

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in January

DATE: Tuesday, January 17, 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 December 6, 2011

F. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODES:

1. Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.
2. Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
3. Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
4. Consideration of expulsion of student #AXXXXXX15, pursuant to Education Code Section 72122 and District Administrative Procedure AP-5520 Student Discipline Procedures

G. HEARINGS

1. Public hearing inviting members of the public to present their comments with regard to the Energy Service Contract to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings.
(Page 3)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Public Hearing – Energy Service Contract	Information	_____
		Enclosure(s)	_____

BACKGROUND

California’s Government Code section 4217 et seq allows public agencies to enter into an Energy Service Contract for the development of energy saving projects. District staff has identified a project to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings. It is anticipated that the energy savings will cover the cost of the projects over the life span of the upgrade.

Before entering into an Energy Service Contract the governing body must determine the project is in the best interest of the public agency and hold a public hearing at a regularly scheduled Board of Trustees meeting. The Board of Trustees will hold a public hearing at its regularly scheduled meeting to consider the project before acting to approve it.

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

RECOMMENDATION

Open a public hearing and invite members of the public to present their comments with regard to the Energy Service Contract to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ G.1. _____

H. INFORMATION AND DISCUSSION

1. REVISION – AP 6340 – Bids and Contracts – Carol R. Horton, Vice President of Finance and Administrative Services (Page 5)
2. REVISION – AP 7503 – Leaves: Classified Administrator/Manager and Supervisor/Confidential – Robert Sammis, J.D., Director of Human Resources (Page 10)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	January 17, 2012	Resolution	_____
SUBJECT:	REVISION: AP 6340 – Bids and Contracts	Information	X
		Enclosure(s)	X

BACKGROUND

Revisions to AP 6340 – Bids were approved by the Financial Resources Committee, CSEA, Management Team, Supervisor/Confidential Group, Academic Senate, ASCC, and Steering Committee.

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

RECOMMENDATION

Information only; no action required.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.1.

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP 6340 BIDS AND CONTRACTS

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20112 and 20650 et seq., 22000 et seq.;
20103.7
Labor Code Sections 1770 et seq.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contract Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

***Note:** The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651(d). The current bid minimum can be found at <http://www.cde.ca.gov/fg/ac/co/>.*

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation ~~circulated~~ published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Director of Purchasing and Warehouse. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Director of Purchasing and Warehouse shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Director of Purchasing and Warehouse shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

The Director of Purchasing and Warehouse shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

1. Any and all bids and contract proposals may be rejected by the District. ~~for good and sufficient reason.~~
2. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
3. Bid and contract award recommendations to the Board of Trustees shall show a tabulation of the bids received in reasonable detail.
4. Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications the District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids

The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse may, without advertising for bids within the same county purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, The Vice President of Finance and Administrative Services may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board of Trustees.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

***Note:** The following sections apply if funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002, 2004, or 2006 are used for a public works project.*

Kindergarten-University Public Education Bond Act Projects

For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice President of Finance and Administrative Services will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.

- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Director of Purchasing and Warehouse or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code Section 1771.7,
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.

- The Vice President of Finance and Administrative shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.

Approved by:
ASCC 11/29/11
CSEA 10/13/11
Management Team 10/5/11
Academic Senate 11/9/11
Supervisor/Confidential 10/19/11
Steering 12/12/11

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	January 17, 2012	Resolution	_____
SUBJECT:	REVISION: AP 7503 – Leaves: Classified Administrator/Manager and Supervisor/Confidential	Information	X
		Enclosure(s)	X

BACKGROUND

Administrative Procedure 7503, Leaves: Classified Administrator/Manager and Supervisor/Confidential was taken to the Board as Information only on December 6, 2011. As a result of that Board meeting, a revision to the procedure was recommended. The revised procedure has been reviewed and approved by the Management Team and Supervisor/Confidential Group.

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

RECOMMENDATION

Information only; no action required.

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7503 Leaves:
Classified Administrator/Manager and
Supervisor/Confidential

Reference: Education Code Section 87763 et seq.

1. Sick Leave

a) Regular Sick Leave

Classified administrator/manager and supervisor/confidential employees shall be granted twelve (12) days of paid sick leave each fiscal year. Any classified administrator/manager and supervisor/confidential assigned to less than a twelve month assignment will receive one day of sick leave for each assigned month.

b) Accumulated Sick Leave

At the beginning of each fiscal year, a classified administrator/manager and supervisor/confidential employee's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular sick leave shall accumulate year-to-year.

c) Extended Sick Leave

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 classified administrator/manager and supervisor/confidential employee will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave. Once a classified administrator/manager or supervisor/confidential employee exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave (not to exceed a maximum of 110

days for ten-month employees) shall be paid based on the difference between the classified administrator/manager and supervisor/confidential employee's regular pay and the amount actually paid to temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate salary schedule that would have been paid to a temporary employee (the difference between the classified administrator/manager and the supervisor/confidential employee's step placement and step 1 of the appropriate salary range). The 100 days of extended sick leave renews each July but does not accumulate. Once a classified administrator/manager and supervisor/confidential employee exhausts regular sick leave and extended sick leave, the classified administrator/manager and supervisor/confidential employee may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by a classified administrator/manager and supervisor/confidential employee when he/she is absent for illness or injury. It is the responsibility of the classified administrator/manager and supervisor/confidential employee to report his/her absence to his/her immediate supervisor within thirty minutes of the beginning of the work day.

A classified administrator/manager and supervisor/confidential employee's sick leave balance will be charged one sick day for each full day of absence.

e) Verification of Sick Leave

Upon return from any sick leave absence, a classified administrator/manager and supervisor/confidential employee is required to report his/her absence on the appropriate absence report.

The District reserves the right to require a classified administrator/manager and supervisor/confidential employee upon return from a sick leave of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

2. Personal Necessity Leave

A classified administrator/manager and supervisor/confidential employee may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the classified administrator/manager and supervisor/confidential employee's immediate family when additional leave is

required beyond that provided under Bereavement Leave.

- b) As a result of an accident or illness involving the classified administrator/manager and supervisor/confidential employee's person or property or the person or property of his/her immediate family.
- c) Resulting from the classified administrator/manager and supervisor/confidential employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.
- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

A classified administrator/manager and supervisor/confidential employee shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her department. Upon return from a Personal Necessity Leave, the classified administrator/manager and supervisor/confidential employee shall complete the appropriate absence report.

3. Bereavement Leave (Paid Leave)

A classified administrator/manager and supervisor/confidential employee shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the classified administrator/manager and supervisor/confidential employee.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to personal necessity leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, mother-/father-in-law of the unit member or of the spouse/domestic partner of the unit member, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

A classified administrator/manager and supervisor/confidential employee shall notify his/her department of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the classified administrator/manager and supervisor/confidential employee, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

4. Industrial Accident and Illness Leave

A classified administrator/manager and supervisor/confidential employee shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third party Worker's Compensation administrator.
- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- c) Allowable leave shall not be accumulated from year-to-year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the unit member's sick leave.
- e) Payment for wages lost on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the academic administrator shall be entitled to only the amount remaining at the end of the year in which the injury or illness occurred, for the same injury or illness.
- h) During any paid leave of absence, if the classified administrator/manager and supervisor/confidential employee receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the classified administrator/manager and supervisor/confidential

employee appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

5. Family Medical Leave

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

A classified administrator/manager and supervisor/confidential employee is eligible for leave provided he/she:

- a) Has been employed for at least twelve (12) months and;
- b) Has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

A classified administrator/manager and supervisor/confidential employee, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes:

- a) The birth of a child or to care for a newborn of the unit member.
- b) The placement of a child with a unit member in connection with the adoption or foster care of a child.
- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the classified administrator/manager and supervisor/confidential employee unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require a classified administrator/manager and supervisor/confidential employee to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

A classified administrator/manager and supervisor/confidential employee's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

6. Maternity Leave

A classified administrator/manager and supervisor/confidential employee is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the classified administrator/manager and supervisor/confidential

employee is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

A classified administrator/manager and supervisor/confidential employee requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed and shall be determined by the unit member and the classified administrator/manager and supervisor/confidential employee's physician and be given to her immediate supervisor and the Office of Human Resources.

There shall not be discrimination against a classified administrator/manager and supervisor/confidential employee because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

7. Leaves of Absence without Pay

The Board of Trustees may grant a leave of absence for one (1) year without pay to a classified administrator/manager and supervisor/confidential employee for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the classified administrator/manager and supervisor/confidential employee's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The classified administrator/manager and supervisor/confidential employee, while on leave of absence without pay, shall not be employed by the District in any capacity.

8. General Leaves

When no other leaves are available, a leave of absence may be granted to a classified administrator/manager and supervisor/confidential employee on a paid or unpaid basis at any time upon terms acceptable to the District and the classified administrator/manager and supervisor/confidential employee.

9. Military Leave

A classified administrator/manager and supervisor/confidential employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

10. Judicial Leave

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of a classified administrator/manager and supervisor/confidential employee to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) A classified administrator/manager and supervisor/confidential employee shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.
- b) The District shall continue to pay a classified administrator/manager and supervisor/confidential employee his/her regular salary until the Court releases him/her.

A classified administrator/manager and supervisor/confidential employee shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the unit member.

- a) A classified administrator/manager and supervisor/confidential employee shall receive regular pay less any amount received for jury or witness fees.

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 20)
- b. Authorization is requested to approve facility rentals and usage. (Page 22)
- c. Authorization is requested to approve A & B Warrants for November and December 2011. (Page 24)
- d. Authorization is requested to approve purchase orders for November and December 2011. (Page 27)
- e. Authorization is requested to adopt the new bid threshold of \$81,000 effective January 1, 2012, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. (Page 35)
- f. 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 36)
- g. Authorization is requested to approve Change Order #1 in the amount of \$2,125 for Project #05-1112, Campus Center Flooring Asbestos Abatement. (Page 39)

- h. Authorization is requested to approve Change Order Number Two in the amount of \$22,617.43 and add four days to the time for completion for project number 03-0910, Restroom Building East Campus. (Page 42)

Academic Affairs

- i. Authorization is requested to approve a field trip for thirty-one (31) students and two (2) faculty to compete at the Kennedy Center American College Theatre Festival held in Ogden, Utah on February 5, 2012 through February 12, 2012. (Page 47)
- j. Authorization is requested to approve the Subaward Agreement Number S-5261-CITRUS between CSU Fullerton Auxiliary Services Corporation and Citrus College, which runs from October 1, 2011 through September 30, 2016. (Page 51)

Personnel Recommendations

- k. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 63)
- l. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 76)
- m. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 79)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	
SUBJECT:	Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ I.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – January 17, 2012

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>CAREER TECHNICAL EDUCATION</u>				
Telos Educational Services	\$14,960.00max	Grant	1/18/12-6/30/12	Video Production
The Brad Pollak Company	\$4,875.00max	Grant	1/18/12-6/30/12	Coaching Workshops for CTE Students
The Center for Effective Performance	\$33,000.00max	Grant	1/18/12-4/30/12	Criterion Referenced Instruction & Solving Performance Problems Workshops
<u>CHILD DEVELOPMENT CENTER</u>				
Christensen, Sandra	\$4,699.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Cooper, Wanda M.	\$2,195.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Dixon, Karen	\$2,940.00max	Grant	1/1/12-6/30/12	Foster Care Ed
Doakes, Sarah	\$2,415.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Grandparents As Parents	\$2,032.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Matthews, Elitia	\$2,040.00max	Grant	7/1/11-12/31/12 <i>Revision</i>	Foster Care Ed
Matthews, Elitia	\$2,450.00max	Grant	1/1/12-6/30/12	Foster Care Ed
Mitjans, Aurelio	\$1,940.00max	Grant	7/1/11-12/31/11 <i>Revision</i>	Foster Care Ed
Mitjans, Aurelio	\$2,450.00max	Grant	1/1/12-6/30/12	Foster Care Ed
Recendez, Rodrigo	\$5,096.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
<u>CONTINUING EDUCATION</u>				
Francis, Pamela	50% of fees	Fees	4/14/12-4/14/12	Acupressure Facial
Francis, Pamela	50% of fees	Fees	5/12/12-5/12/12	Reflexology: Foot Massage
Francis, Pamela	50% of fees	Fees	6/9/12-6/9/12	Acupressure of Everyday Stress
Francis, Pamela	50% of fees	Fees	1/21/12-1/21/12	15-Minute Chair Massage
Francis, Pamela	50% of fees	Fees	2/11/12-2/11-12	Swedish Massage
Francis, Pamela	50% of fees	Fees	3/10/12-3/10/12	Acupressure for Headaches
<u>FINE AND PERFORMING ARTS</u>				
Duenas, Armando	\$4,500.00max	District	1/18/12-6/30/12	Musician Services
Hinrichsen, Gregory	\$66.85per hour	District	1/18/12-6/30/12	Interim Director of HPAC
Montminy, James	\$4,500.00max	District	1/18/12-6/30/12	Musician Services
Strand-Polyak, Lindsey	\$4,500.00max	District	1/18/12-6/30/12	Musician Services
<u>HEALTH SCIENCES</u>				
Smith, Brian D. DDS	no fee	no fee	1/17/12-ongoing	Clinical Education
<u>VETERANS SERVICES</u>				
Cheng, Joseph	\$300.00max	District	2/21/12-2/21/12	Speaker for Flex Day 2012

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	January 17, 2012	Resolution	<u> </u>
SUBJECT:	Facility Usage/Rentals	Information	<u> </u>
		Enclosure(s)	<u> X </u>

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. 1.1.b.

**Use of Facilities
January 17, 2012**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Shawn Wright	Recording Arts Studio	Piano Demo	12/5/2011	\$250.00
Sports Chalet	Pool	Scuba Lessons	Various dates from 1/1/12 through 12/31/12	\$55.00 per hour plus additional labor if required
Stacey G Athletics	Tennis Courts	Fitness Bootcamp	Monday, Wednesday and Friday 1/2/12 through 6/29/12	\$1,260.00 plus additional labor if required
Hart High School	PA193	Warm Up/Dressing Room for Choir Competition	2/3/2012	\$50.00 plus additional labor if required
Azusa Pacific University	West Softball Field	Intramural Softball Games	Tues & Thurs 2/21/12 through 3/27/12	\$5,225.00 plus additional labor if required
Rusty Miller Tennis	Tennis Courts	Junior Tennis Tournament	4/7, 4/8, 4/14 & 4/15/12	\$600.00 plus additional labor if required
San Dimas High School	Stadium	Graduation	6/5/2012	No rental fee - Labor charges only if necessary
Rusty Miller Tennis	Tennis Courts	Junior Tennis Tournament	5/12 & 5/13/12	\$300.00 plus additional labor if required
Rusty Miller Tennis	Tennis Courts	Junior Tennis Tournament	10/27 & 10/28/12	\$300.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
November, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$2,545,948.95
GRANT AMOUNT PAID TO STUDENTS		\$3,445,113.20
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
183	C1D-C	\$1,602,714.21
351	C3D-C	\$515,012.81
503	C3D-N	\$320,117.77
4	319-C	\$4,811.52
18	319-N	\$5,974.13
326	C2E-N	\$1,430,089.33
1,385		\$3,878,719.77
ske		
1/12/2012		

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
December, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$2,151,512.20
GRANT AMOUNT PAID TO STUDENTS		\$260,605.50
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
183	C1E-C	\$1,603,195.49
2	333-C	\$1,324.17
11	333-N	\$4,013.88
347	C3E-C	\$498,712.61
516	C3E-N	\$339,912.21
5	347-C	\$1,158.36
16	347-N	\$1,928.71
4	349-N	\$1,544.29
328	C2F-N	\$1,437,685.97
1,412		\$3,889,475.69
ske		
1/11/2012		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X _____

BACKGROUND

Purchase orders for November and December 2011.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for November and December 2011.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.d. _____

11/01/2011 - 11/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-18621	Career Step, LLC	9330	Enrollment Fees	39-5800	9,404.75
12-19028	Creative Bus Sales	9430	Repair Parts	01-4300	176.18
12-19035	I.E.S.	9230	Blanket PO	52-6400	6,000.00
12-19174	ARC	3080	Blanket PO	01-5600	800.00
12-19186	Tomark Sports Inc.	0060	Main Basketball Structure Repair	01-5630	595.00
12-19194	Learning Resources Network	3340	Enrollment Fee	39-5800	527.50
12-19195	Costco Warehouse	9570	Food and Supplies for Kenshu	39-4300	500.00
12-19196	Laguna Clay	0010	Fall semester supplies	01-4300	157.55
12-19197	Getinge/Castle Inc.	0030	Parts	01-4300	356.04
12-19198	Vons Grocery	9570	Food for Kenshu	39-4300	250.00
12-19199	Little Caesars	9570	Food for Kenshu	39-4300	450.00
12-19200	Innovative Upgrade Solutions	9020	Lamp Filters	01-4300	110.82
12-19201	Spinitar	9100	Scala Advantage Software Maintenance	01-5810	1,600.00
12-19202	Automotive Equipment Parts	3020	Auto Tool For Lab	01-4300	300.03
12-19203	Best Steel Metal, Inc.	9375	SS - Cafe Sink	42-5800	950.00
				42-6400	978.75
12-19204	R & D Business Interiors	0030	Task Stools	01-6400	460.00
12-19205	Beacib Neduam Ubc,	9220	Re-districting Ad	01-5790	560.00
12-19206	Claremont Courier	9220	Re-districting Ad	01-5790	420.00
12-19207	Empire Instrument Co,	9040	Logger Parts	01-4300	119.63
12-19209	Barkshire Laser Leveling	9195	Laser level grass infield at Baseball Field	01-6100	4,200.00
12-19210	Los Angeles County Treasurer Tax Collector	9195	License Fee at Pool	01-4300	887.00
12-19211	Costco Warehouse	3120	Blanket PO	33-4300	75.00
				33-4700	225.00
12-19212	El Pollo Loco	3120	Blanket PO	33-4700	450.00
12-19213	SEHI Computer Products	9182	Printer	01-6400	318.11
12-19214	EMD Chemicals Inc.	0311	Supplies	01-4300	536.53
12-19215	Range At Citrus	0060	Women's Golf Supplies	01-4300	1,610.87
12-19216	Scantron	0040	Scantron Supplies	01-4300	112.05
12-19218	Innovative Upgrade Solutions	9151	Ergonomic Office Supplies	01-4300	277.33
12-19219	Association of Community and Continuing Education	9400	ACCE Fall Workshop	01-5200	98.00
12-19220	Clean Source	9270	Supplies	01-4300	2,978.39
12-19221	Clean Sweep Supply Co.	9270	Supplies	01-4300	2,723.10
12-19222	Dieterick-Post	3080	Supplies	01-4300	737.03
12-19223	Ipswitch, Inc	9100	Software Maintenance Agreement	01-5840	470.00
12-19224	Office Depot BSD Ed Div	9455	Cash Register	41-4300	70.58
12-19225	Treutelaar Equip.Sales	3020	Chemicals For Auto Lab	01-4300	749.69
12-19226	Subway	9570	Food for Kenshu	39-4300	1,150.00
12-19227	Pacific Sod	9195	Supplies at BF	01-6100	3,673.81

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-19228	NAEYC	3120	Accreditation - Renewal	33-5800	1,400.00
12-19229	Oracle America	9100	Technical Support Services	01-5840	112,176.22
12-19230	Gaylord Bros.	9260	Supplies	01-4300	110.73
12-19231	Amazon.com Corporate	9170	SLO & Program Review Supply	01-4300	62.10
12-19232	Amazon.com Corporate	3120	Scanner	33-4300	97.86
12-19234	Battery Systems Of Fontana	9250	Batteries	01-5630	886.51
12-19235	Dave Bang	9250	Bike Racks	01-6400	1,110.75
12-19236	Hillyard Inc.	9270	Supplies	01-4300	654.46
12-19237	D & D Sporting Goods	0060	Women's basketball	01-4300	2,336.35
12-19238	Jeff's Sporting Goods	0060	Baseball Equipment	01-4300	1,975.73
12-19240	R2A Architecture	9375	Hayden Hall - FPP Seismic Upgrade Addition	42-5800	20,000.00
12-19241	CSS/Rancho Janitorial	9270	Custodial Supplies	01-4300	4,606.92
12-19242	BMIO General	9030	Music License	01-5880	2,264.98
12-19243	Snowden Electric Co.	9040	Supplies	01-4300	9,580.00
12-19244	Virco Mfg.	9460	Folding Chairs & Racks for Rentals	41-6400	3,183.63
12-19245	Ricoh Business Solutions	9250	Copiers - Fiscal	41-6400	15,926.44
12-19246	State of California Dept Of Consumer Affairs	3200	Certificate Renewal	01-5810	200.00
12-19247	Library Store	9260	Supplies	01-4300	51.95
12-19248	Graphix By Reid	9344	Auto Tech HPI imprint tee shirts	01-5880	13.00
12-19249	Office Depot BSD Ed Div	9660	Blanket PO	01-5800	545.00
12-19250	Owl Bookshop	9660	Blanket PO	01-4300	8,000.00
12-19251	Owl Café	9660	Blanket PO	01-4300	5,000.00
12-19252	Costco Warehouse	9660	Blanket PO	01-4300	2,000.00
12-19253	C & A Floor Coverings	9370	Campus Center - Carpet	41-6100	2,000.00
12-19254	Bridging The Gap Communications	9160	Sexual Etiquette Manuals	41-6100	31,518.81
12-19255	Pitsco Education	3370	Instructional Supplies-grant Funded	01-4300	302.76
12-19256	University of LaVerve	9660	Instructional Supplies-grant Funded	01-6400	4,426.36
12-19257	Division of State Architect La Basin Region	9375	HSI Agreement	01-5800	200,000.00
12-19258	Moore Medical Corp.	9160	DSA Fees - Field House & Concession Bldg	42-5800	7,615.07
12-19259	San Gabriel Valley Tribune	9375	Medical Supplies	01-4300	382.54
12-19260	San Gabriel Valley Tribune	9375	Legal Ad	41-5800	1,951.04
12-19261	San Gabriel Valley Tribune	9375	Legal Ad	41-5800	1,940.00
12-19262	Timekeeping Systems	9070	Legal Ad	41-5800	1,940.00
12-19263	Apple Inc	0072	Support Service - Pipe	01-5810	795.00
12-19264	Whalen Bindery & Mailing Service	9220	Equipment - Student Publications	01-6400	5,122.76
12-19265	Swerg Inc.	9100	Mailing service	01-5850	5,000.00
12-19266	Dave Miller Plumbing	9375	Software	01-4300	108.90
12-19267	Western Audio Visual	9375	Student Services - Plumbing for Cafe Sink	42-5800	300.00
			SS- AV - High Voltage Electrical Outlets	42-5800	1,667.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-19268	San Gabriel Valley Tribune	9375	Legal Ad - Campus Ctr Flooring Asbestos Abatement	42-5800	1,951.04
12-19269	Battery Systems Of Fontana	9250	Batteries	01-5630	897.01
12-19270	Signature Flooring Inc.	9230	Campus Center - Carpet Installation	71-6200	12,995.00
12-19271	Owl Café	9170	Catering	01-4300	296.89
12-19272	Los Angeles County Fire Dept.	9430	Haz Mat Program Fees	01-5890	1,612.00
12-19273	Home Town Exterminators	9040	Service Agreement	01-5810	5,740.00
12-19274	Keystone Uniform Center	9070	Jackets for Officers	01-4300	668.81
12-19276	On Track	0060	Track and Field equipment	01-4300	541.01
12-19277	Wright Designs	0060	Softball Hats	01-4300	179.44
12-19278	5M Consulting, Inc.	9375	Campus Center Flooring Asbestos Abatement	42-6100	28,800.00
12-19280	Cal Stage	0080	Stage Lighting	01-6410	9,661.30
12-19282	J & J Equipment Sales	9250	Wire shelving	01-6400	2,736.15
12-19283	Western Audio Visual	9375	Student Services - AV	42-5800	3,454.89
				42-6400	5,275.00
12-19284	Western Audio Visual	9375	SS- AV - Display Installs	42-5800	1,792.09
				42-6400	735.00
12-19285	Western Audio Visual	9375	Student Services	42-5800	6,574.06
				42-6400	10,635.00
12-19286	SEHI Computer Products	9100	Printer for Dr. Perri	01-6400	367.88
12-19287	SEHI Computer Products	9100	HP DesignJet Project Room	01-6400	1,291.29
12-19288	CDW-G	9100	PC Parts	01-4300	277.70
12-19289	Whittier Fertilizer	9195	Supplies at Baseball Field	01-4300	1,440.00
12-19290	Mr. Miniblind	9375	Student Services - Blind	42-6400	413.25
12-19291	CSI Fullmer	9375	Student Service - Furniture	42-6400	6,989.41
12-19292	CSI Fullmer	9375	Student Service - Furniture	42-6400	7,305.52
12-19293	Allsteel	9375	Student Service - Furniture	42-6400	4,877.61
12-19294	Harland Technology	9100	Scanner Maintenance SE-01274	01-5810	477.00
12-19295	Apple Inc	0080	Computer - Little Theatre	01-6400	2,140.20
12-19296	Clean Sweep Supply Co.	9270	Custodial Supplies	01-4300	492.64
12-19298	Career Step, LLC	9330	Enrollment Fees	39-5800	1,928.95
12-19299	Monrovia Unified School Dist	9410	Summer School	01-5800	34,436.00
12-19300	Plaza Produce	3370	Refreshments Perkins Impl Team	01-5800	149.00
12-19301	Safety Med	0060	Service call - Safety Check	01-5810	150.00
12-19302	TASQ Technology	9470	Mag Reader For Charges	59-4300	81.56
12-19304	J & J Sports	0060	Men's Soccer T-Shirts	01-4300	127.24
12-19306	CASBO Professional Development	9050	1099 Reporting Concepts Workshop	01-5200	205.00
12-19308	RSPE Audio Solutions	0281	Replacement Audio Interfaces	01-6400	1,946.63
12-19309	South Coast Air Quality Management District	9430	Fees for CP Boilers - Rule 222	01-5805	1,016.94
12-19310	Sector Point, Inc.	9100	Citrus and Haugh Performing Arts Center Website	01-5840	23,040.00
12-19311	San Gabriel Valley Examiner	9220	Redistricting Ad	01-5790	525.00
12-19312	Green's Lock and Safe	9050	Blanket PO	01-5810	200.00
12-19313	Beacon Media, Inc.	9220	Redistricting Ad	01-5790	560.00
12-19314	Claremont Courier	9220	Redistricting Ad	01-5790	420.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-19315	Grainger Inc.	3020	Casters for Auto Lab	01-4300	62.12
12-19316	Music Theatre International	0080	Scripts	01-4300	135.94
12-19317	McFarland & Company	0280	Teaching Materials - Gunnar Eisel	01-4300	274.58
12-19318	Qiagen Inc.	0030	Bio 105 Supplies	01-4300	182.45
Total				119	689,370.21

Fund	Description	PO Count	Amount
1	General Fund	84	486,990.40
33	Child Development Fund	4	2,247.86
39	Community Education	7	14,211.20
41	Capital Outlay Projects Fun	7	56,530.50
42	Revenue Bond Construction F	14	110,313.69
52	Cafeteria Fund	1	6,000.00
59	Golf Driving Range	1	81.56
71	Associated Student Trust Fu	1	12,995.00
		119	689,370.21

PO Changes

	New PO Amount	Description	Change Amount
12-18322	5,424.27	Revenue Bond Construction F/Oth Contracted Services	1,804.48
12-19110	100.00	General Fund/Mileage & Car Allowances	100.00
12-19129	2,949.00	General Fund/Sites and Improvement of Si	2,949.00-
12-19129	2,949.00	Capital Outlay Projects Fun/Sites and Improvement of Si	2,949.00
Total PO 12-19129			.00
12-19140	285.19	General Fund/Materials and Supplies	40.50
12-19208	4,435.00	Revenue Bond Construction F/Personal Svcs-Consultants T	2,217.50-
12-19208	4,435.00	Revenue Bond Construction F/Oth Contracted Services	2,217.50
Total PO 12-19208			.00
Total PO Changes			1,944.98

12/01/2011 - 12/21/2011

PO

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-18257	Home Town Exterminators	9040	Service Agreement	01-5810	4,100.00
12-18797	Lab Safety Supply, Inc.	0030	Safety Equipment	01-6400	530.81
12-18861	R & D Business Interiors	0311	Student tables	01-6400	5,644.00
12-19136	Pivot Point International Inc.	3040	Blanket PO	01-5810	1,200.00
12-19208	Bainbridge Environmental	9375	Admin Bldg - Abatement Monitoring & Clearance	42-5800	4,435.00
12-19233	SEHI Computer Products Inc	3120	Printer	33-6400	371.40
12-19239	Golf Ventures West	0060	Baseball Field Groomer	01-6400	12,483.41
12-19275	Amazon.com Corporate Credit	0050	Books	01-4300	254.69
12-19279	Clear Channel Worldwide	9030	Advertising	01-5830	6,000.00
12-19281	Cardiac Science Corporation	0060	Automated External Defibrillator	01-6400	2,856.43
12-19297	Keystone Uniform Center	9070	Uniforms for Officers	01-4300	1,065.15
12-19303	Allana Buick & Bers, Inc.	9370	Services for Reprographics Roof	41-5120	8,845.00
12-19305	San Gabriel Valley Examiner	9220	Redistricting Ad	01-5790	525.00
12-19307	Amazon.com Corporate Credit	9100	Book	01-4300	141.32
12-19319	Thomson Reuters/Barclays	9020	Renewal of T5 Education Code	01-4300	290.00
12-19320	El-Rey Applications	9040	Services for Gym Floor	01-5800	390.00
12-19321	AAA Backflow	9040	Repairs to Cafeteria Pump Station	01-5630	2,115.00
12-19322	Stamp Out	9050	Signature Stamp	01-4300	35.83
12-19323	Dr. Flashlight	9070	Flashlights	01-4300	290.07
12-19324	Heavy Duty Builders Supply	9344	Equipment - Truck Tech	01-6400	12,221.00
12-19325	Mailers Company	9010	Diploma Mailers	01-4300	570.88
12-19326	SC Fuels	9190	Gasoline	01-4360	11,556.60
12-19327	SEHI Computer Products Inc	0311	Scanner	01-4300	124.24
12-19328	Edmund Scientific Co.	0310	Sunspotter	01-6400	828.88
12-19329	SEHI Computer Products Inc	9100	Printer	01-6400	430.13
12-19330	LBI-Boyd Wallcoverings	9182	Markerboard	01-6400	736.00
12-19331	R & D Business Interiors	9182	Chair - Veterans Center	01-4300	227.29
12-19332	Battery Sales Unlimited	9030	Blanket PO	01-4300	300.00
12-19333	Scantron	3200	Scantron Forms	01-4300	165.78
12-19334	ProActive Consulting Group	9430	AQMD Compliance Service - Facilities	01-5805	850.00
12-19335	Sirona Dental Systems LLC	3370	Oral imagery Equipment/Dental Assisting	01-6400	27,182.06
12-19336	Hicklin Engineering, L.C. dba SuperFlow Technologies Group	9344	Transmission Output Shaft - Diesel Tech	01-6400	1,575.13
12-19337	Communications Center	9190	Two-Way Radios	01-6400	1,412.66
12-19338	Amazon.com Corporate Credit	0050	Books	01-4300	83.01
12-19339	Amazon.com Corporate Credit	9040	Supplies	01-4300	985.28
12-19340	North Orange County Community College District	9200	2011-2012 EEDEC Dues	01-5300	250.00
12-19341	Owl Bookshop	9673	Blanket PO	01-4300	2,000.00
12-19342	Office Depot BSD Ed Division	9673	Blanket PO	01-4300	5,000.00
12-19343	Plaza Produce	9290	Transfer Task Force Lunch	01-4300	274.75
12-19344	Education To Go	9330	Enrollment Fees	39-5800	240.00
12-19345	4 Imprint	9344	Wristbands for Skills USA Automotive Event	01-4300	2,551.81
12-19346	4 Imprint	9344	Safety Glasses for Skills USA Automotive	01-4300	1,933.11

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-19347	Education To Go	9330	Enrollment Fees	39-5800	540.00
12-19348	Business Supply	9190	Supplies	01-4300	52.71
12-19349	G/M Business Interiors	9200	Aeron Work Chair	01-6400	738.11
12-19350	Lifelong Products. com	0060	Softball Equipment	01-4300	223.74
12-19351	Travis Mathew, LLC	0060	Shirts	01-4300	823.43
12-19352	CASBO Professional Development	9020	1099 Reporting Workshop	51-5220	205.00
12-19353	O'Reilly Auto Parts	9470	Blanket PO	59-4300	271.88
12-19354	Costco Warehouse	9250	Blanket PO	01-4300	700.00
12-19355	DMV Renewal Occupational Licensing Branch	9330	Traffic Violator School Renewal	39-5800	201.00
12-19356	Praxair Dist. US #263	9455	CO2 tank	41-5892	33.77
12-19357	Fathead	0060	Vinyl Mural	01-4300	119.29
12-19358	Amazon.com Corporate Credit	9100	Power Adapter	01-4300	41.22
12-19359	D & D Sporting Goods	0060	Sweat Shirts	01-4300	2,439.18
12-19360	Ricoh Business Solutions	9673	Blanket PO	01-4300	3,000.00
12-19361	Performance Elevators Contractors	9040	Repairs to Stage Lift	01-5630	3,150.00
12-19362	Pro Sales Group	9190	Supplies	01-4300	265.02
12-19363	Carolina Biological Supply	0311	Equipment	01-6400	1,977.52
12-19364	Primex Wireless	9040	Clock Radio Transmitter	01-6400	9,990.95
12-19365	Timekeeping Systems	9070	Building Check - Reader	01-6400	654.81
12-19366	Full Compass Systems, LTD.	0010	Drum Shield	01-6410	643.09
12-19367	Source Direct Global HQ	9100	Tape Drive - Hardware Support	01-5810	862.77
12-19368	Haulaway Storage Containers	9375	Campus Center - Container Rental	42-5800	500.00
12-19369	Chipman Corporation	9375	Campus Center - Moving Service	42-5800	2,200.00
12-19370	Blackboard Learning Systems	3180	Blackboard Renewal-Amended Contract	01-5840	171,804.00
12-19371	Union Electronic Distributors	3160	AV Supplies	01-4300	603.56
12-19372	LBI-Boyd Wallcoverings	9375	Markerboards	42-6400	595.00
12-19373	Guardian Power Protection Services, Inc.	9100	APC UPS Battery Replacement	01-4300	2,136.64
12-19374	SEHI Computer Products Inc	0309	Printer	01-6400	444.55
12-19375	SEHI Computer Products Inc	3260	Printer	01-6400	1,221.40
12-19377	B & H Photo Video - Pro Audio Gov/Education Sales Division	0280	Music Software	01-4300	506.84
12-19378	Kanstul Musical Instruments Inc.	0280	Big Band Wind Instruments	01-6410	1,848.75
12-19379	Kanstul Musical Instruments Inc.	0280	Big Band Wind Instrument	01-6410	1,413.75
12-19380	Hillyard Inc.	9195	Custodial Supplies	01-4300	476.22
12-19381	Tomark Sports Inc.	0060	Softball Helmets	01-4300	359.73
12-19382	HCD Renewal	9040	Registration Renewal Fee for Construction Trailer	01-5800	24.00
12-19384	Control Works, Inc.	9040	Energy Management Systems	01-5800	810.00
12-19385	ACCRAO Distribution Center	9010	Registrar's Survival Kit	01-4300	415.63
12-19386	Snowden Electric Company, Inc.	9040	Trip Fee - Key Revision	01-5800	440.00
12-19387	Global CTI Group Inc.	9100	Maintenance Agreement	01-5810	39,775.00
12-19388	Global CTI Group Inc.	9375	Phone Care Systems - Admin Bldg.	42-6400	33,339.49
12-19389	AA Equipment Rentals Co.	9195	Auger Implement	01-6400	1,022.25
12-19390	Lawrence E. Marino, DBA Caliber Pool & Spa Service	9460	Removal of Diving Boards for Pool Rental	41-5800	1,500.00
12-19391	Brodart, Inc.	9260	Supplies - Library	01-4300	44.91
12-19392	SEHI Computer Products Inc	9010	Printer - Registrar	01-6400	239.81
12-19393	Battery Systems of Anaheim	9250	Cart Batteries	01-4300	1,011.18

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-19394	Battery Systems of Anaheim	0060	Cart Batteries	01-4300	886.51
Total				88	<u>413,624.43</u>

Fund	Description	PO Count	Amount
01	General Fund	74	360,346.89
33	Child Development Fund	1	371.40
39	Community Education	3	981.00
41	Capital Outlay Projects Fun	3	10,378.77
42	Revenue Bond Construction F	5	41,069.49
51	Bookstore Fund	1	205.00
59	Golf Driving Range	1	271.88
Total		88	<u>413,624.43</u>

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
12-19185	466.90	01-4300	General Fund/Materials and Supplies	54.52
12-19222	737.03	01-4300	General Fund/Materials and Supplies	252.00
12-19227	3,673.81	01-6100	General Fund/Site and Improvement of Si	233.81
12-19282	2,736.15	01-6400	General Fund/Equipment- Capitalized	78.30
12-19300	149.00	01-5800	General Fund/Oth Contracted Services	13.90
				<u>632.53</u>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	January 17, 2012	Resolution	<u> </u>
SUBJECT:	Bid Threshold Increase	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

Pursuant to Public Contract Code Section 20651(d) the State Chancellor's Office annually adjusts the dollar amount of the bid threshold for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. This increase is based on the Implicit Price Deflator for the prior fiscal year rounded to the nearest one hundred dollars. The applicable adjustment of 2.72% applied to the 2011 bid threshold of \$78,900 results in the new bid threshold of \$81,000. This new bid threshold is effective January 1, 2012.

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

RECOMMENDATION

Authorization is requested to adopt the new bid threshold of \$81,000 effective January 1, 2012, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs.

Carol R. Horton

Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.e. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE January 17, 2012 Resolution
SUBJECT: Disposal of Surplus Property Information
Enclosure(s) X

BACKGROUND

Education Code Section 81450 - 81455 authorizes the governing board of any community college district to exchange for value, sell or donate any personal property belonging to the district if the property is not required for college purposes. It further allows any district to contract with a private auction firm to dispose of these items. The Citrus Community College District contracts with The Liquidation Company of Fontana for these services.

From time to time the District sends items no longer needed for college use to The Liquidation Company to be sold at public auction to the highest bidder or donation to another public entity. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

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

RECOMMENDATION

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.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ I.1.f. _____

Surplus List for January 17, 2012

	MFG	Description	Serial Number	CCD Tag#	CDC#
1	ABC	Computer	0911036406	2484	
2	ABC	Computer	0515036866	2399	
3	ABC	Computer	0222014545		5978
4	ABC	Computer	0516003934	5165	
5	ABC	Computer	0225046437	3807	
6	ABC	Computer	0616046501	3719	
7	ABC	Computer	0028452635	2906	
8	ABC	Computer	0109014491	662	
9	ABC	Computer	0607056810	4393	
10	ABC	Computer	0220066952	4954	
11	ABC	Computer	0318056648	4708	
12	ABC	Computer	0628014693	2458	
13	ABC	Computer	0822664232	634	
14	ABC	Computer	0630056845	4475	
15	ABC	Computer	0608046494	3738	
16	ABC	Computer	1107004369	607	
17	ABC	Computer	0822004224	602	
18	ABC	Computer	0808004144	832	
19	ABC	Computer	0405046460	3683	
20	ABC	Computer	0616046508	3714	
21	ABC	Computer	1122024950		
22	ABC	Computer	0420067023		
23	ABC	Computer	0630056148	4469	
24	ABC	Computer	051506388	2141	
25	ABC	Computer	0722993530	0621	
26	ABC	Computer	082004228	0646	5501
27	ABC	Computer	0515036363	2393	
28	ABC	Computer	0408056681	4323	
29	ABC	Computer	0128046419	3534	
30	ABC	Computer	0415056703	4321	
31	ABC	Computer	0408056672	4215	
32	ABC	Computer	1118036417	3500	
33	ABC	Computer	0630046528	3764	
34	ABC	Computer	0030046517	3770	
35	ABC	Computer	0607056803	0522	
36	ABC	Computer	0607056801	5221	
37	ABC	Computer	0118056471		
38	ABC	Computer	06200565829	4701	
39	ABC	Computer	0128046420	3533	
40	ABC	Computer	0515036369	2453	
41	ABC	Computer	0327014588	6021	3652
42	ABC	Computer	0902983077	4551	
43	ABC	Computer	0214056549	4183	
44	ABC	Computer	0722993544		

45	ABC	Computer	0516003934		
46	ABC	Computer	0719993521	628	
47	ABC	Computer	No serial #	3603	
48	ABC	Computer	0515036386	2422	
49	ABC	Computer	1010004312	1176	
50	ABC	Computer	06070568799	none	
51	ABC	Computer	08110004186	819	
52	ABC	Computer	1122004380	137	
53	ABC	Computer	1515036365	2410	
54	ABC	Computer	090398095	579	
55	ABC	Computer	0903983096	570	
56	ABC	Computer	0903983089	576	
57	ABC	Computer	none	87	
58	ABC	Computer	0902983075	571	
59	ABC	Computer	0515036385	2421	
60	ABC	Computer	0515036389	2403	
61	ABC	Computer	0124056493	4106	
62	Gateway	Computer	0029105051	3590	
63	Gateway	Computer	0030206697	5319	
64	Gateway	Computer	0029605044	3587	
65	Gateway	Computer	0033243302	3856	
66	Gateway	Computer	003320771	3641	
67	Gateway	Computer	003294437	3589	
68	HP	Laptop	2UAV08POCT	3923	
69	HP	Laptop	CNF3461550	5066	
70	HP	Printer	JPKAD41369	4580	
71	HP	Printer	USJNK19066		7606
72	HP	Printer	USJNK19142	7612	
73	HP	Server	US10928025	7439	
74	HP	Server	0808004144	6876	
75	HP	Server	US9370120		
76	Mitsubishi	Projector	0002945	822	
77		Monitor	5003890000356		5887
78		Monitor	PSN052823534	5168	
79		Monitor	PSW05282436		
80		Monitor	5003890000983		5889
81		Scanner	CD0731805R		5387
82		Scanner	CN25W1803K	0625	7774

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	January 17, 2012	Resolution	<u> </u>
SUBJECT:	Approval of Change Order #1, Project #05-1112, Campus Center Flooring Asbestos Abatement	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND

At its meeting of November 15, 2011, the Board of Trustees awarded Project #05-1112, Campus Center Flooring Asbestos Abatement to 5M Contracting Co. of Tustin, California. During the course of construction the District has identified some additional requirements that are enumerated in the enclosed Change Order Request that is part of Change Order #1. The increase is \$2,125. The revised total of the contract after Change Order #1 is \$30,925. This change order will add zero (0) days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order #1 in the amount of \$2,125 for Project #05-1112, Campus Center Flooring Asbestos Abatement.

Carol R. Horton

Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.g. _____

CHANGE ORDER

PROJECT: 05-1112, Campus Center Flooring Asbestos Abatement CHANGE ORDER # 1 - Final
Citrus Community College District BOARD DATE: January 17, 2012
CONTRACTOR: 5M Contracting Co. D.S.A. # _____
2691 Dow Avenue, Suite C-2 District _____
Tustin, CA Bid# 05-1112

ORIGINAL CONTRACT AMOUNT: _____ 28,800.00
Previous Change Order: \$ 0
This Change Order: \$ 2,125.00
Total Change Order: _____ 2,125.00
REVISED CONTRACT AMOUNT: \$ _____ 30,925.00

Notice To Proceed, December 19, 2011. 5 Calendar Day Contract
ORIGINAL CONTRACT COMPLETION DATE: _____ December 23, 2011
Previous Change Order: 0 Calendar Days
This Change Order: 0 Calendar Days
Total Change Orders: 0 Calendar Days

REVISED CONTRACT COMPLETION DATE: _____ December 23, 2011

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:

Citrus College Project Manager DATE _____

5M Contracting Co. DATE _____

Citrus Community College District DATE _____

The contract is changed as follows:

COP #

1 Provide additional labor to level floor at Campus Center during asbestos abatement

Requested by: District

Reason: Unforeseen conditions

Cost: \$2,125.00

Additional Days: 0 Days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Approval of Change Order Number Two 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 Two. The increase is \$22,617.43. The revised total of the contract after Change Order Number Two is \$599,692.22. The change will add four 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 Two in the amount of \$22,617.43 and add four 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.h. _____

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>2</u>
	<u>Citrus Community College District</u>	Board Date:	<u>January 17, 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>32,734.63</u>	
This Change Order:	\$ <u>22,617.43</u>	
Total Change Order:		<u>55,352.06</u>
REVISED CONTRACT AMOUNT:		<u>\$ 599,692.06</u>

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

ORIGINAL CONTRACT COMPLETION DATE:	<u>August 30, 2011</u>
Previous Change Order:	<u>15</u> Calendar Days
This Change Order:	<u>04</u> Calendar Days
Total Change Orders:	<u>19</u> Calendar Days

REVISED CONTRACT COMPLETION DATE: September 15, 2011

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:

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

The contract is changed as follows:

COP #

- 4 Repair broken waterline to the swimming pool (See SK-1)
- Requested by:** District
- Reason:** Existing underground waterline was corroded and leaking **Cost:** \$1,950.79
- Additional Days** 0 Days
- 9 Over excavate and recompact approximately 1,150 SF where new asphalt is to be placed (See SK-2)
- Requested by:** District
- Reason:** Subsurface needs to be prepared for new asphalt **Cost:** \$7,374.83
- Additional Days** 0 Days
- 11 CREDIT – 3 Hand dryers not installed by contractor.
- Requested by:** District
- Reason:** Hand dryers supplied by the school district **Cost:** -\$564.42
- Additional Days** 0 Days
- 12 Demolition of damaged concrete paving and replace with new concrete @ Aquatic Center (See SK-3)
- Requested by:** District
- Reason:** Replacing concrete from previous patched paving. **Cost:** \$1,442.02
- Additional Days** 0 Days
- 13 Chipping handrail at footing below the new concrete footing (See Directive #2)
- Requested by:** District
- Reason:** (E) grout collar of existing guardrail post extends above the new concrete paving and had to be chipped off. **Cost:** \$889.51
- Additional Days** 0 Days
- 14 Replace two new steel bollards and footings at gas meter w/ new ones (See Directive #5)
- Requested by:** District
- Reason:** Existing bollards damaged. **Cost:** \$1,194.37
- Additional Days** 0 Days

- 15 Changes to masonry wall around electrical enclosure to include equipment access gates (FCD #1)
- Requested by:** District
- Reason:** Provide forklift access to electrical equipment for future replacement. **Cost:** \$2,000.00
- Additional Days** 0 Days
- 16 Remove and re-epoxy grout all around the edge of the gym building
- Requested by:** District
- Reason:** More Aesthetic and clean appearance. **Cost:** \$756.60
- Additional Days** 0 Days
- 17 CREDIT – In lieu of planting 3 Magnolia trees, plant only 2 Queen Palms. Do not plant/install 1 gallon shrubs and remove the irrigation system for one planter. (See Directive #8)
- Requested by:** District
- Reason:** Reduce maintenance and prevent future damage to paving due to uprooting. **Cost:** -\$615.83
- Additional Days** 0 Days
- 18 Excavate and re-compact wet soil. (See SK-4)
- Requested by:** District
- Reason:** District's sprinkler outside of the construction area was broken and saturated the soil. **Cost:** \$1,744.49
- Additional Days** 0 Days
- 19 Remove and replace asphalt (See SK-2)
- Requested by:** District
- Reason:** Adjacent Asphalt paving from earlier construction project failed during construction. **Cost:** \$1,808.71
- Additional Days** 1 Day

20R1 Additional fire alarm work

Requested by: Contractor

Reason: Fire alarm sensor incompatible w/ existing fire alarm system, sensors replaced.

Cost: \$1,759.65

Additional Days 0 Days

21 New electrical vault (See SK-5)

Requested by: District

Reason: Existing u.g. electrical vault damaged during construction.

Cost: \$1,176.52

Additional Days 0 Days

22 Enlarge catch basin in parking lot (See SK-6)

Requested by: District

Reason: Ensure sufficient drainage in parking area

Cost: \$1,114.85

Additional Days 3 Days

24 Two Additional door closers

Requested by: District

Reason: Closers must be installed on interior side of door.

Cost: \$585.84

Additional Days 0 Days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	
SUBJECT:	Kennedy Center American College Theatre Festival, Ogden, Utah February 5–12, 2012	Information	
		Enclosure(s)	X

BACKGROUND

Since its inception, the Kennedy Center American College Theatre Festival has given more than 400,000 college theatre students the opportunity to have their work critiqued by academic and working professionals. This experience allows students to improve their dramatic skills and receive national recognition for excellence.

We were notified on December 11, 2011, of our invitation to participate in the KCACTF festival. This is a huge honor as only eight (8) productions were invited in the entire region, which includes California, Nevada, Utah and Arizona. This year we will be taking thirty-one (31) students plus two (2) faculty members to compete in the Irene Ryan Acting Competition. We will also feature last years' student directed production, *Dog Sees God: Confessions of a Teenage Blockhead*.

This trip is funded by two (2) separate sources:

- 1) Performance fees generated by various production performances during the year.
- 2) Ticket sales from theatre performances in the little theatre.

No district funds are being requested. Students attending this festival will register for a non-credit class.

This item was prepared by Cherie Brown, Theatre Department faculty and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip for thirty-one (31) students and two (2) faculty to compete at the Kennedy Center American College Theatre Festival held in Ogden, Utah on February 5, 2012 through February 12, 2012.

ESTIMATED COST BREAKDOWN

Kennedy Center American College Theatre Festival, Ogden, Utah
February 5 – 12, 2012

(No district funds are being requested)

<u>Description</u>	<u>Estimated Cost</u>
Participant registration (33 Registrations x \$95/person)	\$3,135
Hotel (10 rooms x \$63 x 7 nights)	\$4,410
Hotel for room for bus driver	\$63
Per diem (2 faculty x \$40 a day x 8 days)	\$640
Per diem (31 students x \$20 a day x 8 days)	\$4,960
Rental bus to Utah	\$8,000
Three van rentals for transport while in Utah	\$2,850
Gas for rental vans and Citrus truck	\$500
Other cost (preparation for show, misc equipment, supplies, and costumes)	\$2,000

Total Estimated Cost:	\$26,558

**Kennedy Center American College Theatre Festival
Ogden, Utah
February 5, 2012 – February 12, 2012**

Students:

1. Aranda, Chris
2. Bracamontes, Ralph
3. Brynd, Chelsea
4. Burge, J.T.
5. Espinoza, Andre
6. Figueroa, Kevin
7. Francescon, Jason
8. Garcia, Anthony
9. Herzfeld, Max
10. Inda, Kathryn
11. Kemble, Llia
12. Markarian, Gahren
13. Mateo, Ana
14. McNevin, Hannah
15. Omlor, Amanda
16. Reza, Joey
17. Sanchez, Brittany
18. Starkey, Michael
19. Stratton, Summer
20. Tenerowicz, Josh
21. Weber, Kelsey
22. Crew – TBA
23. Crew – TBA
24. Crew – TBA
25. Crew – TBA
26. Crew – TBA
27. Crew – TBA
28. Crew – TBA
29. Crew – TBA
30. Crew – TBA
31. Crew - TBA

Faculty/Staff:

1. Cherie Brown
2. Dan Volonte

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Coop Agreement with CSU Fullerton Auxiliary Services Corporation and Citrus Community College District	Information	_____
		Enclosure(s)	_____

BACKGROUND

The California State University Fullerton (CSUF) was awarded a Title V STEM grant—titled (STEM)2—with Citrus College named as one of its cooperative partners. Funds designated from CSUF to Citrus College are \$147,091 for the Year 1 Budget Period (October 1 2011 – September 30, 2012) with expected renewals through September 30, 2016, for an estimated total of \$735,455. The funds will be used specifically to implement Project Strategies as described in the CSUF grant proposal. These funds, in addition to the funds awarded to Citrus College in its own Title V RACE to STEM Solo grant, will be used to expand and create resources for students in math, science, engineering and technology.

This item was prepared by Sylvia Smythe, STEM Project Director.

RECOMMENDATION

Authorization is requested to approve the Subaward Agreement Number S-5261-CITRUS between CSU Fullerton Auxiliary Services Corporation and Citrus College, which runs from October 1, 2011 through September 30, 2016.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. I.1.j. _____

Subaward Agreement

Institution/ Organization ("ASC," "University," or "Prime Recipient") Name: <u>CSU Fullerton Auxiliary Services Corporation</u> Prime Award No.: <u>P031C110116</u> Prime Awarding Agency: <u>U.S. Department of Education</u>	Institution/Organization ("Subrecipient") Name: <u>Citrus Community College District</u> Subaward No.: <u>S-5261-CITRUS</u> CFDA No.: <u>84.031C</u>
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Amount Funded This Action: <u>\$147,091</u>	Estimated Total (if incrementally funded): <u>\$735,455</u>
Budget Period From: <u>10/01/2011</u> To: <u>09/30/2012</u>	Estimated Total Project Period From: <u>10/01/2011</u> To: <u>09/30/2016</u>

Project Title: (STEM)2: Strengthening Transfer Education and Matriculation in STEM

Reporting Requirements: See Attachment 4 ARRA Reporting (Check if applicable)

Terms and Conditions

- 1) ASC hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The statement of work and budget for this Subaward are:
 As specified in Subrecipient's proposal dated _____; OR As shown in Attachment 5. In its performance of the work, Subrecipient shall be an independent entity and not an employee or agent of ASC.
- 2) ASC shall reimburse Subrecipient monthly; quarterly, for allowable costs and ASC's acceptance of Subrecipient's reports and/or deliverables. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost-sharing), Subaward Number, and certification as to truth and accuracy of invoice. Invoices that do not reference the Subaward Number shall be returned to Subrecipient. Questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3.
- 3) A final statement of cumulative costs incurred, including cost sharing marked "FINAL" must be submitted to ASC not later than thirty (30) days after subaward end date. The final statement of costs shall constitute Subrecipient's final financial report. Subrecipient shall submit its final technical report and deliverables with its final invoice. Upon acceptance of Subrecipient's final technical report and deliverable, Subrecipient's final invoice amount will be paid.
- 4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. ASC shall withhold 10% of each invoice subject to receipt and acceptance of final report and/or deliverables, and final financial report.
- 5) Matters concerning the technical performance of this subcontract should be directed to the appropriate party's Principal Investigator, as shown in Attachment 3. Technical reports and/or deliverables are required as shown above, "Reporting Requirements."
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachment 3.
- 7) ASC shall indemnify and hold harmless Subrecipient, its officers, employees and representatives from and against all claims, damages, losses and expenses including attorney's fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of ASC, any of its subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of Subrecipient. Subrecipient shall indemnify and hold harmless the State of California, the Trustees of the California State University, California State University Fullerton, CSU Fullerton Auxiliary Services Corporation their officers, employees, representatives and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of Subrecipient, any of its subcontractors, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of ASC.
- 8) Either party may terminate this Subaward with thirty (30) days written notice to the appropriate party's Administrative Contact as shown in Attachment 3. ASC shall pay Subrecipient for allowable costs under OMB Circular A-21 or other applicable circulars.
- 9) No-cost extensions require the approval of the ASC. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty (30) days prior to the desired effective date of the requested change.
- 10) This Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 2.
- 11) By signing below, Subrecipient makes the certifications and assurances shown in Attachments 1 and 2 Subrecipient also assures that it will comply with applicable statutory and regulatory requirements specified in the Research Terms & Conditions Appendix C found at <http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf>.

By an Authorized Official of ASC:

By an Authorized Official of SUBRECIPIENT:

Frank A. Mumford
Executive Director

Date

Name:
Title:

Date

Attachment 1
Subaward Agreement S-5261-CITRUS

CERTIFICATIONS AND ASSURANCES

By signing the Subaward Agreement, the authorized official of Subrecipient certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form, "Disclosure Form to Report Lobbying," to the Prime Recipient.
- 3) The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibilities Matters

Subrecipient certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Subrecipient assures Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this subaward.

Attachment 2 Subaward Agreement S-5261-CITRUS
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PRIME AWARD TERMS AND CONDITIONS

The terms and conditions of Prime Award number P031C110116 (copy attached) are made a part of this Subaward Agreement and shall apply to Subrecipient. All references to "Recipient," "Awardee," or any similar term wherever they appear in the Prime Award, its attachments and referenced regulations, shall apply to the SUBRECIPIENT except as otherwise stated in this Subaward Agreement. Where any of the terms and conditions of the Prime Award conflict with this Agreement, the more restrictive provision(s) will apply.

General terms and conditions as of the effective date of this Subaward Agreement:

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
3. Research Terms and Conditions found at < <http://www.nsf.gov/bfa/dias/policy/rtc/terms.pdf>> and Prime Agency specific Requirements, **except**
 - a. The right to initiate an automatic one-time extension of the end date is replaced by the need to obtain prior written approval from the Prime Recipient;
 - b. Any prior approvals are to be sought from the Prime Recipient and not the Prime/Federal Awarding Agency.
4. Treatment of Program Income: Additive

Special terms and conditions:

1. Copyrights
Subrecipient shall grant to Prime Recipient an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.
2. Data Rights
Subrecipient grants to Prime Recipient the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.

Attachment 3
Subaward Agreement

Subaward Number

S-5261-CITRUS

ASC Contacts

Institution/Organization

Name: CSU Fullerton Auxiliary Services Corporation

Address: 2600 Nutwood Avenue, Suite 275

City: Fullerton

State: CA

Zip Code: 92831

Administrative Contact

Name: Denise Bell

Address: Office of Sponsored Programs

CSU Fullerton Auxiliary Services Corporation

2600 Nutwood Avenue, Suite 275

City: Fullerton

State: CA

Zip Code: 92831

Telephone: 657-278-4110

Fax:

Email: dbell@fullerton.edu

Principal Investigator

Name: Steven Murray

Address: California State University Fullerton

800 N. State College Boulevard MH-135B

City: Fullerton

State: CA

Zip Code: 92834-9480

Telephone: 657-278-2615

Fax: 657-278-7095

Email: smurray@fullerton.edu

Financial Contact

Name: Denise Bell

Address: Office of Sponsored Programs

CSU Fullerton Auxiliary Services Corporation

2600 Nutwood Avenue, Suite 275

City: Fullerton

State: CA

Zip Code: 92831

Telephone: 657-278-4110

Fax:

Email: dbell@fullerton.edu

Authorized Official

Name: Frank A. Mumford, Executive Director

Address: CSU Fullerton Auxiliary Services Corporation

2600 Nutwood Avenue, Suite 275

City: Fullerton

State: CA

Zip Code: 92831

Telephone: 657-278-4100

Fax:

Email: fmumford@fullerton.edu

Attachment 3
Subaward Agreement

Subaward Number

S-5261-CITRUS

Subrecipient Contacts

Institution/Organization

Name: Citrus Community College District

Address: 1000 W. Foothill Blvd.

City: Glendora

State: CA

Zip Code: 91741

Administrative Contact

Name: Lucia Blades, Accounting Supervisor

Address: Citrus Community College

1000 W. Foothill Blvd.

City: Glendora

State: CA

Zip Code: 91741

Telephone: 626-914-8893

Fax:

Email: lblades@citruscollege.edu

Principal Investigator

Name: Sylvia Smythe, Director of College Success & Grants Projects

Address: Citrus Community College

1000 W. Foothill Blvd.

City: Glendora

State: CA

Zip Code: 91741

Telephone:

Fax:

Email: ssmythe@citruscollege.edu

Financial Contact

Name: Lucia Blades, Accounting Supervisor

Address: Citrus Community College

1000 W. Foothill Blvd.

City: Glendora

State: CA

Zip Code: 91741

Telephone: 626-914-8893

Fax:

Email: lblades@citruscollege.edu

Authorized Official

Name: Sylvia Smythe, Director of College Success & Grants Projects

Address: Citrus Community College

1000 W. Foothill Blvd.

City: Glendora

State: CA

Zip Code: 91741

Telephone:

Fax:

Email: ssmythe@citruscollege.edu

Attachment 4

Subaward Agreement S-5261-CITRUS

REPORTS AND DELIVERABLES

SUBRECIPIENT shall implement Project Strategies as described in the attached synopsis of proposal strategies and objectives. (Schedule: to be determined)

SUBRECIPIENT shall report progress on Project Strategies/objectives at requested intervals (Project Directors' Meetings) and annually.

SUBRECIPIENT shall work with California State University Fullerton's Project Manager to collect data/evidence needed to measure project outcomes. Project outcomes are described as project objectives in the attached synopsis.

Project Strategies

1) Expand and institutionalize STEM supplemental instruction (SI) in gateway courses at partner community colleges;

Process Objective: Provide **Supplemental Instruction** workshops in specific gatekeeper courses at each of the community colleges to achieve a 10% increase in pass rate, measured each year.

2) Develop and implement peer mentoring opportunities for CSUF STEM transfer students to serve as leaders in navigating the transfer process for their community college peers;

Process Objective: Create **peer mentors** and create **STEM cohort communities** at community colleges to build peer learning communities and social supports via peer mentors. Activities that will be facilitated by peer mentors include STEM Career Workshops, STEM Degree Preparation Workshops, STEM Transfer Preparation Workshops and STEM Society Meetings (a STEM Club to create bonding among the STEM peer cohort).

3) Significantly improve academic advising and enhance knowledge of STEM careers and degree preparation for students by providing onsite STEM advisors at each community college;

Process Objective: 3. Provide full-time **STEM Advisors/Project Coordinators** in each of the three partner HSI community colleges to: a) increase specialized, structured STEM advisement; b) assist students with academic course planning c) improve knowledge of STEM careers via careers in STEM workshops; d) link community college students with CSUF STEM summer research opportunities; e) implement STEM degree preparation workshops and seminars; and, f) implement (STEM)² program participation policy, making STEM advising

mandatory each semester of community college for students planning to transfer to STEM programs at CSUF. In addition to providing STEM Advisors, we will implement cultural sensitivity training for all faculty, advisors, and staff involved in the project to enhance their ability to work with diverse student audiences.

4) Strengthen the transfer student processes by enhancing faculty-driven academic advisement at CSUF, by providing priority registration for (STEM)² students, and implementing a mandatory STEM transfer orientation at CSUF;

Process Objective: 4. Strengthen the transfer student process by implementing a mandatory in-person transfer orientation program for STEM students at CSUF to advise them of the resources available, prepare them for the faster pace of university coursework and strategies to succeed. Families will be strongly encouraged to participate in programs such as "Orientación Familiar," a Spanish language based program so they can gain perspective and understanding in how best to support their student to ensure degree completion in a timely manner. (STEM)² transfer degree students, who meet all requirements, will also be provided priority registration.

5) Provide paid STEM summer research experiences to community college students intending to pursue STEM fields;

Process Objective: 5. Implement a two-year summer research experience with stipend, for 25 community college students in year one and 34 students in years two through five, to introduce them to research opportunities, faculty mentors and the STEM community.

6) Engage families in campus activities and mandatory transfer student orientations;

Process Objective: 6. Expand Family Day with CSUF colleges of Natural Sciences and Mathematics and Engineering and Computer Science so that families can meet with faculty and have experiential experiences as they visit labs and learn about the activities their students are participating in and the career opportunities that are available to them.

7) Refine and implement an IT infrastructure to facilitate articulation and transfers while meeting the requirements of the new California legislation (SB 1440);

Process Objective: 7. Implement STEM transfer associate degrees at the three partner community colleges as identified by SB 1440 and by using the LDTP developed by CSUF for those majors which are not subject to SB 1440.

8) Use the new technology system to navigate and effectively plan course succession for majors;

Process Objective: 8. Scale-up and implement the College Education Planner (CEP) system to allow STEM students to maximize course planning and selection to meet lower-division transfer course requirements for STEM majors, thereby decreasing time to degree and thus reducing federal cost for STEM degrees.

9) Develop and implement a STEM student tracking system to be used jointly by community college advisors and CSUF advisors to closely monitor student transfers;

Process Objective: 9. Develop a STEM student tracking system to be used jointly by community college advisors and CSUF advisors to closely monitor student transfers. We anticipate expanding the CEP to non-STEM majors beginning in year four of the project to

increase the retention, transfer and graduation rates of all students majoring in transfer degrees that have been articulated as a result of SB 1440 implementation at the collaborating HSIs.

10) Create and implement a comprehensive early alert system to enhance academic success of STEM and low-income students;

Process Objective: 10. Enhance, expand and implement an early alert system to identify students who are at risk academically in key gateway courses at CSUF.

ATTACHMENT 5 – Budget

S-5261-CITRUS

Project Personnel

Project Coordinator & STEM Counselor/Advisor (100% effort)	\$60,000
SI Coordinator (50% effort)	<u>\$20,000</u>
	\$80,000
Fringe Benefits	\$12,000
Sub-total Project Personnel	\$92,000

Program Costs

1. Supplemental Instruction Costs	
Biology 105 (9 sections); Biology 200, 201 and 220 (3 sections)	
Chemistry 103, 110, 111 and 112 (8 sections);	
Math 130 & 150 (12 sections)	
Total = 32 sections	
Total training hours estimated at 4,480 hours, charged at \$9.50 per hour	\$42,560
Fringe Benefits	\$ 5,107
2. Travel	\$ 1,224
Estimated at 200 miles/month x \$0.51/mile x 12 months	
3. Materials and Supplies	\$ 1,200
For SI training, including copying costs	
4. Outreach Materials Costs	\$ 5,000
Sub-total Program Costs	\$55,091
TOTAL ESTIMATED ANNUAL BUDGET	\$147,091

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ l.1.k. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Anderson, Brian	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Bagg, Joseph	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Beatty, David	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Betancourt, Carmen	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Brenes, Laura	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Casey, David	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Chen, Daniel	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Chun, Mina	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Cotter, Steve	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Davis, Charles	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
de Anda, Yadira	Volunteer	Hourly as needed	Counseling	01/18/12	06/30/12	

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Eisel, Gunnar	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.
Enos, David	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Everest, Robert	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Galvan, Alexander	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.
Gong, Catherine	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Gonzalez, Rudy	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Green, Martin	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.
Gutierrez, Jesus	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Hackworth, Catherine Ireland	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Hirschelman, Evan	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Hoehne, William	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Jackson, Joseph	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Kassab, Mohamad	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Kerr, William	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Kim, Edward	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Langford, W. Bruce	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.
Lawson-Egan, Gina	Instructor	Hourly as needed	Fine Arts	02/21/12	06/30/12	\$44.90 hr.
Le, Tieng	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Lee, Janice	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Lei, Li	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Leung, Sing	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Low, Joyce	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Luu, Kinh	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Medrano, Esmeralda	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Milliken, Keely	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Mixson, Vonetta	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Munoz, Gino	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$50.72 hr.
Nalbandyan, Zorayr	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Newman, Nancy	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Ng, Sun	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Nguyen, Cynthia	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Nguyen, Tracy	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Nguyenhuu, Rick	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Odrich, Steve	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Ogimachi, Tom	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Olson, Jennifer	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Paek, Hyeyi	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Pearson, Patrick	Instructor	Hourly as needed	Theatre Arts	02/21/12	06/30/12	\$44.90 hr.
Portillo, Maria	Instructor	Hourly as needed	LVN	01/18/12	06/30/12	\$44.90 hr.
Praniuk, Ingrid	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Ramirez, Colleen	Instructor	Hourly as needed	LVN	01/18/12	06/30/12	\$44.90 hr.
Reagan, Di	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Scott, Chris	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Shannon, James	Lead Instructor	Stipend	Study Abroad	02/16/12	04/28/12	\$2,000.00 tl.
Sherman, Paul	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Silva, Daniel	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Singer, Alexander	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Slay, Kevin	Instructor	Hourly as needed	Theatre Arts	02/21/12	06/30/12	\$44.90 hr.
Stetson, Stephanie	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Sushel, Michael	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Swan, Alfie	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Swatzel, James	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Tanshee, Cheng	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Taylor, Bryan	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Tippins, Ralph	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Trad, Mohamad	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 17, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Tseng, Kelly	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Tussy, Alan	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Tuyetdong, Phan Yamada	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$44.90 hr.
Valdovinos, Vanessa	Instructor	Hourly as needed	LVN	01/18/12	06/30/12	\$44.90 hr.
Valverde, Frank	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Webb, Christin	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Weber, Daniel	Counselor	Hourly as needed	Counseling	01/18/12	06/30/12	\$44.90 hr.
White, Sheila	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.
Wickes, Laura	Applied Music Tutor	Hourly as needed	Music	01/18/12	06/30/12	\$44.90 hr.
Zhuang, Ying	Instructor	Hourly as needed	Mathematics	01/18/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
JANUARY 17, 2012**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Anderson, Brian	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Burns, Linda	A	Non Credit	1/3/2012	06/30/12	4-3	\$36.23
Casey, David	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Chen, Daniel	A	Math	1/18/2012	06/30/12	4-3	\$36.23
Cheng, Tanshee	A	Math	1/18/2012	06/30/12	1-3	\$30.90
Chun, Mina	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Everest, Robert	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Gong, Catherine	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Gonzalez, Rudy	F	Math	1/18/2012	06/30/12	2-13	\$33.10
Gutierrez, Jesus	F	Math	1/18/2012	06/30/12	2-13	\$33.10
Hibbs, Linda	A	Non Credit	1/3/2012	06/30/12	1-3	\$30.90
Kassab, Mohamad	A	Math	1/18/2012	06/30/12	1-2	\$29.29
Kim Edward	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Le, Tieng	A	Math	1/18/2012	06/30/12	4-3	\$32.69
Lee, Bianca	A	Non Credit	1/3/2012	06/30/12	1-3	\$30.90
Lei, Li	A	Math	1/18/2012	06/30/12	4-3	\$36.23
Leung, Sing	A	Math	1/18/2012	06/30/12	4-3	\$36.23
Low, Joyce	F	Math	1/18/2012	06/30/12	3-13	\$34.87
Luu, Kinh	A	Math	1/18/2012	06/30/12	1-3	\$30.90
Medrano, Esmeralda	F	Math	1/18/2012	06/30/12	2-13	\$33.10
Nalbandyan, Zorayr	A	Math	1/18/2012	06/30/12	1-3	\$30.90
Ng, Sun	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Nguyen, Cynthia	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Nguyen, Tracy	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Nguyenhuu, Rick	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Odrich, Steve	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Odrich, Steve	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Ogimachi, Tom	A	Math	1/18/2012	06/30/12	1-1	\$27.68
Paek, Hyeyi	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Phan-Yamada, Tuyetdong	A	Math	1/18/2012	06/30/12	3-3	\$34.45
Reagan, Di	A	Math	1/18/2012	06/30/12	1-3	\$30.90
Resto-Ometeotl, Luivette	A	Non Credit	1/3/2012	06/30/12	3-3	\$34.45
Scott, Chris	F	Math	1/18/2012	06/30/12	3-13	\$34.87

ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
JANUARY 17, 2012

Serrao, Elizabeth	A	Non Credit	1/3/2012	06/30/12	3-3	\$34.45
Shearer, Margaret	A	Non Credit	1/3/2012	06/30/12	2-3	\$32.69
Swan, Alfie	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Swatzel, James	F	Math	1/18/2012	06/30/12	2-13	\$33.10
Tippins, Ralph	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Trad, Mohamad	F	Math	1/18/2012	06/30/12	4-13	\$36.67
Tseng, Kelly	A	Math	1/18/2012	06/30/12	2-3	\$32.69
Tussy, Alan	F	Math	1/18/2012	06/30/12	4-13	\$36.67
White, Sheila	F	Math	1/18/2012	06/30/12	3-13	\$34.87
Zhuang, Ying	F	Math	1/18/2012	06/30/12	4-13	\$36.67

**ACADEMIC EMPLOYEES
SPRING 2012 ADJUNCT
JANUARY 17, 2012**

Name	Department/Discipline	Placement	LHE Rate
Click, James	English	1-1	\$1,025
Demonalo, John	Health Science	1-1	\$1,025
Lawson-Egan, Gina	Fine Arts	3-1	\$1,129
Medeiros, Michael	History	1-1	\$1,025
Mumford, Mike	Health Science	1-1	\$1,025
Nelson, Maurene	Speech	1-2	\$1,025
Pearson, Patrick	Theatre Arts	3-1	\$1,129
Slay, Kevin	Theatre Arts	3-3	\$1,129
Weber, Daniel	Counseling	1-1	\$1,025

**ACADEMIC EMPLOYEES
WINTER 2012 ADJUNCT
JANUARY 17, 2011**

Name	Department/Discipline	Placement	LHE Rate
Noonan, Benjamin	Kinesiology	2-6	\$1,174
Norman, Scott	Kinesiology	1-3	\$1,025
Rodriguez, Traci	Kinesiology	1-2	\$1,025
Wheeler, Andrew	Kinesiology	1-1	\$1,025

**ACADEMIC EMPLOYEES - SEPARATIONS
JANUARY 17, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Arroyo, Yolanda	Child Development Specialist	Orfalea Family Children's Center	Retirement	7/1/2012
Kennedy, Susan	Child Development Specialist	Orfalea Family Children's Center	Retirement	6/16/2012

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	January 17, 2012	Resolution	<u> </u>
SUBJECT:	Classified Employees	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. I.1.I.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JANUARY 17, 2012**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Estrella, Jorge	Custodian (Evening floor crew leader)	Temporary Upgrade	Custodial		100%	1/10/12	2/13/12	28-7 (22-7+2I+3F+ 1A)	\$3,992.84
Hawkins, Phil	Maintenance Supervisor	Temporary Upgrade	Facilities		100%	12/8/11	12/22/12	10-3	\$5,649.00
Hawkins, Phil	Maintenance Supervisor	Temporary Upgrade	Facilities		100%	1/9/12	1/20/12	10-3	\$5,649.00
Miranda, Guillermo	Financial Aid Technician	Employment	Financial Aid	12	49%	1/23/12		31-1	\$1,572.22

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JANUARY 17, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Amundson, Peggy	Transcript Evaluator	Admissions	Intermittent FMLA	1/23/12 thru 1/22/12
Coulter, Wendy	Financial Aid Advisor	Financial Aid	Retirement	7/1/12
Giannone, Anthony	Campus Safety Supervisor	Security	Retirement	7/31/12
Nackos, Jerrie	Child Development Aide	CDC	Retirement	6/18/12

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, non-academic employees, substitutes and professional experts approved by the Director responsible for the supervision of the specific area.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II and Sandra Coon, Administrative Assistant

RECOMMENDATION

Authorization is requested to approve the employment of short-term, non-academic employees and substitutes.

Robert Sammis _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.m. _____

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JANUARY 17, 2012**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Anderson, Brian	Stipend	Faculty Inquiry Groups	Race to STEM Grant	1/3/12	2/10/12		\$1000/tl.
Anderson, Brian	Stipend	Faculty Inquiry Groups	Race to STEM Grant	2/21/12	6/15/12		\$2500/tl.
Arnold, Jerry	Volunteer	Patrol procedures	Social and Behavioral Science	12/8/11	12/8/11		
Beatty, Denise	Administrative Clerk I	Student processing and reconciliation	Fiscal Services	1/18/12	6/30/12	19-1	\$13.76/hr.
Gonzalez, Juan	Stipend	Toyota curriculum development project	Career, Technical and Continuing Education	1/18/12	2/21/12		\$50/hr Up to 25 hours
Grant, Chris	Volunteer	Patrol procedures	Social and Behavioral Science	12/8/11	12/8/11		
Landa, Jesus	Volunteer	Patrol procedures	Social and Behavioral Science	12/8/11	12/8/11		
Landeros, Robert	Volunteer	Patrol procedures	Social and Behavioral Science	12/8/11	12/8/11		
Mubiala, Jay	Campus Safety Officer I	Assist in assuring campus is secure	Security	1/27/12	6/30/12	22-1	\$14.82/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JANUARY 17, 2012**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Vellatti, Sergio	Department Aide	Music preparation	Music	1/18/12	6/30/12	3-1	\$9.27/hr.
Weiss, Neil	Stipend	Acting Coach	Fine & Performing Arts	1/18/12	1/20/12		\$500/tl.

**COACHES 2012-13
SPRING**

ASSISTANT COACHES (Classified)

Name	Sport			Class/Step	FALL		
Amaya, Chris	Baseball	Assistant	5	1-1	\$2,433	SP	split 1/2
Gilbert, Darnell	Track & Field	Assistant	5	1-1	\$2,433	SP	
O'Conner, Joni	Track & Field	Assistant	5	1-1	\$2,433	SP	
Ortiz, Philip	Track & Field	Assistant	5	1-1	\$2,433	SP	
Wong, Gilbert	Track & Field	Assistant	5	1-1	\$2,433	SP	

PROFESSIONAL EXPERT
January 17, 2012

Name	Classification	Department	Begin	End	Rate
Boston, Pearl'yvene	Interpreter II	DSP&S	01/03/12	06/30/12	\$27.95/hr
Carlson, Kimberly	Summer Aquatic Program	Community Education	01/18/12	06/16/12	\$25.00/hr
Christianson, Monica	Mental Health Coordinating	Student Health Center	01/17/12	06/30/12	\$35.00/hr
Manfre, Marian	Fitness Center Attendent	Community Education	12/05/11	12/05/11	\$24.00/hr
Manfre, Marian	Fitness Center Attendent	Community Education	01/18/12	06/14/12	\$24.00/hr
Norman, Scott	Fitness Center Attendent	Community Education	01/03/12	06/14/12	\$24.00/hr

I. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve Resolution #2011-12-05 adopting a non-resident tuition fee of \$179.00 per semester unit, plus a \$38.00 capital outlay surcharge, effective for the 2012-2013 fiscal year (commencing with the summer term, 2012). (Page 86)
3. Authorization is requested to accept Project #05-1112, Campus Center Flooring Asbestos Abatement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$30,925. (Page 88)
4. Authorization is requested to approve the award of a contract for project #06-1112, Energy Service Contract, Lecture Halls to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings to O' Bryant Electric, Inc. of Chatsworth, California in the amount of \$48,988.00, and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The project will be funded by Fund 41, Capital Projects. (Page 89)

Academic Affairs

5. Authorization is requested to approve Resolution #2011-12-06 to submit required documentation to the state to allow the Child Development Center to receive full reimbursement for December 1, 2011. (Page 95)

General

6. Authorization is requested to approve the second reading of Board Policy BP 5205 Student Accident Insurance. (Page 97)

(CONTINUED)

I. ACTION ITEMS (continued)

7. Authorization is requested to approve the first read 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. (Page 99)

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

J. ADJOURNMENT

Dates to remember:

February 7, 2012	Board of Trustees Meeting
February 17, 2012	HOLIDAY – Lincoln’s Birthday
February 20, 2012	HOLIDAY – Washington’s Birthday
February 21, 2012	Spring FLEX
March 6, 2012	Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	X
SUBJECT:	Non-resident Tuition Fee for 2012-2013	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Education Code 76140, the Board of Trustees establishes a per semester unit tuition fee for non-resident students no later than February 1st of each year. Also, Education Code Section 76141(a) authorizes the District to compute a per semester unit capital outlay surcharge for non-resident students who are both citizens and residents of a foreign country.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

RECOMMENDATION

Authorization is requested to approve Resolution #2011-12-05 adopting a non-resident tuition fee of \$179.00 per semester unit, plus a \$38.00 capital outlay surcharge, effective for the 2012-2013 fiscal year (commencing with the summer term, 2012).

Carol R. Horton
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.2.

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION #2011-12-05
2012-2013**

ESTABLISHING NON-RESIDENT STUDENT TUITION FEE

WHEREAS, in accordance with Education Code Section 76140, the Board of Trustees can establish a per unit tuition fee for non-resident students effective for fiscal year 2012-2013

WHEREAS, the non-resident fee should be set by the governing board no later than February 1 of each year unless approved by the Chancellor's Office and

WHEREAS, Education Code Section 76141 (a) authorizes the District to compute the per unit capital outlay surcharge for non-resident students who are both citizens and residents of a foreign country,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Citrus Community College District approves a \$179.00 per semester unit tuition fee for non-resident students, and \$38.00 per unit capital outlay surcharge for non-resident students who are both citizens and residents of a foreign country, effective for the fiscal year 2012-2013 (commencing with the summer term 2012).

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District this 17th day of January 2012 by the following votes:

Ayes: _____

Noes: _____

Absent: _____

Joanne Montgomery
President, Board of Trustees

Dated: January 17, 2012

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Award of Contract, Project #06-1112, Energy Service Contract, Lecture Halls	Information	_____
		Enclosure(s)	X _____

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Government Code 4217 allows districts to enter into negotiated contracts with third parties for projects that create energy savings for the College after holding a public hearing and finding that the anticipated energy savings will cover the cost of the projects over the life span of the equipment. Staff has negotiated such a contract with O' Bryant Electric, Inc. of Chatsworth California, referred to as project #06-1112, Energy Service Contract, Lecture Halls to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings. The enclosure outlines the project. The project cost is \$48,988.00. The project will be funded by Fund 41, Capital Projects.

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

RECOMMENDATION

Authorization is requested to approve the award of a contract for project #06-1112, Energy Service Contract, Lecture Halls to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings to O' Bryant Electric, Inc. of Chatsworth, California in the amount of \$48,988.00, and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The project will be funded by Fund 41, Capital Projects.

Carol R. Horton

Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. 1.4

Project: **Citrus College Lecture Hall Lighting**
Date: **11/15/2011**
Subject: **Summary Description**
By: **Newcomb Anderson McCormick**

This analysis has been completed for the **Citrus College Lecture Hall** and examines potential energy savings and incentives resulting from improved lighting controls.

Measure Description: Wireless dimming controls and occupancy sensors. New wireless dimming ballasts will be installed, reducing the connected load, and improving the range of control. Additionally, wireless occupancy sensors will reduce the operating hours of the fixtures.

Savings Summary	
Energy Savings (kWh)	27,804
Annual Utility Bill Savings	\$ 2,780
Estimated Incentive	\$ 6,673

Project: Citrus College Lecture Hall Lighting
 Date: 11/15/2011
 Subject: Saving Calculations
 By: Newcomb Anderson McCormick

Inputs

Efficiency Savings								Proposed***									
Baseline																	
Space Type	Location	Lamp	Watts/fix*	Qty	Tot. kW	Annual Hrs.**	Annual kWh	Space Type	Location	Lamp	Watts/fix****	Qty	Tot. kW	Annual Hrs.	Annual kWh	kWh Savings	
Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	100.5	54	5.4	#REF!	#REF!	Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	#REF!	
Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	67	8	0.5	#REF!	#REF!	Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	100.5	66	6.6	#REF!	#REF!	Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	84	66	5.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	67	44	2.9	#REF!	#REF!	Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	59	44	2.6	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	100.5	54	5.4	#REF!	#REF!	Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	67	8	0.5	#REF!	#REF!	Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	100.5	36	3.6	#REF!	#REF!	Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	67	18	1.2	#REF!	#REF!	Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	59	18	1.1	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	100.5	36	3.6	#REF!	#REF!	Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	67	16	1.1	#REF!	#REF!	Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	59	16	0.9	#REF!	#REF!	#REF!	#REF!
TOTAL				340	31.0		#REF!					340	26.2		#REF!	#REF!	

Notes

*Assume tandem wiring, Watts from Phillips Advanced Ballast Cut Sheet
 **Hours from "DpHrs" tab
 ***Improved Ballasts, fixtures and lamp remain the same
 ****Watts from Lutron Ballast Cut Sheet

Schedule Savings																	
Baseline																	
Space Type	Location	Lamp	Watts/fix	Qty	Tot. kW	Annual Hrs.	Annual kWh	Space Type	Location	Lamp	Watts/fix	Qty	Tot. kW	Annual Hrs.**	Annual kWh	kWh Savings	
Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	#REF!	
Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	84	66	5.5	#REF!	#REF!	Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	84	66	5.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	59	44	2.6	#REF!	#REF!	Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	59	44	2.6	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	59	18	1.1	#REF!	#REF!	Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	59	18	1.1	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	59	16	0.9	#REF!	#REF!	Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	59	16	0.9	#REF!	#REF!	#REF!	#REF!
TOTAL				340	26.2		#REF!					340	26.2		#REF!	#REF!	

Dimming Savings																		
Baseline								Proposed										
Space Type	Location	Lamp	Watts/fix	Qty	Tot. kW	Annual Hrs.	Annual kWh	Space Type	Location	Lamp	Watts/fix	Qty	Tot. kW	Tot. Low-Power kW	Annual Hrs. at Max kW	Annual Hrs. at Low kW	Annual kWh	kWh Savings
Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	Lecture Hall	Room 101	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	2.3	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	Lecture Hall	Room 101	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	0.2	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	84	66	5.5	#REF!	#REF!	Lecture Hall	Room 102	18 3'x3' Fix w/ 3 32W U T8	84	66	5.5	2.8	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	59	44	2.6	#REF!	#REF!	Lecture Hall	Room 102	22 4' Fix w/ 2 32W 4' T8	59	44	2.6	1.3	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	#REF!	#REF!	Lecture Hall	Room 103	18 3'x3' Fix w/ 3 32W U T8	84	54	4.5	2.3	#REF!	#REF!	#REF!	#REF!
Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	#REF!	#REF!	Lecture Hall	Room 103	4 4' Fix w/ 2 32W 4' T8	59	8	0.5	0.2	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	Physical Science	Room 107	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	1.5	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	59	18	1.1	#REF!	#REF!	Physical Science	Room 107	9 4' Fix w/ 2 32W 4' T8	59	18	1.1	0.5	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	#REF!	#REF!	Physical Science	Room 113	18 3'x3' Fix w/ 3 32W U T8	84	36	3.0	1.5	#REF!	#REF!	#REF!	#REF!
Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	59	16	0.9	#REF!	#REF!	Physical Science	Room 113	8 4' Fix w/ 2 32W 4' T8	59	16	0.9	0.5	#REF!	#REF!	#REF!	#REF!
TOTAL				340	26.2		#REF!					340	26.2	13.1			#REF!	#REF!

Total kWh Savings: #REF!

Assumptions

Dim mode will be used 50% of the time that Dim mode is enabled

50%

Estimated Annual Cost Savings: #REF!

Incentive		
Partnership	#REF!	
\$		-
TOTAL	#REF!	



Customized Solutions

Web Confirmation: W#006862

Incentives for Energy Efficiency (EE) Customized Solutions are based on a calculated approach to energy savings and demand reduction. If your project includes EE Customized Solutions, complete the table below.

- Refer to your Solutions Directory for the Solution Code, Solution Description, and Program and Equipment Eligibility requirements.
- To obtain a Description of Existing Equipment refer to either a) energy savings report from the Energy Management Online Application Tool found at www.sce.com/applicationandtools, or b) your project proposal.

For more than five solutions, check the Multiple Solutions box below, skip Sections 5 and 6 of this application, and complete the Multiple Site/Solution Worksheet found at www.sce.com/applicationandtools.

Solution Code	Solution Description	Description of Existing Equipment
<i>Example</i> LT-17492	<i>Interior LED fixture replacement-utilizing approved luminaire</i>	<i>Incandescent lighting</i>
1	LT-51003	Interior linear fluorescent retrofits
2		
3		
4		
5		

Multiple Solutions (more than five)

ESTIMATED PROJECT COMPLETION DATE 1/31/2012



Customized Solutions: Energy Savings and On-Peak Demand Reduction

For the corresponding line from Section 4, refer to your energy savings and/or on-peak demand reduction calculations from the Online Application Tool at www.sceonlineapp.com or your project proposal to complete the table below.

- Attach quote for projected equipment installation costs and equipment specifications from your contractor/installation vendor and energy savings calculations with your completed application.

Line # From Sec 5	Estimated Energy Savings					Estimated On-Peak Demand Reduction					Estimated Total Incentive Total	
	Baseline Usage (kWh/yr)	Installed Usage (kWh/yr)	Energy Savings (kWh/yr)	Incentive Rate (\$/kWh)	Energy Incentive (\$)	Baseline On-Peak Demand (kW)	Installed On-Peak Demand (kW)	On-Peak Demand Reduction (kW)	Incentive Rate (\$/kW)	On-Peak Demand Reduction Incentive (\$)		
	A	B	C	D	E1	A	B	C	D	E2	E1+E2	
<i>Example</i>	150,000	97,000	53,000	\$0.05	\$2,650	25	24	1	\$100	\$100	\$2,750	
1	66,353.0	38,548.0	27,805.0	\$0.24	\$6,673.20	31.00	26.20				\$6,673.20	
2											\$0.00	
3											\$0.00	
4											\$0.00	
5											\$0.00	
	TOTAL		27,805.0		TOTAL	\$6,673.20	TOTAL		0.00	TOTAL	\$0.00	\$6,673.20
										Total Estimated Customized Solutions Project Cost	\$60,000.00	

NEXT PAGE



If you are not applying for DR Technology Incentives, stop here. Then go to Section 9 and 10 to sign and complete this application.



The Energy Technology Assistance Program (ETAP) is a statewide program that provides technical assistance and financial rebates to accelerate the uptake of advanced energy efficiency technologies in the local government market. ETAP is administered by Energy Solutions as part of the California Energy Commission's (CEC) Energy Upgrade California initiative. Funding for the program is provided by the American Recovery and Reinvestment Act of 2009 (ARRA). To provide an independent analysis of the impacts of ETAP, CEC staff or CEC subcontractor staff may conduct site visits following project implementation. ETAP is expected to operate from September 2010 – March 2012. The provision of ETAP services and rebates is subject to availability.

Rebate Reservation

Bi-Level Lighting Projects—Fixture Information

Facility	Fixture Type	Number	Rebate Per Fixture	Total Reserved Rebate/Type

Total Reserved ETAP Rebate:

Wireless Lighting and HVAC Projects

Facility	Estimated kWh Savings	Reserved ETAP Rebate \$0.18/kWh

Total Reserved ETAP Rebate:

Project Information

AGENCY

ETAP MEASURE

ETAP APPLICATION ID NUMBER

ETAP LEAD NAME

X _____
ETAP LEAD SIGNATURE

Payment Information

CHECK PAYABLE TO

ADDRESS

ADDRESS

SEND ATTENTION TO

PHONE

EMAIL

EMPLOYER IDENTIFICATION NUMBER

Terms and Conditions

I, the Participant, agree to the following terms and conditions (“the Agreement”):

- 1.** The Participant is solely responsible for procurement of all services, materials, equipment and other resources required to implement the Project(s) represented on this Application.
- 2.** The award of a financial rebate by ETAP to the Participant in connection with the Project(s) represented on this Application requires inspection of the installed project and in some cases, pre-installation data collection. Therefore, I agree to provide access to the Project Site(s) for these purposes to ETAP and/or its agents or assigns and the California Energy Commission (CEC) and/or its agents or assigns.
- 3.** Rebate reservations represented on this Application are contingent upon the Participant meeting project milestones in a timely manner.
- 4.** The award of a financial rebate by ETAP to the Participant in connection with the Project(s) represented on this Application is contingent upon the Participant's compliance with the requirements set forth in the 2009 American Recovery and Reinvestment Act (ARRA) as described in Section 4C of Exhibit D of Agreement 400-09-012 between Energy Solutions (ES) and CEC (available upon request from ETAP or CEC). ARRA requirements include, but are not limited to, the following:
 - a.** Waste Management Plan: A Waste Management Plan must be submitted to ETAP at least 30 days prior to the commencement of project installation.
- 5.** The award of a financial rebate by ETAP to the Participant in connection with the Project(s) represented on this Application is contingent upon ETAP approval of Participant's documentation of all costs incurred and leverage funding used in connection with the Project. Project costs and leverage funding are communicated to ETAP on the Project Funding Declaration Form.
- 6.** Energy savings and rebate(s) represented on this Application are estimates only. ETAP finalizes each project's rebate after completing design review and installation verification. The final rebate amount will be included in the Verification Report provided to the Participant following inspection of each installed project. The actual value of the rebate awarded to the Participant may therefore vary from the reservation amount represented on this Application.
- 7.** Eligibility for rebate payment is at the discretion of ETAP and CEC.
- 8.** I have read and understand the terms and conditions of the Agreement and agree to abide by the rules, requirements and terms set forth on this Application and the Agreement.

AGENCY CONTACT NAME

X

AGENCY CONTACT SIGNATURE

PHONE

EMAIL



CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	January 17, 2012	Resolution	X
SUBJECT:	One Day Emergency Closure, December 1, 2011	Information	_____
		Enclosure(s)	X

BACKGROUND

As per Department of Education Child Development Division Management Bulletin 10-09: *in the event that operating agencies are unable to operate due to circumstances beyond the control of the operating agency, including earthquakes, floods or fires such programs shall not be penalized for incurred program expenses.*

When campus was closed on December 1, 2011, due to safety concerns brought created by the wind storm the Child Development Center was closed as well. To receive reimbursement for the attendance of the 111 children that would have been in the program on this day the attached resolution is required.

This item was prepared by Dr. Mickie Allen, Child Development Center Director

RECOMMENDATION

Authorization is requested to approve Resolution #2011-12-06 to submit required documentation to the state to allow the Child Development Center to receive full reimbursement for December 1, 2011.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. 1.5.

**RESOLUTION
NO. 2011-12-06**

BE IT RESOLVED that the Governing Board of the Citrus Community College District authorized the closing of the campus due to unsafe conditions caused by a wind storm on **DECEMBER 1, 2011**. This forced the closure of the Citrus College Child Development Center for this day. Attendance on this day, based on prior Thursday attendance, would have been 111 children; 14 non-certificated and 97 certificated.

Name, Title

Signature

Geraldine M. Perri, Ph.D., Superintendent/President

PASSED AND ADOPTED THIS 17th day of January 2012, by the Governing Board of the Citrus Community College District of Los Angeles County, California.

I, Gary L. Woods, Clerk/Secretary of the Governing Board of the Citrus Community College District, of Los Angeles County, California, certify that the foregoing is a full, true, and correct resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	January 17, 2012	Resolution	_____
SUBJECT:	Educational Programs Committee Board Policies – Second Reading	Information	_____
		Enclosure(s)	X _____

BACKGROUND

The Physical Education/Athletics Department changed its title to Kinesiology/Health/Athletics in the spring of 2011. One of the ramifications is that there were references to the department and its activities in the recently-approved Board Policies and Administrative Procedures. One sentence in paragraph three of Board Policy 5205 Student Accident Insurance was affected.

A first reading of this Board policy was approved by the Board of Trustees on December 6, 2011 and is now being submitted to the Board for a second reading.

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

RECOMMENDATION

Authorization is requested to approve the second reading of Board Policy BP 5205 Student Accident Insurance.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.6.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5205 STUDENT ACCIDENT INSURANCE

Reference: Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

The Student Insurance Policy provides coverage to all currently enrolled and registered students while:

- in college buildings, college leased or rented buildings, and on or off campus during the time classes are authorized and calendared.
- at other locations as required by college sponsored events and activities such as club activities and field trips, including college sponsored and supervised transportation to and from activities.

The District shall provide limited student accident insurance for students participating in intercollegiate athletics, intramurals, and/or kinesiology activity courses.

Coverage is provided for all eligible expenses not paid for by any other valid insurance covering the student. If the student is covered under a health maintenance organization or similar organization they must use their services.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	January 17, 2012	Resolution	
SUBJECT:	Human Resources Committee Board Policies – First Reading	Information	X
		Enclosure(s)	X

BACKGROUND

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; BP 7509, Discipline: Classified Administrator/ Manager and Supervisor/Confidential have been reviewed and approved by the constituent groups (on various dates) and by the Steering Committee (on November 21, 2011), and are being submitted to the Board for a first read. Attached to the Board Policies, for information only, are the related Administrative Procedures.

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

RECOMMENDATION

Authorization is requested to approve the first read 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

Aye__Nay__Abstained__

Item No. 1.7.

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7112 Resignations and Retirements:
All Employees**

Reference: Education Code Section 87467

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

P-4118

Page 1 of 1

~~RESIGNATIONS AND RETIREMENTS~~

General Provision

The District Superintendent/President or his/her designee shall be authorized by the Board of Trustees to accept the resignation or retirement of any employee officially.

Acceptance of a written resignation or retirement shall be effective at the time of its acceptance by the Superintendent/President or his/her designee.

Adopted10/13/81

Revised.....7/30/96

Reference

Education Code 87467

MOU signed.....6/26/96

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	03/16/11

BP 7200 Classification of Academic Employees

Reference: Education Code Section 87604

General Provision

The Superintendent/President, through the Office of Human Resources, shall ensure that each academic employee is employed as a contract employee, regular employee, or temporary employee.

Office of Primary Responsibility: *Office of Human Resources*

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	06/20/11

AP 7200 Classification of Academic Employees

Reference: Education Code Section 87604

Academic Position Includes every type of service, excluding paraprofessional service, for which minimum qualifications under Title 5 have been established by the Board of Governors.

Academic Employee Refers to a person employed by the District in an academic position.

Certificated Employee Whenever this term may be used it shall reference an academic employee.

1. Regular - All academic personnel who have obtained tenure as prescribe by the relevant sections of the Education Code. Normally, a full-time academic employee becomes tenured after serving a four (4) year probationary period. A tenured full-time faculty member.

2. Contract - A full-time academic employee who is in a probationary status. Contract employees normally are employed for three (3) probationary contracts. The first contract is for a period of one (1) year of service, the second contract is for a period of one (1) year of service and the third and final contract is for a period of no more than two (2) years of service. A probationary (non-tenured) faculty member who will serve a four year probationary period, commencing with the fall term of the first academic year in which the Contract Faculty Member serves at least seventy-five (75%) percent of the days considered a full-time assignment. A first year contract faculty member serves under a one-year contract; a second year contract faculty member serves under a second one-year contract and; a third year contract faculty member serves under a two-year contract completing the third and fourth years of the probationary period.

3. Temporary Employees - All academic employees who are not contract, regular faculty or administrators are temporary employees, as follows:

A. Daily Substitute – an academic personnel employee employed on a day-to-day basis for the purpose of replacing a regularly employed person an academic employee who is absent from service. are classified as daily substitute.

B. Long Term Substitute - Those academic personnel who are employed after September 1 of any college year who assume the full assignment of contract regular employees who are absent from service for more than 20 duty days, or to fill positions which are less than one (1) year, or less than one (1) semester, and for which no regular employee is available are classified as long term substitutes. an academic employee employed for the purpose of replacing a regularly employed person an academic employee who is

experiencing a long term absence or has been granted leave for a semester or academic year.

C. Long Term Temporary Employee - an academic employee employed for at least one semester due to the need for an instructor and no regular employee is available or due to an increase in the number of students for the particular semester.

~~D. Hourly - Academic personnel who are employed on an hourly basis are classified as hourly personnel. Hourly temporary employees are normally referred to as part-time or adjunct faculty.~~ Adjunct - an academic employee employed to teach classes for not more than 67% of the hours per week considered a full-time assignment for regular employees having comparable duties.

Office of Primary Responsibility: *Office of Human Resources*

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	11/17/10

BP 7201 Recruitment and Selection:
Full-Time Faculty

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.1.A

❖ **From current Citrus College Policy P-4107 titled Hiring Procedures for Full-Time Faculty**

~~The Board of Trustees is committed to maintaining a strong and stable core of full-time faculty with long term commitments to this community college. In addition, it is imperative that faculty are empathetic and sensitive to cultural diversity and the changing demographics of the student population.~~

~~The Board of Trustees promotes the effort to ensure that faculty who are hired can teach and are experts in the subject matter of their curriculum, and counselors, librarians, and other instructional and student service faculty who are hired can foster college effectiveness and are experts in the subject matter of their specialty.~~

~~The regulations for hiring full-time faculty should ensure that faculty hired are people who are empathetic and sensitive to the racial and cultural diversity in the college, are well prepared by education and training, and are of the temperament to respond effectively to the educational needs of all the special populations served by Citrus College.~~

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

The recruitment and selection process for full-time faculty shall be accomplished in accordance with BP and AP 7100 - Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for recruiting and selecting academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate's role in local decision-making.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/26/11

AP 7201 Recruitment and Selection:
Full-Time Faculty

References: Education Code Sections 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A

❖ **From current Citrus College Regulation R-4105 titled Employment and Promotion**

~~Recruitment, Application and Selection~~

~~The objective in recruitment shall be to obtain the best possible certificated personnel. In employing personnel, the Board of Trustees desires to consider only the best qualified persons.~~

- ~~1. All applications shall be made to the Personnel Office.~~
- ~~2. Terms and conditions of employment shall be clearly defined and made available to applicants at the time of employment.~~
- ~~3. The Instructors Handbook and/or the Policy Book of the Citrus Community College District contains all policies, rules and regulations concerning school personnel and shall be available to all personnel at the beginning of the school year.~~
- ~~4. When a position is to be filled, the administration may give consideration to personnel currently under contract in the school district, provided the professional training, experience, recommendations, ability, and other characteristics are equal to or better than qualifications of other applicants.~~
- ~~5. Positions shall be filled pursuant to the following procedures.~~

~~Vacancy announcements shall clearly set forth a description of the qualifications for the position, including the duties and salary range.~~

- ~~6. Selection of personnel to be recommended for employment shall be based upon an evaluation of a written application, professional references and personal interview.~~

- ~~7. A screening committee will review all applications for a position and will recommend a selected number of qualified applicants to be interviewed.~~
- ~~8. The interview committee shall consist of not less than three.~~
- ~~9. Final selection of a candidate shall be made from the best qualified regardless of race, religion, national origin, sex, age, physical handicap or medical condition.~~
- ~~10. Each qualified certificated person who applies for a position shall be notified in writing of his/her acceptance or rejection for the position.~~
- ~~11. The first two contract (probationary) years are considered a part of the selection process, in that permanent selection is not made until the end of the second year of service.~~

❖ **From current Citrus College Regulation R-4107 titled Hiring Procedures for Full-Time Faculty**

These ~~hiring~~ recruitment and selection procedures have been developed to include the thoughtful participation of faculty and management. The procedures cover the ~~hiring~~ recruitment and selection process from the point of identifying the faculty positions to be filled, to the presentation of candidates to the Superintendent/President for recommendation to the Board of Trustees.

1. Identifying Full-Time Faculty Positions

The Faculty Needs Identification Committee (FNIC) shall be composed of the Superintendent/President Vice President of Academic Affairs, the Vice President of Student Services, ~~two~~ one instructional administrator, ~~one~~ Vice President of Student Services, and three faculty members. The three faculty members are appointed by the Academic Senate President with approval of the Academic Senate Council. It is the intent that both vocational and academic areas be represented by faculty.

By early October, ~~Faculty Needs Identification Committee~~ FNIC shall meet and establish a list of criteria that will be used to determine the order of faculty positions on the Faculty Hiring Priority List. Examples of such possible criteria are retirement and resignations, non-availability of part-time instructors in a subject area, no full-time instructors in a subject area, a low full-time/part-time ratio in a subject area, matriculation needs, response to legislation, and response to community needs.

By mid-October, the Vice President of ~~Instruction~~ Academic Affairs and the Vice President of Student Services shall send a notice to each Dean and each Department Chair (or head of department), if applicable, that lists the criteria and asks that each department's request for staffing for the following

year be submitted by early November. A copy of the notice shall be provided to the Academic Senate President and the members of FNIC.

In the development of a department's request for staffing, the Dean of the department shall hold a department meeting with the department faculty for the purpose of ensuring that the faculty have input into the staffing request.

FNIC shall meet soon after the requests are received and, after reviewing all requests for staffing, establish the final list of criteria that will be used to determine the order of faculty positions on the Faculty Hiring Priority List. These criteria may change from year-to-year. ~~If any of these final criteria were not on the list distributed in October to all heads of departments, a notice listing the additional criteria will be sent to all heads of departments and each one department will be allowed several days to appropriately amend his/her request for staff, if necessary.~~ Once the criteria is set for the hiring priority list, they remain set for the hiring cycle.

Based on the final list of criteria, ~~the Faculty Needs Identification Committee~~ FNIC shall consider all requests for staffing and then establish the Faculty Hiring Priority List.

The order of faculty positions on the previous year's Faculty Hiring Priority List shall not be a consideration during this process. By the end of November, the Faculty Hiring Priority List should be completed. The committee will ~~submit the priority list on the Board agenda for consideration by the Board of Trustees.~~ forward the completed list to the Superintendent/President for his/her review and input.

By the first Board meeting in December, the Board of Trustees should decide the number of faculty positions to be filled, opened. The specific positions to be filled will be based on the Faculty Hiring Priority List (in ranked order) as established by FNIC. Once the Board of Trustees determines the number of new positions for hiring, the Faculty Hiring Priority List will recommend what positions will be opened, starting at the top of the list and counting down. Once this decision has been made, copies of the Faculty Hiring Priority List and the final list of criteria shall be distributed to all heads of departments, the appropriate administrators (including the Director of Human Resources), and the Academic Senate President.

~~Faculty, administrators, and the Board of Trustees shall make every effort to comply with the time line of the above process in order to allow the advertising period of each new position to be approximately two months, and still ensure, whenever possible, that the hiring process is completed during the academic year. Ample time for recruitment and applicant response will help to obtain a larger and more diverse pool of applicants and better enable Citrus College to improve diversity among faculty.~~

In the event of retirements, resignations, or reassignments that occur after the Faculty Hiring Priority List has been established, ~~Faculty Needs Identification~~

~~Committee~~ FNIC will reconvene. FNIC will provide an opportunity for the department having the retirement, resignation or reassignment to submit information supporting a request for hiring a faculty member from the effected department. ~~The chairman of the department having the retirement, resignation, or reassignment will be given the opportunity to justify the need for hiring a new faculty member for the same department.~~ The committee will then decide whether or not to place that faculty position on the Faculty Hiring Priority List for that year. If it is decided to place the position on the priority list, the faculty position will be inserted where it is deemed appropriate, based on the previously established criteria. The revised Faculty Hiring Priority List will be submitted to the Board of Trustees on the agenda for consideration. If the Board approves filling an additional position(s), copies of the revised priority list will be sent to all department heads, the appropriate administrators, and the Academic Senate President and the members of FNIC. FNIC would then recommend to the Board of Trustees that the next position on the Faculty Hiring Priority List be filled.

Several part-time instructors or a one-semester temporary full-time instructor, with approval of the Superintendent/President, may need to be hired when special circumstances prevent hiring recruitment and selection of a full-time faculty member for a position identified by the above process. Examples where this may occur include retirements, resignations, or reassignments that are announced late in the academic year or positions where the applicant pool is insufficient and there is not enough time to re-advertise the position.

2. ~~The Job Announcement~~ Posting and Recruitment

~~Based on the Faculty Hiring Priority List and the number of positions authorized by the Board of Trustees to be filled, the Vice President of Human Resources shall initiate the first draft of the job announcement and send it to the appropriate Vice President and Department Chair. The Vice President and the Department Chair (with input from the department), shall review and revise the draft. The revised draft will be returned to the Vice President of Human Resources. If the proposed changes are appropriate, the revised draft will be reviewed by the Diversity Officer for further input to correct those items which might adversely impact applicants from underrepresented groups. The final version of the job announcement must be approved by the Department Chair, the appropriate Vice President, and the Diversity Officer. Job announcements shall clearly state the knowledge, skills, and abilities required to perform the essential functions of the position.~~

For all positions open for recruitment, the Director of Human Resources, the appropriate Vice President, and the appropriate Dean, after receiving faculty input from the appropriate department, shall mutually develop a clear and complete job posting and provide recommendations as to appropriate places to advertise for the recruitment.

The recruitment process, including all advertisement, shall be done in accordance with Administrative Procedure 7100 - Equal Employment Opportunity.

All application packets shall be received through the Applicant Tracking System.

~~Along with the first draft of the job announcement, the Vice President of Human Resources shall send a memo to the Department Chair seeking input from the department regarding recruitment ideas unique to the position being advertised (for example, advertising in a journal specializing in that subject area).~~

~~The closing date on the job announcement posting should generally be at least six to eight weeks from the date that advertising will begin in order to allow ample time for recruitment and applicant response, but should still allow the hiring recruitment and selection process to be completed during the academic year. ~~Before the screening process begins, the composition of the applicant pool shall be assessed to ensure that members of historically underrepresented groups are not adversely impacted. If this is not the case, the Diversity Officer shall take effective steps to address the adverse impact before the screening process has begun. Such steps may include, but are not limited to, extending the deadline date and undertaking additional and broader recruitment efforts. In special circumstances (such as the reopening of a position), it may be necessary to advertise the position for less than six to eight weeks, with the approval of the appropriate Vice President, the Department Chair (if applicable), and the Director of Human Resources, and the Diversity Officer.~~~~

The Director of Human Resources, or designee, shall review all application packets, and shall screen out of the applicant pool those application packets that are incomplete or where the applicant does not meet established minimum qualifications.

Members of tThe District's Human Resources Advisory/Staff Diversity Committee may consult with the Vice President Director of Human Resources and make recommendations regarding the job announcement posting and recruitment for faculty positions. This committee will serve as the avenue through which any faculty member may channel suggestions or concerns regarding the recruiting process and job announcements postings (appearance, college information, readability, standardization of application requirements, etc.).

3. The Hiring Panel Selection Committee

The hiring recruitment and selection process shall focus on ensuring that Citrus College ~~will select~~ instructors who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college

effectiveness and who are experts in the subject matter of their specialty. Accordingly, persons involved with the screening or interviewing of job applicants shall be selected based on these goals. Additionally, all selection ~~panels~~ committees shall include members of underrepresented groups whenever possible.

The ~~Hiring Panel Selection Committee~~ shall be composed of the ~~Department Chair and two other~~ three faculty members (tenured, whenever possible), two administrators (~~one appropriate Vice President and one other appropriate administrator to be chosen from the list of those positions designated as having retreat rights~~), and an Equal Employment Opportunity Representative (non-voting). ~~The~~ An Equal Employment Opportunity Representative will be a faculty member, whenever possible. The ~~two other three~~ faculty members shall be selected (by ballot) by the department where the position exists. The department may decide to select faculty members from other departments. This practice is especially encouraged if it will allow for the inclusion of one panel member from an underrepresented group. Selecting faculty members from other departments is also encouraged when the primary responsibility of the new faculty member (such as librarian or college nurse) will not be direct instruction or counseling. In the event the department does not have a sufficient number of faculty with expertise in the discipline, ~~one of the faculty members may be invited from another college or university,~~ a faculty member from another college may be invited to join the selection committee, as determined by the department. The ~~Hiring Panel Selection Committee~~ members will decide whether the visiting faculty member will be a voting or non-voting member.

A faculty member may be appointed by the department and an appropriate administrator may be appointed by the Vice President as alternates in the interview process.

Members of the ~~Hiring Panel Selection Committee~~ shall have appropriate training in diversity sensitivity. Before the hiring recruitment and selection process may proceed to the screening level, the Diversity Officer must confirm that all members of the ~~Hiring Panel Selection Committee~~ have received this training. ~~The Diversity Officer must also confirm that the Hiring Panel has at least one member from an underrepresented group or state in writing why this expectation is unreasonable. Without these confirmations, the hiring process may not continue.~~ The members of the Selection Committee shall include a diverse membership when possible, and no one who has provided an applicant with a written letter of recommendation shall be permitted to serve on the Selection Committee.

The selection process shall comply with Administrative Procedure 7100 - Equal Employment Opportunity.

4.A. Paper Screening Applicant Screening

~~The appropriate Vice President and the appropriate Department Chair
The Human Resources Office shall arrange the date and time for the
Hiring Panel Selection Committee to begin the paper applicant screening
process. The paper screening should occur as soon as possible after
the closing date (or first consideration date) of the position and will only
include completed application packets as determined by the Vice
President Director of Human Resources. If the initial pool of applicants
does not contain a sufficient number of underrepresented candidates (as
determined by the Chancellor's Office demographic statistics for the
Citrus College geographical area), the screening process shall continue
only if the Diversity Officer verifies that all reasonable efforts were made
to recruit a large diverse pool of applicants and that the pool had realistic
potential to include applicants from underrepresented groups. If that
verification cannot be made by reviewing where the position was
advertised, the position will be re-advertised.~~

~~Prior to the paper screening the Hiring Panel shall:~~

~~Before the members of the Selection Committee begin to screen
applicants, the members of the Selection Committee, meeting as a
whole, shall:~~

- ~~• discuss and sign statements of confidentiality;~~
- ~~• discuss duties of a chair, then select a chair;~~
- ~~• discuss the hiring recruitment and selection procedures of the
District, including the role of the Equal Employment Opportunity
Representative;~~
- ~~• discuss the underrepresented balance of the applicant pool;~~
- ~~• receive instructions regarding the equivalency process;~~
- ~~• list develop criteria, based on the job announcement posting, to be
used for screening, applications, including minimum qualifications.~~

~~Once these preliminary procedures have been completed, the Hiring
Panel Selection Committee will review all applications, verify minimum
qualifications, and select those applicants for an interview who best meet
the qualifications listed on the job announcement posting as determined
by the panel's paper screening criteria. including the Diversity Officer's
verification that the screening process did not adversely impact the
remaining pool of applicants. Evidence of professional qualifications,
training, educational background and experiences, or other qualities
which enhance a faculty member's effectiveness with students may be
included in the paper screening criteria if it has been included on the job
announcement.~~

~~The panel shall agree on the number of affirmative votes needed to
retain an applicant for further consideration. In no instance will a
candidate be advanced to the next level without the endorsement of the
majority of the panel. The panel may agree to use a preliminary
telephone interview to further screen candidates to be invited for~~

~~personal interview. Telephone interviews will be conducted in the presence of the entire panel.~~

~~If underrepresented candidates remaining in the pool have been adversely impacted, the Diversity Officer may request that the panel reconsider its evaluation criteria. The Hiring Panel may decide to re-advertise the position if the pool of applicants is deemed too small or in some other way inadequate.~~

Before the Hiring Panel Selection Committee adjourns, the following items must also be completed:

- develop questions to be asked during the interview and decide if any questions will be shared with the applicant prior to the interview;
- decide on the details of any other interview requirements, such as a teaching demonstration and its topic(s) (to be shared with candidates prior to the interview), a writing sample and/or
- other skills demonstration(s) related to the subject area.

5.B. Equivalency

Any applicant selected for interview that does not meet the stated minimum qualifications, but is claiming equivalency, shall have his/her application packet referred to an appropriate equivalency panel for approval before the candidate is invited to an interview. Denial of equivalency disqualifies that candidate from the interview process.

6.C. Interviewing Interviews

~~Before the Hiring Panel begins the interview process, the Equal Employment Opportunity Representative will review the remaining steps in the hiring procedure.~~

After the paper screening, the Hiring Panel Selection Committee shall conduct interviews of the candidates selected. Each candidate shall be apprised in advance if any performance requirements are to be part of the interviewing process. At the option of the Hiring Panel Selection Committee, each candidate may be given a list of all or some of the interview questions (questions to be returned to the panel) prior to meeting with the Hiring Panel Selection Committee. During the interviews, all candidates shall be asked the same job-related questions by the panel Selection Committee. Individual panel Selection Committee members must be present for each interview and demonstration in order to participate in the evaluation of the candidates. Absences shall disqualify the panel Selection Committee member from continued participation. The panel Selection Committee members will decide how long to wait for a member who is late. Alternates not needed will be excused prior to the evaluation discussion of the candidates. Alternates will be reminded of their obligation of confidentiality.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Opportunity Representative will give each ~~panel~~ Selection Committee member a list of the candidates. Candidates receiving at least one affirmative vote will remain under consideration. Candidates receiving all negative votes will no longer be considered. If the percentage of underrepresented candidates remaining in the pool has been adversely impacted, the Equal Employment Opportunity Representative in consultation with the Director of Human Resources may request that the ~~panel~~ Selection Committee reconsider its evaluation criteria.

When all ~~panel~~ Selection Committee members have had an opportunity to express their thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Opportunity Representative will inform the ~~panel~~ Selection Committee members which of the candidates received four or more affirmative responses. Should more ~~than~~ three ~~or~~ candidates receive at least four affirmative votes (or a majority with a ~~panel~~ Selection Committee of ~~less~~ ~~fewer~~ than five), this group of candidates will continue to be considered. If less than three of the candidates interviewed receive the required four affirmative votes, the Selection Committee may request the ~~Vice President~~ Director of Human Resources, or designated representative, and the Equal Employment Opportunity Representative to ~~approach~~ recommend to the Superintendent/President to accept fewer than three finalists. Otherwise, the process will be abandoned and the position re-advertised.

A discussion will be held in an attempt to reach consensus in designating three finalists to be sent to the Superintendent/President for a final interview. If three finalists do not emerge from the discussion, the ~~panel~~ Selection Committee members will cast a Borda vote (three points will be given for each Selection Committee member's first choice, two points for each member's second choice, and one point for each member's third choice) on all active candidates. Each ~~panel~~ Selection Committee member will vote for up to three candidates. The Equal Employment Opportunity Representative will tally the results of the Borda vote and inform the ~~panel~~ Selection Committee of the candidates with the highest number of votes. At no time will the Equal Employment Opportunity Representative indicate to the ~~panel~~ Selection Committee a ranking of the candidates. Only the finalists' names in alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/ President and final interviews will be arranged. Along

with the finalists' names, each ~~panel~~ Selection Committee member ~~may~~ shall submit to the ~~Vice President~~ Director of Human Resources through the Equal Employment Opportunity Representative his/her evaluation of the strengths and weaknesses of each of the finalists to be forwarded to the Superintendent/ President. These evaluations will be written before the ~~panel~~ Selection Committee adjourns. The Equal Employment Opportunity Representative should advise ~~panel~~ Selection Committee members that the strengths and weaknesses forms should reflect only strengths and weaknesses, and be based solely on job-related criteria. The Equal Employment Opportunity Representative will consult with the Diversity Officer to review the strengths and weaknesses to see that they comply with equal opportunity employment guidelines prior to their submission to the Superintendent/President.

75. Final Selection

The final interviews shall be conducted by the Superintendent/President in the presence of the Chairperson of the ~~Hiring Panel~~ Selection Committee, the appropriate Vice President or designee (provided the Vice President or designee served on the selection committee) and the Equal Employment Opportunity Representative. These final interviews shall be held as soon as possible after the conclusion of the initial interviews.

The Superintendent/President may request reference/background checks on one or more of the finalists before making a final selection. All reference/background checks will be conducted by the ~~Vice President~~ Director of Human Resources, or designee, and the information shared only with the Superintendent/President. Reference/background checks should solicit only job-related information, which may include academic background, professional experience, and personal qualities relative to performance in the faculty position.

If none of the finalists is acceptable to the Superintendent/President for reasons that are shared with the ~~panel~~ Selection Committee, additional finalists may be requested. The ~~Hiring Panel~~ Selection Committee will be reconvened to decide which, if any, additional candidates will be forwarded to the Superintendent/President. If none of the candidates is found to be acceptable by the Superintendent/President, and the ~~panel~~ Selection Committee declines to send any additional candidate(s), the process will be abandoned and the position re-advertised.

86. Confidentiality and Integrity of the Hiring Recruitment and Selection Procedure

All persons involved in the hiring recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to ~~paper~~ screening, the following statement of confidentiality will be signed by those participating in the hiring recruitment and selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the hiring recruitment and selection process, at the discretion of the Diversity Officer.

In addition, the Equal Employment Opportunity Representative, at the conclusion of the final interviews, will remind the Superintendent/President of the importance of confidentiality.

Written allegations stating violations of these procedures shall be investigated by the Diversity Officer and the ~~Vice President~~ Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the ~~Hiring Panel~~ Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Diversity Officer and the ~~Vice President~~ Director of Human Resources.

General concerns and questions from members of the ~~Hiring Panel~~ Selection Committee should be discussed with the ~~Vice President~~ Director of Human Resources and/or the Manager of Human Resources/Staff Diversity Diversity Officer.

9. Evaluation of Hiring Procedure

All stages of the hiring procedure which might adversely impact applicants from underrepresented groups shall be reviewed by the Diversity Officer. The Diversity Officer shall confirm that equal opportunity employment procedures were followed. If the Diversity Officer finds a violation at any stage of the process, sufficient enough to create an adverse impact, it is his/her responsibility to stop the process and suggest solutions which might correct the violation. If the violation cannot be corrected, the Diversity Officer can cause the process to be abandoned and the position to be re-advertised.

This hiring procedure is subject to review and revision at the request of the Human Resources Advisory Committee (a subcommittee of the Steering Committee). ~~sub-committee on faculty hiring procedures which consists of up to five administrators (which includes the Vice President of Human Resources) and up to five faculty (which includes the Academic Senate President). The subcommittee on faculty hiring procedures will develop a confidential evaluation form to be filled out by each participant (except the~~

~~applicants) in the hiring process for new full-time faculty positions. Revised procedures shall be mutually agreed upon by the Academic Senate and the Board of Trustees.~~

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7202 Recruitment and Selection:
Adjunct Faculty**

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation
Standard III.1.A

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

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~~HIRING POLICY FOR ADJUNCT FACULTY~~

~~The Board of Trustees is committed to maintaining a strong and stable core of adjunct faculty with long-term commitments to this community college. In addition, it is imperative that adjunct faculty are empathetic and sensitive to cultural diversity and the changing demographics of the student population.~~

~~The Board of Trustees promotes the effort to ensure that adjunct faculty who are hired can teach and are experts in the subject matter of their curriculum, and counselors, librarians, and other instructional and student service faculty who are hired can foster college effectiveness and are experts in the subject matter of their specialty.~~

~~The regulations for hiring adjunct faculty should ensure that faculty hired are people well prepared by education and training, and are of the temperament to respond effectively to the educational needs of all the diverse populations served by Citrus College.~~

~~Adopted1/21/97~~

~~Citrus College Regulation 4108 - Hiring Procedures for Adjunct Faculty~~

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of adjunct faculty including, but not limited to, the following criteria:

The recruitment and selection process for adjunct faculty shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Adjunct faculty shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for recruiting and selecting adjunct faculty shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate's role in local decision-making.

Office of Primary Responsibility: Human Resources

Note: New language indicated by underline, deleted language indicated by ~~strikerough~~, and subsequent changes to language indicated by shading.

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/11/11

**AP 7202 Recruitment and Selection:
Adjunct Faculty**

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation
Standard III.1.A

**CITRUS COMMUNITY COLLEGE DISTRICT
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HIRING PROCEDURES FOR ADJUNCT FACULTY

~~1. Definition of Adjunct Faculty~~

~~Pursuant to Education Code Section 87482.5, "(a) Notwithstanding any other provision of law, any person who is employed to teach adult or community college classes for not more than 60 percent of the hours per week considered a full time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604. (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status."~~

~~2. Contract and Terms of Employment~~

~~Every offer of employment, and semester contract, is subject to adequate class enrollment, the applicant meeting the minimum qualifications, adequate financing, and the assumption that a full time faculty member will not be required to take over the class to make up a full teaching load. If the class is cancelled due to inadequate enrollment, the instructor will be paid at the hourly substitute rate for the hours taught prior to the class being cancelled.~~

~~3. Filling a Vacancy~~

~~The following procedure will be used to secure an adjunct faculty member for a vacancy. Offer the class first to any interested qualified full time faculty member:~~

~~A. If the assignment of the full time faculty member is found to be to the benefit of the department as determined by the appropriate Dean of Faculty, and the Vice President of Instruction.~~

~~B. To fulfill the faculty member's full time load requirements.~~

~~C. If adding the class does not exceed the maximum for overload assignments for full-time faculty as defined by the Board of Trustees.~~

~~If the class is not filled by a full-time faculty member, one of the following options will be used:~~

~~A. Offer the class to an adjunct faculty member with successful Citrus College experience and more than satisfactory evaluations **OR**~~

~~B. Schedule interviews from Adjunct Pool:~~

~~In an effort to develop a well-qualified and diverse pool of potential adjunct faculty, a year-round process for advertising and recruiting will be instituted beginning for Fall 1995-96. Applications for adjunct work will be accepted and maintained all year so that last-minute advertisement will not need to be done to fill a vacancy. The Office of Human Resources will maintain an annual pool of qualified applicants for review, when needed, by the Director, Associate Dean, Dean, or Vice President.~~

~~All persons interested in adjunct work will be referred to the Office of Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a response from the Office of Human Resources and instructions regarding what documentation is needed to remain in the Adjunct Pool.~~

~~4. Interviewing Adjunct Applicants~~

~~A. Composition of Committee:~~

~~(1) Vice President or designee **AND**~~

~~(2) When a full-time faculty member of the department with experience in the area is available he or she will be included as part of the committee.~~

~~B. Diversity and Compliance: Responsibilities of diversity and compliance will be handled by the Vice President or designee.~~

~~C. Review of Questions: A standard set of questions will be reviewed and approved by the Diversity Officer prior to interviews with adjunct faculty applicants.~~

~~D. Review of Minimum Qualifications (education and experience): The candidate will be questioned about his or her qualifications and an informal decision will be made by the Vice President or designee as to whether the candidate meets the state minimum qualifications.~~

~~E. Requests for Equivalency: If the candidate does not possess the minimum qualifications but may have the equivalent, an equivalency hearing will be requested through the Vice President of Human Resources.~~

~~F. Emergency Hires: The need to hire adjunct faculty at the last minute sometimes occurs. Filling a vacancy within six weeks or less of the start of a class constitutes an emergency~~

~~need. Under these circumstances, it is hoped that these procedures can be followed. If they cannot, the decision to deviate from the procedures is the prerogative of the Vice President, but a faculty member should be included in the hiring process. The main concern should be securing an instructor for the start of class so that the students enrolled in that class lose as little instruction time as possible. The Vice President has the obligation to communicate with the Director, Associate Dean, and/or Dean of the area regarding actions taken in their absence, immediately following the hiring.~~

~~5. Selection and Offer of Employment~~

- ~~A. The committee selects which adjunct faculty will be hired through consensus method. Candidates will be told to call the Office of Human Resources if they have not heard about the results of the interview within one week.~~
- ~~B. The Office of Human Resources will verify whether the adjunct applicant meets the statewide minimum qualifications, or needs an equivalency determination. If the candidate does not meet the minimum qualifications or is not found to have the equivalent, the candidate will not be offered a contract to teach. If the candidate has been hired under an emergency situation, and is not found to meet the minimum qualifications or have the equivalent, the candidate will not be offered a teaching assignment the following semester.~~
- ~~C. The Director, Associate Dean, or Dean will contact the applicants to offer employment and inform them of hiring procedures.~~
- ~~D. Early and regular evaluation of adjunct faculty should guide the decision about whether to offer continued employment.~~

~~6. Confidentiality and Integrity of Process~~

~~All persons involved in the hiring process, from the point of receipt of applications through Board approval, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.~~

~~The following statement of confidentiality will be signed annually by those participating in the hiring process: My signature serves to indicate my agreement to keep confidential all information I have read or heard regarding all of the candidates for an adjunct position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates. I understand that a breach of this confidentiality will result in a letter of reprimand which will be placed in my personnel file and may have no future participation in the hiring process, at the discretion of the Diversity Officer.~~

~~7. Evaluation of Hiring Procedures~~

~~All stages of the adjunct hiring procedure which might adversely impact applicants from underrepresented groups shall be reviewed by the Diversity Officer. The Affirmative Action Officer shall confirm that equal employment procedures and affirmative action guidelines were followed. If the Diversity Officer finds a violation at any stage of the process, sufficient~~

~~enough to create an adverse impact, it is his/her responsibility to stop the process and suggest solutions which might correct the violation. If the violation cannot be corrected, the Diversity Officer can cause the process to be abandoned and the vacancies to be advertised. This adjunct hiring procedure is subject to review and revision at the request of the Personnel Services sub-committee on faculty hiring procedures.~~

Adopted12/04/96
Revised.....03/04/03
Citrus College Policy 4108 – Hiring Policy for Adjunct Faculty

1. Identifying the Need to Hire Adjunct Faculty

In compliance with Article 5, Section 5.11.9 of the full-time faculty collective bargaining agreement and Article 6 of the adjunct faculty collective bargaining agreement, the Division/Department Dean shall determine the number of adjunct faculty to be hired for a particular semester or session. The following procedure is for the hiring of new adjunct faculty. An adjunct faculty member who has previously taught for the District may be offered future assignments without utilizing this procedure.

2. Establishment of a List of Qualified Applicants:

Consistent with the provisions of Article 6 of the adjunct faculty collective bargaining agreement, the District will maintain a list of qualified adjunct faculty. The list of qualified applicants will be maintained in the Applicant Tracking System (ATS). In the event it is determined that an adjunct faculty needs to be hired, the division/department, consistent with the selection process described below, shall interview applicants. In the absence of a current list of qualified applicants, the appropriate Vice President may request the Office of Human Resources to conduct a recruitment for qualified applicants. Any such recruitment will be done in compliance with Board Policy 7100 - Equal Employment Opportunity. All applicants will be received through the Applicant Tracking System.

3. Selection Process

The Division/Department shall be responsible for interviewing and selecting adjunct faculty consistent with the following guidelines:

- A selection committee shall be formed consisting of the Division/Department Dean and at least one full-time faculty from the involved department as appointed by the Dean.
- Only qualified applicants in the ATS may be interviewed.
- The selection committee shall attempt to reach consensus in the selection of a candidate to be hired. In the event that a consensus cannot be reached, the Division/Department Dean shall make the final selection.
- Once a selection has been made, the Division/Department Dean will forward the name of the candidate to the appropriate Vice President for approval. Upon approval by the appropriate Vice President, the candidate will be submitted to the Office of Human Resources for processing.

- It is recognized that situations will arise where the Dean needs to fill an adjunct position based on an immediate and/or urgent need. In such instances, the Dean may review and/or interview applicants listed in the ATS and make the selection as to which candidate will be hired.

4. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the recruitment and selection process, at the discretion of the Equal Employment Representative.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Equal Employment Representative and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7204 Evaluation:
Adjunct Faculty**

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation
Standard III.1.A

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

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~~FACULTY EVALUATION~~

The Board of Trustees of the District supports the concept that:

- ~~1. The evaluation process should promote professionalism, enhance performance, and be closely linked with staff development efforts.~~
- ~~2. The evaluation process should be effective in yielding a genuinely useful and substantive assessment of performance. Among other things, this requires an articulation of clear, relevant criteria on which evaluations will be based.~~
- ~~3. The evaluation process should be timely. This requires that evaluations be performed regularly at reasonable intervals.~~
- ~~4. The principal purposes of the evaluation process are to recognize and acknowledge good performance, to enhance satisfactory performance, to help employees who are performing satisfactorily further their own growth, to identify weak performance, to assist employees in achieving needed improvement, and to document unsatisfactory performance.~~
- ~~5. A faculty member's students, administrators, and peers should all contribute to his or her evaluation, but the faculty should, in the usual case, play a central role in the evaluation process and, together with appropriate administrators, assume principal responsibility for the effectiveness of the process.~~
- ~~6. Participants in the evaluation process should be sympathetic and sensitive to the racial and cultural diversity of the community.~~

~~Adopted 6/20/61~~

~~Revised..... 12/14/76~~

~~7/31/91~~

~~9/5/91~~

~~7/30/96~~

~~References~~

Education Code ~~87660-87684~~

MOU signed.....6/26/96

Citrus College Regulation ~~4114~~ Evaluation ~~Certificated Staff~~

General Provision

Adjunct faculty shall be evaluated in accordance with the applicable provisions of the collective bargaining agreement between the District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7206 Faculty Exchange

References: Education Code Sections 87422, 87423, 87424 and 89039

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~~EXCHANGE TEACHERS~~

~~The Citrus College Board of Trustees will consider a request by teachers for a year of exchange teaching under the following conditions:~~

- ~~1. That the exchange would not impair the educational program of the Citrus Community College District.~~
- ~~2. That all legal requirements be worked out satisfactorily to all parties concerned. Final decision upon granting a teacher's request shall be made by the Board of Trustees upon complete and accurate information furnished by the teacher requesting such a change. Such a request must be made six (6) months prior to the date of the requested exchange.~~

~~Adopted 9/19/62
Revised..... 12/14/76
Citrus College Regulation 4159 – Exchange Teachers~~

General Provision

The District may enter into an agreement with any foreign government, state territory or other community college district within the State of California, for the temporary exchange of full-time academic employees. No faculty exchange will be authorized unless approved by the Board of Trustees and agreed to by the full-time faculty member to be exchanged.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

AP 7206 Faculty Exchange

References: Education Code Sections 87422, 87423, 87424 and 89039

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

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EXCHANGE TEACHERS

1. Requests

~~Requests for exchange teachers must be made in writing through channels to the Superintendent/President in sufficient time for the Board of Trustees' consideration and action.~~

A request to enter into an exchange agreement must be presented to the Superintendent/President no later than six (6) months prior to the proposed start date for the exchange.

2. Time Limit and Benefits

A. Exchange agreements shall be for one (1) academic year only.

B. ~~Time served at the exchange position~~ by a faculty member under an exchange agreement shall count for salary placement as time served in the service of the Citrus Community College District.

C. ~~Exchange~~ An exchange agreement shall not affect the faculty member's right to permanent classification.

3. Number of Exchanges to be Granted

In order to provide a truly rich experience for the visiting exchange teacher, it shall be the procedure of the Citrus Community College District to accept no more than one foreign exchange teacher during any academic year.

4. Approval of an Exchange Agreement:

No faculty exchange will be authorized unless approved by the Board of Trustees and agreed to by the full-time faculty member to be exchanged.

Adopted 9/19/62
Revised..... 12/14/76
Citrus College Policy 4159—Exchange Teachers

Office of Primary Responsibility: Human Resources

Note: New language indicated by underline, deleted language indicated by ~~striketrough~~, and subsequent changes to language indicated by shading.

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7207 Minimum Qualifications and Equivalency

References: Education Code Section 87400;
Title 5 California Code of Regulations Sections 53410 - 53417

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~~BOARD POLICY~~

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~~MINIMUM TEACHING QUALIFICATIONS AND EQUIVALENCY~~

General Provision

The District will only employ faculty who meet the minimum qualifications for their assignment(s) or who have the equivalent of those qualifications.

Adopted 7/31/91

Revised..... 7/30/96

References: Education Code 87355-87359.5

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

AP 7207 Minimum Qualifications and Equivalency

References: Education Code Section 87400;
Title 5 California Code of Regulations Sections 53410 - 53417

Minimum Qualifications

The goal of the Citrus Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community.

The District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see publication, *Minimum Qualifications for Faculty and Administrators in California Community Colleges*) for the discipline to be taught by the faculty member.

Determination of Equivalency

In order to determine when an applicant for a faculty position, though lacking the specific degree or experience specified in the Board of Governors Minimum Qualifications List, nonetheless possesses qualifications that are equivalent, the following guidelines have been established.

Initial determination of equivalency to the minimum qualifications for hire shall be decided, by unanimous consent, by the Equivalency Committee, which is comprised of two members of the Academic Senate, two faculty members from the discipline, and one appropriate administrator.

Conditions

1. It is the applicant's responsibility to provide all documentation in support of equivalency and to be available for questions.
2. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.
3. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.

4. In all cases in which equivalency is granted or denied an officially signed form shall be filed with the Office of Human Resources Office and the Office of Instruction Academic Affairs. This form shall include a complete description of the Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.

Minimum Standards for Consideration of Equivalency

In the case of disciplines normally requiring a Master's degree, the minimum standard shall be any one of the following:

1. A Master's degree in a discipline which is not specifically named on the Board of Governor's Minimum Qualifications list for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed on the Minimum Qualifications list.
2. A Bachelor's degree, plus 30 graduate level semester units of coursework in the specific or related discipline relevant to the position for which the applicant is being considered. Coursework must be from an accredited institution.
3. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
4. Verifiable eminence, plus conclusive evidence of the ability to teach effectively at the community college level. Eminence shall mean:—Eminence, that which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.

In the case of disciplines not normally requiring a Master's degree, where the minimum qualifications are an Associate degree plus six years of related experience or a Bachelor's degree plus two years of related experience, the minimum standards shall be one of the following:

1. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.

2. Verifiable eminence plus conclusive evidence of ability to teach effectively at the community college level.

~~*Eminence, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.~~

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7208 Tutoring

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

~~P-4133~~

~~Page 1 of 1~~

~~TUTORING~~

General Provision

Instructors shall not accept remuneration, directly or indirectly, for tutoring students currently enrolled in their classes. No tutoring for which an instructor receives remuneration will be permitted on the Citrus College campus, nor will any of its facilities or equipment be used for this purpose.

Adopted 12/14/76

Revised..... 7/30/96

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7301 Recruitment and Selection:
Classified Staff**

References: Education Code Sections 88003 and 88013

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection concerning classified staff including, but not limited to, the following criteria.

The recruitment and selection process for classified staff shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

AP 7301 Recruitment and Selection: Classified Staff

References: Education Code Sections 88003 and 88013

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R 4205

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SELECTION AND ASSIGNMENT OF CLASSIFIED EMPLOYEES

1. ~~Vacant Position~~

~~The recruitment process to fill a vacant position shall be initiated by the Personnel Officer upon receipt of a signed requisition by the Vice President Business or the Superintendent/President.~~

~~Job notices to recruitment sources will continue to be expanded to include special groups/sources for all positions. The job notice is an important part of the selection process. It starts the process by informing candidates that a job is open and by explaining the job's requirements, pay range and application procedure. Completed applications will be screened for consideration to meet the required qualifications for the position. Written and/or performance tests, when required, will be the responsibility of the Personnel Officer. The qualified applicants will be recommended for interview to the screening committee. The final selection and assignment will be the responsibility of the administrator to whom the position is assigned. All recommendations for employment will be submitted to the Personnel Officer for the Board of Trustees' approval.~~

2. ~~Eligibility~~

~~Applications by successful applicants not selected for a position shall be kept on file in the Personnel Office for a period of one (1) year commencing with the final screening date for the position. These applicants will be notified in writing that they will be placed on an eligibility list for a period of one year, and if during that year's period, a position for the applicant's classification occurs, the applicant will be referred to the administrator for further consideration.~~

~~The Personnel Office may recruit the vacant position if the applicant(s) on the eligibility list are no longer available for a position within their classification or they do not meet the required qualifications.~~

~~3. Applications~~

~~Applications, resumes, or other form of employment inquiry submitted to the Personnel Office shall be retained for a period of at least two (2) years. Instruments acquired during the screening process shall be retained for at least two (2) years.~~

~~Upon initial employment and upon each change in classification, thereafter, classified employees shall receive two copies of their classification and notice of salary, assignment and/or work location with required hours and workweek. The provisions of this policy shall not apply to short term (on call or substitute/temporary) employees as defined in Policy 4210.~~

Adopted 7/1/65

Revised..... 12/14/76

References

Education Code 13581, 13582, 13607; Labor Code 850.2, 1411

Citrus College Policy 4205— Selection and Assignment of Employees

The following sets forth the procedure to be used for the recruitment and selection of all regular full-time and part-time classified staff. The District determines at its discretion whether a vacancy exists and whether any vacant position shall be filled.

1. Approval to Fill an Existing or New Position

The following steps are to be followed to request approval to fill an existing or new position:

- a) The appropriate Manager/Supervisor or Vice President will submit a request to fill a position utilizing the Applicant Tracking System (ATS). This step results in the creation of a job posting in the ATS.
- b) The completed posting is submitted via the ATS to the appropriate Vice President for approval or disapproval. If the Vice President does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- c) In the event the job posting is approved by the appropriate Vice President, the job posting is forwarded to the Director of Human Resources for approval or disapproval. If the Director of Human Resources does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- d) In the event the job position is approved by the Director of Human Resources, the job posting will be submitted to President's Cabinet for final approval.
- e) Requests for new positions will be reviewed by the Office of Human Resources to determine the appropriate classification. If it is determined that a new classification needs to be created, the Office of Human Resources will develop a proposed job description and salary placement and meet with CSEA to reach an agreement on the new classification.

2. Recruitment

Job postings will be advertised for at least six (6) weeks. With approval from the Director of Human Resources, the recruitment time period may be reduced to no less than four (4) weeks.

In consultation with the appropriate Manager/Supervisor, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, interview schedule, and whether an employment exam will be administered.

All job postings will state the closing date for the receipt of applications. Applications will not be accepted after the closing date unless otherwise authorized by the Director of Human Resources.

The Office of Human Resources will be responsible for screening all applicants and will, for all recruitments, develop a list of applicants to be interviewed.

3. Selection

The Office of Human Resources shall establish the Selection Committee. The Selection Committee shall be comprised of five (5) individuals, which shall include one (1) manager, one (1) supervisor and three (3) classified employees. At least one classified employee from the hiring department shall be included and CSEA shall appoint one classified employee to the Selection Committee. A Selection Committee of fewer or greater participants may be utilized with the approval of the Director of Human Resources.

The Office of Human Resources shall appoint an Equal Employment Representative to serve as a non-voting member of the Selection Committee.

The Manager of Human Resources/Staff Diversity, or designee, shall meet with Selection Committees to review the interview process and principles of Equal Employment Opportunity.

The Selection Committee shall conduct interviews. A member of a Selection Committee must attend all pre-interview meetings and all interviews.

The Selection Committee shall select a final candidate to be recommended for hire. In situations where the job posting is for a position that is a direct report to the Superintendent/President, Vice President or Manager/Supervisor, the Director of Human Resources may authorize a second level interview by the Superintendent/President, Vice President or Manager/Supervisor. In such situations the Selection Committee shall forward at least two applicants for consideration. The final recommendation for hiring will be made by the appropriate Manager/Supervisor.

4. Offer of Employment

Upon completion of all background checks, the recommended candidate will be made a conditional offer. All offers of employment must be approved by the Board of Trustees, and may be revoked at any time prior to approval by the Board of Trustees.

5. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the recruitment and selection process, at the discretion of the Manager of Human Resources/Staff Diversity.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Manager of Human Resources/Staff Diversity and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity

6. Equal Employment

This administrative procedure will be implemented in compliance with Administrative Procedure 7100 - Equal Employment Opportunity.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	05/06/11

BP 7302 **Short-Term and Substitute Employees**

Reference: Education Code Section 88003

The Board of Trustees authorizes the employment of short-term and substitute employees consistent with the applicable provisions of the Education Code.

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations are met regarding the hiring of short-term and substitute employees.

Office of Primary Responsibility: Office of Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	05/06/11

AP 7302 **Short-Term and Substitute Employees**

Reference: Education Code Section 88003

A. Short –Term Employees

1. Definition

- a. A short-term employee is any person who is employed to perform a service for the District upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
- b. A short-term employee, unless he/she is a regular classified employee working in a short-term assignment during unassigned time, is not a member of the classified service.

2. Length of Employment

- a. A short-term employee is employed with the understanding that his/her association with the District will last only through a certain period of time or academic term.
- b. A short-term employee may not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day.
- c. In addition to the 170 working day limitation, a short-term employee may not work in excess of 900 hours during the fiscal year.

3. Salary and Benefits

- a. A short-term employee is paid in accordance with the salary schedule established by the Office of Human Resources.
- b. A short-term employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
- c. A short-term employee is not exempt from overtime pay.

4. Authorization

- a. A short-term employee may not begin working until after the Board of Trustees, at a regular meeting, has approved the employment of the short-term employee establishing the service (duties) to be performed and the end date for the employment of the short-term employee.

- b. The ending date may be shortened or extended by the Board of Trustees, but shall not extend beyond the period as specified in Section 2b above.
- c. A Short-Term, Non-Academic Employment request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.

5. Special Provisions

- a. A regular classified employee may not be employed as a short-term employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
- b. During the term in which a student is employed as a student worker, he/she may not be also employed as a short-term employee.
- c. A short-term employee, who is also a student at the District, may not be employed as a student worker during the term.
- d. A short-term employee may not be employed simultaneously in multiple assignments.

B. Substitute Employees

1. Definition

A substitute employee is any person employed to:

- a. replace any classified employee who is temporarily absent from duty (e.g illness leave or any other authorized leave); or
- b. serve in an existing authorized open position for not more than 60 calendar days while the District is engaged in the recruitment and selection process to fill the position.

2. Length of Employment

- a. A substitute employee may be employed for the duration of the temporary absence of a regular classified employee provided the substitute employee's total number of work days does not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day, except as provided in Section 1b above.
- b. In addition to the 170 working day limitation, a substitute employee may not work in excess of 900 hours during the fiscal year.

3. Salary and Benefits

- a. A substitute employee is paid at the hourly rate for the first step of the appropriate salary range and classification as set forth on the regular classified salary schedule.

- b. A substitute employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
- c. A substitute employee is not exempt from overtime pay.

4. Authorization

- a. A substitute employee may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the substitute employee.
- b. A “Substitute Employment” request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.

5. Special Provisions

- a. A full-time regular classified employee may not be employed as a substitute employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
- b. A less than full-time regular classified employee may not be employed as a substitute in his/her regular classification.
- c. During the term in which a student is employed as a student worker, he/she may not be also hired as a substitute employee.
- d. A substitute employee, who is also a student at the District, may not be hired as a student worker during the term.
- e. A substitute employee may not be employed simultaneously in multiple assignments.

Office of Primary Responsibility: Office of Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	04/08/11

BP 7303 **Professional Experts**

Reference: Education Code Section 88003

General Provision

The Board of Trustees authorizes the employment of professional experts to perform services for which minimum qualifications have not been established by the Board of Governors, and consistent with the applicable provisions of the Education Code.

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations regarding the hiring of professional experts are met.

Office of Primary Responsibility: Office of Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	06/06/11

AP 7303 Professional Experts

Reference: Education Code Section 88003

A. Professional Experts

1. Definition

- a. A professional expert is a person with specialized knowledge or expertise not generally required of, or found within, the regular established classified classifications.
- b. A professional expert is not a part of the classified service.

2. Length of Employment

- a. A professional expert is hired for the duration of a specific project and/or grant regardless of the length of employment.
- b. A professional expert may be hired for successive contracts.

3. Salary and Benefits

- a. A professional expert shall be employed pursuant to a written contract establishing the project and/or grant, the duties to be performed, the term of employment and the compensation to be paid for each period of employment.
- b. A professional expert is not eligible for vacation, sick leave, holiday pay, or health benefits unless otherwise specified in the written contract.

4. Authorization

- a. A professional expert may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the professional expert.
- b. A professional expert request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustee for authorization for employment.

5. Special Provisions

- a. A professional expert may not begin working until after all employment paperwork has been completed in the Office of Human Resources, including signing his/her professional expert contract.
- b. A new professional expert contract will be required for each employment period.
- c. A regular employee may not be hired as a professional expert to perform duties related to his/her current assignment.
- d. A regular employee employed as a professional expert may not perform those duties during his/her regular working hours.
- e. An adjunct faculty member may be employed as a professional expert provided the duties to be performed as a professional expert meet the definition of “professional ancillary activities” (Education Code Section 87482.5), or are not academic duties.

Office of Primary Responsibility: Office of Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7304 Student Employment

Reference: Education Code Section 88003

General Provision

The District supports the employment of students as a way to assist students with financial support in pursuit of their academic goals and to provide opportunities for academic, administrative and/or business related job experience.

The procedures for the employment of students shall be consistent with the provisions of Education Code Section 88003 and all applicable federal statutes and regulations.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

AP 7304 Student Employment

Reference: Education Code Section 88003

1. Qualification for Student Employment

In order to qualify for student employment a student must be enrolled in a minimum of six (6) semester units in the semester in which the student is employed. During an intersession (winter and/or summer) a student need not be enrolled in any units for the particular intersession provided there is sufficient reason to believe the student will enroll in a minimum of six (6) semester units for the following spring or fall semester.

2. Limits on Student Employment

During the fall/spring semesters student employees are only permitted to work part-time which is defined as no more than twenty (20) hours per week. During an intersession (winter/summer) a student employee may be assigned up to forty (40) hours per week.

A student employee may not be employed by the District in any other capacity (e.g. temporary employee, professional expert or regular classified employee) during the time period of the student employment.

Student employees are not eligible for health benefits or paid leaves of absences

International students in lawful status may only be employed as a student employee for positions on campus. International students may work the same number of hours as set forth above.

Student employment may not result in the displacement of classified personnel or impair existing contracts for services.

A student employee may not begin working until after he/she has been processed by the Office of Student Employment Services.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7401 Recruitment and Selection:
Academic Administrators

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.1.A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

The recruitment and selection process for academic administrators shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Academic administrators shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

AP 7401 Recruitment and Selection:
Academic Administrators

References: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.;
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.1.A

1. Approval to Fill an Existing or New Position

The decision to fill an existing or new academic administrator position will be made by the Superintendent/President. Once a position has been approved, the appropriate Vice President or Manager will submit a request to fill a position utilizing the Applicant Tracking System (ATS). This step results in the creation of a job posting in the ATS.

2. Recruitment

Job postings will be advertised for at least six (6) weeks. With approval from the Director of Human Resources the recruitment time period may be reduced to no less than four (4) weeks.

In consultation with the Superintendent/President and/or the appropriate Vice President, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, writing sample topic, presentation topic, and interview schedule.

All job postings will state the closing date for the receipt of applications. Applications will not be accepted after the closing date unless otherwise authorized by the Director of Human Resources.

The Office of Human Resources will be responsible for screening all applicants and will, for all recruitments, develop a list of applicants to be interviewed.

3. Selection

The Office of Human Resources shall establish the Selection Committee. The Selection Committee shall be comprised of at least seven (7) individuals, which shall include four (4) managers, two (2) faculty members (appointed by the Academic Senate), and one (1) classified employee (appointed by CSEA).

The Office of Human Resources shall appoint an Equal Employment Representative to serve as a non-voting member of the Selection Committee.

The Manager of Human Resources/Staff Diversity, or designee, will meet with Selection Committees to review the interview process and principles of Equal Employment Opportunity.

The Selection Committee shall be responsible for reviewing all applicants screened as meeting the minimum qualifications for the purpose of determining which applicants will be invited for an interview.

The Selection Committee shall conduct interviews. Members of the Selection Committee must attend all pre-interview meetings and all interviews.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Representative will give each Selection Committee member a list of the candidates. Candidates receiving at least one (1) affirmative vote will remain under consideration. Candidates receiving all negative votes will no longer be considered. If the percentage of underrepresented candidates remaining in the pool has been adversely impacted, the Equal Employment Representative in consultation with the Director of Human Resources may request that the Selection Committee reconsider its evaluation criteria.

When all Selection Committee members have had an opportunity to express their thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Representative will inform the Selection Committee members which of the candidates received four (4) or more affirmative responses. Should more than three (3) candidates receive at least four (4) affirmative votes (or a majority with a Selection Committee of fewer than five (5)), this group of candidates will continue to be considered. If less than three (3) of the candidates interviewed receive the required four (4) affirmative votes, the Selection Committee may request the Director of Human Resources, or designated representative, and the Equal Employment Representative to recommend to the Superintendent/President to accept fewer than three (3) finalists. Otherwise, the process will be abandoned and the position re-advertised.

A discussion will be held in an attempt to reach consensus in designating three finalists to be sent to the Superintendent/President for a final interview. If three (3) finalists do not emerge from the discussion, the Selection Committee members will cast a Borda vote (three (3) points will be given for each Selection Committee member's first choice, two (2) points for each member's second choice, and one (1) point for each member's third choice) on all active candidates. Each Selection Committee member will vote for up to three (3) candidates. The Equal Employment Representative will tally the results of the Borda vote and inform the Selection Committee of the candidates with the highest number of votes. At no time will the

Equal Employment Representative indicate to the Selection Committee a ranking of the candidates. Only the finalists' names in alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and final interviews will be arranged. Along with the finalists' names, each Selection Committee member shall submit to the Director of Human Resources through the Equal Employment Representative his/her evaluation of the strengths and weaknesses of each of the finalists to be forwarded to the Superintendent/President. These evaluations will be written before the Selection Committee adjourns. The Equal Employment Representative should advise Selection Committee members that the strengths and weaknesses forms should reflect only strengths and weaknesses, and be based solely on job-related criteria. The Equal Employment Representative will consult with the Manager of Human Resources/Staff Diversity to review the strengths and weaknesses to see that they comply with Equal Opportunity Employment guidelines prior to their submission to the Superintendent/President.

4. Final Selection

The final interviews shall be conducted by the Superintendent/President in the presence of the Chairperson of the Selection Committee, the appropriate Vice President or designee and the Equal Employment Representative. These final interviews shall be held as soon as possible after the conclusion of the initial interviews.

The Superintendent/President may request reference/background checks on one (1) or more of the finalists before making a final selection. All reference/background checks will be conducted by the Director of Human Resources, or designee, and the information shared only with the Superintendent/President. Reference/background checks should solicit only job-related information, which may include academic background, professional experience, and personal qualities relative to performance in the academic administrator position.

If none of the finalists is acceptable to the Superintendent/President for reasons that are shared with the Selection Committee, additional finalists may be requested. The Selection Committee will be reconvened to decide which, if any, additional candidates will be forwarded to the Superintendent/President. If none of the candidates is found to be acceptable by the Superintendent/President, and the Selection Committee declines to send any additional candidate(s), the process will be abandoned and the position re-advertised.

5. Offer of Employment

Upon completion of all background checks, the recommended candidate will be made a conditional offer. All offers of employment must be approved by the Board of Trustees and may be revoked at any time prior to approval by the Board of Trustees.

6. Confidentiality and Integrity of the Recruitment and Selection Procedure

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate, will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the recruitment and selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file and I will have no future participation in the recruitment and selection process, at the discretion of the Manager of Human Resources/Staff Diversity.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Manager of Human Resources/Staff Diversity and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity.

7. Equal Employment

This administrative procedure will be implemented in compliance with Administrative Procedure 7100 - Equal Employment Opportunity.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7402 Evaluation:
Academic Administrators

References: Education Code Sections 87663

General Provision

Academic administrators shall be evaluated at a minimum of once each academic year.

The evaluation process is designed to improve the quality of education in the District and to assist the academic administrator in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports management and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist academic administrators to meet their individual goals/objectives as well as those of the District.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/21/11

AP 7402 Evaluation:
Academic Administrators

References: Education Code Sections 87663

**CITRUS COMMUNITY COLLEGE DISTRICT
REGULATION**

~~MANAGEMENT EVALUATION PROCEDURES~~

~~Purpose: The objectives of this process are to foster administrator excellence and promote the sensitivity and responsiveness of managers to the needs of the staff and students, as well as to the effective operation of all aspects of the College.~~

~~1. Each manager will be evaluated annually by his/her immediate supervisor. Every third year the evaluation will include information gathered from a survey pool, the size and composition of which will be determined by the immediate supervisor with suggestions from the manager and representatives from the faculty and classified staff.~~

~~2. For annual evaluations conducted by the immediate supervisor, the "Manager Evaluation: Supervisor's Summary" will be used as a format for the evaluation. Managers being evaluated will also complete the "Management Evaluation: Self Report" prior to the supervisor's evaluation.~~

~~3. Every three years, direct supervisor, direct subordinate(s) and peer responses will be part of every manager's evaluation information. In most cases, the supervisor will ask for information regarding a manager's performance from each of the college's major constituencies: faculty, classified staff, students and managers.~~

~~Part-time faculty and part-time hourly classified staff may be appropriate members of the pool for some managers. Off-campus representatives may be included in the survey pool as appropriate. The survey instrument may need to be modified somewhat when polling off-campus representatives.~~

~~a. To develop the survey pool, the manager being evaluated will meet with his/her supervisor and present a suggested list of prospective pool members, as well as a rationale for the content. The manager could also identify an individuals he or she felt would be inappropriate and why. The manager and supervisor will develop a suggested survey pool and share the pool with the representatives of the faculty, classified staff and students for their suggestions. In the event of disagreement, the Superintendent/President will make the final determination of makeup of the survey pool.~~

~~b. On years when the survey pool is utilized, the forms for staff response (Manager Evaluation Survey: Managers, Faculty and Staff) and student response (Manager Evaluation Survey: Students) will be utilized.~~

c. The survey format asks that respondents identify which campus group they represent, but identifying signatures are optional, leaving the survey information anonymous if the respondent prefers.

4. The manager being evaluated will have the right to provide a written response to the evaluation. Any response by the manager will be included as an attachment to the evaluation. The supervisor has no obligation to provide a written response to the manager's response. All responses will become a part of the personnel file.

5. After the manager and supervisor have reviewed the evaluation and have exercised the option of adding a response, the evaluation will be forwarded to the Superintendent/President, that manager(s) will also receive a copy of the evaluation.

6. The Board of Trustees will review evaluations of all managers with the option to interview managers being evaluated.

7. In the case of concern regarding the performance of a manager, an additional evaluation may be scheduled as needed. In the event of an unfavorable evaluation, the supervisor will establish a timeframe for the manager to accomplish necessary improvements and a date for a follow-up evaluation.

8. Management evaluations are due to be completed and forwarded to the Superintendent/President on or before February 1 each school year. Surveys of faculty, classified staff and students should be scheduled to take into consideration variations in the school year which would make responses more likely.

Adopted 5/17/94
Citrus College Policy 4314 - Management Evaluation

An academic administrator is referred to as the Evaluatee and the administrator/manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential, staff, and subordinates. Academic administrator refers to all management level employees who are designated as academic. For classified administrators/managers refer to Board Policy and Administrative Procedure 7502.

Evaluation Procedure and Timelines

1. PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (June/JULY):

Each academic year, during the month of June, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-

term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

By no later than the end of June, the Evaluator shall meet with the Evaluatee to discuss and agree to the objectives for the ensuing academic year. This meeting will normally take place during the June evaluation meeting for the just completed academic year.

2. **MIDYEAR REVIEW (January):** Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisors/confidential, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisors/confidential, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and

tally and review the results of the Anonymous Confidential Feedback Form. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the Evaluation Summary Form, the Self-Evaluation Form, and the results of the Anonymous Confidential Feedback Form (every three (3) years).

6. PERFORMANCE EVALUATION FORMS: Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents (Objective Form, Revised Objective Form (if completed), Self-Evaluation Form, Evaluation Summary Form, and, when applicable, the Anonymous Confidential Feedback Forms) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the Anonymous Confidential Feedback Forms, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all Anonymous Confidential Feedback Forms.
7. All evaluations will be sent to the Superintendent/President for her/his review. The Superintendent/President may return the evaluation for further review between the Evaluator and the Evaluatee.
8. If the overall rating of the evaluation is less than meets expectations or if there is any area in which the Evaluator has identified as needing improvement, the Evaluatee shall submit a written plan for improvement. This written plan for improvement is to be submitted to the Evaluator by no later than September 1 and the Evaluator must agree to the plan for improvement. The improvement plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan for improvement will be included as part of the evaluation file and will be used as part of the Evaluatee's next evaluation.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7403 Leaves:
Academic Administrators

References: Education Code Section 87763 et seq

General Provision

The District shall provide for leaves of absence for academic administrators as set forth in Administrative Procedure 7403.

Office of Primary Responsibility: Human Resources

*Note: New language indicated by underline, deleted language indicated by ~~strike~~through, and subsequent changes to language indicated by **shading**.*

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

AP 7403 Leaves:
Academic Administrators

References: Education Code Section 87763 et seq.

1. Sick Leave

a) Regular Sick Leave

Academic administrators shall be granted twelve (12) days of paid sick leave each fiscal year. Any academic administrator assigned to less than a twelve month assignment will receive one day of sick leave for each assigned month.

b) Accumulated Sick Leave

At the beginning of each fiscal year, an academic administrator's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular sick leave shall accumulate year-to-year.

c) Extended Sick Leave

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 academic administrators will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave. Once an academic administrator exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave shall be paid based on the difference between the academic administrator's regular pay and the amount actually paid to a temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate salary schedule that would have been paid to a temporary employee (the difference between the academic administrator's step placement and step 1 of the appropriate salary range). The 100 days of extended sick leave renews each July but does not accumulate. Once an

academic administrator exhausts regular sick leave and extended sick leave, the academic administrator may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by an academic administrator when he/she is absent for illness or injury. It is the responsibility of the academic administrator to report his/her absence to his/her immediate supervisor within thirty minutes of the beginning of the work day.

An academic administrator's sick leave balance will be charged one sick day for each full day of absence.

e) Verification of Sick Leave

Upon return from any sick leave absence, an academic administrator is required to report his/her absence on the appropriate absence report.

The District reserves the right to require an academic administrator upon return from a sick leave of absence of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

2. Personal Necessity Leave

An academic administrator may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the academic administrator's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- b) As a result of an accident or illness involving the academic administrator's person or property or the person or property of his/her immediate family.
- c) Resulting from the academic administrator's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.
- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

An academic administrator shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her department. Upon return from a Personal Necessity Leave, the academic administrator shall complete the appropriate absence report.

3. Bereavement Leave (Paid Leave)

An academic administrator shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the academic administrator.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to Personal Necessity Leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, mother-/father-in-law of the academic administrator or of the spouse/domestic partner of the academic administrator, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

An academic administrator shall notify his/her department of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the academic administrator, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

4. Industrial Accident and Illness Leave

An academic administrator shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third party worker's compensation administrator.
- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.

- c) Allowable leave shall not be accumulated from year-to-year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the academic administrator's sick leave.
- e) Payment for wages lost on any day shall not, when added to an award granted the academic administrator under the worker's compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under workers' compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the academic administrator shall be entitled to only the amount remaining at the end of the year, in which the injury or illness occurred, for the same injury or illness.
- h) During any paid leave of absence, if the academic administrator receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the academic administrator appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

5. Family Medical Leave

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

An academic administrator is eligible for leave provided he/she has been employed for at least:

- a) twelve (12) months and;
- b) 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

An academic administrator, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes.

- a) The birth of a child or to care for a newborn of the academic administrator.
- b) The placement of a child with an academic administrator in connection with the adoption or foster care of a child.

- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the academic administrator unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require an academic administrator to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

An academic administrator's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

6. Maternity Leave

An academic administrator is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the academic administrator is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

An academic administrator requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed, and shall be determined by the academic administrator and her physician, and shall be given to the academic administrator's immediate supervisor and the Office of Human Resources.

There shall not be discrimination against an academic administrator because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

7. Leaves of Absence without Pay

The Board of Trustees may grant a leave of absence for one (1) year without pay to an academic administrator for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the academic administrator's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.

- c) The academic administrator, while on leave of absence without pay, shall not be employed by the District in any capacity.

8. General Leaves

When no other leaves are available, a leave of absence may be granted to an academic administrator on a paid or unpaid basis at any time upon terms acceptable to the District and the academic administrator.

9. Military Leave

An academic administrator shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law rising out of the exercise of military leave.

10. Judicial Leave

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of an academic administrator to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) An academic administrator shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.
- b) The District shall continue to pay an academic administrator his/her regular salary until the Court releases him/her.

An academic administrator shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the academic administrator.

- a) An academic administrator shall receive regular pay less any amount received for jury or witness fees.

Office of Primary Responsibility: Human Resources

**Distributed to all constituent groups for review and approval on August 16, 2011
Responses due to Human Resources no later than October 31, 2011**

Approved by Academic Senate 10/26/11
CCFA Approved

CCAFF	No Response
CSEA	10/10/11
ASCC	09/20/11
Management Team	09/07/11
Supervisor/Confidential	09/06/11
Steering	
Board of Trustees.....	

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

BP 7404 Vacation:
 Academic Administrators

References: Education Code Sections 87763 and 87764

General Provision

The District shall provide for vacation time for academic administrators as set forth in Administrative Procedure 7404.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

AP 7404 Vacation:
 Academic Administrators

References: Education Code Sections 87763 and 87764

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

VACATION FOR MANAGEMENT TEAM

~~The pay period for determining vacation earned each year for management employees who are on a twelve month contractual basis shall be from July 1 through June 30. All management employees shall be granted 1.84 vacation days per month.~~

At the beginning of each fiscal year, academic administrators will be provided twenty-two (22) days of vacation based on a monthly accrual of 1.84 vacation days. An academic administrator must be in the employ of the District for a period of six (6) months before he/she may utilize vacation time. In the event that an academic administrator is hired after the beginning of the fiscal year, he/she shall receive vacation at the rate of 1.84 vacation days for each remaining months of the fiscal year. In the event that an academic administrator leaves the employ of the District, the academic administrator shall reimburse the District for any used but unearned vacation days.

Each year the academic administrator ~~management employee~~, with the approval of the Superintendent/President or the appropriate Vice President, shall work out a vacation schedule which shall best serve the needs of the District and the employee. Deviation from the original schedule shall be ~~cleared through~~ approved by the Superintendent/President or the appropriate Vice President.

Vacation time shall normally be used within the fiscal year earned. During any fiscal year, an academic administrator's vacation balance, including all vacation days carried over and the current year's entitlement to vacation time shall not exceed forty-four (44) days. In the event that an academic administrator's vacation time in any fiscal year exceeds forty-four (44) days, he/she shall submit to the Superintendent/President or appropriate Vice President, a vacation plan to utilize, at a minimum, the vacation days in excess of forty-four (44).

~~Vacation time shall be used within the year following the year it is earned. Academic administrators may accumulate and carry over no more than forty four (44) days of vacation time. Eleven month management employees may accumulate and carry over no more than forty (40) days while ten month employees may accumulate and carry over no more than thirty seven (37) days vacation. The Board of Trustees or the Board's designee shall approve the~~

~~accumulation of vacation time beyond these specified limits. If the employee terminates before using all or any part of the earned vacation, the employee shall be reimbursed at the monthly rate in force at the time of termination. A management employee shall be paid for no time than the amount of specified vacation time permitted to be accumulated.~~

Adopted 4/3/79

Revised 11/3/81

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7405 Holidays:
 Academic Administrators**

Reference: Education Code Sections 87763 and 87764

General Provision

Academic administrators shall be entitled to a minimum of seventeen (17) paid holidays each fiscal year. Eleven (11) of these seventeen (17) paid holidays are to be scheduled as the legal holidays, which include: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (and the day after) and Christmas Day. The remaining six (6) days of paid holidays shall be scheduled during the winter break as designated in the academic calendar.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7406 Sabbatical Leave:
Academic Administrators**

Reference: Education Code Section 87767

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

~~SABBATICAL LEAVE—MANAGEMENT~~

~~Adopted 9/18/90~~

~~Citrus College Regulation 4363—Sabbatical Leave—Management~~

General Provision

Sabbatical leave may be granted to ~~members of the management staff~~ academic administrators by the Board of Trustees upon the recommendation of the Superintendent/President.

Such leave shall be granted for the purpose of self-improvement through study, research, or travel.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**AP 7406 Sabbatical Leave:
Academic Administrators**

Reference: Education Code Section 87767

**~~CITRUS COMMUNITY COLLEGE DISTRICT
REGULATION~~**

~~SABBATICAL LEAVE—MANAGEMENT~~

~~Purpose for Which Sabbatical Leave May Be Granted~~

Academic administrators may be granted a Sabbatical Leave for any of the following purposes:

1. A planned program of courses or activities which relate to the professional growth of ~~the applicant~~ academic administrator.
2. Independent study and research relating to the present or newly assigned service of ~~the applicant~~ academic administrator.
3. Travel of such a nature and extent that it will materially increase the proficiency of ~~the employee's~~ academic administrator's area of responsibility.

4.

Length of Sabbatical Leave:

~~Sabbatical leave may be granted for six months (whether taken in one year or over a period of two fiscal years) of work experience. Combined salary by employer and District shall not exceed one-half of the management employees yearly salary. The District shall not pay more than one-half of the management employee's full year salary.~~

A sabbatical leave may be granted for up to twelve months.

Number of Sabbatical Leaves Granted

The number of sabbatical leaves granted each year for ~~management employees~~ academic administrators may be up to one full-time equivalent. The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.

Eligibility

Any full-time ~~management employee~~ academic administrator who has rendered at least six consecutive years of service to the Citrus Community College District since the employee's initial employment as a ~~manager~~ an academic administrator is eligible to request a sabbatical leave. ~~The length of service for those applicants who previously were granted sabbaticals shall be considered as the number of years of full-time management employment by the District divided by one more than the number of previously granted sabbaticals. Leave time for previous sabbaticals is not included in the number of years of employment for the purpose of eligibility.~~ If an academic administrator is granted a sabbatical leave, he/she shall not be eligible for future sabbatical leave until he/she has rendered at least six (6) consecutive years of service to the District from the date of return from the Sabbatical Leave.

Application Request for Sabbatical Leave

1. ~~The management employee shall present through proper channels to the Superintendent/President a written request for a sabbatical leave. Leave for a full year or six months (whether taken in one year or over a period of two fiscal years) must be presented before November 1 of the preceding school year. Requests for Sabbatical Leave shall be submitted to the Superintendent/President by no later than ten (10) months prior to the proposed start date of the Sabbatical Leave.~~

2. The written request shall include the following information:

~~Personal information - Include your name, department, date of initial management employment at Citrus College, dates of previous sabbatical(s), if any, and other personal background information as appropriate.~~

a. ~~Summary of Sabbatical Leave proposal - One paragraph limit.~~

b. ~~Statement of sabbatical objectives - For example, to enroll in a graduate program to improve my management skills.~~

c. ~~Specific Sabbatical Leave activities - Include complete details of university to be attended, specific courses to be taken, travel itinerary, timelines, etc.~~

d. ~~Relationship between the Sabbatical Leave activities and your present position at Citrus College, -Answering questions, such as the following, may assist you in completing this section. and how will it be of value to the District.~~

~~(1) How will this leave enhance the operation of your department?~~

~~(2) What specific product(s), valuable to Citrus College, will result from this leave?~~

~~(3) What is the relevance of your present assignment to the proposed leave?~~

~~(4) In what way(s) will this sabbatical leave experience contribute to your~~

professional growth?

Selection Approval

~~Selection will be made by the Superintendent/President with the approval of the Board of Trustees of Citrus Community College District. The Superintendent/President may appoint a committee to assist him with his recommendations to the Board. The decision to grant a request for a Sabbatical Leave shall be made by the Superintendent/President subject to final approval by the Board of Trustees.~~

~~2. Whenever the full time equivalent, length of service to the Citrus Community College District and merit of the proposal shall be the primary determining factors in the selection decision.~~

Notification

~~Applicants will be notified of the decision concerning the sabbatical request following the December meeting of the Board of Trustees.~~

Conditions Under Which Sabbatical Leave Is Granted Terms of Sabbatical Leave

- ~~1. The terms of the leave must be in harmony with the provisions of the California Education Code.~~
- ~~2. The employee shall be required to return to Citrus Community College the District and give provide service for a period of time equal to twice the length of the leave.~~
- ~~3. The applicant shall furnish the Citrus Community College District a suitable bond indemnifying the Board of Trustees against loss in the event that the applicant fails to return and render the necessary service to the District following the sabbatical leave. The Board of Trustees of the District may waive this section at its discretion.~~

Pay for Sabbatical Leave

~~For one full year, the employee shall receive one-half pay. An academic administrator on a 12-month sabbatical will receive one half of his/her normal rate of pay. An academic administrator on a sabbatical leave of six (6) months or less will receive his/her full normal rate of pay. For sabbatical leaves between six (6) and twelve (12) months an academic administrator's salary will be paid on prorated basis.~~

~~3. Payments shall be made on a monthly basis, the same as regularly employed management employees, unless otherwise approved by the Board of Trustees and the Los Angeles County Superintendent of Schools. Interruption of Sabbatical Leave If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions upon which the sabbatical leave was granted, nor shall such interruption affect the amount of compensation to be paid the employee under the terms of the leave agreement provided; however, that the authorities shall have been promptly notified of such accident or illness.~~

Written Report

~~Upon return from sabbatical leave and not later than the end of the second school month after the conclusion of the sabbatical leave, the employee shall submit a written report to the Superintendent/President.~~ Within two (2) months from return from a Sabbatical Leave, the academic administrator shall submit a written report to the Superintendent/President. The report shall consist of a summary of the study, research or travel completed while on sabbatical leave.

Adopted 9/18/90
~~Citrus College Policy 4363 - Sabbatical Leave - Management~~

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7407 Salary Guide:
Academic Administrators**

Reference: Education Code Section 87801

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY
MANAGEMENT SALARY GUIDE:~~**

~~The Board of Trustees recognizes the responsibility of maintaining a District management staff to administer and implement the policies and regulations of the District in an efficient and effective manner, and shall adopt, annually, a salary schedule that reflects the responsibility of each management position. The Board of Trustees will consider the training, experience and competency required to fulfill the responsibilities and demands of the management position.~~

~~The Board of Trustees will consider management salaries in comparable community college districts.~~

General Provision

The District shall maintain a salary schedule for management positions. The salary schedule shall reflect the responsibility of each academic administrator position.

In determining the management salary schedule, the Board of Trustees may consider the management salaries in comparable community college districts.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**AP 7407 Salary Guide:
Academic Administrators**

Reference: Education Code Section 87801

Each academic administrator position shall be assigned to a specific range on the management salary schedule. The salary schedule shall include at least eight (8) steps at each range.

A newly hired academic administrator will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may authorize an initial salary placement up to step 3.

Effective July 1 of each fiscal year, an academic administrator shall move up one step on the designated range of the salary schedule provided the academic administrator served in his/her current position for at least six (6) months prior to July. If the academic administrator has not served six months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

A two and one-half percent (2.5%) increase will be provided to those academic administrators who have a verified earned Doctorate from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned Doctorate by the Office of Human Resources.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7408 Retreat Rights:
Academic Administrators**

Reference: Education Code Sections 87001, 87458, 87743

**~~CITRUS COMMUNITY COLLEGE DISTRICT
BOARD POLICY~~**

ADMINISTRATOR RETREAT RIGHTS

~~Pursuant to Education Code Section 87458, the Citrus Community College District Board of Trustees recognizes that a person employed in an academic administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in this District, shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated if all of the conditions specifically listed in the District's regulations are met.~~

General Provision

The District shall provide for administrator retreat rights as provided for under applicable provisions of the Education Code. The administrative procedure to implement this policy shall be agreed upon by the District and the Academic Senate.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

**AP 7408 Retreat Rights:
Academic Administrators**

Reference: Education Code Sections 87001, 87458, 87743

**CITRUS COMMUNITY COLLEGE DISTRICT
REGULATION**

~~ADMINISTRATOR RETREAT RIGHTS~~

In accordance with Education Code Section 87458, the Board of Trustees of the Citrus Community College District, in cooperation with the Faculty Senate, adopts the following Administrator Retreat Rights procedure.

This procedure applies to academic administrators hired on or after July 1, 1990, in positions designated by the Governing Board as ~~eligible for retreat rights~~ an academic administrator in accordance with the definition prescribed in Education Code Section 87001. An academic administrator employed in a position designated as categorical, as defined in Education Code Section 87470, is not eligible for retreat rights. These positions are designated as follows:

~~Superintendent/President
Executive Vice President
Vice President of Instruction
Vice President of Student Services
Dean of Human Resources
Dean of Instruction
Dean of Counseling
Associate Dean of Instruction
Dean of Admissions, Records and Financial Aid
Administrative Dean of Planning and Institutional Advancement
Director of the Learning Center
Director of Student Affairs/Auxiliary Services~~

~~All other management positions are considered to be classified management positions.~~

Candidates interviewed for all academic administrative ~~or~~ positions with retreat rights are required, as a part of the interview process, to prepare and deliver a 10-15 minute presentation before the ~~interview committee~~ Selection Committee on a topic of the committee's choice.

A tenured employee, when reassigned from a faculty position to an administrative position, retains his or her status as a tenured faculty member and, upon making a written request to the Office of Human Resources, may retreat to a faculty status. In such cases, the Director of Human Resources shall inform the Academic Senate.

An academic administrator hired on or after July 1, 1990, and who has not previously acquired tenured status as a faculty member in this District, shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated if all of the following apply:

1. The reassignment of an academic administrator would not cause the layoff of any contract (probationary), or regular (tenured) faculty member. Layoffs of faculty will only be done in accordance with the provisions of Education Code Section 87743.
2. The academic administrator possess the minimum qualifications for employment as a faculty member as determined by the current discipline list approved by the State Board of Governors and the current procedures in place for making that determination, including the equivalency process if applicable. The current procedures in place primarily rely upon the advice and judgment of the academic senate. In addition, the individual selected to fill an academic administrator position must qualify for a Faculty Service Area available in the District at the time of hire.
3. The governing board shall provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87458.
4. The academic administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the District.
5. The termination of the academic administrator's assignment is for any reason other than dismissal for cause.

Adopted12/7/93

Reference

~~Education Code Sections 87001, 87457, 87458, 87743~~

~~Citrus College Policy 4365 – Administrator Retreat Rights~~

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7502 Evaluation:
Classified Administrator/Manager**

Reference: Education Code Section 87663

General Provision

All classified administrator/manager employees shall be evaluated at a minimum of once each fiscal year.

The evaluation process is designed to improve the quality of education in the District and to assist the classified administrator/manager employee in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports management and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist the classified administrator/manager employee to meet their individual goals/objectives as well as those of the District.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/21/11

AP 7502 Evaluation: Classified Administrator/Manager

Reference: Education Code Section 87663

CITRUS COMMUNITY COLLEGE DISTRICT REGULATION MANAGEMENT EVALUATION PROCEDURES

~~Purpose: The objectives of this process are to foster administrator excellence and promote the sensitivity and responsiveness of managers to the needs of the staff and students, as well as to the effective operation of all aspects of the College.~~

~~1. Each manager will be evaluated annually by his/her immediate supervisor. Every third year the evaluation will include information gathered from a survey pool, the size and composition of which will be determined by the immediate supervisor with suggestions from the manager and representatives from the faculty and classified staff.~~

~~2. For annual evaluations conducted by the immediate supervisor, the "Manager Evaluation: Supervisor's Summary" will be used as a format for the evaluation. Managers being evaluated will also complete the "Management Evaluation: Self Report" prior to the supervisor's evaluation.~~

~~3. Every three years, direct supervisor, direct subordinate(s) and peer responses will be part of every manager's evaluation information. In most cases, the supervisor will ask for information regarding a manager's performance from each of the college's major constituencies: faculty, classified staff, students and managers.~~

~~Part-time faculty and part-time hourly classified staff may be appropriate members of the pool for some managers. Off-campus representatives may be included in the survey pool as appropriate. The survey instrument may need to be modified somewhat when polling off-campus representatives.~~

~~a. To develop the survey pool, the manager being evaluated will meet with his/her supervisor and present a suggested list of prospective pool members, as well as a rationale for the content. The manager could also identify an individuals he or she felt would be inappropriate and why. The manager and supervisor will develop a suggested survey pool and share the pool with the representatives of the faculty, classified staff and students for their suggestions. In the event of disagreement, the Superintendent/President will make the final determination of makeup of the survey pool.~~

~~b. On years when the survey pool is utilized, the forms for staff response (Manager Evaluation Survey: Managers, Faculty and Staff) and student response (Manager Evaluation Survey: Students) will be utilized.~~

~~c. The survey format asks that respondents identify which campus group they represent, but identifying signatures are optional, leaving the survey information anonymous if the respondent prefers.~~

~~4. The manager being evaluated will have the right to provide a written response to the evaluation. Any response by the manager will be included as an attachment to the evaluation. The supervisor has no obligation to provide a written response to the manager's response. All responses will become a part of the personnel file.~~

~~5. After the manager and supervisor have reviewed the evaluation and have exercised the option of adding a response, the evaluation will be forwarded to the Superintendent/President, that manager(s) will also receive a copy of the evaluation.~~

~~6. The Board of Trustees will review evaluations of all managers with the option to interview managers being evaluated.~~

~~7. In the case of concern regarding the performance of a manager, an additional evaluation may be scheduled as needed. In the event of an unfavorable evaluation, the supervisor will establish a timeframe for the manager to accomplish necessary improvements and a date for a follow-up evaluation.~~

~~8. Management evaluations are due to be completed and forwarded to the Superintendent/President on or before February 1 each school year. Surveys of faculty, classified staff and students should be scheduled to take into consideration variations in the school year which would make responses more likely.~~

Adopted 5/17/94
Citrus College Policy 4314 - Management Evaluation

All classified managers and supervisor/confidential employees shall be evaluated at a minimum of once each academic year. A classified administrator/manager employee is referred to as the Evaluatee and the administrator/manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential, staff, and subordinates.

Evaluation Procedure and Timelines

1. PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (June/JULY):

Each academic year, during the month of June, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

By no later than the end of June, the Evaluator shall meet with the Evaluatee to discuss and agree to the objectives for the ensuing academic year. This meeting will normally take place during the June evaluation meeting for the just completed academic year.

2. **MIDYEAR REVIEW (January):** Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisors/confidential, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisors/confidential, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-*

Evaluation Form, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).

6. PERFORMANCE EVALUATION FORMS: Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents (*Objective Form*, *Revised Objective Form* (if completed), *Self-Evaluation Form*, *Evaluation Summary Form*, and, when applicable, the *Anonymous Confidential Feedback Forms*) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the *Anonymous Confidential Feedback Forms*, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all *Anonymous Confidential Feedback Forms*.
7. All evaluations will be sent to the Superintendent/President for her/his review. The Superintendent/President may return the evaluation for further review between the Evaluator and the Evaluatee.
8. If the overall rating of the evaluation is less than meets expectations or if there is any area in which the Evaluator has identified as needing improvement, the Evaluatee shall submit a written plan for improvement. This written plan for improvement is to be submitted to the Evaluator by no later than September 1 and the Evaluator must agree to the plan for improvement. The improvement plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan for improvement will be included as part of the evaluation file and will be used as part of the Evaluatee's next evaluation.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	08/15/11

**BP 7405 Holidays:
 Academic Administrators**

Reference: Education Code Sections 87763 and 87764

General Provision

Academic administrators shall be entitled to a minimum of seventeen (17) paid holidays each fiscal year. Eleven (11) of these seventeen (17) paid holidays are to be scheduled as the legal holidays, which include: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (and the day after) and Christmas Day. The remaining six (6) days of paid holidays shall be scheduled during the winter break as designated in the academic calendar.

Office of Primary Responsibility: Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

BP 7509 Discipline:
Classified Administrator/Manager and
Supervisor/Confidential

References: Education Code Sections 88013, 88016

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified administrator/manager and supervisor/confidential employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

Office of Primary Responsibility: Office of Human Resources

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

Proposed Citrus Community College District Policy	Draft as of
Human Resources	10/10/11

AP 7509 Discipline:
Classified Administrator/Manager and
Supervisor/Confidential

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References: Education Code Sections 88013 and 88016

- ❖ *Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.*
- ❖ **From current Citrus College Policy P-4220 titled Suspension, Demotion, and Dismissal (Permanent Classified Employees).**

~~A permanent classified employee may be suspended, demoted or dismissed by the Board of Trustees upon the recommendation of the Superintendent/President. The Superintendent/President when recommending such disciplinary action shall file with the Board of Trustees written charges in support of the recommendation.~~

1. DEFINITIONS

- ~~A. Suspension means either temporary removal of an employee with loss of pay as a disciplinary measure, or removal of an employee preliminary to investigation of charges pending demotion, or dismissal.~~
- ~~B. Demotion means the reassignment of an employee to a lower classification at the rate of pay appropriate for that classification.~~
- ~~C. Dismissal means separation, discharge or permanent removal of employees from their position for cause in accordance with the provisions of the Education Code 88013 and these rules.~~
- ~~D. Skelly Meeting is the employee's opportunity to respond orally or in writing to the charges contained in a Notice of Proposed Disciplinary Action.~~
- ~~E. Skelly Officer is the person appointed by the District to conduct a Skelly meeting, who shall not have been involved in the original recommendation for discipline.~~
- ~~F. Hearing Officer means the body or person selected to act as the Hearing Body or Officer for purposes an appeal of a final disciplinary action.~~

2. CAUSES FOR DISCIPLINE

~~One or more of the following are declared to be causes for the suspension, demotion or dismissal of any permanent employee in the Classified Services:~~

- ~~A. Incompetency.~~

- B. Inefficiency, inattention to or dereliction of duty, lack of ability or failure to perform the assigned duties in a satisfactory manner.
- ~~C. Insubordination, failure to obey reasonable directions, including but not limited to, refusal to do assigned work, or observe reasonable Administrative Regulations and/or Board Policies, or willful and repeated violation of the provisions of the Education Code.~~
- ~~D. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.~~
- E. Engaging in political activity during the assigned hours of employment.
- F. Discourteous treatment of the public, students or of fellow employees.
- ~~G. Use of, possession of, and/or reporting to or being on the job while under the influence of controlled substances, including alcoholic beverages, narcotics or other illegal restricted or unauthorized substances.~~
- H. Committing any dishonest act, which adversely affects in any way the District, its employees, students and/or public; and/or the operation or purpose of a district position.
- ~~I. Carelessness or negligence in the performance of duty or in the care of use of District property.~~
- ~~J. Absence and/or repeated tardiness without authority or sufficient reason.~~
- ~~K. Abuse of illness leave privileges.~~
- ~~L. Evident unfitness for service.~~
- ~~M. Sleeping while on or during assigned work hours.~~
- ~~N. Falsifying any information supplied to the District, including but not limited to, information supplied on application forms, employment records or any other district records or documents.~~
- ~~O. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate State or local governmental agency.~~
- ~~P. Abandonment of position, which shall be interpreted to mean an absence without continued notification in excess of one day, except when conditions prevail that make it impossible for the employee to contact the District.~~
- ~~Q. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.~~
- ~~R. Taking for personal use from any person in connection with work any fee, gift or other valuable thing when such fee, gift or other valuable thing has been given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.~~
- S. Inducing or attempting to induce any person, firm or corporation doing business with the school district to show any material favor or consideration of any kind to any person including giving employment to any person.

- ~~T. Inducing or attempting to induce an employee of the District to commit an unlawful act or to act in violation of any lawful and reasonable departmental or official regulation or order.~~
- ~~U. Any other cause which when considered can reasonably be interpreted as negatively affecting, to a significant degree, the purposes and functions of an office, division or employee as determined by the Superintendent/President or a designated representative of the Superintendent/President.~~

3. PROGRESSIVE DISCIPLINE

~~Prior to implementing formal discipline of suspension, demotion and/or termination, the District will first utilize progressive discipline, except where the Director of Human Resources or designee determines that the employee's conduct requires immediate and more serious corrective action.~~

~~A. Progressive discipline shall include the following steps:~~

- ~~(1). verbal warning(s)~~
- ~~(2). written warning(s)~~
- ~~(3). formal written reprimand(s)~~

~~B. Written confirmation of a verbal warning and written warnings may be placed in the personnel file at the time of issuance. If such warnings or confirmation of verbal warnings may be used in support of a formal disciplinary action, the warning shall be placed in the personnel file. All formal written reprimands shall be placed in the personnel file. The employee shall be given written notice of the placement of the document in his/her file. The employee shall have an opportunity to submit a written response for inclusion in the personnel file within ten (10) workdays of the notice of intended placement of the document in his/her file.~~

~~C. Written warnings may include references to the employee's formal evaluation.~~

~~D. The steps in progressive discipline under this policy are not subject to the grievance procedure.~~

4. PROCEDURE FOR DISCIPLINARY ACTION

~~The District may, for disciplinary purposes, suspend, demote, or dismiss any employee holding a position in the Classified Service. Demotion may include reduction in pay from a step within the class to one or more lower steps.~~

A. Pre-disciplinary / Skelly Procedure

~~For employees to be suspended, demoted, or dismissed, the District shall follow a pre-disciplinary / Skelly procedure as follows:~~

~~(1). Notice of Proposed Disciplinary / Skelly Action~~

~~Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, s/he shall be given a written notice of the proposed discipline, signed by the Superintendent/President or his/her designee, which sets forth the following:~~

- ~~a). The disciplinary action intended;~~

- ~~b)- The specific charges upon which the proposed action is based;~~
- ~~e)- A factual summary of the grounds upon which the charges are based;~~
- ~~d)- A copy of all written materials, reports, and documents upon which the proposed discipline is based;~~
- ~~e)- Notice of the employee's right to request a Skelly meeting to respond to the charges either orally or in writing (Skelly Rights);~~
- ~~f)- Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.~~
- ~~g)- The notice will also be sent to the employee's representative, if any.~~
- ~~h)- The notice will be personally delivered or sent by certified mail to the employee's address contained in the District's Human Resources Office records.~~

~~(2)- Employee's Request for a Skelly Meeting~~

~~The completed form to request a Skelly meeting shall be received by the Human Resources Office within ten (10) working days of the postmark or personal delivery of the Notice of Proposed Disciplinary Action.~~

~~(3)- Notice of the Date, Time, and Location of the Skelly Meeting, and of the Identification of the Skelly Officer.~~

~~Notice of the date, time, location of the Skelly meeting, and the name of the individual who will conduct the Skelly meeting will be sent to the employee within ten (10) working days of receipt of the request for the Skelly meeting, to the extent possible. In no event will the notice be sent fewer than ten (10) working days prior to the date of the proposed meeting.~~

~~(4)- Response by Employee (Skelly Meeting)~~

~~The employee shall have the right to respond, orally or in writing to a district appointed Skelly Officer. At the Skelly meeting set to hear the employee's response, the employee shall have a right to be represented. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.~~

~~(5)- Skelly Recommendation~~

~~After the Skelly meeting or the expiration of the employee's time to respond to the Notice of Proposed Disciplinary Action, the appointed Skelly Officer shall:~~

- ~~a)- accept the Notice of Proposed Disciplinary Action, or~~
- ~~b)- modify the intended disciplinary action, or~~
- ~~c)- recommend that no disciplinary action be taken against the employee.~~

~~d). The appropriate authority (Skelly Officer) shall report his/her recommendation to the Office of Human Resources in writing.~~

~~(6). Continuances~~

~~The employee and his/her representative, if any, and the District may agree, in writing, to the extension of any timelines contained in this pre-disciplinary procedure.~~

B. Final Notice of Disciplinary Action

~~After considering the recommendation of the Skelly Officer and reviewing associated materials, the Superintendent/President or his/her designee shall send a written notice of the intended disciplinary decision to the employee and their representative meeting. This written notice will constitute the District's recommendation for Final Notice of Disciplinary Action. This recommendation will be forwarded to the Board of Trustees for approval. If the Board of Trustees approves the recommendation, the Final Notice of Disciplinary Action will be prepared.~~

~~(1). The Final Notice of Disciplinary Action shall include the following:~~

- ~~a). The disciplinary action taken by the Board of Trustees;~~
- ~~b). The effective date of the disciplinary action taken by the Board of Trustees;~~
- ~~c). Specific charges upon which the action is based;~~
- ~~d). A factual summary of the facts upon which the charges are based; and,~~
- ~~e). The employee's right to appeal.~~

~~(2). Disciplinary actions become effective on the date the Board of Trustees approves the recommendation for Final Notice of Disciplinary Action.~~

C. Appeal of Disciplinary Action and Request for Formal Hearing

~~If an employee, having been issued the Final Notice of Disciplinary Action, wants to appeal the action, he or she shall, within ten (10) working days from the date it was postmarked, appeal to the Board of Trustees by filing a written answer to the charges and request for hearing with Human Resources, on the form provided for that purpose.~~

D. Formal Hearing Procedure

~~(1). Time for Hearing~~

~~A Hearing Officer shall, within a reasonable time from the filing of the appeal, commence the hearing.~~

~~(2). Selection of the Hearing Officer~~

~~The Board may conduct the hearing itself, or it may secure the services of an experienced Arbitrator, selected from a list provided by the California State Mediation and Conciliation~~

~~Service to serve as a Hearing Officer. In the event the Board of Trustees chooses to secure the services of a Hearing Officer, the Director of Human Resources or designee and the employee shall attempt to agree upon the individual to hear the matter. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to provide a roster of seven names of persons experienced in hearing disciplinary matters in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be that of the hearing officer. If this individual will not be available for the hearing within a reasonable time not to exceed thirty (30) days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision.~~

~~(3). Failure to Appear~~

~~Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Hearing Officer without good cause will be deemed to have abandoned his or her appeal. In this event, the Hearing Officer will determine whether there was good cause and may dismiss the appeal.~~

~~(4). Conduct of the Hearing, Record of Proceedings and Costs~~

~~a). All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter.~~

~~b). Any hearing which does not utilize a court reporter shall be recorded by audio tapes.~~

~~c). If a court reporter is requested by either party, that party shall pay the cost of the court reporter.~~

~~(5). Evidence~~

~~The hearing need not be conducted in accordance with technical rules relating to evidence in California law and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.~~

~~Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.~~

~~The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. Irrelevant and unduly repetitious evidence may be excluded.~~

~~The Hearing Officer shall determine relevancy, weight and credibility of testimony and evidence. Decisions of this nature made by the Hearing Officer shall not be invalidated by any informality in the proceedings.~~

During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon the motion of either party.

~~(6)~~: Burden of Proof

In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.

~~(7)~~: Proceed with Hearing or Request for Continuance

Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

~~(8)~~: Testimony under Oath

All witnesses shall be sworn in for the record prior to offering testimony at the hearing.

E. Written Findings, Conclusion and Decision of the Formal Hearing

The Hearing Officer shall render findings, conclusions and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Hearing Officer on each material issue. The Hearing Officer may sustain or reject any or all of the charges filed against the employee. The Hearing Officer may sustain, reject or reduce the disciplinary action invoked against the employee.

In those cases where the Board does not act as the Hearing Officer in a disciplinary matter, the Hearing Officer will issue a proposed decision to be submitted to the Board of Trustees.

In those cases where the Board of Trustees has received a proposed decision from a Hearing Officer, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the Board when it deliberates.

In those cases where the Board has received a proposed decision from a Hearing Officer, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

F. Decision of the Board to be Final

The decision of the Board of Trustees in all cases shall be final.

5. ALTERNATIVE HEARING

As an alternative to the type of hearing provided for under Conduct of Hearing, the employee may request that the hearing to be conducted be an informal one by so stating in his demand for hearing. In the event the employee requests an informal hearing the Superintendent/President or designee shall arrange with the employee and his/her representative, if any, for the type of informal hearing to be conducted and the parties may agree in writing upon what person or persons shall hear the matter and how the hearing shall be conducted. In the event the parties fail to agree in writing within five (5) calendar days after filing of the notice of demand for hearing upon who shall hear the matter and how it shall be conducted, the hearing shall be conducted as provided for under Conduct of Hearing. In the event the matter is informally heard

as agreed upon in writing, the decision of the persons hearing the matter shall be final and conclusive, and there shall be no right of appeal by the employee to the Governing Board or to the courts unless otherwise stipulated in the written agreement to handle as an informal hearing.

The notice to the employee of the alternative hearing option will include a statement that the employee who chooses this option will not have any other hearing or appeal rights.

Reference: Education Code 13581.2, 13581.5, 13583, 13583.5, 13592.1
Government Code 21153

A permanent classified administrator/manager and supervisor/confidential employee may be suspended, demoted, or dismissed by the Board of Trustees upon the recommendation of the Superintendent/President.

1. DEFINITIONS

- A. Suspension means the temporary removal of an employee with loss of pay as a result of disciplinary measure.
- B. Demotion means the reassignment of an employee to a lower classification as the rate of pay appropriate for that classification.
- C. Dismissal means the separation, discharge, or permanent removal of employees from his/her position for cause in accordance with the provisions of the Education Code 88013 and these rules.
- D. Mediation Review means the employee's opportunity to respond orally or in writing to the charges contained in a Notice of Proposed Disciplinary Action.
- E. Mediator means the person appointed by the State Mediation and Conciliation Service to conduct a requested review of a Notice of Proposed Disciplinary Action.
- F. Hearing Officer means the person selected to act as the Hearing Officer for purposes of an appeal of a Notice of Proposed Disciplinary Action.

2. CAUSES FOR DISCIPLINE

One or more of the following are declared to be causes for the suspension, demotion, or dismissal of any permanent employee in the classified service.

- A. Incompetency.
- B. Inefficiency, inattention to or dereliction of duty, lack of ability or failure to perform the assigned duties in a satisfactory manner.
- C. Insubordination, failure to obey reasonable directions, including but not limited to, refusal to do assigned work, or observe reasonable Board Policies and Administrative Procedures, or willful and repeated violation of the provisions of the Education Code.

- D. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- E. Engaging in political activity during the assigned hours of employment.
- F. Discourteous treatment of the public, students or fellow employees.
- G. Use of, possession of, and/or reporting to or being on the job while under the influence of controlled substances, including alcoholic beverages, narcotics or other illegal restricted or unauthorized substances.
- H. Committing any dishonest act, which adversely affects in any way the District, its employees, students and/or public; and/or the operation or purpose of a District position.
- I. Carelessness or negligence in the performance of duty or in the care of use of District property.
- J. Absence and/or repeated tardiness without authority or sufficient reason.
- K. Abuse of illness leave privileges.
- L. Evident unfitness for service.
- M. Sleeping while on or during assigned work hours.
- N. Falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records or documents.
- O. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency.
- P. Abandonment of position, which shall be interpreted to mean an absence without continued notification in excess of one day, except when conditions prevail that makes it impossible for the employee to contact the District.
- Q. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- R. Taking for personal use from any person in connection with work any fee, gift or other valuable thing when such fee, gift or other valuable thing has been given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
- S. Inducing or attempting to induce any person, firm, or corporation doing business with the school district to show any material favor consideration of any kind to any person including giving employment to any person.

T. Inducing or attempting to induce an employee of the District to commit an unlawful act or to act in violation of any lawful and reasonable departmental or official regulation or order.

3. PROGRESSIVE DISCIPLINE

Prior to implementing formal discipline of suspension, demotion, and/or termination, the District will first utilize progressive discipline, except where the Director of Human Resources, or designee, determines that the employee's conduct requires immediate and more serious corrective action.

A. Progressive discipline shall include the following steps:

- (1). Verbal warning(s)
- (2). Written warning(s)
- (3). Formal written reprimand(s)

B. Written confirmation of a verbal warning and written warnings may be placed in the personnel file at the time of issuance. If such warnings or confirmation of verbal warnings is used in support of a formal disciplinary action, the warning shall be placed in the personnel file. The employee shall be given written notice of the placement of the document in his/her file. The employee shall have an opportunity to submit a written response for inclusion in the personnel file within ten (10) working days of the notice of intended placement of the document in his/her file. In addition, an employee who is issued a written warning or a formal written reprimand may, within ten (10) working days of receipt of a written warning or formal written reprimand, request a conference with the next level supervisor above the manager/supervisor who issued the written warning or formal written reprimand, for the purpose of contesting the statements contained in any such warning or reprimand which are believed by the employee to be false.

C. Written warnings may include references to the employee's formal evaluation.

D. The steps in progressive discipline under this article are not subject to the grievance procedure.

4. PROCEDURE FOR DISCIPLINARY ACTION

The District may, for disciplinary purposes, suspend, demote, or dismiss any employee holding a position in the classified service. Demotion may include reduction in pay from a step within the class to one or more lower steps. Except as provided for in the Education Code, discipline may only be implemented after the employee has exhausted his/her hearing rights as set forth in Section 5 below.

A. Notice of Proposed Discipline

For employees to be suspended, demoted, or dismissed the District shall provide the effected employee:

(1). Notice of Proposed Disciplinary Action

Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, s/he shall be given a written notice of the proposed discipline, signed by the Superintendent/President or his/her designee, which sets forth the following:

- a). The disciplinary action intended.
- b). The specific charges upon which the proposed action is based.
- c). A factual summary of the grounds upon which the charges are based.
- d). A copy of all written materials, reports, and documents upon which the proposed discipline is based.
- e). Notice of the employee's right to a mediation review and formal hearing rights.
- f). Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
- g). The Notice will also be sent to the employee's representative, if any.
- h). The Notice will be personally delivered or sent by certified mail to the employee's address contained in the District's Human Resources office records.

(2). Appeal of Proposed Disciplinary Action: Request for Mediation Review and/or Formal Hearing

Mediation Review of Notice of Proposed Disciplinary Action

An employee who is served with a Notice of Proposed Disciplinary Action may request a mediation review of the causes and charges set forth in the Notice of Proposed Disciplinary Action. Such request must be made within ten (10) working days of the receipt of the Notice of Proposed Disciplinary Action by filing a written request for mediation review with the Human Resources office on the form provided for that purpose.

Within five (5) working days of such a receipt, the District will request the services of a mediator from the California State Mediation and Conciliation Service.

The function of the Mediator shall be to facilitate a conversation between the District and the employee and his/her representative concerning the proposed disciplinary action and, where appropriate, to recommend terms for possible resolution. The Mediator shall not have the authority to impose a settlement upon the parties.

If an agreement is reached during the mediation, a written statement of the agreement shall be prepared and signed by the parties. If the mediation process ends without an agreement, then the District shall send Notice of Disciplinary Action, which is to include the following:

- a). The disciplinary action intended.
 - b). The specific charges upon which the action is based.
 - c). A factual summary of the grounds upon which the charges are based.
 - d). A copy of all written materials, reports, and documents upon which the discipline is based.
 - e). Notice of the employee's right to a formal hearing.
 - f). Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to the final discipline being imposed.
 - g). The Notice will also be sent to the employee's representative, if any.
 - h). The Notice will be personally delivered or sent by certified mail to the employee's address contained in the District's Human Resources office records.
- (3). Upon receipt of the Notice of Disciplinary Action, the employee may proceed to a formal hearing as provided under Section 5 below.

Request for a Formal Hearing

An employee who is served with a Notice of Disciplinary Action may request a formal hearing by submitting a written request to Human Resources on the form provided for that purpose. Such request must be filed with Human Resources within ten (10) working days of receipt of the Notice. If the employee requested mediation review of the Notice of Proposed Disciplinary Action, then the request for a hearing must be filed within five (5) working days from the receipt of the Notice of Disciplinary Action.

5. FORMAL HEARING PROCEDURE

A. Time for Hearing

A Hearing Officer shall, within a reasonable time from the filing of the appeal, commence the hearing.

B. Selection of the Hearing Officer

The Board shall secure the services of an experienced Hearing Officer within ten (10) working days of receipt of the employee's request for a formal hearing. The Director of

Human Resources, or designee, and the employee and/or representative shall attempt to agree upon the individual to hear the matter. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to provide a roster of seven (7) names of persons experienced in hearing disciplinary matters in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be that of the Hearing Officer. If this individual will not be available for the hearing within a reasonable time, not to exceed thirty (30) days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision.

C. Failure to Appear

Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Hearing Officer without good cause shall be deemed to have abandoned his or her appeal. In this event, the Hearing Officer will determine whether there was good cause and may dismiss the appeal.

D. Conduct of the Hearing, Record of Proceedings, and Costs

- (1). All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter.
- (2). Any hearing which does not utilize a court reporter shall be recorded by audio tapes.
- (3). If a court reporter is requested by either party, that party shall pay the cost of the court reporter.
- (4). Evidence

The hearing need not be conducted in accordance with technical rules relating to evidence in California law and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules, which might make improper the admission of such evidence over objection in civil actions.

Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

The rules dealing with the privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. Irrelevant and unduly repetitious evidence may be excluded.

The Hearing Officer shall determine relevancy, weight and credibility of testimony and evidence. Decisions of this nature made by the Hearing Officer shall not be invalidated by any informality of the proceedings.

During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon the motion of either party.

(5). Burden of Proof

In a disciplinary appeal, the District has the burden of proof by preponderance of the evidence.

(6). Proceed with Hearing or Request for Continuance

Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

(7). Testimony under Oath

All witnesses shall be sworn in for the record prior to offering testimony at the hearing.

6. WRITTEN FINDINGS, CONCLUSION, AND DECISION OF THE FORMAL HEARING

The Hearing Officer shall render findings, conclusions, and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Hearing Officer on each material issue. The Hearing Officer may sustain or reject any or all of the charges filed against the employee. The Hearing Officer may sustain, reject or reduce the disciplinary action invoked against the employee.

The Hearing Officer will issue a proposed decision to be submitted to the Board of Trustees.

The proposed decision, the record of the hearing, and all documentary evidence shall be available for review by the Board when it deliberates.

The Board may adopt the proposed decision, modify the proposed decision, or render a new decision. In the event the Board of Trustees upholds a recommendation for disciplinary action, the recommended disciplinary action will be implemented on a date following the Board of Trustees' decision.

7. DECISION OF THE BOARD

The decision of the Board of Trustees in all cases shall be final.

Office of Primary Responsibility: Office of Human Resources

*Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by **shading**.*