

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in January

DATE: Tuesday, January 15, 2013

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

Susan M. Keith, President
Patricia Rasmussen, Vice President
Joanne Montgomery, Clerk/Secretary
Edward C. Ortell, Member
Gary L. Woods, Member
Crescencio Calderon, 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
Arvid Spor, Vice President of Student Services
Robert Sammis, Director of Human Resources
Carol Horton, Vice President of Finance and Administrative Services
James Woolum, Academic Senate President
Robert Coutts, Classified Employees
Crescencio Calderon, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of December 4, 2012

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

1. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).
2. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.
3. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.
4. Per Section 54957: Public Employee Discipline/Dismissal/Release.

G. HEARINGS

1. Public hearing for the purpose of hearing public comment on the Citrus College Faculty Association CTA/NEA (CCFA) initial proposal. (Page 5)

H. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 6)
- b. Authorization is requested to approve facility rentals and usage. (Page 8)
- c. Authorization is requested to approve A & B Warrants for November and December 2012. (Page 10)
- d. Authorization is requested to approve purchase orders for November and December 2012. (Page 13)
- e. Authorization is requested to adopt the new bid threshold of \$83,400 effective January 1, 2013, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. (Page 20)
- f. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 21)

Academic Affairs

- g. Authorization is requested to approve the new, modified, and inactivated courses, and the modified programs. (Page 23)

Personnel Recommendations

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 32)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 43)
- j. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 47)

H. ACTION (continued)

2. Authorization is requested to approve Resolution 2012-13-05 adopting a non-resident tuition fee of \$190.00 per semester unit, plus a \$19.00 capital outlay surcharge, effective for the 2013-2014 fiscal year (commencing with the summer term, 2013). (Page 52)
3. Authorization is requested to approve the District's Initial Proposal and to present it to CCFA. (Page 54)
4. Authorization is requested to approve a first reading of revisions to BP 3900: Speech, Time, Place and Manner. (Page 56)
5. Authorization is requested to approve the second and final reading of BP 5030 Fees. (Page 63)

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

I. ADJOURNMENT

Dates to Remember:

| | |
|-------------------|----------------------------------|
| January 21, 2013 | HOLIDAY – Martin Luther King Day |
| February 5, 2013 | Board of Trustees Meeting |
| February 12, 2013 | Adjunct FLEX Event |
| February 15, 2013 | HOLIDAY – Lincoln's Birthday |
| February 18, 2013 | HOLIDAY – Washington's Birthday |
| February 19, 2013 | Spring FLEX Day |

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | January 15, 2013 | Resolution | _____ |
| SUBJECT: | Public Hearing: Citrus Community College District Summary of Initial Proposal to the Citrus College Faculty Association CTA/NEA (CCFA) | Information | _____ |
| | | Enclosure(s) | X |
| | | | _____ |

BACKGROUND

The current agreement between Citrus Community College District (the District) and the Citrus College Faculty Association CTA/NEA (CCFA) will expire on December 31, 2014. Within this agreement is a provision automatically re-opening Article 8 – Salaries for negotiations. On November 14, 2012, the District was presented with CCFA’s Initial Proposal, and on December 4, 2012, the District submitted it to the Board. It is required that the Board take action to adopt its Initial Proposal to CCFA for negotiating the Article 8 – Salaries re-opener, and to present it to CCFA at an open meeting.

A public hearing has been scheduled for the January 15, 2013, Board meeting to give the public an opportunity to voice an opinion about these proposals.

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

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

RECOMMENDATION

Open a public hearing for the purpose of hearing public comment on the Citrus College Faculty Association CTA/NEA (CCFA) initial proposal.

Robert Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.1.

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – January 15, 2013

| <u>CONTRACTOR CONSULTANT/ DEPARTMENT</u> | <u>RATE</u> | <u>FUNDING SOURCE</u> | <u>PERIOD</u> | <u>SERVICE</u> |
|--|--|---------------------------|--|--|
| <u>ADMINISTRATIVE SERVICES</u> | | | | |
| OMB Electrical Engineers | \$14,200.00max | District | 11/16/11- Project Completion <i>Revision</i> | Electrical Engineering Services for Generator Project (CS & IS Bldgs) |
| R2A Architecture | 10% of Constr Cost Bond \$511,477.00max | | 1/14/09- Project Completion <i>Revision</i> | Architectural Design & Construction Services for Admin. Bldg. Remodel per Proposal #9604P.00, 9605P.00, 9606P.00 |
| R2A Architecture | \$25,402.00max | Bond | 7/18/12- Project Completion <i>Revision</i> | Architectural Services for the Generator Project – IS and Campus Safety per Revised Proposal 12/13/12 |
| <u>CENTER FOR TEACHER EXCELLENCE</u> | | | | |
| Solano, Dr. Alberto | \$5,000.00max | Grant | 1/16/13-9/30/13 | Grant Effectiveness Consultant |
| <u>CLASSIFIED STAFF DEVELOPMENT</u> | | | | |
| Khodabakshian, Sevak | \$325.00max | District | 2/19/13-2/19/13 | Flex Day Workshop-“Secrets to a Healthy Spine” |
| <u>COMMUNITY EDUCATION</u> | | | | |
| Krusemark, LeeAnne | 50% of Fees | Fees | 2/7/13-2/7/13 | Meet the Publisher – Get Your Manuscript Critiqued |
| Krusemark, LeeAnne | 50% of Fees | Fees | 2/7/13-2/7/13 | Beginners Guide to Getting Published |
| <u>CONTRACT EDUCATION</u> | | | | |
| Tollett, Paul | \$2,000.00max | District | 3/1/13-3/2/13 | Guest Artist- Kenshu |
| <u>FINE AND PERFORMING ARTS</u> | | | | |
| Conochalla, Christy | \$400.00max | District | 1/19/13-1/19/13 | Programming of Lighting Design |
| <u>VETERAN SERVICES</u> | | | | |
| Solano, Dr. Alberto | \$5,000.00max | Grant | 1/16/13-12/31/13 | Grant External Evaluator |

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

**Use of Facilities
January 15, 2013**

| | | | | |
|-----------------------------|------------------------|--------------------------------|---|--|
| Stacey G Athletics | Tennis Courts | Fitness Boot Camp | Mon, Wed & Fri 1/7/13 through 6/21/13 | \$1,200.00 plus additional labor if required |
| California Theatre Center | Performing Arts Center | Children's Theatre Performance | 1/23/2013 | \$1,600.00 plus additional labor if required |
| Azusa Pacific University | Tennis Courts | Tennis Matches | 2/11, 2/22, 2/25, 3/4, 3/9, 3/11, 3/13, 3/14, 3/15, 3/22, 3/25, 4/5 & 4/8/13 | \$975.00 plus additional labor if required |
| Rusty Miller Tennis Academy | Tennis Courts | Tennis Tournaments | 2/16, 2/17 & 2/23/13 | \$450.00 plus additional labor if required |
| Rusty Miller Tennis Academy | Tennis Courts | Tennis Tournaments | 4/6, 4/7, 4/13 & 4/14/13 | \$600.00 plus additional labor if required |
| Charter Oak Gymnastics | Gym | Gymnastics Showcase | 5/19/2013 | \$887.50 plus additional labor if required |
| Rusty Miller Tennis Academy | Tennis Courts | Tennis Tournaments | 10/12, 10/13 & 10/19/13 | \$450.00 plus additional labor if required |
| Rusty Miller Tennis Academy | Tennis Courts | Tennis Tournaments | 10/26 & 10/27/13 | \$300.00 plus additional labor if required |

| CITRUS COMMUNITY COLLEGE DISTRICT | | |
|---|------------------------|----------------|
| APPROVAL OF A & B WARRANTS | | |
| November, 2012 | | |
| | | |
| B WARRANT AMOUNT PAID TO VENDORS | | \$2,419,381.06 |
| GRANT AMOUNT PAID TO STUDENTS | | \$3,574,534.05 |
| | | |
| | | |
| | | |
| NUMBER OF A WARRANTS ISSUED TO EMPLOYEES | REGISTER NUMBER | AMOUNT |
| 178 | C1D-C | \$1,597,620.48 |
| 4 | 306-C | \$1,576.32 |
| 336 | C5D-C | \$516,968.33 |
| 18 | C5D-N | \$23,891.37 |
| 5 | 310-C | \$4,933.51 |
| 3 | 310-N | \$3,389.41 |
| 22 | 312-N | \$515.45 |
| 8 | C3D-C | \$7,109.56 |
| 425 | C3D-N | \$247,705.16 |
| 3 | 314-C | \$1,865.88 |
| 3 | 314-N | \$1,975.14 |
| 2 | 319-N | \$4,797.23 |
| 3 | 331-N | \$3,790.07 |
| 1 | C2E-C | \$2,993.00 |
| 300 | C2E-N | \$1,343,524.90 |
| 1,311 | | \$3,762,655.81 |
| | | |
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| | | |
| ske | | |
| 1/9/2013 | | |

| CITRUS COMMUNITY COLLEGE DISTRICT | | |
|---|------------------------|----------------|
| APPROVAL OF A & B WARRANTS | | |
| December, 2012 | | |
| | | |
| B WARRANT AMOUNT PAID TO VENDORS | | \$2,170,991.95 |
| GRANT AMOUNT PAID TO STUDENTS | | \$15,380.58 |
| | | |
| | | |
| | | |
| NUMBER OF A WARRANTS ISSUED TO EMPLOYEES | REGISTER NUMBER | AMOUNT |
| 177 | C1E-C | \$1,598,685.48 |
| 325 | C5E-C | \$477,034.77 |
| 1 | 338-C | \$224.40 |
| 2 | 341-C | \$1,573.00 |
| 10 | 341-N | \$3,160.91 |
| 20 | C3E-C | \$14,140.77 |
| 426 | C3E-N | \$207,228.74 |
| 5 | 347-C | \$3,270.72 |
| 2 | 347-N | \$961.63 |
| 1 | 348-N | \$405.00 |
| 1 | C2F-C | \$2,993.00 |
| 299 | C2F-N | \$1,329,649.39 |
| 1,269 | | \$3,639,327.81 |
| | | |
| | | |
| ske | | |
| 1/10/2013 | | |

Board Report 11/01/2012 - 11/30/2012

| <u>PO Number</u> | <u>Vendor Name</u> | <u>Site</u> | <u>Description</u> | <u>Fund/ Object</u> | <u>Amount</u> |
|------------------|-----------------------------------|-------------|---|-------------------------|---------------|
| 13-20625 | Academic Super Store | 0281 | Software Update | 01-4300 | 320.76 |
| 13-20952 | iStockphoto LP | 3370 | CTE Grant-Subscription | 01-4300 | 1,500.75 |
| 13-21252 | Cengage Learning | 9344 | Auto Tech Books | 01-4300 | 2,602.72 |
| 13-21351 | Colley Auto Cars, Inc. | 9240 | Blanket PO | 01-5630 | 500.00 |
| 13-21357 | Department of General Svc | 9200 | Administration Hearing Service | 01-5800 | 46.00 |
| 13-21359 | HCD Renewal | 9040 | Construction Trailer Registration Renewal | 01-5800 | 24.00 |
| 13-21360 | Hardy Diagnostics | 0030 | Microbiology Supplies | 01-4300 | 140.26 |
| 13-21361 | CVHP Education Department | 3200 | 2012 Diabetes Symposium | 01-5200 | 260.00 |
| 13-21363 | Lifetime Memory Products, Inc. | 3070 | Computer Memory | 01-4300 | 147.94 |
| 13-21364 | SparkFun Electronics | 0310 | Supplies | 01-4300 | 269.16 |
| 13-21365 | Amazon.com Corporate Credit | 0310 | Supplies | 01-4300 | 341.36 |
| 13-21366 | Mouser Electronics | 0310 | Supplies | 01-4300 | 76.97 |
| 13-21367 | BestBuy.Com | 0030 | TV Library | 01-6400 | 608.11 |
| 13-21368 | Ferrari Brothers Body Shop | 9344 | Repair & Paint Ambulance | 01-4300 | 927.62 |
| 13-21369 | CASBO Professional Development | 9050 | Conference Registration | 01-5200 | 205.00 |
| 13-21370 | Carolina Biological Supply | 0030 | Chemicals | 01-4300 | 30.69 |
| 13-21371 | CSI Fullmer | 9673 | Chair | 01-6400 | 538.10 |
| 13-21372 | Richard Skaar | 9050 | Software | 01-5840 | 400.00 |
| 13-21373 | Braille Signs, Inc. | 9250 | Signage-Student Services | 41-6400 | 121.25 |
| 13-21374 | Monrovia Unified School Dist | 9090 | Blanket PO | 74-5800 | 60,000.00 |
| 13-21375 | Grapevine Designs | 9230 | Supply | 01-4300 | 32.51 |
| 13-21376 | Blackboard Finance Operations | 3180 | Blackboard License Renewal | 01-5840 | 191,324.00 |
| 13-21377 | Gas Control Technologies, Inc. | 9040 | Gas Line Repairs-PE | 01-5630 | 9,240.00 |
| 13-21378 | Intelli-Tech | 9100 | Blanket PO | 01-5630 | 500.00 |
| 13-21379 | Data Impressions | 9100 | Hard Drives | 01-4300 | 633.51 |
| 13-21380 | Wright Designs | 9350 | Softball T-Shirts | 01-4300 | 645.98 |
| 13-21381 | American Training Resources, Inc. | 3210 | Instructional Training-Health Occ | 01-4300 | 990.00 |
| 13-21382 | Carolina Biological Supply | 0311 | Chemistry Supplies | 01-4300 | 105.81 |
| 13-21383 | ASCAP | 9030 | Music License | 01-5880 | 2,623.99 |
| 13-21384 | BSN SPORTS | 0060 | Supplies | 01-4300 | 260.31 |
| 13-21385 | Pocket Nurse | 3050 | Supplies-Dental | 01-4300 | 254.80 |
| 13-21386 | LBI-Boyd Wallcoverings | 0080 | Bulletin Boards-PA163 | 01-4300 | 311.88 |
| 13-21387 | Premier Auto Equipment | 3020 | Blanket PO | 01-5600 | 1,000.00 |
| 13-21388 | Scantron | 0030 | Scantron Answer Sheets | 01-4300 | 165.56 |
| 13-21389 | Northern Sound & Light, Inc. | 9460 | Supplies-Stadium Press Box | 41-4300 | 1,274.03 |
| 13-21390 | Amazon.com Corporate Credit | 0010 | HDMI Projector | 01-4300 | 326.24 |
| 13-21391 | Amazon.com Corporate Credit | 0310 | Supplies | 01-4300 | 48.42 |
| 13-21392 | Dell Computer Corp | 0030 | Computer | 01-6400 | 380.86 |
| 13-21393 | Peterson Hydraulics Inc | 3370 | Auto Lift-Tech Equipment | 01-6400 | 5,083.75 |
| 13-21394 | Clean Source | 9270 | Supplies | 01-4300 | 2,227.24 |
| 13-21395 | Daisy I.T. | 9290 | Printer Fuser | 01-4300 | 151.16 |
| 13-21396 | Lefty's Sports Outfitter, Inc. | 9350 | T-Shirts-Softball | 01-4300 | 453.49 |
| 13-21397 | Lefty's Sports Outfitter, Inc. | 9350 | Batting Helmets-Softball | 01-4300 | 1,342.65 |
| 13-21398 | Jeff's Sporting Goods | 9350 | Softball Wrist Coach | 01-4300 | 226.41 |
| 13-21399 | Door Tech | 9040 | Handicap Door System-SS Restrooms | 01-6100 | 6,350.25 |
| 13-21400 | Eastbay | 0060 | Men's Basketball Warm-Ups | 01-4300 | 3,383.28 |
| 13-21401 | Sunbelt Rentals | 9040 | Scissor Lift Rental | 01-5600 | 605.86 |
| 13-21402 | K-12 Specialties Inc. | 9040 | Service | 01-5800 | 289.00 |

| <u>PO Number</u> | <u>Vendor Name</u> | <u>Site</u> | <u>Description</u> | <u>Fund/ Object</u> | <u>Amount</u> |
|------------------|---|-------------|-----------------------------------|-------------------------|-------------------------|
| 13-21403 | Clean Sweep Supply Co. Inc. | 9270 | Supplies | 01-4300 | 5,478.55 |
| 13-21404 | Western Audio Visual Corp | 9100 | Repair | 01-5630 | 1,179.60 |
| 13-21405 | Systems Technology Associates | 9100 | Date Protector | 01-5840 01-6400 | 338.84 1,371.56 |
| 13-21406 | Dell Computer Corp | 0280 | Computer | 01-6410 | 972.66 |
| 13-21407 | Foundation for California Community Colleges | 9230 | Donation-Student Senate | 72-5800 | 1,000.00 |
| 13-21408 | Fire Door Solutions, LLC | 9040 | Supplies | 01-4300 | 73.84 |
| 13-21409 | Stir Fry Seminars | 3160 | AV media | 01-6300 | 173.13 |
| 13-21410 | Demco Inc. | 9260 | Supplies | 01-4300 | 249.70 |
| 13-21411 | Same Day Cleaners | 9070 | Uniform Repairs | 01-5600 | 501.00 |
| 13-21412 | Brodart, Inc. | 9260 | Supplies | 01-4300 | 128.97 |
| 13-21413 | Demco Inc. | 9260 | Supplies | 01-4300 | 43.52 |
| 13-21414 | A2Z Hobbies | 0310 | Rocket Supplies | 01-4300 | 552.81 |
| 13-21415 | Fluke Electronics | 0310 | Supplies | 01-4300 | 56.56 |
| 13-21416 | Fluke Corporation | 0310 | Supplies | 01-4300 | 64.50 |
| 13-21417 | Demco Inc. | 9260 | Supplies | 01-4300 | 202.18 |
| 13-21418 | Rideout Plastics Company Inc. | 0310 | Rocket Supplies | 01-4300 | 169.76 |
| 13-21419 | LOC Precision | 0310 | Supplies | 01-4300 | 1,193.56 |
| 13-21420 | Data Impressions | 9360 | Netbook Computer | 01-4300 | 335.73 |
| 13-21421 | Apple | 3160 | AV Supplies | 01-4300 | 326.14 |
| 13-21423 | ATM Concrete, Inc. | 9040 | Concrete Curbs-UB9 Substation | 01-6100 | 2,200.00 |
| 13-21424 | ATM Concrete, Inc. | 9040 | Concrete Repairs | 01-5630 | 5,900.00 |
| 13-21425 | Signature Flooring | 9370 | Stair Treads-FH | 41-5800 | 9,995.00 |
| 13-21426 | G & G Engineering, Inc. | 9370 | Topographic Survey-HVAC & Roof-IS | 41-5800 | 1,200.00 |
| 13-21427 | Monrovia Weekly | 9100 | Veteran Ad | 01-5790 | 449.00 |
| 13-21428 | San Gabriel Valley Examiner | 9100 | Veteran Ad | 01-5790 | 500.00 |
| 13-21429 | San Gabriel Valley Tribune | 9100 | Veteran Ad | 01-5790 | 2,835.00 |
| 13-21430 | Claremont Courier | 9100 | Veteran Ad | 01-5790 | 462.00 |
| 13-21431 | Oriental Trading Company Inc. | 0310 | WIE Outreach Gliders & Pens | 01-4300 | 137.16 |
| 13-21432 | Costco Wholesale | 0060 | Camcorder-Athletics | 01-4300 | 271.86 |
| 13-21433 | The Printer | 9230 | Supplies | 01-4300 | 23.76 |
| 13-21434 | R & R Custom Signs | 9370 | PAC Signage | 41-6400 | 799.45 |
| 13-21435 | L'Images Photography | 9020 | Photos-Citizens Oversight | 01-4300 | 225.00 |
| 13-21436 | Oracle America | 9100 | Annual Software Support | 01-5810 42-5840 | 13,768.10 101,782.00 |
| 13-21437 | Print Manager | 9100 | Print Manager License | 01-5840 | 1,295.00 |
| 13-21438 | Gas Control Technologies, Inc. | 9040 | Emergency Gas Line Repairs | 01-5630 | 11,430.00 |
| 13-21439 | R & D Business Interiors | 9347 | Move Furniture | 01-5800 | 350.00 |
| 13-21440 | Apple | 9660 | Supplies | 01-4300 | 274.05 |
| 13-21441 | CASBO Professional Development | 9050 | CASBO 1099 Reporting Concepts | 01-5200 | 410.00 |
| 13-21442 | Range Servant America | 9470 | Golf Ball Soaker-Driving Range | 59-5850 59- 6405 | 410.00 3,528.94 |
| 13-21443 | Hillyard, Inc. | 9270 | Supplies | 01-4300 | 4,573.56 |
| 13-21445 | Department of General Services | 9200 | Administration Hearing Service | 01-5800 | 1,380.00 |
| 13-21446 | Division of State Architect - LA Basin Region | 9370 | Re-examination Fee-DSA #54899 | 41-5800 | 500.00 |
| 13-21447 | Division of State Architect LA Basin Region | 9370 | Re-examination Fee-DSA #58593 | 41-5800 | 500.00 |
| 13-21448 | Division of State Architect LA Basin Region | 9370 | Re-examination Fee-DSA #58763 | 41-5800 | 500.00 |

| <u>PO Number</u> | <u>Vendor Name</u> | <u>Site</u> | <u>Description</u> | <u>Fund/ Object</u> | <u>Amount</u> |
|------------------|---|-------------|-------------------------------|-------------------------|---------------------------------|
| 13-21449 | Division of State Architect LA Basin Region | 9370 | Re-examination Fee-DSA #60874 | 41-5800 | 500.00 |
| 13-21450 | Division of State Architect LA Basin Region | 9370 | Re-examination Fee-DSA #63770 | 41-5800 | 500.00 |
| 13-21451 | Caliber Pool & Spa Service | 9040 | Replace Pump | 01-6400 | 2,516.75 |
| 13-21452 | Glendora Chevrolet | 9240 | Repair Parts | 01-5630 | 234.90 |
| 13-21453 | Glendora Chevrolet | 9240 | Repair Parts | 01-5630 | 75.49 |
| 13-21454 | Clarion At Citrus | 9100 | Scholarship Recipients Ad | 01-5790 | 220.00 |
| 13-21455 | Clean Sweep Supply Co. | 9270 | Supplies | 01-4300 | 612.26 |
| Total | | | | 100 | <u><u>486,233.80</u></u> |

Fund Summary

| <u>Fund</u> | <u>Description</u> | <u>PO Fund Count</u> | |
|--------------|--------------------------------|----------------------|-------------------|
| 01 | General | 86 | 303,623.13 |
| 41 | Capital | 10 | 15,889.73 |
| 42 | Revenue Bond Construction Fund | 1 | 101,782.00 |
| 59 | Golf Driving Range | 1 | 3,938.94 |
| 72 | Student Representation Fee | 1 | 1,000.00 |
| 74 | Student Financial Aid Trust | 1 | 60,000.00 |
| Total | | 100 | 486,233.80 |

PO Changes

| <u>New PO</u> | <u>Amount</u> | <u>Fund/Object</u> | <u>Description</u> | <u>Change Amount</u> |
|-------------------------|---------------|--------------------|-------------------------------------|-------------------------------|
| 13-20857 | 1,910.45 | 01-4300 | General Fund/Materials and Supplies | 347.76 |
| 13-21043 | 396.34 | 01-5630 | General Fund/Repairs | 87.50 |
| 13-21167 | 2,000.00 | 01-4300 | General Fund/Materials and Supplies | 1,000.00 |
| 13-21194 | 1,153.45 | 01-4300 | General Fund/Materials and Supplies | 114.45 |
| 13-21341 | 2,718.21 | 01-4300 | General Fund/Materials and Supplies | 978.56 |
| 13-21346 | 23.85 | 01-4300 | General Fund/Materials and Supplies | 6.99 |
| Total PO Changes | | | | <u><u>2,535.26</u></u> |

Includes 12/01/2012 - 12/31/2012

| PO Number | Vendor Name | Site | Description | Fund/O | Amount |
|------------------|---|-------------|---|---------------|---------------|
| 13-20522 | Mount San Antonio College Career Technical Education | 9344 | Blanket PO | 01-5800 | 90,000.00 |
| 13-21414 | A2Z Hobbies | 0310 | Supplies | 01-4300 | 552.81 |
| 13-21418 | Rideout Plastics Company, Inc. | 0310 | Supplies | 01-4300 | 169.76 |
| 13-21419 | LOC Precision | 0310 | Supplies | 01-4300 | 1,193.56 |
| 13-21422 | Air Comm | 9030 | Supplies | 01-4300 | 107.88 |
| 13-21427 | Beacon Media, Inc | 9100 | Veteran Ad | 01-5790 | 449.00 |
| 13-21444 | Marie Callendar's | 9350 | Pies for Holiday Party | 01-4300 | 346.66 |
| 13-21456 | Ace Business Machines, Inc. | 9050 | E-Z Seal Sealing Solution | 01-4300 | 261.00 |
| 13-21457 | Thomson Reuters/Barclays | 9020 | T5 Education Code Renewal | 01-4300 | 290.00 |
| 13-21458 | B & H Photo Video | 9350 | Supplies | 01-4300 | 166.17 |
| 13-21459 | Bearcom Wireless Worldwide | 9430 | 2 Way Radios-Bookstore | 41-6400 | 2,364.63 |
| | | | | 51-6400 | 1,283.25 |
| 13-21460 | Communications Center | 9430 | 2 Way Radios-Campus Safety | 41-6400 | 6,605.88 |
| 13-21461 | Amazon.com Corporate Credit | 9290 | Book | 01-4300 | 20.91 |
| 13-21462 | Bruffy's Del Rey Tow | 9240 | Towing of Vehicle #161 | 01-5800 | 153.55 |
| 13-21463 | Studica, Inc. | 3080 | Draft/Arch Software Renewal | 01-5800 | 1,468.13 |
| 13-21464 | Hertz Car Rental | 9230 | Car Rental | 01-5600 | 95.00 |
| 13-21465 | Rainbow Directory | 9590 | Rainbow Resource | 01-4300 | 230.11 |
| 13-21466 | Owl Bookshop | 9081 | Textbooks | 01-7600 | 78,263.53 |
| 13-21467 | Owl Bookshop | 9081 | Textbooks | 01-7600 | 7,438.14 |
| 13-21468 | Wright Designs | 9344 | Supplies | 01-4300 | 783.54 |
| 13-21469 | Worldwide Environmental | 3020 | Smog Machine Service | 01-5800 | 293.10 |
| 13-21470 | Airdraulics | 3020 | Auto Lift Service | 01-5800 | 237.50 |
| 13-21471 | Glendora Trophy | 9360 | Supplies | 01-4300 | 10.00 |
| 13-21472 | Division of State Architect LA Basin Region | 9370 | Examination Fee-DSA #63821 | 41-5800 | 500.00 |
| 13-21473 | Lawrence E Marino | 9020 | Anchor Installation | 41-6100 | 4,543.42 |
| 13-21474 | Print Manager | 9100 | Web Advantage License | 01-5840 | 535.50 |
| 13-21475 | Atkinson, Andelson, Loya, Ruud & Romo, Attorneys at Law | 9200 | Management Manuals | 01-4300 | 519.00 |
| 13-21476 | Zone Alarm | 9100 | Fire Wall Software | 01-5840 | 119.52 |
| 13-21477 | Keystone Uniform Center | 9070 | Supplies | 01-4300 | 174.00 |
| 13-21478 | Airdraulics | 3020 | Lift Repair-AA Building | 01-5600 | 567.40 |
| 13-21479 | California Stage & Lighting | 0280 | Lighting Console | 01-6405 | 5,000.00 |
| | | | | 71-6405 | 4,770.58 |
| 13-21480 | R & D Business Interiors | 9210 | Furniture | 01-4300 | 125.00 |
| 13-21481 | Amazon.com Corporate Credit | 0310 | Supplies | 01-4300 | 127.18 |
| 13-21482 | Sigma-Aldrich | 0311 | Desicator Cabinets | 01-6400 | 1,024.67 |
| 13-21483 | Owl Cafe | 9151 | Blanket PO | 01-4300 | 1,600.00 |
| 13-21484 | California Library Group | 9260 | Online Database Subscription | 01-5840 | 1,000.00 |
| 13-21485 | George B Woodcock & Co. | 9350 | Safe | 01-6400 | 370.39 |
| 13-21486 | Land & Sea DYNomite Dynamometer | 9344 | Automotive Lab Equipment and Supplies | 01-4300 | 2,122.94 |
| | | | | 01-6400 | 9,831.12 |
| 13-21487 | Lans Company, Inc | 9040 | Maintenance Vacuum Pump | 01-5800 | 526.82 |
| 13-21488 | Division of State Architect LA Basin Region | 9370 | Re-examination Fee for DSA #106090-Math/Science | 41-5800 | 500.00 |
| 13-21489 | Troxell Communications, Inc | 9344 | Computer Charging Cart | 01-6400 | 2,412.08 |
| 13-21490 | Apple, Inc | 9344 | Laptop Charging Cart | 01-6400 | 1,957.45 |
| 13-21491 | DIY Golf Cart LLC | 9350 | Seat Cushion Kit | 01-4300 | 388.24 |

| PO Number | Vendor Name | Site | Description | Fund/O | Amount |
|------------------|--------------------------------|-------------|--------------------------------|---------------|--------------------------|
| 13-21492 | Harry Smith | 0280 | Blanket PO | 01-5630 | 500.00 |
| 13-21493 | Lefty's Sports Outfitter, Inc. | 9350 | Softball Visors | 01-4300 | 492.42 |
| 13-21494 | Jacobsen West | 9350 | Baseball Supplies | 01-4300 | 254.48 |
| 13-21495 | Amazon.com Corporate Credit | 0280 | Software | 01-4300 | 173.30 |
| 13-21496 | Home Depot | 0030 | Lab Safety Supplies | 01-4300 | 177.53 |
| 13-21497 | Carolina Biological Supply | 0030 | Biology Supplies | 01-4300 | 128.27 |
| 13-21498 | Full Compass Systems, LTD. | 0280 | Supplies | 01-4300 | 62.96 |
| 13-21499 | Affordable Research Tech | 0310 | Launch Kit WIE Outreach | 01-4300 | 555.24 |
| 13-21500 | Mitsubishi Electric | 9190 | Keys | 01-4300 | 217.50 |
| 13-21501 | Owl Bookshop | 3410 | Supplies | 01-4300 | 6,538.28 |
| | | | | 01-6450 | 2,907.98 |
| 13-21502 | Library Store | 9260 | Supplies | 01-4300 | 24.98 |
| 13-21503 | Demco, Inc. | 9260 | Supplies | 01-4300 | 106.26 |
| 13-21504 | SC Fuels | 9190 | Gasoline | 01-4360 | 11,025.00 |
| 13-21505 | DIY Golf Cart LLC | 9500 | Seat Cushion Kit | 51-4300 | 388.24 |
| 13-21506 | Saflok | 9040 | Battery Packs - Saflok | 01-4300 | 5,614.69 |
| 13-21507 | Bainbridge Environmental | 9370 | Asbestos & Lead Survey-IS Bldg | 41-5800 | 2,894.00 |
| 13-21508 | Symantic Corporation | 9100 | Website Services | 01-5840 | 995.00 |
| 13-21509 | Dependable Hawaiian Express | 0280 | Blanket PO | 01-5800 | 5,000.00 |
| 13-21510 | Jeff's Sporting Goods | 9350 | Supplies | 01-4300 | 4,439.72 |
| 13-21511 | SEHI Computer Products Inc | 9100 | Supplies | 01-4300 | 1,797.64 |
| 13-21512 | Summit Measurement | 0311 | Balances | 01-6400 | 4,241.25 |
| 13-21513 | www.dispenserkeys.com | 9190 | Supplies | 01-4300 | 86.81 |
| 13-21514 | KI | 9344 | Seating-PC309 | 01-6400 | 15,973.20 |
| 13-21515 | Culver-Newlin | 9344 | Tables-PC309 | 01-6400 | 21,353.00 |
| 13-21516 | Grainger, Inc. | 3040 | Hasps and Locks | 01-4300 | 322.98 |
| 13-21517 | Zazzle.com, Inc. | 9673 | Posters | 01-4300 | 86.67 |
| 13-21518 | UC Regents | 9347 | Conference Registration | 01-5220 | 145.00 |
| 13-21519 | EBSCO Publishing | 9260 | Books | 01-6300 | 6,000.00 |
| 13-21520 | CafePress.Com | 9673 | Posters | 01-4300 | 117.88 |
| 13-21521 | NADE | 9347 | Conference Registration | 01-5220 | 275.00 |
| 13-21522 | NADE | 9347 | Conference Registration | 01-5220 | 375.00 |
| 13-21523 | Clean Sweep Supply Co. | 9270 | Supplies | 01-4300 | 2,173.64 |
| 13-21526 | DCL Construction | 9040 | Floor Repair-LL | 01-5630 | 1,125.00 |
| Total | | | | 76 | <u>328,068.34</u> |

| PO Number | Vendor Name | Site | Description | Fund/O | Amount |
|-----------|-------------|------|-------------|--------|--------|
|-----------|-------------|------|-------------|--------|--------|

Fund Summary

| Fund | Description | PO Fund Count | Amount |
|--------------|-------------------------------|---------------|-------------------|
| 01 | General | 67 | 304,218.34 |
| 41 | Capital Outlay Projects Fund | 6 | 17,407.93 |
| 51 | Bookstore Fund | 2 | 1,671.49 |
| 71 | Associated Student Trust Fund | 1 | 4,770.58 |
| Total | | 76 | 328,068.34 |

PO Changes

| New PO | Amount | Description | Change Amount |
|--------------------------|----------|---|-----------------|
| 13-20805 | 463.68 | 01-4300 General Fund/Materials and Supplies | .00 |
| 13-20882 | 4,462.35 | 01-6400 General Fund/Equipment-Capitalized | 1,033.12 |
| 13-20981 | 480.26 | 59-4300 Golf Driving Range/Materials and Supplies | 41.62 |
| 13-20981 | 480.26 | 59-5850 Golf Driving Range/Constl/Postage,offcampus pr | 3.64 |
| Total PO 13-20981 | | | 45.26 |
| 13-21157 | 6,091.61 | 01-4300 General Fund/Materials and Supplies | 304.50 |
| 13-21190 | 5,056.92 | 41-6400 Capital Outlay Projects Fun/Equipment-Capitalized | 313.10 |
| Total PO Changes | | | 1,695.98 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|------------------------------|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE | January 15, 2013 | Resolution | <u> </u> |
| SUBJECT: | Disposal of Surplus Property | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |

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.

From time to time the District sends items no longer needed for college use to be sold at public auction to the highest bidder or donation to another public entity or non-profit agency. 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 or donation to another public entity or non-profit agency.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ H.1.f. _____

Surplus List for January 15, 2013 Board

| # | Qty | Description |
|----|-----|-------------------------------------|
| 1 | 4 | File cabinets |
| 2 | 32 | Nova stations, PC309 |
| 3 | 34 | CRT monitors, PC309 |
| 4 | 32 | Computer keyboards |
| 5 | 1 | Clone computer, tag #004550 |
| 6 | 1 | Clone computer, tag #004810 |
| 7 | 1 | Clone computer, tag #004782 |
| 8 | 1 | Clone computer, tag #004788 |
| 9 | 1 | Clone computer, tag #004785 |
| 10 | 1 | Clone computer, tag #004784 |
| 11 | 1 | Clone computer, tag #004766 |
| 12 | 1 | Clone computer, tag #004783 |
| 13 | 1 | Clone computer, tag #004800 |
| 14 | 1 | Clone computer, tag #004796 |
| 15 | 1 | Clone computer, tag #004801 |
| 16 | 1 | Clone computer, tag #004794 |
| 17 | 1 | Clone computer, tag #004802 |
| 18 | 1 | Clone computer, tag #004811 |
| 19 | 1 | Clone computer, tag #004808 |
| 20 | 1 | Clone computer, tag #004807 |
| 21 | 1 | Clone computer, tag #004806 |
| 22 | 1 | Clone computer, tag #004803 |
| 23 | 1 | Clone computer, tag #004804 |
| 24 | 1 | Clone computer, tag #004805 |
| 25 | 1 | Clone computer, tag #004842 |
| 26 | 1 | Clone computer, tag #004551 |
| 27 | 1 | Clone computer, tag #004787 |
| 28 | 1 | Clone computer, tag #004793 |
| 29 | 1 | Clone computer, tag #004792 |
| 30 | 1 | Clone computer, tag #004795 |
| 31 | 1 | Clone computer, tag #004791 |
| 32 | 1 | Clone computer, tag #004790 |
| 33 | 1 | Gateway computer, tag #003294 |
| 34 | 1 | Gateway computer, tag #003292 |
| 35 | 1 | Gateway computer, tag #003275 |
| 36 | 1 | Gateway computer, tag #003296 |
| 37 | 1 | Gateway computer, tag #003319 |
| 38 | 1 | Gateway computer, tag #003297 |
| 39 | 1 | Gateway computer, tag #003301 |
| 40 | 1 | Gateway computer, tag #003272 |
| 41 | 1 | Gateway computer, tag #003299 |
| 42 | 1 | Gateway computer, tag #003302 |
| 43 | 1 | Gateway computer, tag #003298 |
| 44 | 1 | Gateway computer, tag #003304 |
| 45 | 1 | Gateway computer, tag #003303 |
| 46 | 1 | Gateway computer, tag #003306 |
| 47 | 1 | Gateway computer, tag #003305 |
| 48 | 1 | Gateway computer, tag #003308 |
| 49 | 1 | Gateway computer, tag #003307 |
| 50 | 1 | Brother fax machine, tag #008115 |
| 51 | 2 | Dental chairs |
| 52 | 24 | Stools |
| 53 | 1 | Ford Windstar minivan, vehicle #107 |

| NEW COURSES | | |
|---------------------------|---|--|
| Course Subject And Number | Course Title | Justification |
| KINC 101 | Physical Conditioning for Varsity Volleyball | New course under the new discipline KINC – Competitive Athletics |
| KINC 102 | Physical Conditioning for Varsity Soccer | New course under the new discipline KINC – Competitive Athletics |
| KINC 103 | Physical Conditioning for Varsity Water Polo | New course under the new discipline KINC – Competitive Athletics |
| KINC 104 | Physical Conditioning for Varsity Football | New course under the new discipline KINC – Competitive Athletics |
| KINC 105 | Physical Conditioning for Varsity Cross Country | New course under the new discipline KINC – Competitive Athletics |
| KINC 106 | Physical Conditioning for Varsity Golf | New course under the new discipline KINC – Competitive Athletics |
| KINC 107 | Physical Conditioning for Varsity Softball | New course under the new discipline KINC – Competitive Athletics |
| KINC 108 | Physical Conditioning for Varsity Baseball | New course under the new discipline KINC – Competitive Athletics |
| KINC 109 | Physical Conditioning for Varsity Swimming | New course under the new discipline KINC – Competitive Athletics |
| KINC 110 | Physical Conditioning for Varsity Basketball | New course under the new discipline KINC – Competitive Athletics |
| KINC 130 | Off Season Conditioning for Varsity Basketball | New course under the new discipline KINC – Competitive Athletics |
| KINC 131 | Off Season Conditioning for Varsity Volleyball | New course under the new discipline KINC – Competitive Athletics |
| KINC 132 | Off Season Conditioning for Varsity Soccer | New course under the new discipline KINC – Competitive Athletics |
| KINC 133 | Off Season Conditioning for Varsity Water Polo | New course under the new discipline KINC – Competitive Athletics |
| KINC 134 | Off Season Conditioning for Varsity Football | New course under the new discipline KINC – Competitive Athletics |
| KINC 135 | Off Season Conditioning for Varsity Cross Country | New course under the new discipline KINC – Competitive Athletics |
| KINC 137 | Off Season Conditioning for Varsity Softball | New course under the new discipline KINC – Competitive Athletics |
| KINC 138 | Off Season Conditioning for Varsity Baseball | New course under the new discipline KINC – Competitive Athletics |
| KINC 139 | Off Season Conditioning for Varsity Swimming | New course under the new discipline KINC – Competitive Athletics |
| KINC 145 | Strength Training, Balance and Agility for Varsity Athletes | New course under the new discipline KINC – Competitive Athletics |
| PSY 101H | Introduction to Psychology - Honors | Introduction to Psychology Honors course. |

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| THEA 145 | Anatomy of Intelligent Lighting Instruments | New course in the study, dissection and manipulation of intelligent lighting instruments |
| COUN 161 | Higher Education Transitional Skills for Student Veterans and their Families | A course designed to assist veterans in re-integrating to civilian life using physiological, social and psychological aspects of being a student. |
| DANC 258 | Intermediate Hip-Hop Dance | This class prepares students specifically for occupational dance performance techniques in the hip-hop commercial dance industry. |
| DANC 284 | Intermediate Popular Dance Techniques | This course is an in-depth performance experience focusing on intermediate level popular dance styles. |
| DANC 292 | Advanced Ballet I | A course in the upper advanced techniques of classical ballet for the purpose of performance level technique and strength. |
| DANC 296 | Pop Dance: Rehearsal and Performance- Intermediate | Special rehearsal and public performance above and beyond normal class expectations- intermediate level. |
| MUS 070 | Foundational Rhythm Section Pedagogy | This course presents an introduction to fundamental rhythm section instrument functions. |
| MUS 090 | Introduction to Instrumental Ensemble Performance | This course presents an introduction to foundational instrumental ensemble performance skills and concepts. |
| MUS 159 | Pop, Rock, and Jazz Performance Styles II | Intermediate study and performance of contemporary Pop, Rock, and Jazz styles. |
| MUS 163 | Songwriting II | This course expands the student's commercial songwriting techniques. |
| MUS 171 | Sight Reading for the Studio II | Further expansion upon the reading and performance concepts of music covered in Sight Reading for the Studio I. |
| MUS 178 | Citrus College Show Choir I | This class is an introduction to "Show Choir". |
| MUS 196 | Musical Theater Orchestra I | Course offers beginning instruction in instrumental performance of conducted orchestral ensemble. |
| MUS 238 | Concert Choir III Intermediate/Advanced | An intermediate/advanced study of standard choral literature of various periods for the large choral ensemble. |
| MUS 239 | Concert Choir IV-Advanced | Advanced study of standard choral literature of various musical periods and vocal techniques |

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| MUS 243 | Individual Performance Techniques | This course offers music majors instruction for solo and recital performance. |
| MUS 248 | Studio Orchestra II | An intermediate study of the studio environment including recording of various musical styles. |
| MUS 253 | Studio Laboratory Band II | Exploration and performance of intermediate (Grade 3) large studio ensemble literature. |
| THEA 122 | Stagecraft | Planning and constructing stage and television scenery. |
| THEA 205 | Stage Acting III - Intermediate/Advanced | An extension of the concepts as introduced in Thea 201 and 202. |
| THEA 206 | Stage Acting IV - Advanced | An extension of the concepts as introduced in Thea 201, 202 and 205. |
| THEA 211B | Camera Acting II - Intermediate | A more detailed study of the fundamental techniques required in acting. |
| THEA 211C | Camera Acting III - Intermediate/Advanced | A build upon the skills developed in content introduced in Camera Acting I and II. |
| THEA 211D | Camera Acting IV - Advanced | A build upon the skills developed in content introduced in Camera Acting I, II and III. |
| THEA 221 | Theatre Practicum/Special Projects II - Physical Life | Developing the actor's free and responsive body through character study. |
| THEA 222 | Theatre Practicum/Special Projects I - Storytelling | Methods and techniques of storytelling. |
| THEA 240 | Introduction to Live Video Event Production | An introduction into multi-imaging; digital camera systems. |
| THEA 255 | Entertainment Production for Theme Parks and Themed Environments | An in-depth look at how to produce and execute themed entertainment. |

| MODIFIED COURSES | | |
|---------------------------|---------------------------|--|
| Course Subject And Number | Course Title | Justification |
| ART 158 | Commercial Graphic Design | Due for curriculum review. |
| BIOL 145 | Environmental Science | 6 year review – update SLO. |
| CHLD 134 | Parent-Child Interaction | Update course outline. |
| DANC 103 | Introduction to Dance | Update course outline – will now be used as a pre-requisite for other courses. |

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| DANC 158 | Beginning Hip-Hop Dance Techniques | Title 5 6 Year Revision. |
| ENGL 098 | English Fundamentals | Update course outline - increased units to 2 and added lab hours. |
| ESL 040 | English Language Skills IV | Update course outline - removed reference to ENG 040. |
| FOR 101 | Introduction to Forestry | 6 Year Review and SLO update. |
| FOR 102 | Introduction to Forest Ecology | 6 Year Review and SLO update. |
| FOR 105 | Wildland Fire Management | 6 Year Review and SLO update. |
| FOR 106 | Principles of Wildlife Management and Ecology | 6 Year Review and SLO update. |
| KIN 150 | Adapted Physical Education | Update course outline - modified lab hours. |
| KIN 159 | Cardiovascular Training | Update course outline - modified lecture and lab hours. |
| MUS 115 | Voice - Beginning | Update course outline - to adhere to new state requirements. |
| MUS 210 | Intermediate Voice | Update course outline - modified catalog description and repeatability. |
| THEA 120 | Introduction to Tech for Theatre, TV and Film | Update course outline - removed lab content. |
| THEA 125 | Technical Theatre Production | Update course outline – to adhere to new state requirements. |
| THEA 150 | Introduction to Intelligent Lighting Consoles | Update course outline – to adhere to new state requirements. |
| THEA 201 | Stage Acting I - Beginning | Update course outline – to adhere to new state requirements. |
| THEA 202 | Stage Acting II - Intermediate | Update course outline – to adhere to new state requirements. |
| THEA 210 | Rehearsal and Performance in Production | Update course outline – to adhere to new state requirements. |
| AUTO 101 | Fundamentals of Automotive Service, Diagnosis and Repair | Update course outline - to improve level of student success. |
| BIOL 104 | Biology: Contemporary Topics | Review the course for currency. |
| BIOL 116 | HIV and AIDS: Insights and Implications | Review the course for currency. |
| BUS 170 | Small Business Management | Review the course for currency. |
| BUS 175 | Introduction to Management | Update course outline - modified Student Learning Outcomes. |
| BUS 185 | Elements of Marketing | Update course outline - modified Student Learning Outcomes. |

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| BUS 192 | Advertising | Update course outline - modified Student Learning Outcomes |
| DANC 159 | Beginning Tap | 6 Year Title 5 Revision. |
| DANC 160 | Jazz Dance Techniques | 6 Year Title 5 Revision. |
| DANC 162 | Beginning Ballet | 6 Year Title 5 Revision. |
| DANC 264 | Beginning Popular Dance Techniques | Update course outline - added Audition Component, remove Co-Requisites. |
| DANC 266 | Pop Dance: Rehearsal and Performance- Beginning | Update course outline – added audition, removed co-requisite. |
| DENT 101 | Chairside Assisting | Update course outline - convert arranged hours to traditional lab hours. |
| DENT 102 | Dental Materials | Update course outline - convert arranged hours to traditional lab hours. |
| ESCI 180 | Introduction to Geographic Information Systems | Course is being reviewed for currency. |
| HIST 103 | History of World Civilization up to 1500 | As part of regular course review. |
| MUS 112 | Music Fundamentals | Update course outline - remove lab requirement. |
| MUS 116 | Chamber Singers I Beginning | Revised per title 5 - modified Student Learning Outcomes, added audition. |
| MUS 117 | Vocal Ensemble I Beginning | Update course outline – modified Student Learning Outcomes, added audition to requisites. |
| MUS 118 | Concert Choir I – Beginning | Update course outline – to adhere to new state requirements. |
| MUS 119 | Concert Choir II- Intermediate | Update course outline – to adhere to new state requirements. |
| MUS 121 | Chamber Chorale I Beginning | Update course outline – to adhere to new state requirements. |
| MUS 126 | Chamber Singers II Intermediate | Update course outline – to adhere to new state requirements |
| MUS 140 | Music Production Software/Hardware I | Update course outline – to adhere to new state requirements. |
| MUS 141 | Music Production Software/Hardware II | Update course outline – to adhere to new state requirements. |
| MUS 145 | Pop, Rock, and Jazz Performance Styles I | Revised per Title 5 - modified course title, and Students Learning Outcomes. |
| MUS 162 | Songwriting I | Update course outline per title 5 – modified Student Learning Outcomes and requisites. |
| MUS 170 | Sight Reading for the Studio I | Update course outline – removed lab requirement. |
| MUS 208 | Studio Orchestra I | Revised per Title 5 - modified course requisites, Student Learning Outcomes. |

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| MUS 213 | Professional Performance Techniques (Vocal) | Update course outline – to adhere to new state requirements. |
| MUS 215 | Musical Theatre Production I Beginning | Update course outline – to adhere to new state requirements. |
| MUS 224 | Musical Theatre Workshop | Update course outline – to adhere to new state requirements. |
| MUS 230 | Voice-Intermediate/Advanced | Update course outline re Title Five Compliance. |
| MUS 231 | Voice IV - Advanced | Update course outline re Title V Compliance. |
| MUS 232 | Women's Ensemble I Beginning | Update course outline re Title V Compliance. |
| MUS 242 | Women's Ensemble II Intermediate | Update course outline re Title V Compliance. |
| MUS 290 | Applied Music I Beginning | Update course outline re Title V Compliance. |
| MUS 291 | Applied Music II Intermediate | Update course outline re Title V Compliance. |
| MUS 292 | Applied Music III Intermediate/Advanced | Update course outline re Title V Compliance. |
| OFF 120 | Microsoft Excel | Update course outline - increase unit value and rename course. |
| OFF 294 | Microsoft Word | Update course outline – increase unit value. |
| PSY 203 | Research Methods in Psychology | Update course outline - modified number of units and lecture hours. |
| THEA 140 | Introduction to Lighting for Theatre, Television and Film | Update course outline – modified lecture and lab hours. |
| THEA 211A | Camera Acting I - Beginning | Update course outline – to adhere to new state requirements. |
| THEA 245 | Stage and Project Management for Theatre, TV and Film | Update course outline – to adhere to new state requirements. |
| THEA 290 | Citrus Theatre Academy | Update course outline – to adhere to new state requirements. |
| VNRS 173 | Psychology for Vocational Nurses | Update course outline – modified prerequisites and update language to meet nursing board approval. |

| INACTIVATED COURSES | | |
|----------------------------|----------------------|--|
| Course Subject And Number | Course Title | Justification |
| BIOL 100 | Introductory Biology | Course has not been offered for several years. |

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| CHLD 109 | Introduction to Early Childhood Education | Course has not been offered for several years. |
| ENGL 100 | Fundamentals of Composition | This course has been replaced by ENGL 099. |
| KIN 156A | Physical Conditioning for Intercollegiate Sports | Replaced by new KINC discipline. |
| KIN 156B | Physical Conditioning for Intercollegiate Sports | Replaced by new KINC discipline. |
| KIN 160A | Advanced Physical Conditioning for Intercollegiate Sports | Replaced by new KINC discipline. |
| KIN 160B | Advanced Physical Conditioning for Intercollegiate Sports | Replaced by new KINC discipline. |
| KIN 207A | Off-Season Men's Varsity Athletics | Replaced by new KINC discipline. |
| KIN 207B | Off-Season Men's Varsity Athletics | Replaced by new KINC discipline. |
| KIN 208A | Off-Season Women's Varsity Athletics | Replaced by new KINC discipline. |
| KIN 208B | Off-Season Women's Varsity Athletics | Replaced by new KINC discipline. |
| MATH 017 | Basic Math and Study Skills | No longer part of program. |
| MATH 115 | Business Mathematics | No longer part of program. |
| OFF 154 | Professional Development Series: Interpersonal Skills | Course has not been offered in the past two years. |
| OFF 155 | Professional Development Series: Business Etiquette and Protocol | Course has not been offered in the past two years. |
| OFF 156 | Professional Development Series: Team Dynamics | Course has not been offered in the past two years. |
| OFF 157 | Professional Development Series: Customer Relations and Rapport | Course has not been offered in the past two years. |
| OFF 158 | Professional Development Series: Leadership in Organizations | Course has not been offered in the past two years. |
| OFF 159 | Professional Development Series: Career Planning and Networking | Course has not been offered in the past two years. |
| OFF 160 | Professional Development Series: Professional Image | Course has not been offered in the past two years. |
| OFF 161 | Professional Development Series: Interview Styles & Strategies | Course has not been offered in the past two years. |

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| OFF 291 | Telecommunications for the Office | Course not currently offered. |
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| MODIFIED PROGRAMS | |
|---|--|
| Program Title | Justification |
| Business AS Degree | Modified existing degree requirements. |
| Writing Competency Certificate of Achievement | Modified certificate requirements. |
| Accounting Certificate of Achievement | Modified certificate requirements and added Student Learning Outcomes. |
| Microsoft Office Skill Award | Modified program description and outcomes. |
| Office Clerk Skill Award | Modified skill award Outcomes. |

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|-------------------------|--|---------------------|--------------|------------|----------------|
| Castillo, Claudia | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Cross, Cynthia | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Dominguez, Victoria | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Eiland, Thomas | Learning Community Teams / Bridges to Success Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Gunderson, Mark | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Hester, Dana | Biology Lab Coordinator / Biology | Hourly as needed | 01/16/13 | 06/30/13 | \$51.73/hr. |
| Hinojosa, Joanne | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Rivadeneira, Justina | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Rudd, Rebecca | Learning Community Teams / Race to STEM Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Ryba, David | Maintain ChemNet Software / Chemistry | Hourly as needed | 01/16/13 | 06/30/13 | \$51.73/hr. |
| Villa, Lisa | Learning Community Teams / Bridges to Success Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Waddington, Brian | Honors Coordinator / Language Arts | Stipend | 06/24/13 | 08/15/13 | \$950.00/tl. |
| Walz, Sheryl | Learning Community Teams / Bridges to Success Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|----------------|---|-------------------|--------------|------------|----------------|
| White, Gailynn | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|-------------------------|----------------------|---------------------|--------------|------------|-------------|
| Williams, Monique | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Wozencroft, Paulette | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|---------------------|---|-------------------|--------------|------------|----------------|
| Andaya, Sophie | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Baldrige, Todd | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Ballard, Stephanie | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Barajas, Noemi | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Bidwell, Jennifer | Librarian / Library | Hourly as needed | 01/03/13 | 06/30/13 | \$44.90/hr. |
| Birmingham, Thomas | Learning Community Teams / BSI Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Brennan, Donna | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Cao, Alvin | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Chandrasekhar, Usha | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Clark, Diamond | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Curran, Keith | 4 Writing Cafe Workshops / Bridges to Success Grant | Stipend | 01/16/13 | 02/14/13 | \$720.00/tl. |
| Cusick, Tanya | Instructor / Dental | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Demonaco, John | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Dhillon, Dalvir | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|--------------------|---|-------------------|--------------|------------|----------------|
| Dillibe, Anne | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Elias, Brian | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Ferguson, Mark | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Gerloff, Christine | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Gonzales, Rina | Instructor / Dental | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Hemphill, Kathi | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Hullings, Ginger | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Johnson, Clay | ESL Coordinator / Non Credit | Hourly as needed | 01/16/13 | 06/30/13 | \$42.24/hr. |
| Killen, Monica | Learning Community Teams / Bridges to Success | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Krause, Sandra | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Linderman, Vivian | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Mahmood, Anwar | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| McWilliams, Stuart | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Mumford, Mike | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 15, 2013**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|------------------------|---|-------------------|--------------|------------|----------------|
| Myers, Kimberly | Learning Community Teams / Bridges to Success | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Nikodym, Holly | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Nwangwu, Helen | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Parry, Erica | Instructor / Dental | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Parsons, Karla | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Payne, Renee | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Phan-Yamada, Tuyetdong | Learning Community Team / Race to STEM Grant | Stipend | 02/19/13 | 06/14/13 | \$1,000.00/tl. |
| Pineda, Selene | Librarian / Library | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Ramirez, Colleen | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Randolph, Stephanie | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Rickman, Tracy | Instructor / EMT | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| San Antonio, Vivian | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Smith, Lynda | Instructor / Cosmetology | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |
| Wickman, Mary | Instructor / Nursing | Hourly as needed | 01/16/13 | 06/30/13 | \$44.90/hr. |

**ACADEMIC EMPLOYEES
SPRING 2013 ADJUNCT
JANUARY 15, 2013**

| Name | Department/Discipline | Placement | LHE Rate |
|-------------------|------------------------------|------------------|-----------------|
| Andaya, Sophie | Nursing | 1-2 | \$1,025 |
| Caughman, Luis | Art | 1-1 | \$1,025 |
| Peterson, LaRynda | Psychology | 1-1 | \$1,025 |
| Smith, Lynda | Cosmetology | 1-1 | \$1,025 |

**ACADEMIC EMPLOYEES
WINTER INTERSESSION 2013 ADJUNCT
JANUARY 15, 2013**

| Name | Department/Discipline | Placement | LHE Rate |
|--------------------|------------------------------|------------------|-----------------|
| Bollman, Jeri | Child Development | 1-1 | \$1,025 |
| Burns, Linda | English | 4-6 | \$1,281 |
| Harfouche, Youssef | Biology | 1-3 | \$1,025 |
| Love, Jamie | Humanities | 4-2 | \$1,183 |
| Mixson, Vonetta | Music | 2-6 | \$1,174 |
| Noonan, Benjamin | Kinesiology | 2-6 | \$1,174 |
| Robles, Andrew | English | 1-6 | \$1,119 |

**ACADEMIC EMPLOYEES
WINTER INTERSESSION 2013 ASSIGNMENT
JANUARY 15, 2013**

| Name | Department/Discipline | Placement | LHE Rate |
|----------------------|------------------------------|------------------|-----------------|
| Castillo, Claudia | Counseling | 2-14 | \$1,559 |
| McLeod, Jennifer | Counseling | 4-12 | \$1,569 |
| Rivadeneira, Justina | Counseling | 3-17 | \$1,614 |

**ACADEMIC EMPLOYEES
WINTER 2013 NON CREDIT
JANUARY 15, 2013**

| Name | Department/Discipline | Placement | Hourly Rate |
|-----------------|------------------------------|------------------|--------------------|
| Durfield, Amber | Non Credit | 1-1 | \$38.43 |
| Fernando, Jody | Non Credit | 1-1 | \$38.43 |
| Hamidi, Vahid | Non Credit | 1-1 | \$38.43 |
| Starke, Dianne | Non Credit | 1-1 | \$38.43 |

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JANUARY 15, 2013**

| NAME | CLASS/DEPT/PRCT. | REASON/MOS. | BEGN/END | RANGE & STEP | MONTHLY RATE |
|-------------------|--|--------------------|------------------------------|-------------------------|---------------------|
| Caballero, Connie | 49% Administrative Clerk II (CalWorks) | Employment | 1/16/13 | 22-1 | \$1,258.92 |
| Carpenter, Noel | 100% Payroll Technician (Fiscal Services) | Employment | 1/16/13 | 34-1 | \$3,455.33 |
| Dickson, Todd | Campus Security Officer II (Campus Security) | Shift Change | 1/22/13 | 29-4 (27-4+2I) | \$3,535.39 |
| Dudley, Deryn | 49% Research Analyst (Institutional Research) | Employment | 1/16/13 | 49-1 | \$2,452.13 |
| Gomez, Julian | Campus Security Officer II (Campus Security) | Shift Change | 1/22/13 | 28-7 (27-7+1I) | \$3,992.84 |
| Gomez, Julian | Campus Security Officer II (Campus Security) | Shift Change | 11/5/2012 thru 1/22/13 | 29-7 (27-7+2I) | \$4,092.66 |
| Longoria, Monique | 40% Student Services Assistant (EOP&S) | Employment | 1/16/13 | 17-1 | \$908.33 |
| Medley, Tara | 49% Account Clerk/Cashier (Student Business) | Employment | 1/22/13 | 29-1 | \$1,496.46 |
| Olivas, Daniel | 49% Golf Range Tech I (Golf Range) | Employment | 1/28/13 | 10-1 | \$936.08 |
| Quick-Cone, Amber | 100% Payroll Technician (Fiscal Services) | Temporary Upgrade | 1/3/13 thru 1/15/13 | 34-5 | \$4,199.97 |

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JANUARY 15, 2013**

| | | | | | |
|-----------------------|---|-----------------------------|---------|-------------------|------------|
| Robidoux, Patricia | 100% Administrative Assistant (Superintendent/ President's Office) | Employment (Superv/Conf) | 1/16/13 | 6-1 | \$4,217.00 |
| Ryan, Tonya | 100% Administrative Assistant (Student Services) | Employment | 1/16/13 | 43-4 (42-4+1A) | \$4,995.42 |
| Scheel, Maria | 49% Program Assistant (Campus Safety) | Employment | 1/22/13 | 24-1 | \$1,322.65 |
| Stallard, Claire | 49% Research Analyst (Institutional Research) | Employment | 1/16/13 | 49-1 | \$2,452.13 |
| Tea, Isabella | 49% Administrative Clerk I (Student Activities) | Employment | 1/22/13 | 19-1 | \$1,169.03 |
| Wilcox, Todd | 100% Bookstore Shipping/Receiving Clerk (Bookstore) | Employment | 1/16/13 | 20-1 | \$2,445.43 |

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JANUARY 15, 2013**

| Name | Classification/Reason | Date(s)/Department |
|---------------------|--|--------------------------------------|
| Banuelos, Christina | Campus Safety Officer II (Resignation) | 12/31/12 (Campus Safety) |
| Bradshaw, Robert | Professional Expert - Construction Project Manager (Resignation) | 1/15/13 (Administrative Services) |
| Caselles, Vera | Library Media Assistant (Resignation) | 1/18/13 (Library) |
| Dillard, Terrell | Campus Safety Officer I (Resignation) | 12/11/12 (Campus Safety) |
| Ferri, Teresa | Financial Aid Technician (Retirement) | 12/29/12 (Financial Aid) |
| Foster, Darren | Golf Range Tech I (Resignation) | 10/19/12 (Golf Range) |
| Ramirez, David | Campus Security Officer II (FMLA) | 11/6 thru 11/9 |

**CLASSIFIED SUBSTITUTES
JANUARY 15, 2013**

| NAME | CLASS/DEPT/PRCT. | REASON/MOS. | BEGN/END | RANGE & STEP | MONTHLY RATE |
|-------------------|-----------------------------|---|----------------------------|-------------------------|---------------------|
| Beatty, Denise | Account Clerk/Cashier | Rotating Absences | 1/18/13 thru 6/30/13 | 29-1 | \$17.62/hr. |
| Egbert, Ida | Account Clerk/Cashier | Rotating Absences | 1/18/13 thru 6/30/13 | 29-1 | \$17.62/hr. |
| Gutierrez, Herman | Account Clerk/Cashier | Rotating Absences | 1/18/13 thru 6/30/13 | 29-1 | \$17.62/hr. |
| Joseph, Jeffrey | Campus Safety Officer I | Vacant position | 1/16/13 thru 6/30/13 | 22-1 | \$14.82/hr. |
| Koulos, Patricia | Account Clerk/Cashier | Rotating Absences | 1/18/13 thru 6/30/13 | 29-1 | \$17.62/hr. |
| Patino, Cynthia | Administrative Secretary II | Serve as substitute while position is being flown | 1/16/13 thru 3/15/13 | 34-1 | \$19.93/hr. |
| Yang, Joyce | Administrative Clerk III | Serve as substitute while employee is on leave | 1/17/13 thru 4/1/13 | 26-1 | \$16.36/hr. |

**SHORT-TERM, HOURLY
JANUARY 15, 2013**

| NAME | CATEGORY | DESCRIPTION | HOURLY RATE/TOTAL | BEGIN/END |
|-------------------|------------------------------|---|------------------------------|----------------------------|
| Alvarado, Nilda | Food Service Assistant I | Work during unassigned time | \$14.77/hr | 1/16/13 thru 6/30/13 |
| Corbett, Jennifer | Performing Arts Support | Assist in the preparation, rehearsal and performances | \$9/hr. | 1/16/13 thru 6/30/13 |
| Palma, Alma | Food Service Assistant II | Work during unassigned time | \$16.30/hr | 1/16/13 thru 6/30/13 |
| Rios, Irma | Student Services Support | Assist as needed | \$14/hr | 1/8/13 thru 6/30/13 |
| Sierra, Brenda | Fiscal Support | Assist with rush refunds | \$14/hr | 2/4/13 thru 3/22/13 |

**STIPENDS STRS NON-CREDITABLE
JANUARY 15, 2013**

| NAME | CATEGORY | DESCRIPTION | HOURLY RATE/TOTAL | BEGIN/END |
|-----------------|-----------------|---|------------------------------|--------------------------|
| Hahn, Shelley | Stipend | Child Development Training Consortium | Not to exceed \$9000 | 9/1/12 thru 6/30/13 |
| O'Hara, Stephen | Stipend | Field Trip Logistics | \$350tl. | 3/1/13 thru 3/2/13 |
| Volonte, Dan | Stipend | Lighting Instructor/ Kenshu Tech workshop | \$600tl. | 3/1/13 thru 3/2/13 |

PROFESSIONAL EXPERT
January 15, 2013

| NAME | DESCRIPTION | DEPARTMENT | RATE | BEGIN/END |
|------------------------------|--|-------------------------------|--------------|----------------------|
| Bennett, Terri | Interpreter III | DSP&S | \$39.34/hr. | 01/16/13 to 06/30/13 |
| Cavalin, Michael | Lifeguard | Kinesiology | \$11.00/hr. | 01/16/13 to 12/31/13 |
| Cervantes, Ebuit | Audio Engineer | Fine & Performing Arts | \$250.00/day | 01/16/13 to 12/31/13 |
| Cope, James | Environmental, Health, and Safety Supervisor | Maintenance | \$45.63/hr. | 01/16/13 to 06/30/13 |
| Deatrck, Steven | Audio Engineer | Fine & Performing Arts | \$250.00/day | 01/16/13 to 12/31/13 |
| Everman, Lowell Allen | Accompanist - Piano | Fine & Performing Arts | \$25.00/hr. | 01/16/13 to 12/31/13 |
| Gamboa, Robert | CTE Transition Technician II | Career Technical Education | \$43.00/hr. | 01/16/13 to 12/31/13 |
| Gomez, Esteban | Interpreter I | DSP&S | \$23.81/hr. | 01/16/13 to 12/31/13 |
| Hoffman, Jennifer | Certified Food Manager | Facilities Rentals | \$17.00/hr. | 01/16/13 to 12/31/13 |
| Holm, Dorene | Interpreter I | DSP&S | \$23.81/hr. | 01/16/13 to 06/30/13 |
| Hurtado, Aimee | Interpreter II | DSP&S | \$27.95/hr. | 01/16/13 to 06/30/13 |
| Keslake, Gregory | Audio Engineer | Fine & Performing Arts | \$250.00/day | 01/16/13 to 12/31/13 |
| McCarns-Yolland, Jonathan | Audio Engineer | Fine & Performing Arts | \$250.00/day | 01/16/13 to 12/31/13 |
| Pierce, James | Chief Engineer | Maintenance | \$50.56/hr. | 01/16/13 to 06/30/13 |
| Sengupta, Regina | Interpreter IV | DSP&S | \$46.59/hr. | 01/16/13 to 06/30/13 |
| Shaffer, Rachel | Interpreter II | DSP&S | \$27.95/hr. | 01/16/13 to 06/30/13 |
| Sherlock, Robert Michael | Audio Engineer | Fine & Performing Arts | \$250.00/day | 01/16/13 to 12/31/13 |
| Turk, Wendi | Accompanist - Piano | Fine & Performing Arts | \$25.00/hr. | 01/16/13 to 12/31/13 |

CITRUS COMMUNITY COLLEGE DISTRICT

RESOLUTION 2012-13-05

2013-2014

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 2013-2014

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 \$190.00 per semester unit tuition fee for non-resident students, and \$19.00 per unit capital outlay surcharge for non-resident students who are both citizens and residents of a foreign country, effective for the fiscal year 2013-2014 (commencing with the summer term 2013).

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District this 15th day of January 2013 by the following votes:

Ayes: _____

Noes: _____

Absent: _____

Susan M. Keith
President, Board of Trustees

Dated: January 15, 2013

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | January 15, 2013 | Resolution | |
| SUBJECT: | Citrus Community College District Summary of Initial Proposal to the Citrus College Faculty Association CTA/NEA (CCFA) | Information | |
| | | Enclosure(s) | X |

BACKGROUND

The current agreement between Citrus Community College District (the District) and the Citrus Community College District Summary of Initial Proposal to the Citrus College Faculty Association CTA/NEA (CCFA) will expire on December 31, 2014. Within this agreement is a provision automatically re-opening Article 8 – Salaries for negotiations. On November 14, 2012, the District was presented with CCFA’s Initial Proposal, and on December 4, 2012, the District submitted it to the Board. It is required that the Board take action to adopt its Initial Proposal to CCFA for negotiating the Article 8 – Salaries re-opener, and to present it to CCFA at an open meeting.

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.3.

Citrus Community College District

Initial Proposal to CCFA Re-Opener
December 5, 2012

The District will meet and negotiate with the Faculty Association concerning compensation as set forth in the re-opener provision in the Collective Bargaining Agreement, and respond to the Association's initial proposal in a manner consistent with the District's fiscal situation and budget priorities.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---|
| TO: | Board of Trustees | Action | X |
| DATE | January 15, 2013 | Resolution | |
| SUBJECT: | BP 3900 Speech: Time, Place and Manner - First Reading | Information | |
| | | Enclosure(s) | X |

BACKGROUND

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 3900 Speech: Time, Place and Manner notifies students, employees and members of the public of the freedom to exercise the right of free expression, subject to certain requirements. Revisions include the addition of the definition of "hate violence" as defined by the First Amendment and the California Constitution. A statement was also added regarding non-student use of open areas for speech or expressive activities. The locations designated as free speech areas are described in the corresponding AP 3900 Speech: Time, Place and Manner. Attached to the Board Policy, for information only, is the corresponding Administrative Procedure. The Student Services Committee approved the revisions to BP and AP 3900 Speech: Time, Place and Manner on October 18, 2012 and all campus constituent groups have reviewed and approved them. The Steering Committee approved them on December 10, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve a first reading of revisions to BP 3900 Speech: Time, Place and Manner.

Arvid Spor, Ed. D. _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. _____ H.4. _____

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3900 Speech: Time, Place, and Manner
(formerly numbered BP 5550)

DRAFT 10-18-12

References: Education Code Sections 66301, 76120, and 87708;
Penal Code Sections 311, 311.2, 407, 409, 415, 415.5, 416, 422.6,
~~602.9, 602.10, 626-626.6, and 626.8~~
Business & Professions Code Section 5402

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The District is considered a non-public forum, except for those areas of the college that are designated as areas generally available for use by students or the community, which are designated public forums. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures developed by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia. Students shall be free to exercise their rights of free expression, subject to the requirements of this policy. (Education Code section 76120.)

Speech shall be prohibited that is defamatory, ~~or~~ obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of Board policies or administrative procedures, or the substantial disruption of the orderly operation of the District. (Education Code section 76120.)

Nothing in this policy shall prohibit the regulation of hate violence ~~directed at students in a manner that denies their full participation in the educational process (Education Code section 66301(e))~~, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. “Hate violence” is defined in subdivision (a) of Section 4 of Chapter 1363 of the Statutes of 1992 (Senate Bill 1115) to mean any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. Acts shall not be considered “hate violence” based on speech alone, except upon a showing that the speech itself threatens violence against a

specific person or group of persons, that the person or group of persons against whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat. (Education Code section 66301.) Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Non-students may obtain use of areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities pursuant to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

Also refer to BP/AP 4030 titled Academic Freedom and AP 3900 titled Speech: Time, Place, and Manner

Board Approved 05/19/09

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

SSC 10/18/12
ASCC 11/6/12
CSEA 11/29/12
Senate 11/28/12
Mgr 11/7/12
Sup/Conf 11/2/12

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3900 Speech: Time, Place, and Manner (formerly numbered AP 5550)

DRAFT 11-6-12

References: Education Code Sections 66301, 76120, and 87708;
Penal Code Sections 311, 311.2, 407, 409, 415, 415.5, 416, 422.6,
~~602.9, 602.10, 626-626.6~~
~~, and 626.8~~
Business & professions Code Section 5402

The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

The college is a non-public forum, except for the following area (referred to herein as the Free Speech Area), which is reserved for expressive activities that are lawful and do not otherwise violate District policy; ~~–and which are lawful;~~ the area marked on the attached campus map, which is commonly referred to as the quad and comprised of the grassy areas and walkways south of Hayden Library (LI); west of Lecture Hall (LH); north of Campus Center (CC), Owl Bookshop (BK), and the Liberal Arts/Business building (LB); and east of the flagpole that is positioned north of the Liberal Art/Business building (LB) and south of the Administration building (AD). (See Campus Map.)

~~These~~ ~~areas~~ ~~was~~ ~~are~~ chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus, ~~–but also so as not to disrupt educational and other activities of the District on behalf of students. In the event the foregoing area becomes temporarily unavailable for use for any reasons, including, but not limited to, construction, campus officials shall designate one or more alternate areas for speech or expressive activities.:~~

The area described above and reserved for speech or expressive activities is a designated public forum. The District reserves the right to revoke that designation and apply a non-public forum designation. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. All areas of the college not described above that are non-public forums.

Use of the Free Speech Area (or any other designated public forum) is subject to the following regulations:

- Persons wishing to engage in speech or expressive activities in the Free Speech Area are encouraged to inform the Office Department of Campus Safety of their intent to be present in the Free Speech Area. The District encourages such check-in as a means to provide for safety and for the equitable use of the Free Speech Area. Individuals availing themselves of the Free Speech Area, whether they decide to check-in or not, may remain anonymous.
- Persons using the area shall not touch, strike or impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby, nor shall they force passersby to take materials.
- Persons using the area shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct (as defined under Penal Code Section 626.6) of the campus or classes.
- Persons using the area shall not solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the designated free speech areas on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

Non-student use of any areas, classrooms, rooms, buildings, facilities and grounds not reserved and open for speech or expressive activities is subject to the Civic Center Permit rules set forth in Board Policy and Administrative Procedure 6700, "Civic Center and Other Facilities Use."

Distribution of Materials

All persons using the Free Speech Area (or any other designated public forum) shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Material distributed in the areas that is discarded or dropped in or around the areas other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas that day.

Persons using and/or distributing material shall not impede the progress of passersby, nor shall they force passersby to take material.

Posting

Non-students may only post materials on the "Open Posting" bulletin boards. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. Materials posted in an unauthorized area will be removed.

All posted materials shall conform to the Posting Procedures guidelines set forth by the Office of Student Life. All materials displayed on a bulletin board (referred to as

“publicity” in the Office of Student Life Posting Procedures) shall clearly indicate the author or agency responsible for its production, and shall ~~be dated with the date of posting by the Office of Student Life.~~ All publicity must have the approval of the Office of Student Life for student activities, or the Office of External Relations for instructional, student services and administrative departments. Materials will not be censored, unless they are defamatory or obscene according to current legal standards.

The use of bulletin boards shall be open to use on a first-come, first-served basis. Materials displayed shall be removed after the passage of 14 calendar days. –“Open posting” bulletin boards will be cleared of all materials every two weeks on pre-determined dates. Posting Procedures and a schedule of bulletin board clearing may be obtained from the Office of Student Life.

Also see BP/AP 4030 titled Academic Freedom

Board Approved 01/19/10

NOTE: *This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.*

SSC 10/18/12
ASCC 11/6/12
CSEA 11/29/12
Senate 11/28/12
Mgr 11/7/12
Sup/Conf 11/2/12

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|-------------------------------|--------------|-------|
| TO: | Board of Trustees | Action | X |
| DATE | January 15, 2013 | Resolution | _____ |
| SUBJECT: | BP 5030 Fees – Second Reading | Information | _____ |
| | | Enclosure(s) | X |

BACKGROUND

The District’s Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

BP 5030 Fees was revised to include two groups of students who are exempt from paying the Health Fee but weren’t previously listed in the Board Policy. Language was updated regarding parking fees for BOG students, and the student representation fee approved by the student body last year was added to the list of authorized fees. Attached to the Board Policy, for information only, is the corresponding Administrative Procedure, AP 5030 Fees. The Student Services Committee approved the revisions on September 20, 2012 and all campus constituents have reviewed and approved. The Steering Committee approved revisions to BP 5030 and AP 5030 on November 26, 2012.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the second and final reading of BP 5030 Fees.

Arvid Spor, Ed. D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5030 FEES

References: Education Code Sections 76300 et seq.

The superintendent/president shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college class schedule or website. The Board of Trustees authorizes the following fees.

Enrollment Fee

Education Code Section 76300

A per unit enrollment fee shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the Board of Governors. Concurrent high school students are exempt from enrollment fees with certain limits.

Health Fee

Education Code Section 76355

The District shall charge a mandatory health fee for both full-time and part-time students an amount not to exceed that which is authorized by the Chancellor's Office. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.
- Students who are taking all of their courses online.
- Students who are enrolled in only noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Parking Fee

Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles as stipulated in Education Code Section 76360. See the class schedule for the specific amount.

Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed the specified amount set by the Education Code Section 76360 per term or session. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

Student Representation Fee

Education Code Section 76060.5

A one dollar (\$1.00) fee per semester shall be collected at the time of registration and used solely by the Associated Students of Citrus College (ASCC) to advocate and lobby city, county, state and/or federal government in support of issues of interest to the student body at large.

Instructional Materials Fees

Education Code Section 76365; Title 5 Sections 59400 et seq.

Students may be required to have instructional and other required materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

Non-District Physical Education Facilities Fees

Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Service Fee:

Education Code, Section 76062

The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the

consultation efforts of the student body.

Transcript Fees

Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The superintendent/president is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Non-resident Tuition Fee

Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available in the class schedule. Tuition will be charged for the maximum number of possible units registered for by the student. Students who have been approved for financial aid who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

International Students Application Processing Fee

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the superintendent/president. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

International Students/Resident Capital Outlay Fee

Education Code, Section 76141

The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

Library Fees

Fees shall be assessed for damaged or lost library materials and the monies collected shall be deposited to the appropriate library account.

Athletic Insurance

Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Board Approved 07/21/09

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5030 FEES

References: Education Code Sections 66025.3, 70902(b)(9), and 76300; Title 5 Section 51012; Chancellor's Office Student Fee Handbook

Fee amounts shall be published in the college class schedule and/or website. For a complete list of fee amounts, please refer to the current class schedule.

Required fees include:

Enrollment Fee (Education Code Section 76300; Title 5 Sections 58500-58509)

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

Health Fee

The health fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

- a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- b. Students who are attending a community college under an approved apprenticeship training program.
- c. Students who are taking all of their courses online.
- d. Students who are enrolled in only noncredit courses.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Nonresident tuition fee with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- o All nonresident students enrolling for 6 or fewer units; or
- o A student who is a citizen and resident of a foreign country who demonstrates financial need.

Other student assessments

- | | |
|---|-------------------------|
| • Credit by examination | Per-unit enrollment fee |
| • Career assessment testing | \$15.00 per test |
| • Service charge for returned checks | \$25.00 each |
| • Rush Transcript/Verification (same day service) | \$10.00 per request |
| • Duplicate diploma/certificate | \$16.00 |
| • Subpoena | \$15.00 |

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional tape lease/deposit (Education Code Section 70902(b)(9))
- Credit card use (Education Code Section 70902(b)(9))
- International student medical insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)

- Student identification cards (CCCCO Student Fee Handbook)
- Student body organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001 terrorist attacks. (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain \$10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

Board Approved 03/02/10

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

December 4, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, December 4, 2012, in the Center For Innovation Community Room.

Outgoing Board President Montgomery called the meeting to order at 4:15 p.m. Student Trustee Calderon led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Crescencio Calderon, Student Trustee.

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Christina Garcia, Paula Green, Lan Hao, Gerald Sequeira, Robert Slack, and Linda Welz

Faculty: Roberta Eisel, Patricia Lawrence, and John Vaughan

Supervisors/Confidential: Marilyn Grinsdale and Eric Magallon

Classified Employees: Clarence Cernal

Adjunct Faculty: Cecil Brower and Linda Chan

Students: Nayiri Baghdassarian, Luis Escarego, David Tate, and Marvin Trigo

VISITORS: Tom Gerfen

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that Dr. Irene Malmgren, Vice President of Academic Affairs, and Dr. Arvid Spor, Vice President of Student Services, have visited the six high schools that are located within the District. She thanked Dr. Lan Hao, Director of Institutional Research, and her staff for providing

each high school principal with a comprehensive profile of their graduates who have transitioned to Citrus College. The principals were very appreciative for the visits. They were especially enthusiastic about Citrus College's Early Decision Program and the possibility of their students participating.

Dr. Perri said the college's Steering Committee continues its literature review on successful strategies and practices leading to college completion. At its most recent meeting, Ms. Linda Welz, Chief Information Services Officer, presented an article that provided several completion strategies. These strategies include establishing collaborative relationships with local K-12 school districts; ensuring college leadership is committed to improving outcomes; establishing an institutional focus on serving students; coordinating instructional and student support services; using performance measurements in decision-making; and implementing professional development for the entire institution.

Dr. Perri reported that the Accrediting Commission for Community and Junior Colleges (ACCJC), which is the accrediting body for California's community colleges, has recently received national attention. The U.S. Department of Education has put pressure on ACCJC to make certain that the colleges under its jurisdiction comply in a timely manner with deficiencies it identified. Dr. Perri noted that 28 of the state's 112 community colleges are currently being sanctioned by ACCJC, the highest number in the last four years. Dr. Perri said this could result in a future accreditation process that is even more rigorous than the current one. She thanked the Board, faculty, staff, and students for their efforts with regard to the college's accreditation.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Automotive Technology Department hosted their third open house on November 28, 2012. Forty-five prospective students, along with 30 family members and friends, attended the event. They received an overview of the program presented by faculty and a tour of the facilities by alumni and current students. Dr. Malmgren gave kudos to the faculty, students, staff, and alumni for a very successful event.

Dr. Malmgren said the college's Beta Nu Eta Chapter of Phi Theta Kappa won first place in the California/Nevada region for its Honors in Action research project. The project involved original research on student success that led to the creation of the California College Completion Corps, which was featured at Convocation in August. The chapter received a plaque and a scholarship check.

Dr. Malmgren also reported that 130 anatomy students from Duarte High School visited Citrus College to complete anatomy and physiology laboratories on November 27 and 29, 2012, and December 4 and 6, 2012. The visits allowed Duarte students to assimilate course information and provided an opportunity to visit the college and learn more about the science department. Dr. Malmgren said this activity is the result of an ongoing partnership between Citrus College and Duarte High School.

Arvid Spor, Ed.D., Vice President of Student Services, had the opportunity to attend the Art Department's annual ceramics sale. He said a high level of skill is exhibited in the items offered for sale.

Dr. Spor spotlighted the counseling workshops that took place during the fall application period that assisted students in preparing applications for transfer to the University of California and the California State University systems. He said 152 students participated in the open forums and 182 students were assisted in the workshops. Dr. Spor thanked Mr. Raul Sanchez, Career/Transfer Center Coordinator; Dr. Lucinda Over, Dean of Counseling; and all of the counselors who assisted students. He added that these high-caliber services helped many students in the continued pursuit of their bachelor's degrees.

Robert Sammis, J.D., Director of Human Resources, provided an update on Management Training Workshops for 2012-2013. He said managers and supervisors would have the opportunity to attend a workshop on the evaluation of classified employees in December 2012. He said the workshops would resume in January and continue through May. Topics will include student workers, child abuse and neglect reporting, the CSEA contract, and "what you need to know about human resources."

James Woolum, Academic Senate President, commented that the fall semester has nearly concluded, with only a week remaining until final exams. On behalf of the members of the Academic Senate and the college faculty, he wished everyone a joyous and safe holiday season and a very happy new year.

Crescencio Calderon, Student Trustee, reported on ASCC events. He said that ASCC is having their annual food and toy drive from November 19 through December 7, 2012. In addition, ASCC hosted a debate forum on November 28, 2012, and elections for the ASCC board will take place on December 5 and 6, 2012. He also announced an American Red Cross blood drive and the ceramics sale, which will take place on December 4 and 5, 2012. Student Trustee Calderon thanked everyone who attended ASCC's Rock the Vote Celebration, saying it meant a great deal to the students.

Patricia Rasmussen, Member, Board of Trustees, reported on the Community College League of California (CCLC) Annual Conference in November. She said the conference was well-attended and speakers included Chancellor Brice Harris and Los Angeles Mayor Antonio Villaraigosa. Trustee Rasmussen attended some excellent workshops on a variety of topics, including foundations, bullying, the board's role in accreditation and Degree Works software, which is an interactive tool that assists students in academic planning.

Trustee Rasmussen congratulated Ms. Jody Wise, Dean of Kinesiology, Health and Athletics, on being inducted into the Fort Hays State University Athletics Hall of Fame.

The Citrus College Foundation is starting a new campaign to support the college's completion initiative. Trustee Rasmussen said the campaign seeks business and

corporate sponsorships to further college efforts to become a “College of Completion,” and she encouraged her fellow board members to participate.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the regular meeting minutes of November 20, 2012, as presented. 5 Yes.

INFORMATION AND DISCUSSION

Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Ms. Tina Hinton from Vicenti, Lloyd and Stutzman, Certified Public Accountants, who presented the District’s 2011-2012 audit reports. Ms. Hinton provided an executive summary and said the audit received an unqualified opinion on financial statements and compliance, which is the best opinion that can be rendered.

Mrs. Horton thanked her staff, including Ms. Rosalinda Buchwald, Director of Fiscal Services, and Ms. Lucia Blades, Accounting Supervisor, for their outstanding work that resulted in the successful audit.

***Bronze Star* performance in Redwood City, California on December 6, 2012 – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren said the Chancellor’s Office invited the Citrus College Theatre Department to perform scenes from the play, *The Bronze Star*, written by Dr. Bruce Solheim, History instructor, at the Veteran’s Summit II in Redwood City on December 6, 2012. Dr. Solheim; Ms. Cherie Brown, Theater Arts instructor; and Mr. Neil Weiss, adjunct instructor; will accompany four students who will perform at the event.

Citrus College Faculty Association/Community College Association/California Teachers Association/National Education Association (CCFA/CCA/CTA/NEA) Re-Opener, Article 8 – Salaries – Robert Sammis, Director of Human Resources and District Chief Negotiator

The Citrus College Faculty Association’s proposal to reopen the current contract on Article 8, Salaries, was included in the agenda as part of the public notice process.

AP 5055 Enrollment Priorities – Arvid Spor, Vice President of Student Services

Dr. Spor presented changes to AP 5055, Enrollment Priorities, which has been revised to conform to recent legislation modifications to priority registration.

Educational Programs Committee: AP 3200 Accreditation – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren presented augmentations to AP 3200, Accreditation, which have been drafted in response to CCLC recommendations that colleges include specific detail about how accreditation is handled at each district.

Program Review – Drafting and Design Technology – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the program review for Drafting and Design Technology.

Program Review – Theatre Arts – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the program review for Theatre Arts.

INDEPENDENT CONTRACTORS

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

5 Yes.

FACILITY USE

Item 3: Moved by Trustee Keith and seconded by Trustee Woods to approve facility rentals and usage.

5 Yes.

CONTRACTS

Item 4: Moved by Trustee Keith and seconded by Trustee Woods to authorize the Interim Director of the Haugh Performing Arts Center to sign contracts for the 2013-2014 schedule of events for the Haugh Performing Arts Center.

5 Yes.

SURPLUS PROPERTY

Item 5: Moved by Trustee Keith and seconded by Trustee Woods to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency.

5 Yes.

BIDS

- Item 6:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid the Dynamometer project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 8:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 9:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BOARD OF TRUSTEES

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to elect **Susan M. Keith** for the office of President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.

On behalf of the Board, Incoming Board President Keith presented Outgoing Board President Montgomery with a pen box plaque in honor of her service and leadership throughout 2012.

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Keith to elect **Patricia Rasmussen** for the office of Vice President of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.
- Item 12:** Moved by Trustee Keith and seconded by Trustee Rasmussen to elect **Joanne Montgomery** for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2012, through November 30, 2013. 5 Yes.
- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Keith to elect **Patricia Rasmussen** to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. 5 Yes.

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Keith to select **Patricia Rasmussen** as an Annual Representative to the Los Angeles County School Trustees Association for 2013. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. 5 Yes.
- Item 15:** Moved by Trustee Montgomery and seconded by Trustee Woods to select **Edward C. Ortell** as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2013. 5 Yes.
- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2012, through November 30, 2013, as follows:
- Date: 1st & 3rd Tuesdays
Time: 4:15 p.m.
Place: Citrus Community College District, Center For Innovation, Community Room (CI 159)
- 5 Yes.
- Item 17:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to select **Joanne Montgomery** and **Gary L. Woods** as the Board of Trustees ad-hoc committee for 2013 to recommend the instrument or process to be used in Board self-evaluation. 5 Yes.

Incoming Board President Keith suggested hosting a work session.

AUDITORS

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2012. 5 Yes.

SIGNATURES

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 4, 2012, through November 30, 2013. 5 Yes.

- Item 20:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. 5 Yes.

ACADEMIC CALENDAR

- Item 21:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the proposed 2014-2015 Academic Calendar. 5 Yes.

EMPLOYMENT – FACULTY

- Item 22:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2013, it is requested that the Board of Trustees authorize recruitment of one full-time Nursing position effective fall 2013. Each job posting will bear the statement, "Position contingent upon funding and final Board approval." 5 Yes.

BOARD POLICIES

- Item 23:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first reading of BP 5030 Fees. 5 Yes.

RESOLUTION

- Item 24:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to adopt Resolution No. 2012-13-04 rescinding the Board's prior approval of Amendment Number Seven to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri in order to cure and correct alleged but denied Brown Act violations, and authorizing approval of Amendment Number Eight to the Employment Agreement Between Citrus Community College District and Dr. Geraldine M. Perri, to extend Dr. Perri's term of employment, provide for step increases in salary, and clarify vacation/sick leave provisions, and to avoid claims of breach of contract.
3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods).

CLOSED SESSION: At 5:21 p.m., Incoming Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA);

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352;

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54957.6: Conference with Designated Representatives, Warren Kinsler and Board President - Unrepresented Employee - Superintendent/President.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:

Gil Aguirre v. Citrus Community College District Board of Trustees, Case No. BS139800

RECONVENE OPEN SESSION: At 5:56 p.m., Incoming Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:57 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees