

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in March

DATE: Tuesday, March 20, 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 March 6, 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, (CCAFF) 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. INFORMATION AND DISCUSSION

1. Accreditation Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs and Accreditation Co-Chair; and Robert Eisel, Accreditation Co-Chair (Page 4)
2. Administrative Procedure Revisions – Geraldine M. Perri, Ph.D., Superintendent/President (Page 5)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	March 20, 2012	Resolution	_____
SUBJECT:	Accreditation Update	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The college is nearing completion of the accreditation mid-term report. In the follow-up report submitted last fall, we provided a preliminary response to three of the six recommendations made by the visiting team in October 2009. The mid-term will further address these and respond to the remainder. The Accreditation Oversight Committee has met regularly to prepare the report. The board will receive the entire document on July 17. Ms. Roberta Eisel and Dr. Irene Malmgren will provide an update to the Board on completion of the mid-term report, the process, and major findings.

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

RECOMMENDATION

For information only, no action required.

Irene Malmgren _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	March 20, 2012	Resolution	_____
SUBJECT:	Administrative Procedure Revisions	Information	X
		Enclosure(s)	X

BACKGROUND

The Board Sub-Committee of Trustee Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Administrative Procedures were submitted to the Steering Committee, for information only, on March 12, 2012: AP 2710 – Conflict of Interest, and AP 2712 – Conflict of Interest Code.

This item was prepared by Pam Sewell, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Information only; no action required.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2710 CONFLICT OF INTEREST

References: Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq. and as listed below

Incompatible Activities (Government code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in a contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b): they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

Employment Restrictions

If ~~An~~ employee of the District may not be ~~is~~ sworn in as an elected or appointed member of the Citrus College Governing Board, unless and until he or she ~~must~~ resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Financial Interest in Decision Making

If a Board member determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- Publicly identify the financial interest in detail sufficient to be understood by the public,
- Recuse himself or herself from discussing and voting on the matter,
- Leave the room until the discussion, vote and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

In the case of an employee, this announcement shall be made in writing and submitted to the Board.

Gifts

Board members and ~~any designated~~ employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified by law.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89508. A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Board members and designated employees shall not accept any honorarium. The term “honorarium” does not include any gift or honorarium that is given to the District/Foundation. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches is also excluded.

Representation (Government code Section 87407.3)

Elected officials and the Superintendent/President shall not, for a period of one-year after leaving their position, as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Board Approved 05/19/09

NOTE: This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2712 CONFLICT OF INTEREST CODE

References: Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Sections 18730 et seq.

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq.

The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1 – Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2 -- Designated Employees

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3 -- Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their ~~financial~~ economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- B. The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and
- C. The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic ~~financial~~ interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those ~~financial~~ economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the ~~financial~~ economic interests set forth in a designated employee's disclosure categories are the kinds of ~~financial~~ economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code, Section 81004.

Section 4 -- Statements of Economic Interests

Place of Filing

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5 -- Statements of Economic Interests

Time of Filing

- (A) Initial Statements: All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements: All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements: All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements: All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5 -- Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 6 -- Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements: Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

- (B) Contents of Assuming Office Statements: Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements: Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements: Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7 -- Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure: When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:
 - 1. A statement of the nature of the investment or interest;
 - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3. The address or other precise location of the real property; and
 - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

- (B) Personal Income Disclosure: When personal income is required to be reported,⁵ the statement shall contain:
 - 1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 - 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received; and
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) **Business Entity Income Disclosure:** When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity and
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) **Business Position Disclosure:** When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) **Acquisition or Disposal during Reporting Period:** In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ . Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8 -- Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1 -- Prohibition on Receipt of Gifts in Excess of ~~\$390~~ \$420

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$390~~ \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official.
- (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2 -- Loans to Public Officials

- (A) No elected officer of a local or state government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
 - 1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 -- Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
 1. Loans made to the campaign committee of the elected officer.
 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans made, or offered in writing, before January 1, 1998.
- (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 -- Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- (B) This section shall not apply to the following types of loans:
 1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
 2. A loan that would otherwise not be a gift as defined in this title.
 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9 -- Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$390~~ \$420 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3 -- Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5 -- Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10 -- Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11 -- Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12 -- Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: The following designated positions are intended to be representative only. The job titles of the individual institution should be used.

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and /or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position. In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EXHIBIT "B"

CITRUS COMMUNITY COLLEGE DISTRICT

Designated Positions	Disclosure Category
Members of the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Vice President of Finance & Administrative Services	1, 2, 3
Vice President of Instruction	4
Vice President Student Services	4
Chief Information Services Officer	4
Director of Facilities and Construction	4
Director of Purchasing and Warehouse	4
Dean of Students	4
Consultant	5

(Replaces Citrus College Policy P-2510)

Board Approved 05/19/09

H. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 20)
- b. Authorization is requested to approve facility rentals and usage. (Page 22)
- c. Authorization is requested to approve A & B Warrants for February 2012. (Page 24)
- d. Authorization is requested to approve purchase orders for February 2012. (Page 26)

Personnel Recommendations

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 31)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 33)
- g. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 36)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
<hr/>			
DATE	March 20, 2012	Resolution	
<hr/>			
SUBJECT:	Independent Contractor/Consultant Agreements	Information	
<hr/>			
		Enclosure(s)	X
<hr/>			

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton

 Recommended by

_____/_____
 Moved Seconded

Aye ___ Nay ___ Abstained ___

 Approved for Submittal

Item No. H.1.a.

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – March 20, 2012

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>FINE AND PERFORMING ARTS</u>				
Matzkanin, Mark	\$7,500.00max	District	3/15/12-6/30/12	Automated Light Programmer
Tornow, Christopher	\$1,500.00max	District	3/21/12-6/30/12	Set Designer
<u>HEALTH SCIENCES</u>				
Lee, Robert DDS	no fee	no fee	5/20/12-ongoing	Clinical Education

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by _____

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b. _____

**Use of Facilities
March 20, 2012**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
The Salvation Army	Recording Arts Studio	Vocal Overdubbing	3/2 & 3/3/12	\$1,350.00
Joshua Tuburan	Recording Arts Studio	Basic Tracking	3/4/2012	\$300.00
FLS International	Football Practice Field	Soccer Game	3/4/2012	\$50.00 plus additional labor if required
Parental Rights, LLC	Baseball Field and Field House Locker Room	Movie Filming	3/5/2012	\$1,462.50 plus additional labor if required
Josh Tuburan	Recording Arts Studio	Basic Tracking	3/8/2012	\$150.00
FLS International	C1159	Orientation and Testing	3/9, 3/19 & 3/26/12	\$300.00 plus additional labor if required
Michelle Boucher Productions	Stadium and Gym	Adidas Photo Shoot	3/11 & 3/13/12	\$9,000.00 plus additional labor if required
Motor Trend Magazine	Stadium	Photo Shoot	3/16/2012	\$1,750.00 plus additional labor if required
Red Dragon Karate	Gym	Martial Arts Tournament	4/15/2012	\$1,403.75 plus additional labor if required
FLS International	P3-105	Orientation and Testing	6/11/2012	\$50.00 plus additional labor if required
Ballet Kukan Academy	Performing Arts Center and PA192 & 193	Ballet Recital	11/10/2012	\$3,800.00 plus additional labor if required
Dancecapade, Inc.	Performing Arts Center and PA192 & 193	Dance Showcase	6/2/2013	\$3,660.00 plus additional labor if required
Dancecapade, Inc.	Performing Arts Center and PA192 & 193	Dance Showcase	6/9/2013	\$3,050.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X _____

BACKGROUND

A & B Warrants for February 2012 "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 February 2012.

Carol R. Horton
Recommended by

/ _____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
February, 2012		
B WARRANT AMOUNT PAID TO VENDORS		\$1,904,451.54
GRANT AMOUNT PAID TO STUDENTS		\$0.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
180	C1G-C	\$1,584,432.98
155	C3G-C	\$399,586.20
351	C3G-N	\$183,952.25
4	045-C	\$4,693.69
8	045-N	\$6,849.14
6	053-N	\$440.15
1	C2H-C	\$2,993.00
328	C2H-N	\$1,431,179.54
1,033		\$3,614,126.95
ske		
3/14/2012		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND

Purchase orders for February 2012.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for February 2012.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

Includes 02/01/2012 - 02/29/2012

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18527	Safety Kleen	3020	Blanket PO	01-5600	2,200.00
12-19444	Get Smart Products	9260	Supplies	01-4300	20.72
12-19488	CDW-G	0281	Computer Part	01-4300	447.14
12-19527	Monoprice, Inc.	9100	Computer Supplies	01-4300	1,380.31
				01-6400	581.00
12-19535	Monrovia Reproduction	9375	Blanket PO	42-5800	500.00
12-19536	Monrovia Reproduction	9375	Blanket PO	42-5800	500.00
12-19537	Performance Elevators	9040	Blanket PO	01-5630	2,000.00
12-19538	JACC	0210	Registration Fees	01-5200	225.00
12-19539	Costco Wholesale	9344	Blanket PO	01-4300	500.00
12-19540	Los Angeles Times	9260	Newspaper	01-4300	311.95
12-19541	Amazon.com Corporate Credit	3020	Scanner	01-6400	255.54
12-19542	CSI Fullmer	9250	Chair	01-6400	310.04
12-19543	Signs Direct, Inc.	9344	Portable Sign Stands	01-4300	192.82
12-19544	McBain Instruments	0030	Lenses for Microscopes	01-4300	864.50
12-19545	Pioneer Photo Albums, Inc.	9260	Grant Supplies	01-4300	14.14
12-19546	Hardy Diagnostics	0030	Supplies	01-4300	252.33
12-19547	Allsteel	9250	Shelving	01-4300	98.42
12-19548	Wards Natural Science	0030	Supplies	01-4300	87.28
12-19549	Documedia Group	9010	Secure Transcript Paper	01-4300	1,682.31
12-19550	KI	9230	Furniture	71-6400	46,249.91
12-19551	KI	9230	Furniture	71-6400	994.86
12-19552	Bertolini Hospitality & Design	9230	Board Room Chairs	71-6400	1,419.19
12-19553	Ball Custom Window Coverings	9721	Window Coverings	71-4300	174.00
12-19554	Preferred Const. Specialties	9370	Partitions	41-6400	21,316.73
12-19555	Flinn Scientific Inc	0311	Supplies	01-4300	166.29
12-19556	Amazon.com Corporate Credit	3070	Games for ESL Students	01-4300	81.64
12-19557	Newegg.com	9100	Supplies	01-4300	304.46
12-19558	Dell Computer Corp	9100	Supplies	01-4300	171.17
12-19559	Globalstar USA	0300	Blanket PO	01-5800	200.00
12-19560	Owl Bookshop	0311	Blanket PO	01-4300	2,000.00
12-19561	Range at Citrus	0060	Supplies	01-4300	973.75
12-19562	Amazon.com Corporate Credit	0280	Textbook	01-4300	34.02
12-19563	Battery Systems of Fontana	3160	AV Supplies	01-4300	1,169.35
12-19564	ACCCA ASSN Calif Community	9230	Registration	01-5200	445.00
12-19565	Essential Business Training	9361	DVD Supplies	01-4300	365.00
12-19566	RDG Woodwinds	0280	Supplies	01-4300	97.03
12-19567	Office Depot	9375	Trash Cans	42-4300	143.55
12-19568	BSN Sports	0060	PE Supplies	01-4300	2,045.66
12-19569	Custom Cellular	0300	Satellite Phone for Field Trips	01-6400	543.74
12-19570	Western Audio Visual	9344	LCD displays	01-6400	15,459.40
12-19571	Micro Focus	9100	Support & Maintenance	01-5840	4,061.50
12-19572	Sigma-Aldrich	0030	Microbiology Supplies	01-4300	439.53
12-19573	Carolina Biological Supply	0030	Microbiology Supplies	01-4300	39.25
12-19574	Wards Natural Science	0030	Microbiology Supplies	01-4300	3.88
12-19575	Lama Book	9081	Books	01-4300	81.56
12-19576	American Council on Education	9590	Books	01-4300	215.55
12-19577	Costco Wholesale	9081	Blanket PO	01-5220	100.00
12-19578	Jimenez Communications	9347	Spanish Translation	01-5800	75.00
12-19579	Rainbow Directory Directory	9590	Resource Directories	01-4300	240.11
12-19580	Albertsons	9081	Blanket PO	01-5220	450.00
12-19581	Owl Bookshop	9081	Textbooks	01-7600	228.76
12-19582	Daigger & Company	0311	Supplies	01-4300	45.51
12-19583	Azusa Sales	0030	Equipment	01-6400	1,332.19
12-19584	LA County Dept of Public Health	9040	Annual Administrative Fees	01-5800	360.00

Includes 02/01/2012 - 02/29/2012

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-19585	Amazon.com Corporate Credit	9140	Supplies	01-4300	543.48
12-19586	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	105.66
12-19587	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	296.32
12-19588	Union Electronic Distributors	3160	AV Supplies	01-4300	815.63
12-19589	Innovative Upgrade Solutions	3200	Environmental Office Lighting	01-4300	325.54
12-19590	Harrington Geotechnical	9040	Services	01-5800	1,000.00
12-19591	Harbor Freight	3020	Tools	01-4300	72.20
12-19592	West Payment Center	9200	Subscription	01-4300	119.45
12-19593	Carolina Biological Supply	0030	Supplies	01-4300	2,152.82
12-19594	Green Business Solutions, LLC	9250	Blanket PO	01-4300	1,000.00
12-19595	Amazon.com Corporate Credit	9360	Books	01-4300	437.68
12-19596	Demco Inc	9260	Supplies	01-4300	233.12
12-19598	Evisions	9100	Maintenance	01-5840	4,360.00
12-19599	L-Soft Sweden AB	9100	Maintenance	01-5840	2,500.00
12-19600	Aaron Bros Art & Framing	9260	Blanket PO	01-4300	1,000.00
12-19601	Presitige Golf Cars	9250	Supplies	01-6400	488.07
12-19602	Foundation for California	9230	Contribution	72-5800	2,000.00
12-19603	SC Fuels	9190	Gasoline	01-4360	12,937.00
12-19604	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	70.54
12-19605	Laguna Clay	0010	Clay Supplies	01-4300	1,707.38
12-19606	Software Shelf International	9100	Support & Maintenance	01-5840	1,165.50
12-19607	SEHI Computer Products Inc	9160	Printers	01-6400	596.84
12-19608	Sunbelt Rentals	9040	Equipment Rental	01-5600	300.00
12-19609	Bio Rad Laboratories Sadtler	9673	Biology Supplies	01-4300	145.98
12-19610	Carolina Biological Supply	9673	Biology Supplies	01-4300	95.09
12-19611	CCCAOE	3370	Registration	01-5220	1,185.00
12-19612	Azusa Unified School District	3340	Azusa Summer School	01-5800	43,243.64
12-19613	LaHabra Fence Company	9370	Blanket PO	41-4300	20,000.00
12-19614	Virco Mfg	0280	Folding Chairs	01-6410	1,140.41
12-19615	Ridelinks, Inc.	9430	Annual Fee	01-5805	15,269.99
12-19616	IBM SPSS	9100	Software Maintenance	01-5840	300.00
12-19617	FrontRange Solutions USA	9100	Support & Maintenance	01-5840	5,821.57
12-19618	Hillyard Inc	9270	Supplies	01-4300	334.57
12-19619	Jeff's Sporting Goods	0060	Softball Equipment	01-4300	788.86
12-19620	BSN Sports	0060	Supplies	01-4300	169.17
12-19621	SEHI Computer Products Inc	0280	Scanner	01-4300	123.92
12-19622	Mercury Fence	9140	Repair	01-5630	1,150.00
12-19623	Simplex Grinnell	3040	Renewal Contract	01-5810	516.00
12-19624	West Group	9050	California Ed Code 2012	01-4300	59.74
12-19625	Oriental Trading Company Inc	3120	Supplies	33-4300	6.80
12-19626	Ball Custom Window Coverings	9721	Mini Blinds	71-4300	103.31
12-19627	100% Soccer	0060	Women's Soccer	01-4300	2,684.33
12-19628	100% Soccer	0060	Women's Soccer	01-4300	1,381.94
12-19629	Battery Systems	9190	Supplies	01-4300	451.31
12-19630	Cameron Welding Supplies	9344	Welding Equipment	01-6400	4,062.74
12-19631	Amazon.com Corporate Credit	3120	Supplies	33-4300	64.57
12-19632	Audio Editions	3160	AV Media Audio	01-6300	56.78
12-19633	Media Education Foundation	3160	AV Media	01-6300	362.44
12-19634	Battery Systems	3160	AV Supplies	01-4300	201.19
12-19635	Jeff's Sporting Goods	0060	Baseball Supply	01-4300	10,764.18
12-19636	Victory Custom Athletic	0060	Baseball Supplies	01-4300	11,579.23
12-19637	Follett Library Resources	3160	AV Audio	01-6300	214.15
12-19638	Owl Cafe	9360	Food For Flex Day	01-4300	5,135.99
12-19639	IBM	9300	Software License Renewal	01-5800	1,696.50
12-19640	Azusa Chamber of Commerce	9220	Flyer Insert	01-5790	250.00
12-19641	Monrovia Chamber of Commerce	9220	Flyer Insert	01-5790	125.00

Includes 02/01/2012 - 02/29/2012

PO

Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-19642	Century Publishing	9220	Chamber Ad	01-5790	795.00
12-19643	Claremont Chamber of	9220	Flyer Insert	01-5790	65.00
12-19644	Apple Inc	9100	Laptop Computer	01-6400	2,181.91
12-19645	Tech Depot	3160	LCD Digital Signage	01-6400	528.29
12-19646	Films Media Group	3160	AV Media	01-6300	603.61
12-19647	Prize Possessions	0060	Owl Golf Tournament	01-4300	467.78
12-19648	CSI Fullmer	0060	Chair for PE	01-6400	484.35
12-19649	Butte-Glenn Community College	9100	Registration Fees	01-5200	30.00
12-19650	Barstow Community College	9220	Entry Fee for CCPRO Awards	01-5800	30.00
12-19651	Glendora Historical Society	9260	LHDRP Grant Supplies	01-4300	45.68
12-19652	B & H Photo Video	0060	Supplies	01-4300	140.47
12-19653	Preferred Const. Specialties	9370	Toilet Partitions	41-4300	3,320.14
12-19654	AAA Backflow	9040	Repairs	01-5630	2,100.00
12-19655	Full Compass Systems, LTD.	0280	Microphone Stands	01-4300	376.15
12-19656	Delphin Computer Supply	0310	Laptop Computer	01-6400	796.44
12-19657	Owl Cafe	9360	Table Cloths for Flex Day	01-4300	190.31
12-19658	Smart & Final	9720	Blanket PO - Emergency Supplies	41-4300	1,000.00
12-19659	Costco Wholesale	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
12-19660	Plaza Produce	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
12-19662	Albertsons	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
12-19663	Walmart	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
12-19664	A-1 Event and Party Rentals	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
12-19665	Chase Card Services	9720	Blanket PO - Emergency Supplies	41-4300	10,000.00
12-19666	SOS Survival Products	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
12-19667	W W Grainger Inc	9720	Blanket PO - Emergency Supplies	41-4300	8,000.00
12-19668	Mission Ace Hardware	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
12-19669	Home Depot	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
12-19670	Stater Bros	9720	Blanket PO - Emergency Supplies	41-4300	1,000.00
12-19671	Grey House Publishing	3500	US Land & Nat. Rec. Policy	01-4300	193.94
12-19672	Hillyard Inc.	9270	Supplies	01-4300	4,313.10
12-19673	NE System Inc	9100	Hardware Support	01-5810	2,808.64
12-19674	Hand Dryers & More	9370	Supplies - Stadium	41-4300	1,910.50
12-19675	Quia Subscription Department	9260	Web Subscription Renewal	01-5840	49.00
12-19676	GNA-Brook Fire Protection	0311	Supplies	01-5800	51.00
12-19677	Owl Cafe	9290	Coffee Service	01-4300	65.25
12-19678	Harbor Freight	3020	Freight Charge	01-5800	9.99
12-19679	CCCEOPSA	9081	Registration	01-5220	275.00
12-19680	W W Grainger Inc	3020	Supply for Auto Lab	01-4300	39.97
12-19681	On Track	0060	Track And Field	01-4300	631.44
12-19682	AAA Backflow	9040	Repairs	01-5630	4,153.86
12-19683	Gatlin Education Services	3340	Enrollment fee	39-5800	1,695.00
12-19684	Education To Go	9330	Enrollment Fees	39-5800	480.00
12-19685	Stamp Out	9050	Stamp for Accounts Payable	01-4300	19.52
12-19686	Stamp Out	9050	Stamp for Accounts Payable	01-4300	28.22
12-19687	IBM	9660	Subscription Renewal	01-4300	706.85

Total

357,749.13

Includes 02/01/2012 - 02/29/2012

PO

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
Fund Summary					
Fund	Description			PO Count	Amount
01	General Fund			126	206,670.57
33	Child Development Fund			2	71.37
39	Community Education			2	2,175.00
41	Capital Outlay Projects Fund			16	96,547.37
42	Revenue Bond Construction			3	1,143.55
71	Associated Student Trust Fui			5	46,941.27
72	Student Representation Fee			1	2,000.00
Total				155	357,749.13

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
12-18322	7,554.27	42-5800	Revenue Bond Construction F/Oth Contracts	2,130.00
12-18765	1,398.08	01-4300	General Fund/Materials and Supplies	1,398.08-
12-18765	1,398.08	01-4370	General Fund/Custodial/Operation Supplies	<u>1,398.08</u>
Total PO 12-18765				.00
12-18968	4,836.76	01-4300	General Fund/Material and Supplies	.00
12-19399	694.08	01-4300	General Fund/Material and Supplies	24.18
12-19407	708.65	01-4300	General Fund/Material and Supplies	3.68
12-19462	293.71	01-4300	General Fund/Material and Supplies	92.21
12-19534	2,430.54	01.6400	General Fund/Equipment-Capitalized	739.54
Total PO Changes				<u>2,989.61</u>

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 20, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Azpetia, Maria	Mentor, Bridges to Success Program	Stipend	Bridges to Success Grant	03/21/12	06/15/12	\$300.00 tl.
Boudreau, Debbie	Counselor	Hourly as needed	STEM2-CSUF Grant	03/21/12	06/30/12	\$44.90 hr.
Clark, Jeremy	Career Pathway Assignment	Hourly as needed	CTE Community Collaborative Grant	03/21/12	06/30/12	\$50.00 hr.
Flores, Jennifer	Counselor	Hourly as needed	EOPS/CARE and CalWORKs	03/21/12	06/30/12	\$44.90 hr.
Gomez, Steve	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$50.72 hr.
Gunstream, Marilyn	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$50.72 hr.
Hartman, Steven	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$50.72 hr.
Noonan, Benjamin	Instructor	Hourly as needed	Kinesiology	07/01/02	12/31/12	\$44.90 hr.
Norman, Scott	Instructor	Hourly as needed	Kinesiology	07/01/02	12/31/12	\$44.90 hr.
Rodriguez, Traci	Instructor	Hourly as needed	Kinesiology	07/01/02	12/31/12	\$44.90 hr.
Ryba, David	ChemNet Software Maintenance	Hourly as needed	Chemistry	03/21/12	06/30/12	\$50.72 hr.
Shaw, Nickawanna	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$50.72 hr.
Urbick, Kristy	Instructor	Hourly as needed	Kinesiology	07/01/02	12/31/12	\$44.90 hr.
Wheeler, Andrew	Instructor	Hourly as needed	Kinesiology	07/01/02	12/31/12	\$44.90 hr.
Wurst, Clifton	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$50.72 hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.f. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MARCH 20, 2012**

NAME	CLASSIFICATION	REASON	DEPT.	MOS. PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Burrue, James	Custodial Supervisor	Temporary Upgrade	Custodial	100%	5/29/12	6/27/12	8-1 (7-1+1A)	\$4,648.00
Estrella, Jorge	Custodian (Evening floor crew leader)	Temporary Upgrade	Custodial	100%	2/14/12	4/15/12	28-7 (22-7+2I+3F+ 1A)	\$3,992.84

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MARCH 20, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Mendez, Samuel	Instructional Lab Assistant II	Computer Lab	Resignation	6/1/12
Pevehouse, Tena	CDC Supervisor	CDC	Retirement	6/18/12

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MARCH 20, 2012**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Arredondo, Dora	Stipend	RDA Practical Exam Kits	Dental	4/13/12	4/15/12		\$600/tl.
Bocanegra, Santos		Volunteer	Math Success Center	3/21/12	6/30/12		
Carmona, Ariel	Publications Specialist	Assist as needed	External Relations	4/9/12	6/30/12	33-1	\$19.45/hr.
Riggs, Ariana	Student Services Assistant	House staff for HPAC	Performing Arts	3/21/12	6/30/12	17-1	\$13.10/hr.

**SPRING 2012
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
MARCH 20, 2012**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Arredondo, Dora	Community Education	1-3	\$42.24
Bender, Tom	Community Education	1-3	\$42.24
Cusick, Tanya	Community Education	1-2	\$40.31
Gerfen, Thomas	Community Education	1-3	\$42.24
Hasegawa, Richard	Community Education	1-3	\$42.24
Stockman, John	Community Education	1-3	\$42.24

H. ACTION ITEMS (continued)

General

2. Authorization is requested to approve the first reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President. (Page 40)
3. Authorization is requested to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. (Page 45)

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

I. ADJOURNMENT

Dates to remember:

March 29, 2012

April 3, 2012

April 16-21, 2012

“An Evening at Citrus College,” Program and Dinner for USD
Superintendents, Boards, and Principals
Board Meeting (only one meeting in April)
Spring Break

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	
SUBJECT:	Board Policies – First Read Revisions to 2000 Series	Information	
		Enclosure(s)	X

BACKGROUND

The Board Sub-Committee of Trustee Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Board Policies were approved by the Steering Committee at their March 12, 2012, regular meeting: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President.

This item was prepared by Pam Sewell, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to approve the first reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2210 OFFICERS

Reference: Education Code Section 72000

At the annual organizational meeting in December, the Board shall elect from among its members a President, Vice President, and Clerk of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Superintendent/President on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation, and Superintendent/President evaluation;
- Represent the Board at official events or ensure Board representation.

The duties of the Vice President are:

- Preside over Board meetings in the event of the absence, disability, or disqualification of the President of the Board.

The duties of the Clerk are:

- Preside over Board meetings in the event of the absence, disability or disqualification of the President and Vice President of the Board;
- Sign any documents that would require the signature of the Clerk of the Board.

The Superintendent/President shall serve as Secretary to the Board.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.

Historically, The Board systematically rotates officers; it elects the officers each year from among all its members.

Board approved 11/18/08

NOTE: This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2220 COMMITTEES OF THE BOARD

Reference: Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board of Trustees that are advisory are not required to comply with the Brown Act or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board of Trustees. Findings or recommendations shall be reported to the Board of Trustees for consideration.

Annually the Board of Trustees will elect and rotate ~~systematically~~ representatives to the following organizations subject to the agreement of the Board member in the rotation cycle:

- Citrus College Foundation
- Los Angeles County School Trustees Association
- Los Angeles County Committee on School District Organization

Board approved 11/18/08

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

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2355 PUBLIC MEETING DECORUM

References: Education Code Section 72121.5;
 Government Code Section 54954.3(b)

The following may be ruled out of order by the presiding officer:

- ~~Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session;~~
- Profanity, obscenity, and other offensive language; and
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Board approved 11/18/08

NOTE: This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2430 DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT

References: Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.1.j and IV.B.2

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board of Trustees, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board Policy. In situations where there is no Board Policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board Policy if one is required.

The Superintendent/President is expected to perform the duties as set forth in his/her employment contract ~~contained in the Superintendent/President job description~~ and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. ~~The job description and~~ goals and objectives for performance shall be developed by the Board of Trustees in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board of Trustees as a whole. Individual Board member requests for information shall be met if, in the opinion of the Superintendent/ President, they are not unduly burdensome or disruptive to District operations. Information provided to any Board member shall be available to all Board members.

The Superintendent/President shall act as the advisor to the Board in policy formation.

Replaces Citrus College Policy P-2110

Board approved 01/13/09

NOTE: This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	March 20, 2012	Resolution	
SUBJECT:	California Community College Trustees (CCCT) Board Election — 2012	Information	
		Enclosure(s)	X

BACKGROUND

The election of members of the CCCT board of the Community College League of California (League) takes place between March 10th and April 25th. There are eight, three-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the eight vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

Each community college district chancellor/superintendent has been mailed an official ballot for the election. In addition, chancellors/superintendents received copies of the biographic sketch form and statement of candidacy of each of the twelve candidates.

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

RECOMMENDATION

Authorization is requested to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.3.

**CCCT 2012 BOARD
OFFICIAL BALLOT**

Vote for no more than eight (8) by checking the boxes next to the names

NOMINATED CANDIDATES

List order based on Secretary of State's January 19, 2012 random drawing.

- *Janet Chaniot, Mendocino-Lake CCD
- Angela Acosta-Salazar, Rio Hondo CCD
- *Doug Otto, Long Beach CCD
- *Manny Ontiveros, North Orange County CCD
- Tina Park, Los Angeles CCD
- Ann H. Ransford, Glendale CCD
- Deborah LeBlanc, Compton CCD
- *Bernard "Bee Jay" Jones, Allan Hancock Joint CCD
- *Marcia Zableckis, Barstow CCD
- Greg Bonaccorsi, Ohlone CCD
- *Chris Stampolis, West Valley-Mission CCD

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

Secretary of the Board

President or Vice President of the Board

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

March 6, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, March 6, 2012, in the Center for Innovation Community Room.

Board President Montgomery 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 (arrived at 4:21 p.m.), 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 Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Mike Hurtado, Sam Lee, Martha McDonald, R. Iverson, Lois Papner, and Linda Welz

Faculty: Margaret C. O’Neil

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

Classified Employees: Clarence Cernal, Joyce Miyabe, and Mike Ramos

Adjunct Faculty: Cecil Brower

Students: None

VISITORS: Phyllis Fritz, Tom Gerfen, Bill Hodge, Cyndy Mandell, and Peggy Olson

COMMENTS FROM THE AUDIENCE

Lois Papner, Dean of Admissions and Records, commented on the agenda item related to the resolution of non employment, release of employment of an academic administrator.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that the semester began with Flex Day, featuring a variety of morning workshops followed by a working lunch with a panel discussion on SLO assessment led by Dr. Dana Hester, Biology instructor. Dr. Perri said the Flex Day program was well organized and productive. She thanked Dr. Eric Rabitoy, Dean of Natural and Physical Sciences; the Faculty Learning Institute; and Citrus College's Staff Development Committee for planning and organizing the day. Dr. Perri also thanked Board President Montgomery and Trustee Rasmussen for attending the morning activities.

Dr. Perri reported that the spring semester is off to a great start, with more than 13,000 students enrolled. The Supervisor/Confidential Team once again assisted new students at information booths on the east and west sides of campus. She thanked Mr. Tedd Goldstein, Student Employment Services Supervisor, for his leadership in organizing the booths.

Dr. Perri reported on several college activities. She thanked Dr. Lucinda Over, Dean of Counseling, and the Counseling Department for organizing the Annual High School Counselor Breakfast. She was pleased to have the opportunity to address the audience and share some of the college's successes. The college also participated in the Azusa High School Job Shadow Day, with 25 Azusa students job shadowing 15 college departments. She thanked Mr. Goldstein for coordinating Citrus College's participation. An emergency preparedness tabletop exercise was held for the members of the Emergency Operations Center team on February 24, 2012. The training scenario was a 7.2 earthquake. Dr. Perri said the team did very well, and they gained some new skills that will serve the college well. She thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for her leadership with regard to emergency preparedness.

Dr. Perri said she was pleased to join Trustee Keith in presenting a "state of the college" update to the Active Claremont group. She also made a presentation on the state of the college at Duarte Chamber of Commerce's Annual State of the City, Schools, and Citrus College event. She thanked Trustee Ortell and Board President Montgomery for attending.

Dr. Perri reported that the Little Hoover Commission, an independent state oversight agency, released its report on the California Community Colleges. The report makes several recommendations, including changing the funding model and moving all adult education to the community colleges. In other state news, Dr. Perri reported that Chancellor Jack Scott has announced his retirement. She said he has been a fierce advocate for community colleges.

Dr. Perri congratulated the men's basketball team on its successful season. She had the opportunity to cheer them on at their last three home victories. She said the college wishes them well as they advance to the state finals.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, announced that Citrus College student Phoebe Sulzen has been accepted into the summer internship program at JPL. The STEM Academy is up and running, thanks to the efforts of TeCS and Ms. Jolie Elman, Web Page Specialist. Students can apply online and complete a series of STEM activities. In addition, RACE to STEM summer internships are being offered at CSUF and Cal Poly Pomona. Dr. Malmgren said the Bridges to Success Writing Café has a new pilot program that will offer clinics and workshops that utilize proven best practices for student success.

Dr. Malmgren read the biography of Dr. Marianne Smith. Dr. Smith has more than 10 years of professional grant experience. Dr. Malmgren recommends the employment of Dr. Smith as the new Grant Project Director for the RACE to STEM grant.

John Baker, Interim Vice President of Student Services, reported that ASCC voted to approve \$1,700 to help cover expenses for the men's basketball team to travel to the state championship tournament.

Dr. Baker said he and Dr. Malmgren have completed their meetings with the principals of the six feeder high schools in the District, during which they shared information on how their students are doing at Citrus College. They are now planning visits to the District's five alternative high schools. Dr. Baker and Dr. Malmgren are also working on a newsletter to keep the principals up to date on topics such as Early Decision.

Dr. Baker said, following the Board's approval, the college will welcome Ms. Deanna Smedley to serve as a Counselor in the Center for Teacher Excellence. Ms. Smedley brings over 10 years of career, academic and personal counseling experience to Citrus College students who aspire to become teachers.

Dr. Baker congratulated Student Ambassador Sarah Gleason for being selected as Miss Covina. Ms. Gleason's major is hospitality management, and she plans to transfer to the University of Nevada, Las Vegas.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the Climate Action Plan Committee has held its first meeting. Mr. Bob Bradshaw, Project Manager, will be chairing the committee.

The latest information from the Legislative Analyst's Office regarding the state budget is that there is an additional \$6.4 billion shortfall due to lower-than-expected property tax and enrollment revenues. Mrs. Horton said the Community College League of California was initially working on securing a backfill for the budget shortfall, but the additional bad news makes any hope of a backfill very unlikely. This takes the deficit for 2011-2012 and 2012-2013 to a total of \$15 billion.

Mrs. Horton said the college is monitoring information from the redevelopment successor agencies regarding state tax monies that were anticipated as a result of dismantling the local redevelopment agencies. So far, there seems to be no additional revenues.

Nickawanna Shaw, Academic Senate President, said the work of the Academic Senate is underway for spring. They are reviewing their policy on program discontinuance, which focuses on program viability in light of the current budget situation. They are also polling the faculty on the academic calendar to ascertain the effects of the 16 week semester. In addition, Ms. Shaw said they are making plans to host the state Academic Senate Area C meeting on March 31, 2012, which will include discussions on minimum qualifications and changes to the disciplines list.

Nohemi Camacho, Student Trustee, attended the Latina Leadership Network conference. She said it was a good conference, and the list of speakers included Secretary of Labor Hilda Solis and Congresswoman Loretta Sanchez.

ASCC will host Club Rush on March 8-9, 2012. The Leadership Academy will launch on March 14, 2012. The academy will teach different types of leadership and present a certificate upon completion. Student Trustee Camacho also announced that there will be a St. Patrick's Day celebration on March 15, 2012, in the Owl Café patio, and ASCC will host a Caesar Chavez Blood Drive on March 28-29, 2012.

Edward C. Ortell, Member, Board of Trustees, thanked Dr. Perri for the excellent presentation she made at the Duarte Chamber of Commerce's Annual State of the City, Schools, and Citrus College. He said her remarks illustrated the many accomplishments of the college in the toughest of times, and her leadership has earned great respect for Citrus College in the community. Trustee Ortell received many compliments from Duarte's mayor and the Duarte USD superintendent. He thanked Board President Montgomery for attending.

Trustee Ortell remarked on the recent Little Hoover Commission report on community colleges. He said the Little Hoover Commission has long advocated the centralization of governance of community colleges at the expense of local control. He said this would diminish the voice of local faculty, staff, and student leaders who cannot easily travel to Sacramento to talk with decision makers.

Gary L. Woods, Clerk/Secretary, Board of Trustees, thanked Dr. Perri, Mrs. Horton, and all those involved in budget planning for keeping Citrus College on a steady course during these turbulent financial times. He said there is a very different atmosphere at other colleges, where there are demonstrations and much unrest.

Susan M. Keith, Vice President, Board of Trustees, complimented Dr. Perri on her presentation to the Active Claremont group. She said the college has much to be proud of and is earning a reputation as one of the finest community colleges in the region and

the state. She thanked Dr. Perri for her willingness to go out into the community and speak about Citrus College.

Patricia Rasmussen, Member, Board of Trustees, acknowledged the five Citrus College students whose photos appeared in the book *The Best of College Photography Annual 2012*. She gave kudos to Darrell Carr, photography instructor, for staying current in a changing field.

Trustee Rasmussen reported that the members of the Citrus College Foundation board are working on several projects, and they are enthusiastically looking forward to the college's upcoming celebration of its 100th anniversary.

Trustee Rasmussen commented on the success of the men's basketball team and complimented them on the high level of sportsmanship they have exhibited. She also complimented the cheer squad for a great job of cheering them on at the games.

Joanne Montgomery, President, Board of Trustees, thanked Dr. Perri for her work in the community and said she always does a great job of representing the college. Dr. Perri thanked Mrs. Christine Link, Executive Assistant, for technical support of her presentations.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of February 7, 2012, as submitted. 5 Yes.

HEARINGS

Board President Montgomery opened a public hearing at 5:24 p.m. for the purpose of hearing public viewpoints regarding the Initial Study and Mitigated Negative Declaration for the property located at 1155 W. Foothill Blvd., Glendora CA 91741.

Hearing no comments, Board President Montgomery closed the hearing at 5:25 p.m.

INFORMATION AND DISCUSSION

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

Dr. Perri introduced Ms. June Stephens, Executive Director of Development and External Relations, who made the annual presentation on the Citrus College Foundation's financial report. Ms. Stephens introduced Mr. Tom Gerfen, Foundation board president, who presented Trustee Keith with a plaque recognizing her service to the Foundation. Ms. Stephens also introduced Mr. David Luna of Pacific Western Bank who presented the Foundation with a check for \$5,000. Mr. Luna will serve on the Foundation board this year. Ms. Stephens thanked Foundation board members Ms. Phyllis Fritz, Ms. Sharon Lewis, and Ms. Joyce Dill for attending the meeting.

The *Clarion* Presentation – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Meg O'Neil, Journalism instructor, who provided a brief history of the *Clarion* and introduced the publication's editorial staff. The *Clarion* and the *Clarion Online* have consistently won recognition for "general excellence" by the Journalism Association of Community Colleges. Ms. O'Neil was commended by members of the Board and Dr. Perri for her leadership and commitment to excellence and for staying abreast of the ever-changing technology in the field of journalism.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve A & B Warrants for January 2012. 5 Yes.

Item 5: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve purchase orders for January 2012. 5 Yes.

SURPLUS PROPERTY

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Keith 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.

CONSTRUCTION – CAPITAL PROJECTS

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Keith 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. 5 Yes.

FIELD TRIP

Item 8: Moved by Trustee Rasmussen and seconded by Trustee Keith 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. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 12:** Moved by Trustee Woods and seconded by Trustee Keith 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. 5 Yes.

EMPLOYMENT – FACULTY

- Item 13:** Moved by Trustee Keith and seconded by Trustee Rasmussen 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. 5 Yes.
- Item 14:** Moved by Trustee Woods and seconded by Trustee Rasmussen 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. 5 Yes.

RESOLUTION

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen 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). 5 Yes

CLOSED SESSION: At 5:28 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 Faculty Association/CTA/NEA (CCFA); Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; 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 6:15 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:16 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees