cost time extension of 132 days making new contract completion date Feb 7, 2012

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 6, 2012	Resolution	_____
SUBJECT:	Instrumental Music Field Trip/Tour June 28 – July 9, 2012	Information	_____
		Enclosure(s)	X

BACKGROUND

On November 15, 2011, the Board of Trustees approved a field trip/tour for students in the Instrumental Music program. Since that time, the college was notified that the venue is unable to host our students. New venues have subsequently invited our students to perform and a new tour has been planned, which is the basis for this request. Students from MUS 228 Jazz Ensemble Tour (a.k.a. *Blue Note Swing Orchestra*) and MUS 150 Professional Performance Techniques (a.k.a. *Night Shift*) will tour Hawaii from June 28 – July 9, 2012. They will perform at the Hyatt Regency Waikiki, Hilton Hawaiian Village, and the Sheraton Waikiki, Honolulu, Oahu.

The tour is funded from four (4) separate sources: performance fees, ticket sales, donations, and the Kenshu program.

Family and chaperones pay for their own expenses.

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

RECOMMENDATION

Authorization is requested to approve a field trip/tour for thirty-one (31) students from MUS 228 Jazz Ensemble Tour and the MUS 150 Professional Performance Techniques with five (5) staff members to perform in Hawaii from June 28 through July 9, 2012.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. _____ I.1.g. _____

PROPOSED HAWAII TOUR LIST

Instrumental Music
Oahu / Hyatt Waikiki

June 28 – July 9, 2012

Students Musicians/ vocalist

1. Aguinaga, Raul
2. Ando, Kohei
3. Avila, Miriah
4. Baiseri, Alexander
5. Bustamante, Vanessa
6. Carter, Dametrius
7. Clark, Jessica
8. Corza, Sarah
9. Cruz, Ulises
10. Doniza, Daniel
11. Elias, Carlos
12. Ferrer, Joshua
13. Flores, Paul
14. Flores, Salvador
15. Gutierrez, Chantylle
16. Jorge, Nathaniel
17. Lopez, Daniel
18. McPherson, Curtis
19. Moreno, Roberto
20. Ortiz, Hayden
21. Pfirman, Melanie
22. Reyes, Andrew
23. Sandate, Tatiana
24. Molina, krissia
25. Udave, Nolberto
26. Valletti, Sergio
27. Vista, Russell
28. Williams, Jacob
29. Jon Mc Cairns Audio

Tech Theater students

30. Kahalil, Karim
31. Hill, Matt

Staff

1. Le Brun, Michael
2. Munoz, Gino
3. Slack, Robert
4. Waddington, Alan
5. Volonte, Dan (Tech Theater)

Chaperones

1. Slack, Joanne
2. Perri, Dr. Geraldine M.
3. Rubin, Matt
4. Rubin, Jackie

Estimated Budget
INSTRUMENTAL MUSIC
2012 HAWAII TOUR

Airline Tickets for students/staff	
Airline: 31 students/5 staff x \$730	\$26,280.00
Baggage charges LAX to HNL (36 @ \$25)	\$900.00
Baggage charges HNL to LAX (36 @ \$25)	\$900.00
Estimated additional equipment shipping charges	<u>\$1,200.00</u>
	\$29,280.00
Per Diem (\$20/day x 12 days x 31 students)	\$7,440.00
Hotel Accommodations	
11 nights x 13 rooms @\$230	\$32,890.00
Additional Expenses	\$1,000.00
(Prep for tour, equipment, supplies & costumes)	
Additional Meals	\$3,000.00
Tips, Parking, Internet & Phone	\$500.00
Ground Transportation (Roberts Hawaii & truck rental)	\$3,300.00
Fuel	\$300.00
Band & Staff Excursions	\$2,000.00
Vehicle Rental (passenger vans)	<u>\$2,500.00</u>
ESTIMATED GRAND TOTAL:	\$82,210.00

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 6, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Anderson-McGill, Taylor	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Barajas, Noemi	Skills Lab/Mentor	Hourly as needed	Nursing	03/07/12	06/30/12	\$44.90 hr.
Barajas, Noemi	Instructor	Hourly as needed	Nursing	02/01/12	06/30/12	\$44.90 hr.
DeAnda, Alma	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Dingwall, Stephanie	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Goodman, Robert	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$50.72 hr.
Han, June	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$50.72 hr.
Hester, Dana	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$50.72 hr.
Hollenshead, Marci	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Hullings, Ginger	Instructor	Hourly as needed	Nursing	02/21/12	06/30/12	\$44.90 hr.
Hullings, Ginger	Skills Lab/Mentor	Hourly as needed	Nursing	03/07/12	06/30/12	\$44.90 hr.
Kapoor, Anil	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Kerry, Kenneth	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Kinney, Michael	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 6, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Kondo, Arnold	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$50.72 hr.
Lee, Monica	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
McCabe, Dale	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
McLeod, Jennifer	Counselor	Hourly as needed	Disabled Student Programs & Services	07/01/12	06/30/12	\$50.72 hr.
Mercurio, Vince	Counselor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$50.72 hr.
Montes, Monica	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Ramirez, Colleen	Instructor	Hourly as needed	Nursing	02/21/12	06/30/12	\$44.90 hr.
Ramirez, Colleen	Skills Lab/Mentor	Hourly as needed	Nursing	03/07/12	06/30/12	\$44.90 hr.
Saad, Nancy	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Shearer, Margaret	College Success Adjunct Faculty Workshop	Stipend	BSI Grant	02/21/12	02/21/12	\$100.00 tl.
Shimano, Brooke	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Swatzel, James	Math Workshops	Stipend	Veterans Center	03/08/12	06/30/12	\$3,000.00 tl.
Swatzel, James	Faculty Mentor, Bridges to Success Faculty Student Mentoring Program	Stipend	HSI Bridges to Success Grant	03/07/12	06/15/12	\$300.00 tl.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 6, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Tsark, Eleanor	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
Weaver, Pablo	Instructor	Hourly as needed	Disabled Student Programs & Services	07/01/12	12/31/12	\$44.90 hr.
West, Cres-Anne	Instructor	Hourly as needed	Nursing	02/21/12	06/30/12	\$44.90 hr.
West, Cres-Anne	Skills Lab/Mentor	Hourly as needed	Nursing	03/07/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES
SPRING 2012 ADJUNCT
MARCH 6, 2012**

Name	Department/Discipline	Placement	LHE Rate
Argueta, Jorge	History	1-1	\$1,025
Dorman, Brian	Kinesiology	1-2	\$1,025
Hensley, Susan	Counseling	2-3	\$1,077
Hullings, Ginger	Nursing	1-1	\$1,025
Johnson, David	Physical Science	2-3	\$1,077
Parsons, Karla	Nursing	2-4	\$1,077
Ramirez, Colleen	Nursing	1-2	\$1,025
Rivas, Brandon	Kinesiology	1-2	\$1,025
Rivas, Crystal	Kinesiology	1-1	\$1,025
Victor, Christopher	Kinesiology	1-4	\$1,025
West, Cres-Anne	Nursing	1-1	\$1,025

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
MARCH 6, 2012**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Papas, Constantine	A	Learning Center	3/7/2012	06/30/12	1-1	\$27.68

**ACADEMIC EMPLOYEES
SPRING 2012 NON CREDIT
MARCH 6, 2012**

Name	Department/Discipline	Placement	Hourly Rate
Chamberlain, David	Non Credit	1-3	\$42.24
Dixon, Kermit	Non Credit	1-3	\$42.24
Henkel, Laurie	Non Credit	1-1	\$38.43
Sprankle, Matt	Non Credit	1-3	\$42.24
Stein, Martha	Non Credit	1-3	\$42.24
Tucker, Eric	Non Credit	1-2	\$40.31
Zavala, Maria	Non Credit	1-1	\$38.43

NOTE: ALL START DATES ARE MARCH 12, 2012

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MARCH 6, 2012**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Dizon, Amie	Accounting Technician	Temporary Upgrade	Fiscal Services		100%	3/6/12	12/31/12	37-4 (36-4+1A)	\$4,307.54
Patterson, Danielle	Account Clerk II	Temporary Upgrade	Fiscal Services		100%	3/6/12	12/31/12	29-6	\$3,897.77
Quick-Cone, Amber	Payroll Technician	Temporary Upgrade	Fiscal Services		100%	3/6/12	12/31/12	34-4	\$3,999.97
Vazquez, Jaclyn	Administrative Assistant	Temporary Upgrade	Instruction		100%	2/1/12	6/30/12	43-5	\$5,245.20

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MARCH 6, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Joanis, Jennifer	Food Service Team Leader	CDC	Retirement	8/1/12

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MARCH 6, 2012**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Brown, Stacey	Recruiter	Travel to HS to make presentations, conduct workshops and attend college fairs	Outreach and Recruitment	3/7/12	6/.30/12	33-1	\$19.48/hr.
Floriano, Mahalakshmi	Instructional Lab Tech II	Assist as needed	DSP&S	1/1/12	2/7/12	34-1	\$19.93/hr.
Langford, Bruce	Stipend	Master of Ceremonies "Battle of the Big Bands Round 9"	Music	3/16/12	3/17/12		\$250/tl.
Molina, Carlos	Recruiter	Provide outreach services to district high schools	School Relations and Outreach	1/1/12	6/30/12	33-1	19.45/hr.
Smolka, Lauren	Department Aide	House staff for HPAC events	Performing Arts	3/7/12	6/30/12	3-1	\$9.27/hr.
Shorpe, Douglas Austin	Stipend	Music Arranging/ Production "Citrus Singer Pop Show 2012"	Music	3/16/12	5/20/12		\$2500/tl.
Vaughan, John	Stipend	Music Arranging/ Production "Citrus Singer Pop Show 2012"	Music	3/16/12	5/20/12		\$2500/tl.
Volonte, Dan	Stipend	Lighting Design "Battle of the Big Bands Round 9"	Music	3/12/12	3/17/12		\$500/tl.

I. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve and adopt the Initial Study and Mitigated Negative Declaration for the proposed parking lot project located at 1155 W. Foothill Blvd, Glendora, CA 91741 in compliance with the California Environmental Quality Act (CEQA) and the CEQA guidelines. (Page 41)

Personnel Recommendations

3. Authorization is requested to approve the employment of Ms. Deanna Smedley effective March 7, 2012, in a full-time non-tenure track categorically funded position as a Counselor through the categorically funded HSI Title V Cooperative Grant, 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 (pro-rated) plus health and statutory benefits. The HSI Title V Cooperative Grant has been funded for five years from October 2011 to September 2016. (Page 42)
4. Authorization is requested to approve the employment of Marianne Smith, Ph.D., with a potential start date of March 7, 2012 as the categorically funded Grant Project Director Title V RACE to STEM Grant at a salary placement of \$92,295 annually, plus health and statutory benefits. Actual start date dependent on the District receiving prior written approval from the ED Grant Program Officer. (Page 43)
5. Authorization is requested to adopt Resolution #2011-12 07, directing the Superintendent/President, or designee, to serve a March 15th notice on Ms. Lois Papner, an academic administrator, in accordance with Education Code Section 72411(b). (Page 44)

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

J. ADJOURNMENT

Dates to remember:

March 20, 2012

Board of Trustees Meeting

March 29, 2012

"An Evening at Citrus College," Program and Dinner for USD Superintendents, Boards, and Principals

**RESOLUTION #2011-12-07 OF NON-REEMPLOYMENT RELEASING MS. LOIS PAPNER
FROM HER EMPLOYMENT AS AN ACADEMIC ADMINISTRATOR AND TERMINATING HER
EMPLOYMENT WITH THE CITRUS COMMUNITY COLLEGE DISTRICT**

RESOLVED by the Board of Trustees of the Citrus Community College District, County of Los Angeles, State of California that:

WHEREAS, California Education Code section 72411(b) requires that unless an administrator employed pursuant to an appointment of one year receives notice by March 15 that he or she may not be reemployed in his or her administrative position for the following college year, then he or she shall be deemed reemployed for a term of the same duration as the one completed with all other terms and conditions remaining the same; and

WHEREAS, Ms. Lois Papner is currently employed by the Citrus Community College District as the Dean of Admissions and Records, an academic administrative position pursuant to an appointment for the 2011-2012 college year; and

WHEREAS, pursuant to California Education Code sections 72411, 72411.5, 87458, and 87603 since Ms. Papner has been employed as an educational administrator she has not gained tenure in the District as a faculty member; and

WHEREAS, the District neither anticipates any open positions in the areas in which Ms. Papner possesses minimum qualification nor anticipates expanding programs in such areas.

WHEREAS, reassignment of Ms. Papner to a first year probationary faculty assignment would require the layoff of regular (tenured) or contract (probationary) faculty in the disciplines for which she possesses minimum qualifications contrary to Education Code section 87458, Board Policy 7408 and Administrative Procedure 7408; and

WHEREAS, there are no part-time temporary assignments (“adjunct”) in the disciplines for which Ms. Papner possesses minimum qualifications that could be reconfigured to create a first year probationary assignment for Ms. Papner, nor is the District obligated to do so; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:

1. Each of the foregoing statements is true and correct.
2. Pursuant to the provisions of California Education Code section 72411(b) Ms. Papner be given notice that she will not be reemployed in her administrative position for the 2012-2013 college year, and is hereby released from employment with the District at the end of the 2011-2012 college year, i.e., the close of business on June 30, 2012.
3. In the alternative, the Board of Trustee’s decision not to reemploy Ms. Papner is for cause within the meaning of Education Code section 87458(d) and Administrative Procedure 7408.
4. The Board of Trustees directs that the Superintendent/President of the Citrus Community College District, or her designee, shall serve said notice on Ms. Papner in accordance with Education Code section 72411(b) or as otherwise provided in the Education Code.

5. The Superintendent/President is authorized to take all other action necessary and proper to the accomplishment of the purposes of this Resolution.

The foregoing Resolution was passed and adopted by the Board of Trustees at a regular meeting held on March 6, 2012.

Dated: March 6, 2012

BY: _____

Joanne Montgomery
President
Board of Trustees
Citrus Community College District

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

February 7, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, February 7, 2012, in the Center for Innovation Community Room.

Board President Montgomery called the meeting to order at 4:15 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; John Baker, Interim Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources and Chief Negotiator; Nickawanna Shaw, Academic Senate President; Steve Handy, CSEA Second Vice President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Martha McDonald, Lucinda Over, and Linda Welz

Faculty: Ken Guttman

Supervisors/Confidential: Leigh Buchwald, Carol Cone, and Marilyn Grinsdale

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Walter Galvez, Alex Pargas, and Sydney Presley

VISITORS: Tom Gerfen and Helen Storland

Geraldine M. Perri, Ph.D., Superintendent/President, reported that Citrus College has received a letter from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC) informing the college that the commission had reviewed it's Follow-Up Report at their January 2012

meeting. This is positive news, as the receipt of this letter indicates that the report was successful and has been accepted by ACCJC. The letter also provided information regarding the submission of Citrus College's Midterm Report, which is due October 15, 2012. Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs; Cabinet members; and the college's shared governance leaders for their work on the Accreditation Follow-Up Report.

Dr. Perri thanked Board President Montgomery, Trustee Rasmussen, and Student Trustee Camacho for attending the recent Community College League of California (CCLC) Legislative Conference. Dr. Perri said the visits with local legislators in the Capitol were very important in ensuring that they fully understand the impact of budget reductions and the efforts of community colleges to do more with less. Dr. Perri also thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for her assistance with advocacy at the conference.

Dr. Perri said five students competed at the Annual Dan Stover Music Scholarship Luncheon, which is held on campus. Each student received a scholarship and the opportunity to move on to the next level of competition. Dr. Perri thanked Mr. Robert Slack, Dean of Fine and Performing Arts; Mr. Gino Munoz, Music instructor; Mr. Martin Green, Music instructor; Mr. Alan Waddington, Instructional Lab Technician III; Ms. Pamela Sewell, Administrative Assistant; Ms. Linda Swan, Administrative Secretary II; and Ms. Philomena O'Shea, Cafeteria Supervisor; for coordinating the event.

Dr. Perri said upcoming college activities include the Adjunct Faculty Spring Orientation on February 15, 2012, Spring Flex Day on February 21, 2012, and a tabletop exercise for the members of the Emergency Operations Center on February 24, 2012, which will fulfill the college's state mandated emergency preparedness process for the year. In addition, interviews are currently underway for several full-time faculty positions, with final interviews scheduled for February and March.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Career/Technical Continuing Education Division hosted a SkillsUSA regional competition, along with 16 local employers and industry representatives, on February 4, 2012. Seven high schools, including Monrovia High School, participated. Citrus College Automotive Technology students volunteered to proctor and score the students across 36 testing stations.

Dr. Malmgren reported on news and events for the Hayden Memorial Library. The library will display images and artifacts from local archive collections February 27-March 29, 2012. The items that will be on display are from the college's library archives, the Azusa Public Library and the Glendora Historical Society. The library will celebrate African American History Month throughout February with a display featuring library resources and an online LibGuide on the topic. In addition, the library has purchased a touch screen computer to expedite service to students who are waiting to checkout reserve textbooks.

Dr. Malmgren said three of Citrus College's newest doctoral degree holders, Dr. Dana Hester, Biology instructor; Dr. Martha McDonald, Dean of Students; and Dr. Eric Rabitoy, Dean of Physical and Natural Sciences; have been invited to participate in a symposium at Cal State Fullerton entitled, "From Theory to Practice: Educational Research Symposium." Dr. Malmgren said the college celebrates their success.

John Baker, Ed.D., Interim Vice President of Student Services, reported that he and Dr. Malmgren met with a group of Monrovia community leaders who are seeking help from Citrus College on ways to inform and motivate young people about the importance of going to college—especially those from the black community who believe they cannot earn a college degree. The group included representatives from two black churches and a Monrovia neighborhood activist. Dr. Baker thanked the Student Ambassadors who led the guests on a tour of the Student Services Building.

Dr. Baker and Dr. Malmgren met with Mr. Darvin Jackson, Principal of Monrovia High School (MHS), to share information regarding the progress of MHS students who are attending Citrus College. Dr. Baker said he and Dr. Malmgren have similar meetings scheduled for the other feeder high schools in the District. Board President Montgomery thanked Dr. Baker and Dr. Malmgren for their outreach efforts.

Dr. Baker was pleased to report that the college now has a plan in place that will allow for the storage of between 200,000 and 300,000 student records dating back to 1980 in a data base, rather than on record cards. The project should be completed by June 2012 and will keep the data safe from fires and disasters.

The Student Life and Leadership Development program will launch The Leadership Academy on March 14, 2012. The Leadership Academy is a non-credit, co-curricular program in workshop format that is designed to provide students with skills to succeed outside the classroom. Dr. Baker said he is proud of the efforts to build student leadership on the Citrus College campus.

Carol R. Horton, Vice President of Finance and Administrative Services, reported on construction projects. She said the college has now taken occupancy of the new restrooms on the east side of campus. She also reported that the Administration Building remodel is on time and proceeding smoothly.

Regarding the budget, Mrs. Horton said the Department of Finance has released its 2012-2013 state budget "trailer bill" language. According to School Services of California, the budget bill, AB 1463, contains language prescribing that, for 2012-2013, the Chancellor's Office "allocate funding to districts in the same proportionate share that districts received in 2011-2012." The bill further states that the Chancellor may deviate from this allocation method, if it develops an alternative method that is approved by the Board of Governors and the Department of Finance. The bill also eliminates five out of eight mandates. Mrs. Horton said Scott Lay, CCLC President and Chief Executive Officer, commented that this is not the year to re-write the SB 361 formula and eliminate equalization.

Mrs. Horton said the deficit in community college funding for the current year continues to grow and could go above three percent. For Citrus College, this translates to a midyear cut of between \$1.5 and \$1.75 million. She said the details are still being worked out, and the one unknown is the amount of taxes that will be collected before the end of the fiscal year.

Nohemi Camacho, Student Trustee, commented that she had a great experience attending the CCLC Legislative Conference in Sacramento, and she thanked the Board for the opportunity. The Citrus College representatives met with several legislators, and she had the chance to communicate the student perspective. Student Trustee Camacho said there was a lot of discussion regarding the state budget and the importance of the Governor's tax initiative to community colleges, a topic currently under discussion by ASCC. Board President Montgomery thanked her for attending and said she did a great job of advocating on behalf of students.

Edward C. Ortell, Member, Board of Trustees, commented on the recommendations of the Student Success Task Force. He said Recommendation 7 speaks to the governance of community colleges and could greatly lessen local control. Trustee Ortell is hopeful students will speak out on the task force recommendations, as they have on other issues, such as the Gold Line.

Trustee Ortell attended the men's basketball game on February 4, 2012, and he congratulated the team on achieving the ranking of number one in the state.

Susan M. Keith, Vice President, Board of Trustees, thanked Music instructors, Mr. Bruce Langford and Mr. Doug Austin, for bringing a group of Citrus Singers to a memorial service for a former mayor and community leader in Claremont. They sang a capella and Trustee Keith received many compliments from community members on their performance.

Patricia Rasmussen, Member, Board of Trustees, reported on the CCLC conference. She was surprised that very little time was given to discussion of the recommendations of the Student Success Task Force. Other conference topics included health care, the state's governance structure, and the Governor's proposed tax initiative. She said several community colleges have taken drastic steps to deal with budget cuts, such as eliminating their athletic programs and negotiating reductions in employee salaries. Trustee Rasmussen said Citrus College representatives had an opportunity to meet with Assemblymember Roger Hernandez, and it was a very positive meeting. They asked him to be the "community college voice" in the Assembly, and he agreed to do so. Trustee Rasmussen said the college plans to invite Assemblymember Hernandez for a tour of the campus. She added that she believes he will be a good ally in the Legislature.

Trustee Rasmussen also attended a meeting with Congresswoman Grace Napolitano, which was hosted by the San Gabriel Valley Economic Partnership. She said Congresswoman Napolitano wants federal funding for the high speed rail moved to the

Gold Line. The Congresswoman said it is “partnerships” rather than individual groups that get attention in Washington, D.C.

Trustee Rasmussen thanked all those from Advancement who worked to produce the new *Citrus College Magazine*. She said it is a wonderful publication. She also congratulated Dr. Perri for the recognition she has received on the YMCA website, which highlights Dr. Perri’s leadership in the area of disaster preparedness.

Joanne Montgomery, President, Board of Trustees, said the college athletic program has set a new record in the number of “Scholar Ballers,” with 75 student athletes earning a GPA of 3.0 or better. She congratulated Ms. Jody Wise, Dean of Physical Education and Athletics, and all of the coaches on the fine academic program that is within the athletic program. Board President Montgomery encouraged the college community to come out to the last regular basketball game of the season and root the team on to the championships.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Ortell to approve the regular meeting minutes of January 17, 2012, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Measure G Citizens’ Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Ms. Nikki Hull, chair of the Measure G Citizens Oversight Committee. Ms. Hull introduced the members of her committee in attendance and presented highlights of the committee’s Annual Report for 2011. Ms. Hull commented on the outstanding Measure G projects to date, and commended Citrus College staff on their conscientious management of Measure G dollars. Dr. Perri thanked the committee for their service to the college. She also thanked Mrs. Horton for her leadership with regard to Measure G projects. On behalf of the Board of Trustees, Board President Montgomery thanked Ms. Hull and Mrs. Horton and said the Board appreciates their good work. Mrs. Horton recognized the efforts of her staff with regard to implementing Measure G.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

CURRICULUM

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the new courses, modified courses, inactivated courses, new programs, and modified programs. 5 Yes.

FACULTY PERSONNEL RECOMMENDATIONS

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

SHORT-TERM, NON-ACADEMIC PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 8: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

BOARD OF TRUSTEES

Item 9: Moved by Trustee Keith and seconded by Trustee Rasmussen to nominate Patricia Rasmussen, representing Glendora; Joanne Montgomery, representing Monrovia; Edward C. Ortell, representing Duarte; Susan M. Keith, representing Claremont; and Gary L. Woods, representing Azusa; for the Redevelopment Successor Agency Oversight Boards. Upon approval, nominated Board member names will be submitted to Chancellor Jack Scott. 5 Yes.

FACULTY PERSONNEL RECOMMENDATIONS

Item 10: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Mr. Jesus Gutierrez for the 2012-2013 academic year. 5 Yes.

Item 11: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Ms. Christine Styles for the 2012-2013 academic year. 5 Yes.

Item 12: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the granting of tenure to Ms. Stephanie Yee for the 2012-2013 academic year. 5 Yes.

BOND

Item 13: Moved by Trustee Ortell and seconded by Trustee Woods to select **Patricia Rasmussen** and **Susan M. Keith** as the Board of Trustees ad-hoc committee to select candidates for appointment to the Measure G Citizens' Oversight Committee. 5 Yes.

BOARD POLICIES

Item 14: Authorization is requested to approve the second and final reading of the following Board Policies: BP 7112 – Resignations and Retirements; BP 7200 – Classification of Academic Employees; BP 7201 – Recruitment and Selection: Full-Time Faculty; BP 7202 – Recruitment and Selection: Adjunct Faculty; BP 7204 – Evaluation: Adjunct Faculty; BP 7206 – Faculty Exchange; BP 7207 – Minimum Qualifications and Equivalency; BP 7208 – Tutoring; BP 7301 – Recruitment and Selection: Classified Staff; BP 7302 – Short-Term and Substitute Employees; BP 7303 – Professional Experts; BP 7304 – Student Employment; BP 7401 – Recruitment and Selection: Academic Administrators; BP 7402 – Evaluation: Academic Administrators; BP 7403 – Leaves: Academic Administrators; BP 7404 – Vacation: Academic Administrators; BP 7405 – Holidays: Academic Administrators; BP 7406 – Sabbatical Leave: Academic Administrators; BP 7407 – Salary Guide: Academic Administrators; BP 7408 – Retreat Rights: Academic Administrators; BP 7502 – Evaluation: Classified Administrator/Manager; BP 7505 – Holidays: Classified Manager, Supervisor/Confidential Employees; and BP 7509 – Discipline: Classified Administrator/Manager and Supervisor/Confidential. 5 Yes.

CLOSED SESSION: At 6:15 p.m., Board President Montgomery adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (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.

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

Consideration of expulsion of student #AXXXXXX02, pursuant to Education Code Section 72122 and District Administrative Procedure AP 5520 Student Discipline Procedures

RECONVENE OPEN SESSION: At 6:37 p.m., Board President Montgomery reconvened the meeting to open session with the following action taken:

STUDENT EXPULSION/SUSPENSION/DISCIPLINE

Item 15: Moved by Trustee Rasmussen and seconded by Trustee Keith, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student #AXXXXXX02. 5 Yes.

BOARD OF TRUSTEES WORK SESSION

Review and update the 2000 series of Board Policies and Administrative Procedures related to the Board of Trustees

During the Board's work session, in reviewing BP 2715, Code of Ethics/Standards of Practice, Trustee Rasmussen expressed an interest in the Board being provided an in-service on how to read and understand budget documents (P1, 311, etc.).

Board President Montgomery indicated AP 2715, Code of Ethics/Standards of Practice, includes the following statement, which needs to be adhered to: "The Board of Trustees will review its Code of Ethics policy at its annual organizational meeting."

There was discussion regarding the title of BP 2355, Decorum. Dr. Sammis to verify the appropriate Education Code (72121.5) to determine if the decorum is in regard to the public or the Board. The name of BP 2355 may be changed to "Public Meeting Decorum."

ADJOURNMENT: At 6:37 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees