

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in May

DATE: Tuesday, May 7, 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 April 5, 2013

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.
5. Per Section 72122 of the Education Code and District Administrative Procedure 5520: STUDENT SUSPENSION APPEAL, STUDENT #AXXXXXX88
6. Per Section 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT
7. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT

G. INFORMATION AND DISCUSSION

1. Campus Safety Update – Arvid Spor, Ed.D., Vice President of Student Services (Page 6)
2. 2013 Distinguished Alumni Award – Christina Garcia, Director of Development and Alumni Relations (Page 7)
3. ARCC 2013 Presentation – Lan Hao, Ph.D., Director Institutional Research (Page 8)

4. **Revised Administrative Procedures: 6550, Disposal of District Property and 3560, Alcoholic Beverages – Carol R. Horton, Vice President of Finance and Administrative Services. (Page 9)**

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 15)
- b. Authorization is requested to approve facility rentals and usage. (Page 18)
- c. Authorization is requested to approve A & B Warrants for March 2013. (Page 20)
- d. Authorization is requested to approve purchase orders for March 2013. (Page 22)
- e. 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 28)

Academic Affairs

- f. Authorization is requested to approve the new, modified, and inactivated courses, and the modified program. (Page 32)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 40)
- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 48)
- i. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 52)

H. ACTION (continued)

Business Services

- 2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2013, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 63)
- 3. Authorization is requested to approve the use of the estimated \$8,557,441 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund additional class sections. (Page 68)

Human Resources

- 4. Authorization is requested to approve the increase of two percent (2%) to the respective salary schedules for management and supervisor/confidential employees effective July 1, 2013. (Page 71)
- 5. Authorization is requested to declare salaries for all unrepresented employees indefinite for the 2013-2014 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. (Page 72)

General

- 6. Authorization is requested to approve the first reading of BP 4223 – Withdrawal from Courses. (Page 73)
- 7. Authorization is requested to approve the first reading of BP 6450 Wireless or Cellular Telephone Usage and BP 6700 Other Facilities Use. (Page 77)

8. Authorization is requested to approve the first reading of BP 7107 – Nepotism, and BP 7113 – Service Animals. (Page 85)
9. Authorization is requested to approve the second reading of BP 4280 – Final Examinations. (Page 93)
10. Authorization is requested to approve Resolution #2012-13-09 to order the Biennial Governing Board Election, Tuesday, November 5, 2013. (Page 95)
11. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc advisory committee, composed solely of two Board members, to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. Consistent with Board of Trustees action on April 2, 2013, the ad-hoc advisory committee would be authorized to use District legal counsel. The ad-hoc advisory committee will cease to exist July 30, 2013. (Page 98)

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

I. ADJOURNMENT

Dates to Remember:

- | | |
|---------------|--|
| May 21, 2013 | 3:30 p.m. Retiree/Tenuree Reception
4:15 p.m. Board of Trustees Meeting |
| May 27, 2013 | HOLIDAY – <i>Memorial Day</i> |
| May 30, 2013 | 50 th Annual Achievement Awards Dinner & Program |
| June 15, 2013 | Commencement |
| June 18, 2013 | Board of Trustees Meeting |
| July 4, 2013 | HOLIDAY – Fourth of July |
| July 16, 2013 | Board of Trustees Meeting |

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	_____
DATE	April 25, 2013	Resolution	_____
SUBJECT:	Campus Safety Update	Information	X
		Enclosure(s)	_____

BACKGROUND

The Department of Campus Safety is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concerns that may be an immediate threat to the safety and security of those on campus. As such, Campus Safety is charged with providing updates on recent events. This update will provide information on emergency preparedness and parking improvements.

Emergency preparedness is a college priority and responsibility. In order to prepare the campus community for emergency situations, Campus Safety along with emergency preparedness partners has developed an Emergency Preparedness workshop that is tailored to specific buildings and needs. Additionally, Campus Safety has recently initiated several parking initiatives. One of those initiatives is the introduction of the on-line parking permit purchasing system. The on-line parking permit is a customer service driven initiatives that frees students from purchasing permits on campus, standing in line, and offers an immediate temporary permit.

This item was prepared by Martha McDonald, Dean of Students.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 7, 2013	Resolution	_____
SUBJECT:	2013 Distinguished Alumni Award	Information	X
		Enclosure(s)	_____

BACKGROUND

Citrus College celebrates May as Alumni Month to highlight and celebrate the many contributions of alumni that strengthen the college in a variety of significant ways.

Citrus College alumni are important ambassadors for the college, generating ongoing resources such as awareness, goodwill, community support and philanthropy.

During the Commencement ceremony, the Citrus Alumni and Friends Association awards the 'Distinguished Alumni Award' to an outstanding alumnus who has made significant contributions and has provided service to the community and best represents the values of Citrus College.

This year's recipients are Bernard "Bo" Bollinger, Laura Bollinger and Phyllis Fritz.

This item was prepared by Clarence D. Cernal, Administrative Assistant, Citrus College Foundation – Development and Alumni Relations.

RECOMMENDATION

Information only; no action required.

Christina M. Garcia
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 7, 2013	Resolution	_____
SUBJECT:	ARCC 2013 (Scorecard) Presentation	Information	X
		Enclosure(s)	X

BACKGROUND

The ARCC Report (Accountability Reporting for the Community Colleges) meets a legislative requirement that resulted from Assembly Bill 1417. The CCC System Office produces this report each year and disseminates it so that each college will share it with the Board of Trustees to make college officials aware of system and college performance in specific areas of effort and to inform the public about overall system performance.

Per recommendation 7.3 from the Student Success Task Force, a new Student Success Scorecard was created using the existing ARCC framework and performance indicators.

This item was prepared by Linda Swan, Administrative Secretary.

RECOMMENDATION

Information only; no action required.

Lan Hao, Ph.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Administrative Services – Revisions to AP 6550 – Disposal of District Property and AP 3560 – Alcoholic Beverages	Information	X
		Enclosure(s)	X

BACKGROUND

The District's current Board Policies and Administrative Procedures are regularly reviewed and updated to align with the recommended Board Policies and Administrative Procedures developed in conjunction with the Community College League of California (CCLC). The existing Administrative Services Administrative Procedures have been reviewed and revised to bring them up to date and align them with the Administrative Services chapter of the Board Policies and Administrative Procedures recommended by the CCLC. Revisions of the attached Administrative Procedures were approved by the Financial Resources Committee or Physical Resources Committee, CSEA, Management Team, Supervisor/Confidential Team, Academic Senate, ASCC and the Steering Committee.

AP 6550 Disposal of District Property
AP 3560 Alcoholic Beverages

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

RECOMMENDATION

Information only; no action required.

Carol R. Horton
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP 6550 DISPOSAL OF DISTRICT PROPERTY

References: Education Code Sections 70902(b)(6) 81360 et seq.,
and 81450 et seq.

- Delegation by the Superintendent/President to appropriate administrator(s) of authority to dispose of property to highest bidder after payment has been received by the District
- Schedule for disposal of personal property (e.g., library books, theatre props)
- Schedule for disposal of equipment (e.g., computers, copiers, vehicles)
- Authority to dispose of property in lots
- Requirement for posting in at least three public places in the district for not less than two weeks, or publication at least once a week for a period of not less than two weeks in a District newspaper
- Provision that staff may dispense with posting/publication and sale to the highest bidder if:
 - the surplus property is exchanged with, sold, or donated to a school district, community college district, or other public entity; or
 - the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions
- Schedule for reporting to the Board of Trustees (e.g., annually, quarterly)
- Provision, if the District chooses to include it, that District employees may not buy property declared to be surplus (this is an element of conflict of interest)
- Provision for Board action for disposal of property under \$5,000.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

The Vice President of Finance and Administrative Services shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:

- a) The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
- b) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility

If the Board of Trustees, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by the Vice President of Finance and Administrative Services or Director of Purchasing and Warehouse at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse at private sale without advertising.

In addition, the Board may sell or lease real property belonging to the District under the following conditions:

If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the district, of any real property of the district.

Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

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**.*

Approvals:

Physical Resources Committee 2/6/13

CSEA 3/5/13

ASCC 2/26/13

Academic Senate 3/27/13

Management Team 3/8/13

Supervisor/Confidential Team 3/12/13

Steering Committee 4/22/13

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3560 ALCOHOLIC BEVERAGES

References: Business and Professions Code 24045.4, 24045.6 and 25608
 34 Code of Federal Regulations 668.46b

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Campus Safety Department. The campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Glendora Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during an event sponsored by the District for the Citrus College Foundation in connection with the District's instructional program.
- The alcoholic beverage is for use during a fundraiser held to benefit the Citrus College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a liquor license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage must be at a minimum, 21 years of age.
- Every person who consumes any alcoholic beverage must be at a minimum, 21

years of age.

- Organizations must follow the provisions as stated in the Department of Alcoholic Beverage Control Information for Daily On-Sale General Licensees.

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**.

Approvals:

Physical Resources Committee 2/7/13

CSEA 3/5/13

ASCC 2/26/13

Academic Senate 3/27/13

Management Team 3/8/13

Supervisor/Confidential Team 3/12/13

Steering Committee 4/22/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton
Recommended by _____

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.a.

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – May 7, 2013

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Annette Yee and Company Incl.	\$5,000.00max	District	5/8/13-5/7/18	Continuing Disclosure Services
Ariane Leheuw Associates	\$20,000.00max	District	7/1/13-6/30/14	Bond Consultant
Pacific Engineers Group	\$7,500.00max	District	5/8/13- Project Completion	Electrical Consulting –SF6 Switch Replacement
R2A Architecture	10% of Constr Cost \$516,023.00max	Bond	1/14/09- Project Completion Revision	Add'l Architectural Services Changes for Admin Bldg Renovation Proposal #9646P.00
<u>CENTER FOR TEACHER EXCELLENCE (HSI PT5)</u>				
Solano, Dr. Alberto	\$8,500.00max	Grant	5/8/13-9/30/13	External Program Evaluation
<u>FINE AND PERFORMING ARTS</u>				
Almojuela, Megan	\$1,500.00max	District	5/8/13-6/30/13	Musician Services
Elliott, Michelle	\$1,200.00max	District	5/8/13-6/30/13	Musician Services
Elliott, Nicole	\$1,200.00max	District	5/8/13-6/30/13	Musician Services
Ferrer, Joshua	\$1,500.00max	District	5/8/13-6/30/13	Musician Services
Lane, Michelle	\$1,500.00max	District	5/8/13-6/30/13	Musician Services
Lefort, Kenneth William	\$1,000.00max	District	5/8/13-6/30/13	Sound Design
<u>FOSTER CARE EDUCATION</u>				
Alvidrez, Maria Dolores	\$1,115.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Arnold, Heather	\$3,007.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Arteaga, Elisa	\$1,320.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Brown, Deborah Patrice	\$12,100.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Browne, Sandra	\$2,520.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Cash, Karen	\$11,020.00max	Grant	7/1/13-6/30/14	Facilitator for Foster Care Participant Classes
Cash, Karen	\$10,500.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Castillo, Julissa	\$3,441.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Christensen, Sandra	\$5,550.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Code, Lucy Maria	\$560.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Cooper, Wanda	\$4,389.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Dixon, Karen	\$11,800.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Dixon, Karen	\$11,020.00max	Grant	7/1/13-6/30/14	Facilitator for Foster Care Participant Classes
Doakes, Sarah	\$2,436.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Fagan, Natalie	\$4,125.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes

Garcia, Marlene	\$495.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Grandparents As Parents	\$2,310.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Haghani, Richard	\$7,525.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Hill, James	\$2,507.00max	Grant	7/1/13-6/30/14	Facilitator for Foster Care Participant Classes
Jenkins, Helen	\$2,325.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Our Family Comes First	\$5,334.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Paddock, LeeAnn	\$8,217.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Paddock, LeeAnn	\$4,608.00max	Grant	7/1/13-6/30/14	Facilitator for Foster Care Participant Classes
Razo, Jorge	\$8,010.00max	Grant	7/1/13-6/30/14	Facilitator for Foster Care Participant Classes
Razo, Jorge	\$2,997.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Razo, Maria Lucy	\$3,068.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Recendez, Rodrigo	\$9,000.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Robertson, Deena	\$1,404.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Rodriguez, Anier	\$5,022.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Schaal, Rebecca	\$999.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Sharp, Gail	\$600.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Turner, Leanne	\$1,250.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Vracin, Alex	\$2,496.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Walker, Joseph	\$2,001.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
Washington, Gwen	\$8,775.00max	Grant	7/1/13-6/30/14	Training for Foster Care Participant Classes
<u>HSI BRIDGES TO SUCCESS GRANT</u>				
Solano, Dr. Alberto	\$8,500.00max	Grant	5/8/13-12/31/13	Outside Evaluation of Grant Yr 4
<u>RACE TO STEM</u>				
Phelan, John Patrick	\$150.00max	Grant	5/29/13-5/29/13	Presentation to STEM Students
<u>SCHOOL RELATIONS AND OUTREACH</u>				
De La Torre, Lilian	\$150.00max	District	5/15/13-5/15/13	Translation Services
<u>SUPERINTENDENT/PRESIDENT</u>				
VMA Communications	\$170.00per hr max	District	7/1/13-6/30/14	Consulting Services for 100-Year Anniversary Celebration

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

**Use of Facilities
May 7, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
CHOC Foundation	Recording Arts Studio	Vocal Overdubbing	3/4/2013	\$600.00
FLS International	LB102	Student Orientation	3/27/2013	\$50.00 plus additional labor if required
Corey B. Hirsch	Recording Arts Studio	Basic Tracking	3/30/2013	\$100.00
J.C. Productions	Recording Arts Studio	Vocal Overdubbing	4/1/2013	\$300.00
Creative Deviants	Quad and LH103	Web Video Filming	4/9/2013	\$1,100.00 plus additional labor if required
Haven - APU	S6 Parking Lot	Poetry and Art Night	4/18/2013	\$100.00 plus additional labor if required
Red Dragon Karate	Performing Arts Center	Graduation & Awards Ceremony	5/5/2013	\$3,530.00 plus additional labor if required
FLS International	Campus Center East Wing	Homestay Event	5/11/2013	\$375.00 plus additional labor if required
Sharp International	Gym	Cheer and Dance Competition	5/18/2013	\$2,400.00 plus additional labor if required
Metropolitan Educational Network	Performing Arts Center	Children's Theatre Performance	5/20 through 5/25/13	\$8,850.00 plus additional labor if required
Melody Yao	Performing Arts Center	Dance Performance	6/28 & 6/30/13	\$4,650.00 plus additional labor if required
LA County Sanitation District	S6 Parking Lot	Household Waste Collection	7/26 & 7/27/13	No Fee- labor charges only if required
Azusa High School	Stadium and Locker Rooms	2013 Season Football Games	9/6, 9/27, 10/3, 10/10 and 10/24/12	\$13,000.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for March 2013 "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for March 2013.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
March, 2013		
B WARRANT AMOUNT PAID TO VENDORS		\$3,101,788.74
GRANT AMOUNT PAID TO STUDENTS		\$4,465,193.38
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
175	C1H-C	\$1,573,020.10
16	060-C	\$4,832.32
366	C5H-C	\$1,017,922.64
24	C5H-N	\$34,550.05
1	065-C	\$1,021.99
5	C3H-C	\$5,685.98
441	C3H-N	\$202,968.04
1	067-C	\$891.79
12	067-N	\$6,556.07
11	079-C	\$4,906.03
5	079-N	\$6,277.26
1	C2I-C	\$2,993.00
301	C2I-N	\$1,313,191.49
1,359		\$4,174,816.76
ske		
5/2/2013		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders for March 2013.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for March 2013.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.d. _____

Includes 03/01/2013 - 03/31/2013

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-20238	Monrovia Reproduction	9375	Blanket PO	42-5800	500.00
13-21784	Just Lab Coats	0030	Lab Coats-Instructors	01-4300	129.55
13-21787	General Binding Corp	9260	Supplies	01-4300	66.99
13-21805	Bay Alarm Company	9370	CCTV Security-Library	41-6400	9,609.00
13-21832	Amazon.com Corporate Credit	0280	Supplies	01-4300	281.53
13-21837	McBain Instruments	0030	Biology supplies	01-4300	107.20
13-21838	Ball Custom Window Coverings	9721	Blinds For CC and Student Affairs/Life Offices	71-4300 71-6400	1,351.60 6,954.20
13-21839	Dell Computer Corp	0310	Computers - DSPS	01-6400	1,926.12
13-21840	Division of State Architect	9375	Additional Fee For DSA	42-5800	1,416.68
13-21841	Carolina Biological Supply	0030	Supplies	01-4300	304.69
13-21842	Technology of the Arts	0280	Supplies	01-4300	395.27
13-21843	Governet	9170	Software Upgrade	01-5800	20,000.00
13-21844	GDL Best Contractors, Inc.	9375	Tech C - Esthetician Remodel	42-6100	729,300.00
13-21845	BMI General Licensing	9030	Music License	01-5880	2,080.80
13-21846	R & D Business Interiors	3370	Office Furniture-TE 112A	01-6400	5,809.27
13-21847	Best Buy	0080	HDTV Monitor	01-6400	378.58
13-21848	R & R Custom Signs	9375	Signage - Campus Wide	42-5800	3,596.31
13-21849	NCIAC City College of San Francisco	9285	Conference Registration	01-5200	225.00
13-21850	Sehi Computer Products Inc	9290	Supplies	01-4300	231.55
13-21851	Plaza Produce	9673	Lunches	01-4300	59.70
13-21852	WACAC Conference	9290	Conference Registration	01-5200	240.00
13-21853	Sehi Computer Products Inc	9081	Printer-EOPS	01-6400	278.50
13-21854	Dramatists Play Service Inc.	0080	Play Scripts	01-4300	199.40
13-21855	Duarte Chamber of Commerce	9230	Booth Fee	01-5800	150.00
13-21856	J.D. Fields Wholesale Lumber	9030	Supplies	01-4300	4,063.52
13-21857	Monrovia Chamber of Commerce	9100	Ad-Newsletter Inserts	01-5790	125.00
13-21858	CISOA Executive Events	9100	Registration Fees	01-5200	325.00
13-21859	Stamp Out	9050	Stamps	01-4300	56.57
13-21860	Costco Wholesale	9230	Blanket PO	71-4300	2,000.00
13-21861	CACCRAO	9010	Conference Registration	01-5200	600.00
13-21862	Plaza Produce	9673	Lunches	01-4300	107.30
13-21863	Edvotek, Inc.	0030	Supplies	01-4300	345.10
13-21864	R & R Custom Signs	9375	Blanket PO	42-5800	5,000.00
13-21865	SVM, LP	9580	Gas Cards for Students	01-7600	5,018.95
13-21866	Armstrong Medical Industries	3200	Medi-Cart Keys	01-4300	36.80
13-21867	BSN Sports	0060	Kinesiology Supplies	01-4300	1,310.65
13-21868	Lion Express	0280	Transportation	71-5800	2,003.55
13-21869	Lion Express	0280	Transportation	71-5800	638.38
13-21870	Dollar Tree	0030	Supplies	01-4300	57.18
13-21871	SwimOutlet.com	0060	Swim Back Packs	01-4300	1,618.40
13-21872	San Gabriel Valley Tribune	9260	Print Subscription Renewal	01-4300	252.00
13-21873	RDG Woodwinds, Inc.	9260	Books	01-6300	99.84
13-21874	Hardy Diagnostics	0030	Biology Supplies	01-4300	138.43
13-21875	Medic Batteries	0280	Batteries	01-4300	420.65
13-21876	J H Mitchell	9190	Diesel Fuel	01-4360	499.98
13-21877	Fisher Scientific	0030	Supplies	01-4300	69.00
13-21878	LBI-Boyd Wallcoverings	0030	Marker/Tackboard	01-6400	302.50

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-21879	Sehi Computer Products Inc	0280	Printer Repair Part	01-4300	274.69
13-21880	Ward's Natural Science	0030	Supplies	01-4300	47.12
13-21881	Daigger & Company	0030	Supplies	01-4300	26.78
13-21882	VWR Scientific	0030	Digital Waterbath	01-6400	2,207.47
13-21883	Laguna Clay	0010	Supplies	01-4300	1,167.63
13-21884	Owl Bookshop	9182	Blanket PO	01-4300	3,000.00
13-21885	Logix Inc.	9110	Photo Printer-Reprographics	01-6400	4,056.00
13-21886	Studica, Inc.	9344	Autodesk Software Upgrade	01-4300	1,105.26
13-21887	Toshiba Direct	0311	Computer	01-6400	1,479.32
13-21888	Identification & Security	9012	Photo ID Supplies	01-4300	1,887.36
13-21889	Daigger & Company	0311	Supplies	01-4300	419.65
13-21890	Community College League of California	9260	Renewal of Online Database Subscriptions	01-5840	11,487.00
13-21891	SC Fuels	9190	Gasoline	01-4360	9,976.50
13-21892	Ipswitch, Inc	9100	IPSwitch Support	01-5840	175.00
13-21893	Signature Flooring Inc.	9190	Carpet-LS	01-6100	800.00
13-21894	Amazon.com Corporate Credit	9100	Supplies	01-4300	186.08
13-21895	Amazon.com Corporate Credit	9170	Supplies	01-6400	47.55
13-21896	Carolina Biological Supply	0030	Supplies	01-4300	41.79
13-21897	Ipswitch, Inc	9100	IPSwitch Support	01-5840	495.00
13-21898	Globalstar USA	0300	Satellite Phone	01-5800	43.85
13-21899	Glendora Trophy	9360	Engraving	01-4300	16.35
13-21900	Caliber Pool & Spa Service	9195	Pool Check Valve	01-6400	3,591.91
13-21901	Symantec	9100	Wingspan Renewal	01-5840	1,084.55
13-21902	Commercial Roofing	9370	Roof Repair	41-5800	1,863.00
13-21903	DIY Golf Cart LLC	9100	Supplies	01-4300	389.13
13-21904	CIAC	9660	Conference Registration	01-5220	225.00
13-21905	Board of Governors California Community Colleges	3120	Conference Registration	01-5220	225.00
13-21906	Amazon.com Corporate Credit	9100	Supplies	01-4300	127.78
13-21907	Mouser Electronics	0281	Supplies	01-4300	126.49
13-21908	Hillyard, Inc.	9270	Supplies	01-4300	4,608.02
13-21909	Hillyard, Inc.	9270	Supplies	01-4300	930.71
13-21910	New Day Films	3160	AV Media	01-6300	200.41
13-21911	Amazon.com Corporate Credit	3020	Battery Chargers	01-4300	288.41
13-21912	R & D Business Interiors	0030	Office Furniture-LS 128	01-6400	2,216.71
13-21913	R. R. Bowker	9260	Online Database Subscription	01-5840	1,520.00
13-21914	Benders Wheel Alignment	3020	Auto Lab-Floor Jack/Stands	01-6400	986.24
13-21915	Upton Bass String Instrument	9650	Instrument	01-6400	4,013.52
13-21916	Ken's Sporting Goods	0060	Football Shoulder Pads	01-4300	850.13
13-21917	Laerdal	0060	Face Shields for Mannequin	01-4300	151.03
13-21918	KKJZ-FM Global Jazz, Inc.	9030	Radio Advertising	01-5830	6,000.00
13-21919	Goodson Shop Supplies	3020	Tool-Auto Lab	01-4300	227.99
13-21920	Simplex Grinnell	3040	Service Agreement-Time Clocks	01-5810	135.00
13-21921	Wizehive, Pivotpoint Software	9099	Software Service Agreement	01-5800	5,300.00
13-21922	School Outfitters	9500	Book Cart	51-4300	474.62
13-21923	Claremont Unified School District	3340	Summer School 2012	01-5800	35,821.70
13-21924	Azusa Unified School District	3340	Summer School 2012	01-5800	44,641.47

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-21925	Monrovia Unified School Dist	3340	Summer School 2012	01-5800	35,402.32
13-21926	Academic Senate For California Community Colleges	9550	Conference Registration	01-5200	710.00
13-21927	Japan Advertising Ltd.	9310	Advertising	01-5830	270.00
13-21928	Pacific Parking Systems Inc.	9070	Maintenance Cont-Parking	01-5800	1,890.00
13-21929	Amazon.com Corporate Credit	0281	Supplies	01-4300	187.43
13-21930	Lowe's	9195	Storage Sheds-Pool Deck	01-6400	2,285.73
13-21931	VenTek International	9070	On-line Service	01-5800	1,620.00
13-21932	IBM	9660	Software Subscription & Support Renewal	01-4300	803.00
13-21933	Owl Bookshop	9081	Blanket PO	01-7600	700.00
13-21934	Advance Fire Protection Co.	9040	Fire Sprinkler System Inspection	01-5800	3,375.00
13-21935	Documedia Group	9010	Secure Transcript Paper	01-4300	2,146.32
13-21937	Carboline Company	9430	Supplies	01-4300	291.56
13-21938	Glaxosmithkline Financial Inc.	9160	Vaccines	01-4300	713.95
13-21939	BSN Sports	0060	Weight Room Supplies	01-4300	354.21
13-21940	Airgas West	3020	Supplies	01-4300	581.30
13-21941	Jeff's Sporting Goods	9350	Baseball Supplies	01-4300	1,002.85
13-21942	Sehi Computer Products Inc	9182	Fax Machine	01-6400	312.48
13-21943	Dell Computer Corp	9182	Computer	01-6400	852.92
13-21944	Dillon Music	0280	Music books	01-4300	127.94
13-21945	Spinning Designs	9099	Recruiting Tools	01-4300	506.25
13-21946	San Dimas Music, LLC	0281	Speaker Cabinet	01-6400	631.11
13-21947	Keystone Uniform Depot	9070	Uniform	01-6400	468.97
13-21948	Sideline Inc.	3370	Laptop Monitor	01-6400	325.91
13-21949	Buddy's All Star	0060	Football Helmets	01-4300	6,171.20
13-21950	AAA Flag & Banner Mfg. Co.	9160	Table Banner	01-4300	245.25
13-21951	BSN Sports	9350	Supplies	01-4300	323.41
13-21952	OfficeMax	9250	Copier Paper - Warehouse	01-4300	5,807.52
13-21953	Lenovo USA Inc.	9100	Laptop Computers	01-6400	3,753.24
13-21954	Technology of the Arts	0280	Microphone Stands	01-4300	464.33
13-21955	Clean Source	9270	Supplies	01-4300	1,812.36
13-21956	Toshiba Direct	9100	Laptop Computers	01-6400	4,437.95
13-21957	Northern Safety Co. Inc.	3020	Safety Supplies	01-4300	819.13
13-21958	Board of Governors California Community Colleges	9230	Conference Registration	72-5200	1,705.00
13-21959	San Dimas Music, LLC	3370	Sound Equipment	01-6400	2,568.04
13-21960	Sehi Computer Products Inc	9500	Printer	51-6400	1,012.51
13-21961	Costco Wholesale	9344	Supplies	01-4300	1,100.00
13-21962	U.S. Livescan Inc.	9200	LiveScan Fingerprint Services	01-5860	5,700.00
13-21963	Little Caesars	9344	Food	01-5800	2,200.00
13-21964	BSN Sports	0060	Supplies	01-4300	1,108.63
13-21965	CCPRO c/o Bakersfield College	9100	Registration Fees	01-4300	400.00
13-21966	Lifetime Service Center	0281	Repair - Audio Speaker	01-5630	982.00
13-21967	Rose Brands Textile Fabrics	9030	Supplies	01-4300	4,198.34
				01-6200	4,223.75
13-21968	California Stage & Lighting	9030	Supplies	01-4300	5,211.46
13-21969	Foremost Medical Equipment	3200	Medical Supplies	01-4300	141.05
13-21970	Kramer's Masonry	9140	Replace Brick Pavers-LS	01-5800	4,800.00
13-21971	Global Power Group, Inc.	9370	Bid #02-1011- Emergency Generator Project	41-6100	267,636.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>	
13-21972	Dave Bang Associates, Inc.	9195	Pool Benches	01-6400	2,100.40	
13-21973	LBI-Boyd Wallcoverings	0030	White/Tackboard	01-6400	269.80	
13-21974	International E-Z UP, Inc.	9195	Shelter-Pool Deck	01-6400	1,278.87	
13-21975	Caliber Pool & Spa Service	9195	Storage Reels-Pool Deck	01-6400	3,727.64	
13-21976	Baudville, Inc.	9350	Fitness Center Supplies	01-4300	289.85	
13-21977	Harland Technology Services	9100	Scantron Cognition Professional (Human Resources)	01-5840	1,890.00	
13-21978	Troxell Communications, Inc	9510	Document Camera	01-6400	1,830.11	
13-21979	Azusa Chamber of Commerce	9100	Ad-Honor Roll	01-5790	175.00	
13-21980	Sports Venue Padding	9195	Softball Backstop Padding	01-6400	1,760.00	
13-21981	California Department of Education	9050	CDE- Year End Calcs	33-9520	38,244.00	
13-21982	Jeff's Sporting Goods	0060	Tennis Net	41-6400	227.95	
13-21983	Jeff's Sporting Goods	0060	Tennis Net	01-4300	227.95	
13-21984	Performance Trends Inc	3020	Tools-Auto Lab	01-4300	312.21	
13-21985	The Range of Citrus	0060	Golfing Supplies	01-4300	714.17	
13-21986	Sport & Cycle Team Athletics	0060	Women's Basketball Game	01-4300	577.15	
13-21987	R & D Business Interiors	9650	Office Furniture - CI	01-6400	1,012.40	
13-21988	Sport & Cycle Team Athletics	0060	Mens Basketball Game Balls	01-4300	666.15	
13-21989	McBain Instruments	0030	Microscope Repair	01-5630	297.50	
13-21991	Victory Tailgate	9099	Recruiting Supplies	01-4300	285.03	
13-21992	Glendora Postmaster	9250	Postal Permits	01-5850	835.00	
13-21993	Western Center on Law & Poverty	9590	CW Manuals	01-4300	450.00	
13-21994	Crestline Specialties, Inc.	9099	Recruiting Tools-Financial Aid	01-4300	28,216.68	
13-21995	Weldon, Williams & Licks, Inc.	9030	Supplies	01-4300	3,923.80	
13-21996	Air Comm	9030	Supplies	01-4300	424.20	
13-21997	Demco Inc.	9260	Supplies	01-4300	120.91	
13-21998	Grainger, Inc.	3020	Supplies for Diesel Lab	01-4300	483.82	
13-21999	McMurry Stern	9320	Service Agreement Renewal	01-5810	970.00	
13-22000	AMC Rental Car Inc.	0280	Rental Truck	01-5610	327.77	
13-22001	Grainger, Inc.	3020	Part-Washer Auto Lab	01-5600	55.92	
13-22002	CPP, Inc.	9290	Site License Renewal	01-5800	195.00	
13-22003	Owl Cafe	9360	Tableclothes	01-4300	144.00	
13-22008	BuyShade.com	9099	Shelters-Financial Aid	01-4300	7,266.12	
13-22009	Certified Wholesale Electric	9370	Lighting Upgrade Supplies	41-4300	16,121.10	
13-22010	California Industrial	9040	Motor & Repairs	01-5630	4,827.50	
13-22011	ADI	9040	Supplies	01-4300	220.17	
13-22012	Ken's Sporting Goods	0060	Football Game Balls	01-4300	796.44	
13-22013	Jeff's Sporting Goods	0060	Baseball Practice Balls	01-4300	786.26	
13-22014	Follett Library Resources	9320	AV Media	01-6300	76.30	
13-22015	Baudville, Inc.	9550	Certificate Paper	01-4300	94.67	
13-22026	Impact Promotional Products	9099	Recruiting Tools-Financial Aid	01-4300	5,049.50	
13-22029	Piedmont Plastics	9030	Supplies	01-4300	2,473.48	
Total Number of POs				180	Total	<u><u>1,477,745.20</u></u>

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
------------------	--------------------	-------------	--------------------	--------------------	---------------

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	162	388,091.30
33	Child Development Fund	1	38,244.00
41	Capital Outlay Projects Fund	5	295,457.05
42	Revenue Bond Construction Fund	5	739,812.99
51	Bookstore Fund	2	1,487.13
71	Associated Student Trust Fund	4	12,947.73
72	Student Representation Fee	1	1,705.00
Total			1,477,745.20

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
13-20914	5,211.00	42-5800	Revenue Bond Construction F/Oth Contracted Services	5,211.00
13-21171	77.93	01-4300	General Fund/Materials and Supplies	38.12
13-21559	1,180.00	42-5800	Revenue Bond Construction F/Oth Contracted Services	1,180.00
13-21622	1,578.43	01-5800	General Fund/Oth Contracted Services	228.43
13-21652	164.20	01-4300	General Fund/Materials and Supplies	10.00
13-21681	248.30	01-4300	General Fund/Materials and Supplies	100.80
13-21709	1,830.00	01-5800	General Fund/Oth Contracted Services	170.00
13-21810	448.86	01-6400	General Fund/Equipment-Capitalized	62.24
Total PO Changes				7,000.59

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 7, 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

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

Surplus List for May 7, 2013 Board

QTY	MFG	Type	CCD	Serial Number
1	3M	Security Gate	1891	
1	3M	Security Gate	1892	
1	ABC	COMPUTER	4064	0128056497
1	ABC	COMPUTER	4275	0214056545
1	ABC	COMPUTER	4273	0222056571
1	ABC	COMPUTER		0330982787
1	ABC	COMPUTER	5055	0103066882
1	ABC	COMPUTER	5043	0103066886
1	ABC	COMPUTER	4388	0328056656
1	ABC	COMPUTER	5244	0626067147
1	ABC	COMPUTER	4269	0222056570
1	ABC	COMPUTER	4274	0214056544
1	ABC	COMPUTER	5055	0103066882
1	ABC	COMPUTER	5043	0103066886
1	ABC	COMPUTER	4317	0415056716
1	ABC	COMPUTER	4377	0415056700
1	ABC	COMPUTER	7571	0607056798
1	ABC	COMPUTER	4379	0415056698
1	ABC	COMPUTER	4378	0415056706
1	ABC	COMPUTER	4279	0205056524
1	ABC	COMPUTER		072293541
1	ABC	COMPUTER	4763 / 8223	0328056664
1	ABC	COMPUTER	5380	0622993450
1	ABC	COMPUTER	4768	0328056652
1	ABC	COMPUTER	5260	0822067151
1	ABC	COMPUTER	0642	0722993541
1	ABC	COMPUTER	3765	0630046524

1	ABC	COMPUTER	2405	0515036380
1	ABC	COMPUTER	4691	0620056839
1	ABC	COMPUTER	5082	0522067075
1	ABC	COMPUTER	4380	0415056697
1	ABC	COMPUTER	4767	0328056660
1	ABC	COMPUTER	4282	0228056581
1	ABC	COMPUTER	004381	0415056708
1	ABC	COMPUTER	5143	0508067046
1	ABC	COMPUTER	4381	0415056708
1	ABC	COMPUTER	4389	0328056657
1	ABC	COMPUTER	4855	0205056525
1	AMERICOM	SWITCH		SG40731C20123
1	AMX	CAMERA REMOTE		563080P1940113
1	AMX	CAMERA REMOTE		563080P1940114
1	AMX	CAMERA REMOTE		563080P1940112
1	AMX	CAMERA REMOTE		563080P1940109
1	AMX	CAMERA REMOTE		563080P1830031
1	AMX	CAMERA REMOTE		563080P1940111
1	APC	BATTERY UPS		QB0030221598
1	DELL	RACK CONSOLE		2715
1	DELL	BLADE SVR	3601	JQCMR41
1	DELL	BLADE SVR	4121	CVB8L61
1	DELL	BLADE SVR	4116	FLB7L61
1	DELL	BLADE SVR	3602	FQC8R41
1	DELL	BLADE SVR	4120	1WB8L61
1	DELL	BLADE SVR	4119	8VB8L61
1	DELL	BLADE SVR	4117	CLB7L61
1	GATEWAY	PC	4149	0034955364
1	GATEWAY	PC	7314	0032954443
1	GATEWAY	PC	5715	0036021890
1	HP	PRINTER	5997	9103A0011AA

1	HP DESKJET 710C	PRINTER		MX89G1T19Y
1	HP DESKJET 710C	PRINTER		MX9781B12H
1	HP LASERJET 4050N	PRINTER	7721	USBB288216
1	HP OFFICE PRO K5400	PRINTER		MY87E680N3
1	KDS	MONITOR		1540SBC35603373
1	KDS	MONITOR		1540SBB36001835
1	KODAK	GS PRINT KIOSK	6648	
1	LLYAMA	MONITOR		10013328
1	MITSUBISHI	PROJECTOR	1053	0004685
1	MITSUBISHI	PROJECTOR	1466	0005766
1	NEC	MONITOR		0550807YA
1	NEC	MONITOR		0600318YA
1	VIEWSONIC	MONITOR	4334	P21044704270
1	VIEWSONIC	MONITOR	4338	P210044704277
1	VIEWSONIC	MONITOR	4355	P21044806094
1	VIEWSONIC	MONITOR	4364	P21044806084
1	VIEWSONIC	MONITOR	4344	P21044606104
1	VIEWSONIC	MONITOR	4327	P21044808098
1	VIEWSONIC	MONITOR	4330	P21044704271
1	VIEWSONIC	MONITOR	5083	PSN052823546
1	VIEWSONIC	MONITOR	4347	P21044704276
1	VIEWSONIC	MONITOR	4723	PSN052824163
1	VIEWSONIC	MONITOR	4328	P21044606118
1		SPEAKER	6417	0704116-0044
1		KEYBOARD		44455
1		POWER SUPPLY		
1		KEYBOARD		C485953
1	NEC	MONITOR		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 7, 2013	Resolution	<u> </u>
SUBJECT:	Curriculum Committee Actions: Approval of New, Modified, and Inactivated Courses and Modified Program	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

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

This list represents work completed by the Curriculum Committee on March 14, 2013 and April 11, 2013.

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

RECOMMENDATION

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

Irene Malmgren
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.f.

NEW COURSES		
Course Subject And Number	Course Title	Justification
NC210A	Freshman English A	Rewriting high school curriculum.
NC210B	Freshman English B	Rewriting high school curriculum.
NC211A	Sophomore English A	Rewriting high school curriculum.
NC211B	Sophomore English B	Rewriting high school curriculum.
NC212A	Junior English A	Rewriting high school curriculum.
NC212B	Junior English B	Rewriting high school curriculum.
NC213A	Senior English A	Rewriting high school curriculum.
NC213B	Senior English B	Rewriting high school curriculum.
NC214A	United States History A	Rewriting high school curriculum.
NC214B	United States History B	Rewriting high school curriculum.
NC215A	World History A	Rewriting high school curriculum.
NC215B	World History B	Rewriting high school curriculum.
NC216	American Government	Rewriting high school curriculum.
NC217	Economics	Rewriting high school curriculum.
NC218A	Biology A	Rewriting high school curriculum.
NC218B	Biology B	Rewriting high school curriculum.
NC219A	Physical Science A	Rewriting high school curriculum.
NC219B	Physical Science B	Rewriting high school curriculum.
NC220A	Earth Science A	Rewriting high school curriculum.
NC220B	Earth Science B	Rewriting high school curriculum.
NC221A	Chemistry A	Rewriting high school curriculum.
NC221B	Chemistry B	Rewriting high school curriculum.
NC718	Health Fitness and Nutrition for Older Adults	Rewriting high school curriculum.

MODIFIED COURSES		
Course Subject And Number	Course Title	Justification
BUS130	Introduction to Business	Six year review.
ENGL101	Reading and Composition	Revise course content, student learning outcomes, and prerequisite.
ESL020	English Language Skills II	Six year review.
ESL100	Fundamentals of Composition	Reduction of lab requirement due to fast track.
MUSC100	Styles, Technique, and the "Soul of Popular Singing	Changed course identifier and number. Was MUS172. Added a recommended requisite.
MUSC102	Pop/Rock Ensemble I	Changed course identifier and number. Was MUS129. Added a recommended requisite.
MUSC103	Pop/Rock Ensemble II	Changed course identifier and number. Was MUS139.

MUSC104	Pop, Rock, and Jazz Performance Style I	Changed course identifier and number. Was MUS145. Added a recommended requisite.
MUSC105	Pop, Rock, and Performance Styles II	Changed course identifier and number. Was MUS159.
MUSC106	Show Choir I	Changed course identifier and number. Was MUS178. Added a recommended requisite.
MUSC110	Pop/Cumbia Ensemble I	Changed course identifier and number. Was MUS146. Added a recommended requisite.
MUSC112	Pop/Salsa Ensemble I	Changed course identifier and number. Was MUS147. Added a recommended requisite.
MUSC118	Music Performance for Events	Changed course identifier and number. Was MUS132. Added a recommended requisite.
MUSC120	Studio Laboratory Band I	Changed course identifier and number. Was MUS207. Added a recommended requisite.
MUSC121	Studio Laboratory Band II	Changed course identifier and number. Was MUS253.
MUSC122	Jazz Ensemble	Changed course identifier and number. Was MUS107. Added a recommended requisite.
MUSC123	Jazz Ensemble II	Changed course identifier and number. Was MUS237.
MUSC130	Studio Orchestra I	Changed course identifier and number. Was MUS208. Added a recommended requisite.
MUSC131	Studio Orchestra II	Changed course identifier and number. Was MUS248.
MUSC140	Jazz Improvisation I	Changed course identifier and number. Was MUS154. Added a recommended requisite.
MUSC142	Jazz Combos I	Changed course identifier and number. Was MUS152. Added a recommended requisite.
MUSC144	Fusion Ensemble	Changed course identifier and number. Was MUS252. Added a recommended requisite.
MUSC146	Chamber Jazz	Changed course identifier and number. Was MUS153. Added a recommended requisite.
MUSC151	Songwriting I	Changed course identifier and number. Was MUS162.

MUSC152	Songwriting II	Changed course identifier and number. Was MUS163.
MUSC160	Sight Reading for the Studio I	Changed course identifier and number. Was MUS170. Added a recommended requisite.
MUSC161	Sight Reading for the Studio II	Changed course identifier and number. Was MUS171.
MUSC170	Citrus Singers Summer Ensemble (Classical)	Changed course identifier and number. Was MUS212.
MUSC171	Citrus Singers Tour Ensemble (Pop)	Changed course identifier and number. Was MUS211.
MUSC172	Women's Tour Ensemble	Changed course identifier and number. Was MUS222.
MUSC175	Jazz Ensemble Tour I	Changed course identifier and number. Was MUS228.
MUSC177	Professional Performance Techniques	Changed course identifier and number. Was MUS150. Added a recommended requisite.
MUSC190	Career Opportunities in the Music Entertainment Industry	Changed course identifier and number. Was MUS131.
MUSC204	Pop, Rock, and Jazz Performance Styles III	Changed course identifier and number. Was MUS245.
MUSC240	Jazz Improvisation III	Changed course identifier and number. Was MUS254.
MUSC271	Professional Performance Techniques (Vocal)	Changed course identifier and number. Was MUS213.
MUSC288	Electronic Music III	Changed course identifier and number. Was MUS240.
MUSE070	Foundational Rhythm Section Pedagogy	Changed course identifier and number. Was MUS070.
MUSE090	Introduction to Instrumental Ensemble Performance	Changed course identifier and number. Was MUS090.
MUSE100	Music Fundamentals	Changed course identifier and number. Was MUS112.
MUSE101	Musicianship I	Changed course identifier and number. Was MUS100.
MUSE102	Harmony I	Changed course identifier and number. Was MUS102.
MUSE103	Musicianship II	Changed course identifier and number. Was MUS101.
MUSE104	Harmony II	Changed course identifier and number. Was MUS103.
MUSE109	Music Appreciation	Changed course identifier and number. Was MUS114.
		Changed course identifier and number.

MUSE110	History of Music I	Was MUS110.
MUSE111	History of Music II	Changed course identifier and number. Was MUS111.
MUSE112	History of Jazz	Changed course identifier and number. Was MUS218.
MUSE113	History of Rock and Roll	Changed course identifier and number. Was MUS113.
MUSE114	Introduction to American Music	Changed course identifier and number. Was MUS225.
MUSE120	Elementary Piano I	Changed course identifier and number. Was MUS105.
MUSE121	Elementary Piano II	Changed course identifier and number. Was MUS106.
MUSE130	Voice	Changed course identifier and number. Was MUS115.
MUSE131	Intermediate Voice	Changed course identifier and number. Was MUS210.
MUSE140	Beginning Guitar I	Changed course identifier and number. Was MUS122.
MUSE141	Beginning Guitar II	Changed course identifier and number. Was MUS123.
MUSE160	Standard Percussion Instrumentation/Techniques	Changed course identifier and number. Was MUS137.
MUSE161	World Percussion Instrumentation/Techniques	Changed course identifier and number. Was MUS138.
MUSE170	Musical Theatre Academy Techniques	Changed course identifier and number. Was MUS220.
MUSE171	Musical Theatre Techniques	Changed course identifier and number. Was MUS214.
MUSE180	Summer Instrumental Music Academy	Changed course identifier and number. Was MUS229.
MUSE188	Music Production Software/Hardware I	Changed course identifier and number. Was MUS140.
MUSE189	Music Production Software/Hardware II	Changed course identifier and number. Was MUS141.
MUSE201	Musicianship III	Changed course identifier and number. Was MUS200.
MUSE202	Harmony III	Changed course identifier and number. Was MUS202.
MUSE203	Musicianship IV	Changed course identifier and number. Was MUS201.
MUSE204	Harmony IV	Changed course identifier and number. Was MUS203.
MUSE220	Intermediate Piano I	Changed course identifier and number. Was MUS205.
		Changed course identifier and number.

MUSE221	Intermediate Piano II	Was MUS206.
MUSE222	Advanced Piano I	Changed course identifier and number. Was MUS235.
MUSE223	Advanced Piano II	Changed course identifier and number. Was MUS236.
MUSE224	Keyboard Skills for the Music Major	Changed course identifier and number. Was MUS161.
MUSE225	Popular Piano Styles	Changed course identifier and number. Was MUS160.
MUSE226	Functional Piano for the Music Major	Changed course identifier and number. Was MUS155.
MUSE230	Advanced Voice (Classical)	Changed course identifier and number. Was MUS230.
MUSE231	Advanced Voice (Popular)	Changed course identifier and number. Was MUS231.
MUSE240	Intermediate Guitar I	Changed course identifier and number. Was MUS124.
MUSE241	Intermediate Guitar II	Changed course identifier and number. Was MUS125.
MUSP100	Concert Choir I	Changed course identifier and number. Was MUS118.
MUSP101	Concert Choir II	Changed course identifier and number. Was MUS119.
MUSP105	Women's Ensemble I	Changed course identifier and number. Was MUS232.
MUSP106	Women's Ensemble II	Changed course identifier and number. Was MUS242.
MUSP108	Men's Ensemble	Changed course identifier and number. Was MUS233.
MUSP110	Vocal Ensemble I	Changed course identifier and number. Was MUS117.
MUSP111	Vocal Ensemble II	Changed course identifier and number. Was MUS277.
MUSP115	Chamber Chorale I	Changed course identifier and number. Was MUS121.
MUSP120	Chamber Singers I	Changed course identifier and number. Was MUS116.
MUSP121	Chamber Singers II	Changed course identifier and number. Was MUS126.
MUSP133	Brass Choir I	Changed course identifier and number. Was MUS216. Added a recommended requisite.
MUSP134	Brass Choir II	Changed course identifier and number. Was MUS226.
MUSP136	Percussion Ensemble I	Changed course identifier and number. Was MUS157.

MUSP138	World Percussion Ensemble I	Changed course identifier and number. Was MUS158.
MUSP140	Chamber Winds I	Changed course identifier and number. Was MUS217. Added a recommended requisite.
MUSP141	Chamber Winds II	Changed course identifier and number. Was MUS227.
MUSP145	Wind Symphony I	Changed course identifier and number. Was MUS234. Added a recommended requisite.
MUSP146	Wind Symphony II	Changed course identifier and number. Was MUS244.
MUSP151	Individual Performance Techniques	Changed course identifier and number. Was MUS243.
MUSP162	Handbell Ensemble	Changed course identifier and number. Was MUS223.
MUSP170	Musical Theatre Academy Production I	Changed course identifier and number. Was MUS209.
MUSP171	Musical Theatre Workshop Production	Changed course identifier and number. Was MUS224.
MUSP173	Musical Theatre Production	Changed course identifier and number. Was MUS215.
MUSP178	Opera Workshop	Changed course identifier and number. Was MUS120.
MUSP181	Musical Theatre Orchestra I	Changed course identifier and number. Was MUS196. Added a recommended requisite.
MUSP200	Concert Choir III	Changed course identifier and number. Was MUS238.
MUSP201	Concert Choir IV	Changed course identifier and number. Was MUS239.
MUSP290	Applied Music.	Changed course identifier and number. Was MUS290.
MUSP291	Applied Music/Individual Instruction (Classical)	Changed course identifier and number. Was MUS291.
MUSP292	Applied Music/Individual Instruction (Pop)	Changed course identifier and number. Was MUS292.
REC100	Survey of Entertainment Technology	CSU transferability added.
REC103	Introduction to Audio Engineering	CSU transferability added.
REC140	Music Theory for Engineers	CSU transferability added.
REC105	Fundamentals of Audio Technology	CSU transferability added.
REC115	Recording Studio Workshop I	CSU transferability added.

REC205	Advanced Audio Technology	CSU transferability added.
REC215	Recording Studio Workshop II	CSU transferability added.
REC125	Digital Audio Technology I	CSU transferability added.
REC225	Digital Audio Technology II	CSU transferability added.
REC245	Music Business/Audio Careers	CSU transferability added.

INACTIVATED COURSES		
Course Subject And Number	Course Title	Justification
HIST140	History of the American West	Course has not been offered in two years.

MODIFIED PROGRAMS	
Program Title	Justification
Associate in Arts in Theatre Arts for Transfer	Modified program electives. Does not change total units and does not require notification.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X _____

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of academic employees.

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

RECOMMENDATION

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

Robert Sammis
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.g.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 7, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Anderson-McGill, Taylor	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Avila, Naomi	Counselor - Center for Teacher Excellence	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Ballard, Stephanie	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Bidwell, Jennifer	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Billiet, Toni	Counselor - CalWORKs	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Boudreau, Debbie	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Boyden, Pixie	Summer CTE Learning Opportunity for Middle School Students - Career	Stipend	06/24/13	08/15/13	\$6,500.00/tl.
Chhabra, Usha	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Chou, Cathleen	Instructor - Nursing	Hourly as needed	06/24/13	08/30/13	\$44.90/hr.
Clark, Diamond	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Dery, Kenneth	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 7, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Desimone, Natalie	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Dillibe, Anne	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Gamboa, Robert	Counselor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Gerloff, Christine	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Gerrard, Amanda	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Gropp, Barry	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Harfouche, Youssef	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Hernandez, Nellie	Counselor - CalWORKs	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Hollenshead, Marci	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Iott, Becky	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Kim, Grace	Counselor - Career Technical and Continuing Education	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Krause, Sandra	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Lee, Monica	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Linderman, Vivian	Technology Academy - Center for Teacher Excellence - HSI Title V	Stipend	05/08/13	08/23/13	\$2,000.00/lt.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 7, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Linderman, Vivian	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Malik, Huma	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
McCabe, Dale	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Montes, Monica	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Opulencia, Cherlou	Counselor - Center for Teacher Excellence	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Pineda, Selene	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Praeger, Karen	Librarian - Library	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Rodriguez, Raul	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Saad, Nancy	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Shimano, Brooke	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Sin, Eileen	Counselor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Smedley, Deanna	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Turcios, Ana Silvia	Counselor - CalWORKs	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Van Leersum, Amanda	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 7, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Versace, Emily	Counselor - Counseling	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Villeneuve, Louisa	Proctor - DSP&S	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
MAY 7, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Bosler, Sarah	Technology Academy - Center for Teacher Excellence - HSI Title V Cooperative Grant	Stipend	05/08/13	08/23/13	\$3,000.00/tl.
Clark, Jeremy	Coordinate, Toyota Technician Education Network (TTEN) - Automotive	Stipend	01/07/13	02/14/13	\$1,000.00/tl
Clark, Jeremy	Coordinate, Toyota Technician Education Network (TTEN) - Automotive	Stipend	06/24/13	08/15/13	\$1,500.00/tl.
Clark, Jeremy	Summer CTE Learning Opportunity for Middle School Students - Career Technical, and Continuing Education	Stipend	06/24/13	08/15/13	\$10,000.00/tl.
Goedhart, Christine	Proctor - DSP&S	Hourly as needed	07/01/13	06/30/14	\$51.73/hr.
Goodman, Robert	Proctor - DSP&S	Hourly as needed	07/01/13	06/30/14	\$51.73/hr.
Han, June	Proctor - DSP&S	Hourly as needed	07/01/13	06/30/14	\$51.73/hr.
Juncosa, Barbara	Proctor - DSP&S	Hourly as needed	07/01/13	06/30/14	\$51.73/hr.
Kondo, Arnold	Proctor - DSP&S	Hourly as needed	07/01/13	06/30/14	\$51.73/hr.
Rudd, Rebecca	Project Director - Bridges to Success Grant	Stipend	07/01/13	08/30/13	\$8,000.00/tl.

COACHES - HEAD 2013-2014

FALL 2013

MAY 7, 2013

2013-14 (Fall 2013)

FULL-TIME FACULTY

NAME	SPORT	# CHECKS	CLASS/ STEP	\$	FALL RELEASE TIME	SPRING RELEASE TIME
Longyear, Alicia	Cross Country	5	Stipend	\$4,619	0	0
Silva, Andrew	W. Water Polo	5	Stipend	\$4,619	2.5 hours	2 hours

ADJUNCT FACULTY

NAME	SPORT		CLASS/ STEP	\$	
Bruce-Oliver, Fred	M. Soccer	5	1-3	\$8,430	0
Horton, Julian	W. Golf	5	1-3	\$8,430	0
Jung, Shin	W. Volleyball	5	1-3	\$8,430	0
TBD	M. Water Polo	5	1-1	\$8,025	0

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
MAY 7, 2013**

Name	Department/Discipline	Placement	LHE Rate
Bartelt, John	Child Development	1-1	\$1,025
Ghandhi, Louise	Geography	2-6	\$1,174

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees.

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.h.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
May 7, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Beatty, Denise	Account Clerk/Cashier (Fiscal Services)	Employment	5/8/13	29-1	\$3,115.09
Kouba, Gary	Grounds Supervisor	Temporary Upgrade	4/29/13 thru 5/3/13	12-1	\$5,649.00
Macias, Ben	Campus Safety Supervisor	Temporary Upgrade	7/1/13 thru 12/31/13	9-2	\$5,125.00

**CLASSIFIED SUBSTITUTES
MAY 7, 2013**

NAME	CLASS/DEPT/PRCT.	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Anguiano, German	Food Services Team Leader	Serve as substitute rotating absences	7/1/13 thru 12/31/13	27-1	\$17.11/hr
Caldwell, David	Campus Safety Officer I	Serve as substitute rotating absences	7/1/13 thru 12/31/13	22-1	\$15.12/hr
Joseph, Jeffrey	Campus Safety Officer I	Serve as substitute rotating absences	7/1/13 thru 12/31/13	22-1	\$15.12/hr
Lockwood, Christopher	Campus Safety Officer I	Serve as substitute rotating absences	7/1/13 thru 12/31/13	22-1	\$15.12/hr
Mubiala, Jay	Campus Safety Officer I	Serve as substitute rotating absences	7/1/13 thru 12/31/13	22-1	\$15.12/hr
Munoz, Anayely	Program Assistant	Serve as substitute rotating absences	3/3/13 thru 3/22/13	24-1	\$15.57/hr
Munoz, Anayely	Operations Assistant	Serve as substitute while position is being advertised	3/23/13 thru 4/4/13	34-1	\$20.33/hr
Munoz, Anayely	Operations Assistant	Serve as substitute while position is being advertised	5/8/13 thru 6/30/13	34-1	\$20.33/hr

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MAY 7, 2013**

Name	Classification/Reason	Date(s)/Department
Christian, Carol	Administrative Clerk II/Resignation	06/28/13
Gonzales, Susan	Secretary/FMLA	9/10-14, 9/17-19, 10/9-26, 2012
Mellard, Christopher	Professional Expert/Resignation	03/29/13
Lofthouse, Peter	Professional Expert/Football Program Assistant	05/07/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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

RECOMMENDATION

Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**SHORT-TERM, HOURLY
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Ayala, Ava Elizabeth Santos	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Batcheller, Sarah	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Benjamin, Stacy	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Braggins, Andrew	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Burge, Justin	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Bush, Erin	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Bush, Teresa	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Ciru, Teresa	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Christian, Michelle	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13

**SHORT-TERM, HOURLY
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Corbett, Jennifer	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Cordova, Stacy	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Dickey, Shannon	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Ferrer, Martin	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Flores, Nathaniel	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Gagliano, Stephanie	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Gomez, Paula	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Hansen, Paula	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13

**SHORT-TERM, HOURLY
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Hassell, Annette	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Herzfeld, Maxwell	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Hill, Matthew	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Inda, Kathryn	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Jacob, Erin	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Johnson, Kara	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Jontz, James	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Joseph, Jeffrey	Campus Safety Support (Campus Safety)	To assist as needed	\$14hr	7/1/13 thru 12/31/13
Khalil, Karim	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13

**SHORT-TERM, HOURLY
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Kofmehl, Jocelyn	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Lockwood, Christopher	Campus Safety Support (Campus Safety)	To assist as needed	\$14hr	7/1/13 thru 12/31/13
Lopez, Erick	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Mubiala, Jay	Campus Safety Support (Campus Safety)	To assist as needed	\$14hr	7/1/13 thru 12/31/13
Ramos, Julio	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Riggs, Ariana	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Rodriguez, Jose Mari	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Rodriguez, Michelle	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Rodriguez, Vanessa	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9hr	7/1/13 thru 12/31/13
Smith, Megan	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13

**SHORT-TERM, HOURLY
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Sorteberg, Rachel	Fiscal Support (Performing Arts)	To assist as needed for events and projects	\$14hr	7/1/13 thru 12/31/13
Torres, Vanessa	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13
Worman, James	Student Services Support (Performing Arts)	Provide technical assistance	\$14hr	7/1/13 thru 12/31/13

**STIPENDS STRS NON-CREDITABLE
MAY 7, 2013**

NAME	CATEGORY	DESCRIPTION	HOURLY RATE/TOTAL	BEGIN/END
Galvan, Alex	Stipend (Music)	Music Arranging Instrumental Performances	\$500tl.	5/8/13 thru 5/12/13
Munoz, Gino	Stipend (Music)	Music Arranging Citrus Singer Pop Show 2013 and Pop Tracks	\$2800tl.	5/8/13 thru 5/19/13

VOLUNTEER COACHES 2012/2013

Volunteer Coaches

Johnstone, Steve

SPORT

Football

DATE

5/8/13 thru 6/30/13

Williams, Darren

Football

8/1/13 thru 6/30/14

**VOLUNTEERS, NON-ACADEMIC
MAY 7, 2013**

DEPARTMENT	VOLUNTEER NAME	BEGIN DATE	END DATE
Social Sciences	Grant, Chris	7/25/2013	7/31/2013
Social Sciences	Fleming, Sam	7/25/2013	7/31/2013
Social Sciences	Landa, Jesus	7/25/2013	7/31/2013
Social Sciences	Landeros, Robert	7/25/2013	7/31/2013
Fine Arts	Martinez, Javier	5/8/2013	6/14/2013
Social Sciences	Moreno, Ricky	7/25/2013	7/31/2013
Golf Range	Rodriguez, Tony	7/1/2013	12/31/2013

**PROFESSIONAL EXPERT
May 7, 2013**

Name	Description	Department	Rate	Begin/End
Cope, James	Environmental Health & Safety Supervisor	Maintenance	\$45.63/hr.	07/01/13 to 12/31/13
DeGuzman, Frankie	Fitness Center Attendant	Continuing Education	\$24.00/hr.	05/08/13 to 06/13/13
Evans, Craig	Football Program Assistant	Kinesiology	\$1,196.48/ttl.	05/08/13 to 06/15/13
Evans, Craig	Football Program Assistant	Kinesiology	\$5,982.00/ttl.	08/13/13 to 12/13/13
Franklin, Mario	Football Program Assistant	Kinesiology	\$4,418.00/ttl.	08/13/13 to 12/13/13
Giannone, Anthony	Football Program Assistant	Kinesiology	\$4,418.00/ttl.	08/13/13 to 12/13/13
Gilde, Gary	DSA Inspector of Record	Administrative Services	\$8,669.00/mth.	07/01/13 to 06/30/16
Harrington, Michael	Facilities Planning	Administrative Services	\$79.60/hr.	07/01/13 to 12/31/13
Iossif, Italia	Women's Water Polo Program Assistant	Kinesiology	no more than \$4,418.00/ttl.	08/13/13 to 12/31/13
Johnstone, Steve	Football Program Assistant	Kinesiology	no more than \$4,418.00/ttl.	08/13/13 to 12/31/13
Lofthouse, Peter	Football Offensive Coordinator	Kinesiology	\$2,333.36/mth.	05/08/13 to 06/30/14
Lopez-Perez, Luis	PAGE Mathematics Enrichment Specialist	Race to STEM	\$40.00/hr.	06/01/13 to 07/22/13
Pacheco, Eduardo	Football Program Assistant	Kinesiology	\$5,563.00/ttl.	08/13/13 to 12/13/13
Perez, Apolinario	PAGE Mathematics Enrichment Specialist	Race to STEM	\$40.00/hr.	06/01/13 to 07/22/13
Pierce, James	Chief Engineer	Maintenance	\$50.56/hr.	07/01/13 to 12/31/13
Puhawan, Erica	PAGE Mathematics Enrichment Specialist	Race to STEM	\$40.00/hr.	06/01/13 to 07/22/13
Rios, Kelly	Volleyball Program Assistant	Kinesiology	up to \$5,563.00/ttl.	08/01/13 to 12/31/13
Rostker, Vivion	Administrative Citation Reviewer	Campus Safety	\$50.00/hr.	07/01/13 to 12/31/13
Waddington, Alan	Orchestral Conductor - Citrus Singers 2013	Fine & Performing Arts	\$1,500.00/ttl.	05/10/13 to 05/19/13
Waller-Lewin, Traci	PAGE Mathematics Enrichment Specialist	Race to STEM	\$40.00/hr.	06/01/13 to 07/22/13

PROFESSIONAL EXPERT

May 7, 2013

Name	Description	Department	Rate	Begin/End
Watkins, Gary	Football Program Assistant	Kinesiology	no more than \$4,418.00/ttl.	08/13/13 to 12/13/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board at least once every three months the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than 45 days following the completion of each quarter. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meetings.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2013, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton
Recommended by

Moved / Secoded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

District: (820) CITRUS

Fiscal Year: 2012-2013
Quarter Ended: (Q3) Mar 31, 2013

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	59,266,083	60,295,769	55,752,164	56,501,993
A.2	Other Financing Sources (Object 8900)	197,484	137,691	126,779	140,153
A.3	Total Unrestricted Revenue (A.1 + A.2)	59,463,567	60,433,460	55,878,943	56,642,146
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,829,236	56,014,795	55,831,888	57,088,819
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,702,452	2,538,184	2,044,570	1,375,099
B.3	Total Unrestricted Expenditures (B.1 + B.2)	58,531,688	58,552,979	57,876,458	58,463,918
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	931,879	1,880,481	-1,997,515	-1,821,772
D.	Fund Balance, Beginning	7,567,111	8,498,990	10,379,471	8,381,956
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	7,567,111	8,498,990	10,379,471	8,381,956
E.	Fund Balance, Ending (C. + D.2)	8,498,990	10,379,471	8,381,956	6,560,184
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	17.7%	14.5%	11.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	11,444	11,639	10,684	10,684
-----	--	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		17,617,158	12,879,981	7,237,932
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	16,702,770	17,617,158	12,879,981	7,237,932

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	53,010,911	56,501,993	29,048,762	51.4%
I.2	Other Financing Sources (Object 8900)	140,153	140,153	74,527	53.2%
I.3	Total Unrestricted Revenue (I.1 + I.2)	53,151,064	56,642,146	29,123,289	51.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,989,051	57,088,819	38,938,197	68.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,375,099	1,375,099	919,457	66.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	57,364,150	58,463,918	39,857,654	68.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,213,086	-1,821,772	-10,734,365	
L	Adjusted Fund Balance, Beginning	8,381,956	8,381,956	8,381,956	
L.1	Fund Balance, Ending (C. + L.2)	4,168,870	6,560,184	-2,352,409	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.3%	11.2%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2012-2013
Quarter Ended: (Q3) Mar 31, 2013

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:	_____	Telephone:	626-914-8885
Date Signed:	_____		
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	Fax:	626-914-8604
CEO Signature:	_____	E-Mail:	ccone@citruscollege.edu
Date Signed:	_____		
Electronic Cert Date:	04/18/2013		

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

© 2007 State of California. All Rights Reserved.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	Adoption of Education Protection Account Funding and Expenditures	Information	
		Enclosure(s)	X

BACKGROUND

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

In March two things occurred: 1) the District received the State Apportionment report that provided an estimate of \$8,557,441 that our District may receive from the EPA; 2) a copy of a new report that will be added to the CCSF-311, Annual Financial & Budget Report regarding the EPA funds was received.

Since we now have the information needed to make a spending determination, we are submitting this agenda item to comply with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that our District will receive are \$8,557,441 and the entire amount will be spent on instructional

Aye__Nay__Abstained__

Item No. H.3.

salaries. The EPA funds are NOT additional funds but rather are components of the "computational revenue" calculation.

The attached form identifying this \$8,557,441 as proceeds from the EPA and the District's intent to use these funds for classroom instructional salaries, will be posted to the District's Internet web site to meet the web site posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District's annual financial and compliance audit.

RECOMMENDATION

Authorization is requested to approve the use of the estimated \$8,557,441 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund additional class sections.

Carol R. Horton
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.3.

CALIFORNIA COMMUNITY COLLEGES
Annual Financial and Budget Report

Schools and Local Public Safety Protection Act
Prop 30 EPA Expenditure Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013 Budget Year: 2013-2014 District ID: 820 Name: Citrus Community College District

Activity Classification	Activity Code	Unrestricted			
EPA Proceeds:	8630	8,557,441			
Activity Classification	Activity Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	8,557,441			8,557,441
Other Support Activities (list below)	6XXX				
Total Expenditures for EPA*		8,557,441	0	0	8,557,441
Revenues less Expenditures					0
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Salary Increase: Unrepresented Management and Supervisor/Confidential Employees	Information	_____
		Enclosure(s)	_____

BACKGROUND

To coincide with the negotiated increase for represented employees, we are recommending an increase of two percent (2%) for all management and supervisor/confidential employees effective July 1, 2013.

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

RECOMMENDATION

Authorization is requested to approve the increase of two percent (2%) to the respective salary schedules for management and supervisor/confidential employees effective July 1, 2013.

Robert Sammis
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 7, 2013	Resolution	_____
SUBJECT:	Declaring Salaries of Unrepresented Employees Indefinite	Information	_____
		Enclosure(s)	_____

BACKGROUND

Annually, the Board of Trustees takes action to declare the salaries of all unrepresented employees indefinite for the coming fiscal year. Declaring the salaries of unrepresented employees indefinite for the 2013-2014 fiscal year would allow an increase, if given, to be granted retroactively to July 1, 2013.

This is not a recommendation for a salary increase, but rather a routine action to provide the Board of Trustees with as much flexibility in the future as possible.

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

RECOMMENDATION

Authorization is requested to declare salaries for all unrepresented employees indefinite for the 2013-2014 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors.

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___

_____ Approved for Submittal

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	Academic Affairs – First Reading: BP/AP 4223 – Withdrawal from Courses	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). Responding to their advice regarding Title 5 changes, the Educational Programs Committee (EPC) has updated Board Policy BP 4223 – Withdrawal from Courses. All campus constituents have reviewed and approved, as well as EPC and the Steering Committee.

Included for information is the accompanying Administrative Procedure AP 4223.

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 4223 – Withdrawal from Courses.

Irene Malmgren
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.6.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

BP 4223 WITHDRAWAL FROM COURSES

DRAFT 11-19-12

References: Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through ~~50%~~ ~~75%~~ ~~60%~~ of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal as explained in Board Policy 4250 (Disqualification and Readmission), and Administrative Procedure 4250 (Probation).

Board Approved 10/20/09

Approved by	ASCC	2/21/13
	CSEA	3/12/13
	Management Team	3/1/13
	Academic Senate	3/13/13
	Supervisor/Confidential Team	3/1/13
	EPC	4/1/13
	Steering Committee	4/8/13

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

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4223 WITHDRAWAL FROM COURSES

DRAFT 11-19-12

References: Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through ~~50%~~ ~~75%~~ 60% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal.

Instructors shall have the option to assign a final grade of “FW”, which denotes that a student ceased participating in a course after the drop date without achieving a final passing grade.

A student may petition to withdraw from a course after the deadline in extenuating circumstances, including verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved late withdrawals due to extenuating circumstances shall be recorded as “W.” Student course withdrawal information shall be available to faculty.

No notation shall be made on the academic record of a student who withdraws from a course prior to ~~30%~~ 20% of the length of the class.

A “W” shall not be assigned, or if assigned, shall be removed, from a student’s academic record, if a determination is made by the Office of Academic Affairs that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Board Approved 10/20/09

Approved by	ASCC	2/21/13
	CSEA	3/12/13
	Management Team	3/1/13
	Academic Senate	3/13/13
	Supervisor/Confidential Team	3/1/13
	EPC	4/1/13
	Steering Committee	4/8/13

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

**CITRUS COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES**

BP 6450 WIRELESS OR CELLULAR TELEPHONE USE

Reference: Vehicle Code Sections 12810.3, 23123, and 23124
 Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for noncompensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for noncompensatory business reasons.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles.

There shall be no expectation of privacy in the use of a District-issued cellular telephone.

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**.*

Approvals:
Financial Resources 2/6/13
CSEA 3/5/13
ASCC 2/26/13
Academic Senate 3/27/13
Management Team 3/8/13
Supervisor/Confidential Team 3/12/13
Steering Committee 4/22/13

**CITRUS COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES**

AP 6450 WIRELESS OR CELLULAR TELEPHONE USE

Reference: Vehicle Code Sections 12810.3, 23123, and 23124
Internal Revenue Code (I.R.C.) Sections 274(d)(4) and 280F(d)(4)

The Superintendent/President shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.

The value of a cellular telephone provided by the District primarily for noncompensatory business purposes is excludable from an employee's income. Employees will generally not be required to keep notes of business and personal use of District-issued cellular telephones when the telephones are issued for noncompensatory business reasons.

These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device. Drivers may use a wireless or cellular telephone to contact a law enforcement agency or public safety entity for emergency purposes. Drivers of motor trucks or truck-tractors, farm vehicles, tow trucks, a listed or described implement of husbandry, or a commercial vehicle, used in commercial agricultural operations may use a digital two-way radio service that utilizes a wireless or cellular telephone.

There is no expectation of privacy in the use of a District-issued cellular telephone.

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**.*

Approvals:
Financial Resources 2/6/13
CSEA 3/5/13
ASCC 2/26/13
Academic Senate 3/27/13
Management Team 3/8/13
Supervisor/Confidential Team 3/12/13
Steering Committee 4/22/13

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

BP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542

There is a Civic Center at each community college. Use of the Civic Center shall be granted as provided by law. The Superintendent/President or designee shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups, and other outside contractors.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, ~~sex or~~ gender, gender identity, gender expression or sexual orientation, or the perception that a person has one or more of the foregoing characteristics-, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

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**.*

Approvals:
Physical Resources Committee 2/7/13
CSEA 3/5/13
ASCC 2/26/13
Academic Senate 3/27/13
Management Team 3/8/13
Supervisor/Confidential Team 3/12/13
Steering Committee 4/22/13

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542;
 Public Resources Code Section 42648.3
 Clark v. Community Creative Non-Violence
 (1984) 468 U.S. 288, 104 S. Ct. 3065, 82
 L.Ed.2d 221

General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Facilities Rental Supervisor, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Rental Supervisor is responsible for the coordination and implementation of these procedures. The Vice President of Finance and Administrative Services shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The District may charge the groups identified in Education Code Section 82542(a) an amount not to exceed the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- The cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;

- The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and
- The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services, or;
- Entertainment events or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of District facilities should be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the Vice President of Finance and Administrative Services.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

Overnight camping on District facilities, including in the designated public forum areas is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable 30 days in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present

written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse, or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, or controlled substances in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the Vice President of Finance and Administrative Services.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Use of District Facilities

District facilities may be used as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils
5. Camp Fire Boys and Girls, Girl Scout troops, and Boy Scout troops
6. Senior citizens' organizations
7. Other public agencies
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes
9. Public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

The above is not a priority list. However, the District may establish a priority usage order.

Also see BP/AP 4400 titled Community Services Programs

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**.

Approvals:

Physical Resources Committee 2/7/13

CSEA 3/5/13

ASCC 2/26/13

Academic Senate 3/27/13

Management Team 3/8/13

Supervisor/Confidential Team 3/12/13

Steering Committee 4/22/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	
SUBJECT:	Human Resources – First Reading: BP 7107 – Nepotism and BP 7113 – Service Animals	Information	X
		Enclosure(s)	X

BACKGROUND

The Citrus College Board of Trustees recognizes the importance of updating and revising the Board Policies and Administrative Procedures to reflect the current state and federal laws and regulations pertaining to the District. As such, all Board Policies and Administrative Procedures are on a 3-year review cycle. However, this cycle may be interrupted by spontaneous review of current business practices, as well as by periodic updates from the California Community College League (CCLC) in response to revised laws and regulations, legal opinions, and questions from subscribers.

Board Policy 7107 – Nepotism, and Board Policy 7113 – Service Animals were approved by all constituent groups and the Steering Committee.

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 7107 – Nepotism, and BP 7113 – Service Animals.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.8.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7107 Nepotism

References: Government Code Sections 1090 et seq. and 12920 et seq.

General Provision

~~It shall be the policy of the District to hire, appoint, and promote employees in such a way as to avoid any opportunity for unfair advantage or disadvantage through the exercise of supervisory or evaluative responsibilities by a close relative of an employee.~~

While it is the policy of the District not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status, the District retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship (by way of being related as defined in Administrative Procedure 7101) to another employee has the potential for creating adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Distributed to all constituent groups for review and approval on January 24, 2013.

Responses due to Human Resources no later than **March 29, 2013**

Reviewed and Approved by:	Academic Senate.....	03/13/13
	CCFA	01/28/13
	CCAFF	03/19/13
	CSEA	02/07/13
	ASCC	02/19/13
	Management Team.....	02/06/13
	Supervisor/Confidential Team	02/08/13
	Steering Committee	03/25/13
	Board of Trustees	

NOTE: This procedure is legally advised. Office of primary responsibility: Human Resources. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7107 Nepotism

References: Government Code Sections 1090 et seq. and 12920 et seq.

General Provisions

~~The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Section 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.~~

While it is the policy of the District not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status, the District retains the right to refuse to appoint a person to a position in the same department, division or facility, wherein his/her relationship (by way of being related as defined below under immediate family) to another employee has the potential for creating adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

~~Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner as defined by Family Code Section 297 et seq.).~~

~~Immediate family means spouse, parents, grandparents, siblings, children, grandchildren, in-laws, or any other relative living in the employee's home. individuals who are related by blood, marriage or adoption, including the following relationships: spouse (including domestic partner as defined by Family Code Section 297 et seq.), child, step-children, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, cousin, parent-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.~~

~~The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.~~

~~Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family members in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact~~

~~on supervision, safety, security, or morale, or involves other potential conflicts of interest.~~

All applicants will be required to disclose whether he/she is related to any employee (as defined under immediate family) who is currently employed, regardless of assignment basis, by the District.

If an applicant discloses he/she is related to a current employee, the Director of Human Resources shall determine if there is a potential for adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest. In the event such adverse impact is found, the applicant will not be permitted to be employed in the particular position which creates the potential adverse impact.

Distributed to all constituent groups for review and approval on January 24, 2013.
Responses due to Human Resources no later than **March 29, 2013**

Reviewed and Approved by:

Academic Senate.....	03/13/13
CCFA	01/28/13
CAFF	03/19/13
CSEA	02/07/13
ASCC	02/19/13
Management Team.....	02/06/13
Supervisor/Confidential Team	02/08/13
Steering Committee	03/25/13
Board of Trustees	

NOTE: This procedure is legally advised. Office of primary responsibility: Human Resources. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7113 Service Animals

References: The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b)

General Provision

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Distributed to all constituent groups for review and approval on January 24, 2013.
Responses due to Human Resources no later than **March 29, 2013**

Reviewed and Approved by:	Academic Senate.....	03/13/13
	CCFA	01/28/13
	CCAFF	03/19/13
	CSEA	02/07/13
	ASCC	02/19/13
	Management Team.....	02/06/13
	Supervisor/Confidential Team	02/08/13
	Steering Committee	03/25/13
	Board of Trustees	

NOTE: This procedure is legally advised. Office of primary responsibility: Human Resources. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7113 Service Animals

References: The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b)

An individual with a disability may use a service animal in District facilities and on District campuses in compliance with this administrative procedure and with state and federal law.

An individual with a disability may use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

An individual with a disability may be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

This procedure shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A service animal for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

Distributed to all constituent groups for review and approval on January 24, 2013.
Responses due to Human Resources no later than **March 29, 2013**

Reviewed and Approved by:

Academic Senate.....	03/13/13
CCFA	01/28/13
CAFF	03/19/13
CSEA	02/07/13
ASCC.....	02/19/13
Management Team.....	02/06/13
Supervisor/Confidential Team	02/08/13
Steering Committee	03/25/13
Board of Trustees	

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 7, 2013	Resolution	_____
SUBJECT:	Academic Affairs – Second Reading: BP 4280 – Final Examinations	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). Responding to their advice regarding Title 5 changes, the Educational Programs Committee (EPC) has updated Board Policy BP4280 – Final Examinations. All campus constituents have reviewed and approved as well as EPC and the Steering Committee. This item was approved by the Board of Trustees for a first reading on April 2, 2013.

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

RECOMMENDATION

Authorization is requested to approve the second reading of BP 4280 – Final Examinations.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.9.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4280 FINAL EXAMINATIONS

There will be final examinations given in all classes in all terms. These examinations are to be given during the designated times. If for any reason no test is to be given or a time other than that designated for the test is requested, approval from the Vice President of Academic Affairs is required.

Office of Primary Responsibility: Academic Affairs

Board Approved 12/01/09

Revised:

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	April 2, 2013	Resolution	X
SUBJECT:	Biennial Governing Board Member Elections, November 5, 2013	Information	
		Enclosure(s)	X

BACKGROUND

Pursuant to Education Code §§5000-5030, elections will be held on November 5, 2013, to elect members to the governing boards in most of the school and community college districts in Los Angeles County. A blanket "Order of Election," which will cover all governing board elections held on this date, will be issued by the Los Angeles County Office of Education and transmitted to the Los Angeles County Registrar-Recorder/County Clerk. Governing boards of districts scheduled to hold elections on this date are required to take action to initiate the regular biennial governing board election by adopting a resolution (attached).

Elections for Trustee Areas 1 (Azusa) and 3 (Duarte) will be held.

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

RECOMMENDATION

Authorization is requested to approve Resolution #2012-13-09 to order the Biennial Governing Board Election, Tuesday, November 5, 2013.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.10.

CITRUS COMMUNITY COLLEGE DISTRICT

Order of Election for the Citrus Community College District of Los Angeles County, California.

**RESOLUTION NO. 2012-13-09
ORDERING GOVERNING BOARD MEMBER ELECTION**

RESOLVED that pursuant to Education Code (EC) §§5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is here by ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of §EC 5302, §5304, and §5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 5, 2013. The polling hours shall be from 7:00 a.m. to 8:00 p.m.

The purpose of the election is to submit to the voters of the district the question of whether two (2) members shall be elected to the Governing Board of the Citrus Community College District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Citrus Community College District will pay the costs of the election. If any agency holds an election on November 5, 2013, the Citrus Community College District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk/Secretary of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 57 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Governing Board of the Citrus Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

Ayes: _____
Nays: _____
Absent: _____

Signed: _____
Joanne Montgomery
Clerk/Secretary

I hereby certify that the foregoing is a full, true, and correct transcript of a resolution duly adopted by the Governing Board named therein at a duly constituted meeting of the said Governing Board, held on May 7, 2013, as it appears upon the minutes of the said meeting on May 7, 2013.

Signed: _____
Joanne Montgomery
Clerk/Secretary

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	May 7, 2013	Resolution	<u> </u>
SUBJECT:	Board Ad-Hoc Advisory Committee	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

On March 19, 2013, Mr. John Fincher, CCFA President, presented the Board with information regarding the residency of Trustee Gary L. Woods, Trustee Area 1.

At the April 2, 2013, regular Board of Trustees meeting action was taken to utilize District legal counsel to advise the Board regarding the matter above. Legal counsel has recommended that the Board form an ad-hoc advisory committee to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. The ad-hoc advisory committee should be of limited duration, will not have continuing subject matter jurisdiction or a meeting schedule fixed by action of the Board. It is recommended that the ad-hoc advisory committee cease to exist July 30, 2013.

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

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc advisory committee, composed solely of two Board members, to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. Consistent with Board of Trustees action on April 2, 2013, the ad-hoc advisory committee would be authorized to use District legal counsel. The ad-hoc advisory committee will cease to exist July 30, 2013.

Moved / Seconded

Aye __ Nay __ Abstained __

Item No. H.11.

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

April 2, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, April 2, 2013, in the Center for Innovation Community Room.

Board President Keith 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; Arvid Spor, Vice President of Student Services; Robert Sammis, Director of Human Resources; Jim Woolum, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Chris Garcia, Paula Green, Lan Hao, Martha McDonald, Michelle Plug, Gerald Sequeira, Lisa Villa, and Linda Welz

Faculty: Cathy Gong, Patricia Lawrence, Carolyn Perry, Paul Swatzel, Brian Waddington, Gailynn White, and Jim Woolum

Supervisor/Confidential Team: Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, Ben Macias, and Eric Magallon

Classified Employees: Olivia Canales, Robert Coutts, Cathy Day, Rose Ann Manfre-Campillo, and David Ramirez

Adjunct Faculty: Cecil Brower, Linda Chan, and Bill Zeman

Students: Nayiri Baghdassarian, David Tate, and Mariana Vega

VISITORS: Tom Gerfen and Paul Naccachian

COMMENTS FROM THE AUDIENCE

Paul Swatzel, CCFA Treasurer, was pleased to announce the results of the recent CCFA election of officers. For the 2013-2014 academic year, the following officers will serve on the CCCA Board: Mr. Bruce Langford, President; Mr. Swatzel, Vice President/President Elect; Mr. John Fincher, Past President; Dr. Dave Ryba, Treasurer; Ms. Cherie Brown, Secretary; Mr. Brian Waddington, Chief Negotiator; Ms. Claudia Pohl, Negotiator; and Ms. Pat Lawrence, Academic Senate Liaison.

Mr. Swatzel was also pleased to report that CCAF will have 12 faculty members in attendance at the CCA conference at the end of April. This is a chapter record for attendance at the conference.

Cathy Day, CSEA Public Relations Officer, commented on the action item requesting authorization for the District to utilize legal counsel regarding the residency of Trustee Gary L. Woods. Ms. Day said recent allegations by Mr. Fincher have left her dismayed and she urged the Board to take appropriate action.

Bill Zeman, Citrus College Adjunct Faculty Federation (CAFF) President, urged the Board to pass action item H.8. (Item 13) noting the Board would need legal counsel to move forward from here.

Linda Chan, CAFF Representative, urged the Board to pass the agenda item Ms. Day and Mr. Zeman referenced saying she would like to see the college's reputation cleared as soon as possible.

Art Morales, Azusa resident and Citrus College alumnus, commended the college on its standing as an institution. He said he has known Trustee Woods for more than 40 years. Mr. Morales said Trustee Woods serves on a board in Azusa, and he is an honorable man and never misses a meeting. Mr. Morales also commented on the college's need for a parking structure and several other items. He thanked Mrs. Christine Link, Executive Assistant, Superintendent/President's Office, for assisting him in dealing with some transportation issues he faced in getting to the meeting.

Paul Naccachian, attorney and Azusa resident, commented on the same agenda item. He encouraged the Board to look at the ethical and moral aspects of the issue.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that for the sixth year, Citrus College participated in the Azusa Unified School District/Azusa Chamber of Commerce Job Shadow Day on March 21, 2013. Fifteen Citrus College managers, supervisors and classified staff volunteered to be mentors-for-a-day to 23 high school students. Dr. Perri thanked all of the Citrus College staff who volunteered to share their time with these students. Dr. Perri also gave special thanks to Mr. Tedd Goldstein,

Liaison to the Superintendent/President and Supervisor/Confidential Team President, for his ongoing efforts in coordinating this important outreach event for the college.

Dr. Perri served as the CEO representative on the 30-member Professional Development Committee of the Chancellor's Office Student Success Initiative. She provided an overview of the committee's eight recommendations to revitalize and re-envision professional development within the California Community College system. The recommendations have been submitted to the Chancellor's Office for consideration in the formal policy development process.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that a Citrus College team composed of faculty, staff, retirees, students and others, participated in the 2013 Race for the Cure on March 24, 2013. They raised \$2,126. Dr. Malmgren commended retired faculty member Ms. Holly Colville for organizing and energizing the team.

Citrus College adjunct professor Mr. Waleed Rashidi has been selected by California State University (CSU), Fullerton to receive the university's Distinguished Faculty Service Award for 2013. Mr. Rashidi is a full-time professor at CSU Fullerton. Dr. Malmgren said this is a prestigious award and speaks to the services he provides to our students.

Regarding other academic programs, Dr. Malmgren announced that 90 students applied for the Summer Research Experience. There are approximately 30 spots in which to place students at 4 institutions, including CSU Fullerton, Cal Poly Pomona, the Rancho Santa Ana Botanic Gardens and Oak Crest Research Laboratory. Recruitment for STEM summer programs has begun. The college anticipates serving 100 middle school students in the Secrets of Science Summer Camp (S³C) program and 200 middle and high school students in Pre-algebra, Algebra, Geometry Enrichment (PAGE) program.

Dr. Malmgren congratulated the Rocket Owls on an excellent presentation to NASA. She said they are still on track and on their way to the NASA competition this spring.

Sixty students from Think Together, an after school program for grades K-12, will be touring the campus and meeting with Citrus College English Supplemental Instruction (SI) leaders and Citrus College Completion Corp (C⁴) mentors. The SI leaders and C⁴ mentors will discuss their experiences as college students and the resources that they use on campus.

Dr. Malmgren also reported that 12 Citrus College students presented research at the UC Irvine conference on March 24, 2013.

Arvid Spor, Ed.D., Vice President of Student Services, reported on the recent Campus Safety Forum. The topics included personal safety tips, relationships with local law enforcement, police protocols for campus emergencies, what to do in the event of a

campus/classroom emergency, and Timely Warnings. Dr. Spor said follow-up evaluations indicated that 91% of attendees found the forum was informative; 89% of attendees said they had a better understanding of campus safety; and 90% had a better understanding of their role in campus safety. Dr. Spor said they plan to post the presentation on the college website. Board President Keith said she attended the forum and found it to be an excellent, informative session. She commended Dr. Perri for the taking the initiative to keep the college safe and prepared.

Jim Woolum, Academic Senate President, reported on legislation that has been recently introduced in the California State Legislature. His report included AB 1306, which proposes a fourth segment of higher education in California; the College Level Examination Program (CLEP) as a tool to provide credit for Massive Open Online Courses; legislation that would mandate reduction of units in some current high-unit majors to force alignment with the SB 1440 transfer degree structure; and SB 440, which moves the intent of the SB 1440 transfer degree further into legislation by requiring community colleges to create an associate degree for transfer in every major. He said that while many of the proposals will not become law as written, it looks like it will be a busy year for everyone.

Robert Coutts, CSEA President, was pleased to report that their CSEA chapter member recognition award, the Unsung Hero Award, had been presented to Ms. Olivia Canales, Administrative Clerk III in the Learning Center. The award is presented annually to a classified employee that selflessly supports and improves the chapter by diligently serving the students, faculty and staff of Citrus College.

Mr. Coutts commented on the action item authorizing the District to utilize legal counsel to advise the Board regarding the matter presented by Mr. John Fincher, CCFA President, on March 19, 2013. He expressed confidence that the Board would support the action item, and he applauded the California Teachers Association (CTA), the Community College Association (CCA) and Mr. Fincher for investigating the alleged violations.

Mr. Coutts concurred with remarks made by Mr. Bruce Langford, CCFA Chief Negotiator, at the last Board meeting, in commending the Board and Dr. Perri for their excellent management of the District, which allowed for the recent increase in faculty and classified staff salaries.

Crescencio Calderon, Student Trustee, reported on the Cesar Chavez National Blood Drive Challenge that took place March 27-28, 2013. He said, with the collaboration of the Citrus College community, they collected 264 units of blood, making it the most successful ASCC blood drive thus far. In addition, ASCC was the leader among the colleges in Southern California for the number of units collected.

Mr. Calderon presented the success story of student Alejandra Morales. Ms. Morales is an AB 540 student who has experienced many challenges. Although she was an honor student at Baldwin Park High School and accepted to three universities, Citrus College

became her only option for higher education. She is currently the President of the Beta Nu Eta Chapter of Phi Theta Kappa, Secretary of the Alpha Gamma Sigma IOTA Chapter, and Commissioner at Large for the ASCC Executive Board. She has also been a leader in C⁴.

Patricia Rasmussen, Vice President, Board of Trustees, thanked Student Trustee Calderon for his efforts with regard to the Cesar Chavez Blood Drive. She said he has been an excellent student trustee and she has appreciated his inspiring student success stories.

Trustee Rasmussen congratulated the Citrus College team who took part in the Glendora's Great Trivia Challenge, Mr. Fincher, Language Arts instructor; Ms. Theresa Villeneuve, Language Arts instructor; and Mr. Toby Guebert, Language Arts instructor. She said the team placed second, and it was great to see Citrus College staff participate in the event.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked Ms. Christina Garcia, Director of Development and Alumni Relations, for attending the Monrovia Coordinating Council meeting and reporting on the Citrus College Foundation. Trustee Montgomery said her report was very much appreciated by the council members.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the March 19, 2013, regular meeting minutes as revised. 5 Yes.

INFORMATION AND DISCUSSION

Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President

Dr. Perri presented this quarter's Above and Beyond Classified Development (ABCD) award to Campus Safety Officer David Ramirez. Officer Ramirez is CSEA's second ABCD Award recipient. The award is given in recognition of a classified employee's outstanding demonstration of the college mission, collaboration, exceptional service and dedication. Mr. Ramirez was commended for his professionalism and a positive attitude that encourages teamwork.

Board President Keith presented the award to Officer Ramirez, including the "Hootie," and she thanked him for his outstanding service to the college.

Mr. Coutts congratulated Officer Ramirez, and he thanked Dr. Perri and her cabinet, as well as the managers and supervisors who have supported the effort to recognize outstanding classified employees.

INDEPENDENT CONTRACTORS

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

FACILITY USAGE

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

PERSONNEL RECOMMENDATIONS

- Item 4:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

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

- Item 6:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the 2013-2014 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 6, 2013. 5 Yes.

- Item 8:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the attached budget revisions for funds 01.0, 01.3, 41.0, 42.0, 51.0, 52.0, 59.0, 71.0, and 72.0, for the fiscal year 2012-2013. 5 Yes.

CLAIMS

- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to reject the claim, submitted on March 18, 2013, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BOARD POLICIES

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first reading of BP 4280 – Final Examinations. 5 Yes.

BOARD OF TRUSTEES

Item 11: Moved by Trustee Rasmussen and seconded by Trustee Ortell to select Susan M. Keith 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 12: Moved by Trustee Woods and seconded by Trustee Ortell to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

Item 13: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to utilize District legal counsel to advise the Board regarding the matter presented by Mr. John Fincher, CCFA President, on March 19, 2013. 5 Yes.

CLOSED SESSION: At 5:05 p.m., 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: Public Employee Discipline/Dismissal/Release.

RECONVENE OPEN SESSION: At 5:20 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES WORK SESSION ON BOARD POLICIES AND SELF-EVALUATION TOOL/PROCESS/TIMELINE

The Board participated in discussions, led by Dr. Sammis, regarding suggested changes to Chapter 2 of the Board Policies and Administrative Procedures. Several suggested changes were made.

The Board participated in discussions and made revisions to the evaluation/tool/process/timeline regarding their self-evaluation.

ADJOURNMENT: At 6:48 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Montgomery to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees