

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in June

DATE: Tuesday, June 18, 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
Mariana Vega, 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 R. Horton, Vice President of Finance and Administrative Services
James Woolum, Academic Senate President
Robert Coutts, Classified Employees
Mariana Vega, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. **Approval of the Regular Meeting Minutes of May 21, 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 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT**
6. **Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT**

G. INFORMATION AND DISCUSSION

1. **Bridges to Success and College Success Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page 7)**
2. **Presentation of the Progress of the Citrus College Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services (Page 8)**
3. **Board of Trustees – Administrative Procedures – Revisions – Robert Sammis, J.D., Director of Human Resources (Page 9)
AP 2712 – Conflict of Interest**

4. Educational Programs Committee – Administrative Procedures – Revisions – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page 20)

AP 4222 – Remedial Coursework

AP 4260 – Prerequisites, Co-requisites, and Advisories

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 31)
- b. Authorization is requested to approve facility rentals and usage. (Page 35)
- c. Authorization is requested to approve A & B Warrants for May 2013. (Page 38)
- d. Authorization is requested to approve purchase orders for May 2013. (Page 40)
- e. Authorization to approve the 2013-2014 institutional membership list. (Page 52)
- f. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 55)

- g. Authorization is requested to approve Change Order Number One in the amount of \$9,843.00 and add zero days to the time for completion for Bid #07-1112, Tech C Building, Esthetician Remodel Project. (Page 57)

Academic Affairs

- h. Authorization is requested to approve the new, modified, and inactivated courses, and the new and modified programs. (Page 60)

Personnel Recommendations

- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 67)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 78)
- k. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 81)

H. ACTION (continued)

Human Resources

- 2. Authorization is requested to approve the 2013-2014 tentative budget. (Page 102)
- 3. Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2012-2013 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. (Page 139)
- 4. Authorization is requested to approve Resolution 2012-13-10 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2013-2014 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. (Page 140)

5. Authorization is requested to approve Resolution 2012-13-11 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2013-2014 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$50,214,284. (Page 142)
6. Authorization is requested to approve the attached budget revisions for funds 01.0 for the fiscal year 2012-2013. (Page 144)
7. Authorization is requested to approve the attached list of projects priorities included in the Five Year Construction Plan. (Page 147)
8. Authorization is requested to approve the Disclaimer of Interest and Settlement Agreement for the City of Duarte, their Dissolved Redevelopment Agency and the Duarte Housing Authority and the Citrus Community College District regarding "Duarte Action I" and "Duarte Action II." (Page 149)

Personnel Recommendations

9. Authorization is requested to approve the employment of Mr. Efren Rangel with a start date of June 3, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated. (Page 151)
10. Authorization is requested to approve the employment of Ms. Noemi Barajas effective August 23, 2013, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 3 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$65,730.00 annually plus health and statutory benefits. (Page 152)
11. Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (CCAFF), effective January 1, 2013 through December 31, 2015, ratified by a majority affirmative vote of the unit membership. (Page 153)

General

12. Authorization is requested to approve the first reading of BP 2110 – Vacancies on the Board; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and BP 2750 – Board Technology Use and Support. (Page 159)
13. Authorization is requested to approve the first reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. (Page 175)
14. Authorization is requested to approve the second and final reading of BP 7107 – Nepotism. (Page 180)

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

I. BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

J. ADJOURNMENT

Dates to Remember:

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	June 18, 2013	Resolution	_____
SUBJECT:	Bridges to Success and College Success Update	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

Bridges to Success (Title V HSI Grant) and College Success (Basic Skills Initiative) continue to fund programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the Superintendent/President and the Board of Trustees.

This presentation will provide a brief update of these programs by Ms. Rebecca Rudd (Bridges to Success Project Director) and Ms. Suzanne Martinez (College Success Coordinator).

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

RECOMMENDATION

Information only; no action required.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Presentation of the Progress of the Citrus College Sustainability Plan	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Sustainability Committee together with Newcomb, Anderson & McCormick have created a sustainability template to be used in creating the Citrus College Sustainability Plan. Carol Horton and Fred Diamond, Chairman of the Sustainability Committee will provide an update on the activities of the Sustainability Committee and the progress of the Citrus College Sustainability Plan.

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.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Board of Trustees – Administrative Procedures – Revisions	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedure was revised by the Board of Trustees at their March 19, 2013, Board Policy/Administrative Procedures Work Session and presented for information to the Steering Committee on May 13, 2013. The corresponding Board Policy did not change.

AP 2712 Conflict of Interest Code

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Information only; no action required.

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2712 CONFLICT OF INTEREST CODE

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

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

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

Place of Filing of Statements of Economic Interests

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

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

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

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

Section 1 – Definitions

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

Section 2 -- Designated Employees

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

Section 3 -- Disclosure Categories

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

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

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

Section 4 -- Statements of Economic Interests

Place of Filing

The ~~code reviewing body~~ Office of the Superintendent/President, or other designated office, shall instruct all designated employees ~~within its code~~ as set forth in this Administrative Procedure to file statements of economic interests.² ~~with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.².~~

Section 5 -- Statements of Economic Interests

Time of Filing

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

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

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

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

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

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

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

- (A) Contents of Initial Statements: Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of ~~the code~~ this Administrative Procedure and income received

during the 12 months prior to the effective date of ~~the code.~~ this Administrative Procedure

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

Section 7 -- Manner of Reporting

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

- (A) Investments and Real Property Disclosure: When an investment or an interest in real property³ is required to be reported⁴ the statement shall contain the following:
 - 1. A statement of the nature of the investment or interest;
 - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3. The address or other precise location of the real property; and
 - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

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

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

- (B) Personal Income Disclosure: When personal income is required to be reported⁵ the statement shall contain:
 - 1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 - 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than

ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

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

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

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

Section 8 -- Prohibition on Receipt of Honoraria

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

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

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to

report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official.

- (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2 -- Loans to Public Officials

- (A) No elected officer of a local or state government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
 1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 -- Loan Terms

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

Section 8.4 -- Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 - 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 - 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- (B) This section shall not apply to the following types of loans:
 - 1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
 - 2. A loan that would otherwise not be a gift as defined in this title.
 - 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
 - 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 - 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9 -- Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows

or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

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

Section 9.3 -- Legally Required Participation

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

Section 9.5 -- Disqualification of State Officers and Employees

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

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

Section 10 -- Disclosure of Disqualifying Interest

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

Section 11 -- Assistance of the Commission and Counsel

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

Section 12 -- Violations

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

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

CATEGORY 1

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

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

CATEGORY 2

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

CATEGORY 3

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

CATEGORY 4

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

CATEGORY 5

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

EXHIBIT "B"

CITRUS COMMUNITY COLLEGE DISTRICT

Designated Positions	Disclosure Category
Members of the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Vice President of Finance & Administrative Services	1, 2, 3

Vice President of Instruction	4
Vice President Student Services	4
Chief Information Services Officer	4
Director of Facilities and Construction	4
Director of Purchasing and Warehouse	4
Dean of Students	4
Consultant	5
(Replaces Citrus College Policy P-2510)	

Board Approved 05/19/09
 Revised 04/03/12
 Amended

NOTE: This procedure is legally advised. 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

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Educational Programs Committee – Administrative Procedures – Revisions	Information	_____ X
		Enclosure(s)	_____ X

BACKGROUND

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

The following Administrative Procedures have been revised and approved by constituent groups on various dates and the Steering Committee on May 13, 2013. The corresponding Board Policies have not changed.

- AP 4222 Remedial Coursework
- AP 4260 Prerequisites, Co-requisites, and Advisories

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

RECOMMENDATION

Information only; no action required.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4222 REMEDIAL COURSEWORK

Reference: Title 5 Section 55035

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

~~A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college-level coursework.~~

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

District catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

Board Approved 02/02/10

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

*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 ACADEMIC AFFAIRS

AP 4260 PREREQUISITES, CO-REQUISITES, AND ADVISORIES

References: Title 5 Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code provides that prerequisites, co-requisites, advisories, and limitations may be established based either on content review with statistical validation or on content review alone.

College Policies and Procedures

1. Information in the Catalog and Schedule of Classes

The college shall provide the following explanations both in the college catalog and in the schedule of classes:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisite and limitations on enrollment which have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Define Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills course, prerequisite and satisfactory grade.

2. Challenge Process

A. ~~The college shall establish a process by which a~~ Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the class as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the district shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.

2. If space is available in the waitlist for a course when a student files a challenge to the prerequisite or co-requisite, the district shall reserve a spot on the waitlist for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be allowed to remain on the waitlist and, if the student is given the opportunity to enroll from the waitlist in the normal operation of the waitlist process, enroll in the course.

3. If no space is available in the course or on the waitlist when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term. ⁱⁱ

B. Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Section 55201(f) of Title 5.

2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed ⁱⁱⁱ by a semester or more in attaining the degree or certificate specified in his or her Student Educational Plan.

3. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others ^{iv}.

~~3. The college shall formally establish a challenge process including:~~

~~a. Who makes the determination of whether the challenge is valid: For challenges concerning academic qualifications, the initial determination should be made by someone who is knowledgeable about the discipline, preferably someone qualified to teach in the discipline, but not the person who is the instructor of the section in which the student wishes to enroll.~~

~~b. What possibility of appeal exists: If the validity of the challenge is determined by one person and not a committee, there must be an opportunity to appeal.~~

4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.^v

3. Curriculum Review Process

The curriculum review process at the college shall at a minimum be in accordance with all of the following:

- A. Establish a ~~C curriculum C committee~~ and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
- B. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon recommendation of the academic senate except that the ~~A academic S senate~~ may delegate this task to the ~~C curriculum C committee~~ without forfeiting its rights or responsibilities under Title 5 Section 53200-53204 and within the limits set forth in Title 5 Section 5503. Certain limitations on enrollment must be established in the same manner. ~~See H.C. below.~~
- C. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
1. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - a. Approve the course ^{vi}₅ and,
 - b. As a separate action, approve any prerequisite or co-requisite, only if the
~~(a) The~~ prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (1) involvement of faculty with appropriate expertise;
 - (2) consideration of course objectives set by relevant department(s) (the curriculum review process should be done in a manner that is in accordance with accreditation standards);
 - (3) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (4) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (5) identification and review of the prerequisite or co-requisite which

- develops the body of knowledge and/or measures skills identified under ~~iv~~ (4).
- (6) matching of the knowledge and skills in the targeted course (identified under ~~iv~~ (4).) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under ~~v~~ (5).) and
 - (7) maintain documentation that the above steps were taken.
- c. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
 - d. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively ~~vii~~.
 - (1) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the ~~C curriculum C committee~~.
 - (2) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively ~~viii~~.
 - (3) A course which should have a prerequisite or co-requisite as provided in (a) or (b) but for which one or more of the requirements for establishing a prerequisite have not been met may only ~~ix~~.
 - (a) Be reviewed and approved pursuant to the standards for non- degree applicable credit, non-credit, or community service; (Section 55002) or
 - (b) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites ~~x~~.
2. The ~~C curriculum C committee~~ also reviews the course and prerequisite in a manner that meets each of the requirements specified in ~~I.C.3.a.(1)-(4)~~ 3.C.1.a-d.
3. If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent

with Title 5 of the Code of California Regulations section 55003(c).

4. Program Review

As a regular part of the Program Review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the ~~C~~ curriculum ~~C~~ committee and is still in compliance with all other provisions of this policy and with the law. ~~Prerequisites or co-requisites established between July 6, 1990, and October 31, 1993, shall be reviewed by July 1, 1996. Any prerequisite or co-requisite that is still supported which is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.~~

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment

Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in some consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the class through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition ~~xi~~.

6. Instructor's Formal Agreement to Teach the Course as Described

The college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but rather an advisory on recommended preparation and must be identified as such in the Schedule and Catalog. Establishing advisories does not require all the following steps.

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the ~~C~~

curriculum & committee as provided in I.C. above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below^{xii} may only be established through the curriculum review process by the discipline or department faculty and the curriculum & committee specified above including the requirement to review them again at least every six years, for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

A. Performance Courses

The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.
3. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically underrepresented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact^{xiii}

If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect. (See also Sections 55502(e) and 55512.)

B. Honors Courses^{xiv}

A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum & committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

C. Blocks of Courses or Sections^{xv}

Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the Curriculum Committee as provided above, there is another section or another course or courses which satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Footnotes

i. Colleges should also publish this information in the student handbook, if the college publishes one, or in whatever other documents that are published to assist students in understanding college rules and procedures.

ii. The college has an obligation to resolve challenges in a “timely manner.” [See Section 55201(e).] However, the student should not wait until the last minute to file the challenge. If the college could not meet the one week timeline, it could reserve a seat for the student or make provision in its policies on maximum class size to exceed the set size for such a student.

iii. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor a student’s preference. The point is that this type of limitation on enrollment should not even be established unless alternative choices exist to meet any graduation requirement satisfied by taking the performance course.

iv. The Federal Government’s Americans with Disabilities Act of 1990 requires further that if a student with a disability seeks admission to a course which has a prerequisite designed to protect health and safety, then the burden is on the college to establish that there is no accommodation available that would protect health and safety and permit the student to enroll without undue costs to the district.

v. For example, if a student challenges on the basis of claiming that a prerequisite was not established properly, that the student must show some legitimate reason for believing that the prerequisite was not established properly. However, if the student makes a prima facie case, the college must then produce the relevant information from its own files and not expect the student to request the files and search out the information.

vi. The main point here is that the faculty, and the curriculum committee as well, must approve the prerequisite as a separate action from any approval of the course. However, it is not required that the faculty in the department in fact approve the course, although there are obvious reasons why that is recommended good practice. Title 5 requires only approval of the course by a curriculum committee that is a committee of the Academic Senate or established in a manner agreeable to the Senate and the campus administration (Section 55002). Title 5 further requires that prerequisites and all academic and professional matters be matters for the board to rely primarily on the Senate or reach joint agreement with it. (Sections 53200 et seq.)

vii. Individual courses will need to be reviewed first to determine whether, if appropriate academic standards are upheld, the students would need to have met a prerequisite or enroll in a co-requisite: "When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or co-requisites which are established, reviewed, and applied in accordance with the requirements of Article 2 (commencing with Section 55200)," and "If Success in the course is dependent upon communication or computation skills, then the course shall require. . . as pre or co-requisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively." [Section 55002(a)(2)(E), emphasis added] Secondly, the texts and other grading criteria for the course would need to be examined to see whether in actual fact the students do need to have the indicated skills or knowledge.

If a course should require a prerequisite as determined by the first review, but does not meet the criteria required for establishing the prerequisite, then it must be revised so it does meet that standard, or it may not be offered as a degree applicable credit course.

viii. See II.A.1.c.(3) for the treatment of a course which would be required to have a prerequisite or co-requisite in order to be a degree applicable course but for which data is normally required before such a prerequisite or co-requisite could be established.

ix. It is possible to have degree applicable courses which have no prerequisites at all. For example, although reading would be assigned in an art history class, it might be possible to learn enough through visual and auditory means to get a satisfactory grade even though the student had difficulty with the reading and, yet, the level of instruction be collegiate.

x. For example, the committee receives a proposal for a physics course that is described as requiring calculus. The curriculum committee would first determine whether a calculus prerequisite seemed necessary to the course being taught at the indicated level. Since this course would appear to need a calculus prerequisite, the second step is to see whether all the requirements have been met for establishing such a prerequisite.

If they have not, then the committee could not approve the course unless either (a) the further work was done to meet all the requirements for a prerequisite; or (b) the course was approved only for non degree applicable credit, non credit, or community service.

xi. For example, this further information might require waiting for a final grade from the previous semester to be submitted or an assessment test to be scored. If a college is not able to put information into its data base from the transcripts of all students transferring into the college, it could simply inform the student that, according to their data, he or she has not met the prerequisite. If the student believes a course taken at another institution should satisfy the prerequisite, the student could then file a challenge and be enrolled in the course pending the resolution of the challenge. A college may also routinely ask students at the time of registration if they have met the prerequisite for the course in question and permit the student to enroll if the student says he or she has met the prerequisite. The college must then routinely check to confirm that the student has indeed met the prerequisite and, if not, the student's enrollment be canceled even if instruction has already begun.

xii These limitations on enrollment are academic matters and need to be established through the curriculum process. Other limitations on enrollment may also be determine to be academic and professional matters as provided in Section 53200 et seq., or be included in collective bargaining

~~agreements or be imposed by outside agencies such as fire departments. This document should not be interpreted to require or encourage any particular method for establishing other limitations on enrollment.~~

~~xiii. The determination of disproportionate impact should normally be done by comparing students enrolled in the course to the general student population.~~

~~xiv. If the honors section is a separate course, and an articulation agreement exists that treats the course differently upon transfer or if there are other extrinsic, concrete benefits to taking the honors course, then restriction on enrollment should be established as provided for prerequisites rather than as provided here for limitations on enrollment.~~

~~xv. The Puente Program is perhaps the most well known example of such a program.~~

Board Approved 02/02/10
Revised 05/01/12
Desk Review 09/17/12

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

*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

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 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 – June 18, 2013

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Cannon, Merle	\$6,000.00max	District	7/1/13-6/30/14	Five Year Plan
Cannon, Merle	\$6,000.00max	District	7/1/13-6/30/14	Space Inventory
Fagen, Friedman & Fulfroost LLP	\$300.00 per hr	District	7/1/13-6/30/14	Legal Services
R2A Architecture	\$20,058.50max	Bond	3/20/13 to Project Completion	Review of Preliminary Change Orders for Admin Bldg Remodel Project
School Services of California	\$5,000.00max	District	7/1/13-6/30/14	<i>Revision</i>
West Coast Consulting Group	\$17,500.00max	District	7/1/13-2/18/14	Emergency Preparedness Training
West Coast Consulting Group	\$3,000.00max	District	6/28/13-6/28/13	Emergency Preparedness Training
<u>CENTER FOR TEACHER EXCELLENCE</u>				
Vargas, Patricio	\$500.00max	Grant	8/20/13-8/22/13	Presenter for Summer Technology Academy
<u>COMMUNITY EDUCATION</u>				
Carter, Jethro	40% of Fees	Fees	7/27/13-7/27/13	Self Hypnosis for Stress Reduction
Carter, Jethro	40% of Fees	Fees	7/13/13-7/13/13	Think Healthy, Be Thin, Stay Thin
Figuroa, Kevin	20% of Fees	Fees	7/18/13-7/25/13	Teen Summer Acting Class
Jackson, Michelle	40% of Fees	Fees	7/16/13-7/16/13	Teen Makeup and Skin Care
Jackson, Michelle	40% of Fees	Fees	7/13/13-7/13/13	Makeup 101
Jackson, Michelle	40% of Fees	Fees	7/13/13-7/13/13	Adult Makeup and Skin Care
Mateo, Anakarenina A Hernando	20% of Fees	Fees	7/16/13-7/25/13	Teen Summer Acting Class
Moran, Elaine	40% of Fees	Fees	7/15/13-7/15/13	Get Paid to Shop
Napoli, William	40% of Fees	Fees	7/13/13-7/20/13	Photo Magic Using Photoshop CS4
Napoli, William	40% of Fees	Fees	6/29/13-6/29/13	Spectacular PowerPoint 2010
Nicholson, Kellie	40% of Fees	Fees	7/15/13-7/29/13	The Business of Bartending
Notary Public Seminars	40% of Fees	Fees	7/20/13-7/20/13	Become a Notary in One Day
Notary Public Seminars	40% of Fees	Fees	7/20/13-7/20/13	Renew Your Notary Commission
Pappas, Margaret	50% of Fees	Fees	7/13/13-7/13/13	Unclutter Your Mind
Rounds, Miller & Associates	40% of Fees	Fees	6/24/13-6/24/13	Become a Professional Organizer
Rounds, Miller & Associates	40% of Fees	Fees	6/24/13-6/24/13	How to Sell Ideas & Inventions
Rounds, Miller & Associates	40% of Fees	Fees	7/15/13-7/15/13	Building Your Web Site on \$5 /Month
Rounds, Miller & Associates	40% of Fees	Fees	7/15/13-7/15/13	Clutterology-Eliminate Clutter
Turpurins, Sandra	40% of Fees	Fees	6/29/13-6/29/13	First Time Homebuyer
<u>EXTERNAL AND GOVERNMENT RELATIONS</u>				
De La Torre, Lillian	\$800.00max	District	7/1/13-6/30/14	Document Translation Services
Vasquez, Andrew	\$15,000.00max	District	7/1/13-6/30/14	Photgraphy
<u>FINANCIAL AID</u>				
Monrovia Unified School District	No Fee	No Fee	7/1/13-6/30/14	Federal Work Study Program
Strata Information Group	\$42,000.00max	District	7/1/13-6/30/14	Support for Banner Financial Aid Upgrades
<u>FINE AND PERFORMING ARTS</u>				
Booth, Michael	\$1,500.00max	District	7/1/13-6/30/14	Video Editing
Brown, Setisha	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Capps, Heather	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Castillo, Breanda	\$1,000.00max	District	7/1/13-6/30/14	Choreography Services
Catalan, David	\$6,500.00max	District	6/19/13-6/30/13	Musician Services
Chou, Yihsin	\$500.00max	District	7/1/13-6/30/14	Production Stage Manager
Claps, Louise	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Conochalla, Christina	\$4,500.00max	District	7/1/13-6/30/14	Programming of Light Design

Corbett, Jennifer	\$500.00max	District	7/1/13-6/30/14	Prop Design
Corrigan, Amanda	\$500.00max	District	7/1/13-6/30/14	Guest Artist Performance
Duong, Leeda	\$1,800.00max	District	7/1/13-6/30/14	Costume Design
Egan, Kelly	\$1,500.00max	District	7/1/13-6/30/14	Theatrical Services
Francescon, Jason M.	\$1,000.00max	District	7/1/13-7/21/13	Costume Design for "Mousetrap"
French, Monica	\$2,400.00max	District	7/1/13-6/30/14	Costume Design
Krinke, Jordan	\$2,500.00max	District	7/1/13-6/30/14	Choreography Services
Krinke, Lynda	\$4,500.00max	District	7/1/13-6/30/14	Costume Design
Leach, Kristina	\$1,000.00max	District	7/1/13-6/30/14	Playwright
Lefort, Kenneth William	\$1,000.00max	District	7/1/13-6/30/14	Sound Design
Lewis, Jeremy	\$1,200.00max	District	7/1/13-6/30/14	Production Stage Manager
Limadibrata, Victoria	\$1,000.00max	District	7/1/13-6/30/14	Body Rolling Workshop
Louth, Sarah	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Martino, Leanora	\$4,500.00max	District	7/1/13-6/30/14	Choreography Services
Mathias, Zane	\$4,500.00max	District	7/1/13-6/30/14	Photography Services
Mercks, Kenneth	\$200.00max	District	7/1/13-6/30/14	Theatrical Services
Miller, David	\$1,250.00max	District	7/1/13-6/30/14	Lighting Design
Moore, Michele Michiko	\$4,500.00max	District	7/1/13-6/30/14	Photography Services
Matzkanin, Mark	\$6,000.00max	District	7/1/13-6/30/14	Automated Lighting Programmer
Moore, Peggy	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Murray, Sue	\$2,000.00max	District	7/1/13-6/30/14	Choreography Services
Ramage, Brian	\$1,000.00max	District	7/1/13-6/30/14	Photography Services
Sanchez, Brittany	\$100.00max	District	7/1/13-6/30/14	Vocal Coach Auditions
Senior, Jenny	\$2,500.00max	District	7/1/13-6/30/14	Costume Design
Stevenson, Myra	\$500.00max	District	7/1/13-6/30/14	Photography Services
Stowells, Kelli	\$1,000.00max	District	7/1/13-6/30/14	Photography Services
Stratton, Summer	\$500.00max	District	7/1/13-6/30/14	Costume Design
Tessier, Jean-Yves	\$2,000.00max	District	7/1/13-6/30/14	Lighting Design
Tornow, Christopher	\$1,500.00max	District	7/1/13-6/30/14	Set Design
Volonte, Vanessa	\$3,500.00max	District	7/1/13-6/30/14	Theatrical Services

HEALTH SCIENCES

Heneise, John	\$6,166.00max	Grant	5/22/13-6/30/13 <i>Revision</i>	ADN Database Upgrade & Training
Heneise, John	\$5,000.00max	Grant	7/1/13-12/31/13	ADN Database Upgrade & Training

KINESIOLOGY, HEALTH AND ATHLETICS

Zipin, Jerrett, MD	\$8,000.00max	District	7/1/13-6/30/14	Athletic Physicals, AED Program Consultant, Football Game Coverage And Weekly Injury Clinic
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RACE TO STEM

Dayton, John Christoper	\$500.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Husain, Mohammad Ifetkhar	\$3,000.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Jallo, Laila J.	\$3,000.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Jawaharlal, Mariappan	\$750.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Laidig, Nathan	\$3,000.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Lane, Taylor	\$750.00max	Grant	6/24/13-8/15/13	Mentor for RACE to STEM Summer Research Experience
Mahguib, Jermaine	\$750.00max	Grant	6/24/13-8/15/13	Mentor for RACE to STEM Summer Research Experience
Palomo, Monica	\$3,000.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Pantic, Nicholas M.	\$750.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Rivas, Jesus A. Jr.	\$750.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
Valdes, Angel A.	\$3,000.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience

Williams, Samayyah	\$750.00max	Grant	6/24/13-8/15/13	Mentor for Race to STEM Summer Research Experience
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SUPERINTENDENT/PRESIDENT

Marsh, Bryan A.	\$3,000.00max	District	6/19/13-12/31/13	Promotional Video
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TeCS

Strata Information Group	\$65,000.00max	District	7/1/13-6/30/14	Support for Banner Implementation-ERP
Strata Information Group	\$80,000.00max	Grant	7/1/13-6/30/14	Support for Implementation of Degree Works

MUSIC DEPARTMENT – Musician services from July 1, 2012 through June 30, 2013 to be reimbursed by ASO accounts: # 26-352, 90-358, 96-358, 67-358, 87-358, 53-352, 32-358.

Acosta, John	Geller, Ilona	Pelev, Todor
Acosta, Sai-Ly	Gochenouer, James	Persi, Edward
Alvarez, Rodolfo Nick	Grants, Maurice	Peterson, Robert
Avila, John	Green, James	Pfirrman, Melanie
Barrett, Sean	Griffin-Casey, Laura	Ramirez, Steven
Batten, Jennifer	Hebenstreit, Charles	Reinebach, Lydia
Bauer, Alisha	Hilera, Geraldo	Reinebach, Ray
Birnbyer, Michael	Hooper, Alison	Riley, Carolyn
Boatman, Timm	Jacobsen, Peter	Robertson, Kathleen
Bonner, Anthony	Jeremiah Productions, Inc.	Rufino, Vladimir
Borges, Jimmy	Kim, Jenny	Shackleton, Phil
Bowman, Robert	Kip, John	Shahnazarian, Robert
Brown, Holly	Kristien, Dale	Shin, James
Brunelle, David	Lamoureux, David	Skiles, Ryan
Busteed, Alan	Lanier, Cameron	Solomon, Audrey
Carbone, Joey	Lanier, Nathan	Squire, Barry
Carey, Richard	Lanier, Victoria	Stone, David
Carrol, John	Lee, Andrew	Strand-Polyak, Lindsey
Carter, Teryn	Lee, Hui-Ping	Thomasson, David
Casale, Maria	Lee, Richard	Thompson, Joy Song
Catalan, David	Liu, Calvin	Thorpe, Nick
Centeno, Carlos	LoGerfo, Anthony	Tsunoda, Kevin
Cervanates, Emmanuel	Luther, Cosima	Vallardes, Allan
Clark, Jessica	Lyman, Kevin	Vitucci, Simone
Cleveland, Jerry	Malpede, William	Voloshina, Irina
Cruz, Ulises	Manaster, Paul	Walker, James
D'Antonio, Franklyn	Marshall, Ryan	Wang, Jonathan
Doniza, Daniel	Masaki, Elton	Wang, Zheng
Duenas, Armando	Massey, Genea	Ware, Craig
Easdale, John	Matsuda, Robert	Wilis, James
Elias, Carlos	McCormick, Corey	Wills, Christopher
Elliott, Michelle	Merrick, Stephen	Wilson, Elizabeth
Elliott, Nicole	Minasian, David Mark	Wing, Greg
Everett, Charles	Molchan, Dennis	Wirtz, Rodney
Ferguson, Steven	Montminy, James	Wong, Derrick
Ferrer, Joshua	Moreno, Robert	Wood, Michele
Fischer, Samuel	Murphy, Mary	Woodbury, Raymond
Flores, Salvador	Oikawa, Jennifer	Yamazaki, Masashi
Foard, Aubrey	O'Leary, Maxwell	Zidow, Amanda
Franz, Sean	Osborne, LeRoy	Zuniga, Jorge
Gaolran, Romee Wizza	Pargman, Joel	

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
June 18, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Ken Song	Recording Arts Studio	Basic Tracking	5/22/2013	\$500.00
The Young Kieslowski, LLC	Student Services Cashier Office and Cafeteria Kitchen	Film Shoot	6/22/2013	\$1,200.00 plus additional labor if required
1958 Classic Futbol League	Stadium & Locker Rooms	Soccer Games	6/22, 6/29, 7/6, 7/13, and 7/20/13	\$6,000.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation and Testing	7/1/13, 7/8/13, 7/10/13, 7/22/13 and 8/5/13	\$2,062.50 plus additional labor if required
FLS International	Center for Innovation 159	Student Orientation and Testing	7/1/2013	\$100.00 plus additional labor if required
Stacey G Athletics	Tennis Courts	Fitness Boot Camp	Various Mon, Wed & Fridays 7/1/13 through 12/20/13	\$1,220.00 plus additional labor if required
FLS International	Center for Innovation 159	Student Orientation and Testing	7/15 and 8/9/13	\$200.00 plus additional labor if required
FLS International	LB107	Summer Classes	7/16/13 through 8/16/13	\$1,200.00 plus additional labor if required
FLS International	PC303	Summer Classes	7/23/13 through 8/16/13	\$950.00 plus additional labor if required
FLS International	P3105	Summer Classes	7/25/13 through 8/2/13	\$350.00 plus additional labor if required
FLS International	Center for Innovation 159 and P3-	Student Orientation and Testing	7/29/2013	\$150.00 plus additional labor if required
FLS International	MA126, 206 and 230	Summer Classes	7/30/13 through 8/9/13	\$1,350.00 plus additional labor if required
Gladstone High School	Stadium & Locker Rooms	2013 Season Football Games	9/8, 9/13, 10/18, 11/1 and 11/8/13	\$13,000.00 plus additional labor if required
Glendora High School	Stadium & Locker Rooms	2013 Season Football Games	9/20, 10/11, 10/25, 10/31/13	\$10,400.00 plus additional labor if required
ITT Technical Institute	Performing Arts Center	Graduation Ceremony	9/26/2013	\$2,000.00 plus additional labor if required
National Spring Football League- LA Xplosion	Stadium & Locker Rooms	Football Games	10/26/13, 3/1, 3/8, 3/29, 4/12, 5/10, 5/17, and 6/7/14	\$28,000.00 plus additional labor if required
SMA Events	Gym	Karate Tournament	11/3/2013	\$687.50 plus additional labor if required

Use of Facilities
June 18, 2013

Glendora High School	Stadium	Graduation Ceremony	5/28/2014	No Rental Fee - Labor charges only if necessary
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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for May 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 May 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		
May, 2013		
B WARRANT AMOUNT PAID TO VENDORS		\$8,584,456.24
GRANT AMOUNT PAID TO STUDENTS		\$586,486.51
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
176	C1J-C	\$1,579,315.28
379	C5J-C	\$597,829.24
23	C5J-N	\$25,647.91
8	121-C	\$11,204.22
17	C3J-C	\$20,361.06
431	C3J-N	\$217,825.00
16	135-N	\$6,343.47
1	C2K-C	\$2,993.00
304	C2K-N	\$1,344,398.27
1,355		\$3,805,917.45
ske		
6/12/2013		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND

Purchase orders for May 2013.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for May 2013.

Carol R. Horton
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.d.

Includes 05/01/2013 - 05/31/2013

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-20439	Industrial Technical Services	9040	Blanket PO	01-5630	4,052.44
13-20456	Jacobsen West	9190	Blanket PO	01-4300	500.00
13-21901	Symantec Corp.	9100	Wingspan Renewal	01-5840	995.00
13-21980	Artistic Coverings	9195	Softball Backstop Padding	01-6400	1,760.00
13-21996	Titan Radio	9030	Supplies	01-4300	424.20
13-22106	Community College League of CA	9260	Online Data Access	01-5840	6,159.00
13-22124	All Time Gas & Diesel Repair	9240	Repairs to Buses #95 & 96	01-5630	4,089.56
13-22217	Cambium Learning Technologies	3270	Keyboards - DSP&S	01-5840	1,309.43
13-22276	Amazon.com	9170	Books	01-4300	658.05
13-22278	Dahlstrom & Company	9590	Job Handbooks	01-4300	1,130.88
13-22279	Rainbow Directory Group	9081	CARE Rainbow Directories	01-4300	138.62
13-22280	Apple, Inc.	9100	Power Adapter	01-4300	86.11
13-22281	CSI Fullmer	9090	Office Chairs	01-6400	4,443.15
13-22282	Advance Fire Protection Co.	9040	Inspect Fire Sprinkler System	01-5800	4,775.00
13-22283	Albertson's/Super Value	9090	Food	01-4700	733.84
13-22284	Amazon.com	9190	Supplies	01-4300	28.29
13-22285	Tomark Sports, Inc.	9195	Softball Drag and Batter Box Template	01-6400	1,064.69
13-22286	General Truck Body, Inc.	9240	Truck Parts	01-5630	214.36
13-22287	Data Impressions	9100	Computer Monitors-Financial Aid	01-6400	12,699.34
13-22288	GoPro	9344	Camera Supplies - Summer Program	01-4300	43.58
13-22289	Glendora Glass & Mirror	3200	Services-Install Windows	01-5800	1,312.35
13-22290	H G Makelim Company	9190	Parts for Vehicle #56	01-4360	1,473.29
13-22291	Amazon.com	0350	Computer Supplies - IT Lab	01-4300	3,269.87
13-22292	Learning Resources Network	3340	Online Classes	39-5800	340.00
13-22293	Pinpoint Industries	9350	Softball Playoff T-Shirts	01-4300	794.23
13-22294	Amazon.com	9673	Books	01-4300	199.63
13-22295	SC Fuels	9190	Gasoline	01-4360	13,317.50
13-22296	Dell Computer Corp.	9190	Computer	01-6400	1,267.36
13-22297	A & A Building Material	9040	Supplies	01-4380	47.79
13-22298	Home Depot	9195	Blanket PO	01-4300	1,000.00
13-22299	Southern California Gas Co.	9370	New Gas Line at Campus Safety	41-6100	17,201.10
13-22300	BestBuy.Com	9344	Camera Equipment-Summer Program	01-6400	3,675.09
13-22301	Kaplan, Inc.	3200	RN Test Review Course	01-5800	14,940.00
13-22302	Hillyard, Inc.	9270	Supplies	01-4300	4,418.90
13-22303	Pinpoint Industries	9350	Softball Play-off T-Shirts	01-4300	456.44
13-22304	Rio Hondo Community College District	9420	Instructor Reimbursement-Spring 2013	01-5810	9,000.00
13-22305	Jacobsen West	9350	Baseball Scarifiers	01-4300	1,226.25
13-22306	J.D. Fields Wholesale Lumber	9030	Supplies	01-4300	4,360.00
13-22307	Fisher Scientific	9673	Biology Supplies	01-4300	71.35
13-22308	Glendora Trophy	0240	Honors Recognition	01-4300	179.85
13-22309	Chronicle of Higher Education	0250	Subscription-Renewal	01-4300	87.00
13-22310	Battery Worx	9250	Supplies	01-4300	195.26
13-22311	Byonics, LLC	0310	Supplies	01-4300	99.00
13-22312	A-1 Event & Party Rentals	9210	CSEA Pancake Breakfast	01-4300	415.16
13-22313	Toshiba Direct Gov/Ed	9100	Laptop Computer-President	01-6400	1,479.32
13-22314	Amazon.com	9673	Books	01-4300	446.83
13-22315	Newegg.com	9673	Supplies	01-6400	702.11
13-22316	Moore Medical Corp.	9160	Medical Supplies	01-4300	434.83

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-22317	San Dieguito Printers	9220	Continuing Education Schedules	01-5850	13,719.86
13-22318	McNaughton Book Service	3160	Book Subscription	01-6300	4,204.98
13-22319	School Outfitters	9673	Easel	01-4300	165.40
13-22320	Medcom/Trainex	3200	Health Sciences Instructional / Informative Videos	01-4300	11,250.00
13-22321	Quick Caption	9070	Campus Safety Workshop	41-5800	1,000.00
13-22322	EBD Shops	0030	Pond Filter	01-6400	521.46
13-22323	DSA Los Angeles Basin Region	9370	DSA Fee - Golf Range Shed	41-5800	400.00
13-22324	Dell Computer Corp.	9590	Computer	01-6400	1,382.61
13-22325	Yellow Matter Entertainment	3370	Audio Software	01-4300	1,495.48
13-22326	Slate Digital	3370	Audio Software	01-4300	640.92
13-22327	Owl Bookshop	9081	Textbooks-Spring	01-7600	65,880.39
13-22328	Owl Bookshop	9081	Textbooks-Spring	01-7600	642.00
13-22329	Luca Bella Fine Foods	9220	SANFACC Dinner Supplies	01-5800	510.85
13-22330	CAE Healthcare	3200	Equipment Maintenance	01-5800	1,381.70
13-22331	Toshiba Direct Gov.	9550	Computer	01-6400	1,964.99
13-22332	Spicers Paper, Inc.	9250	Copier Paper-Warehouse Stock	01-4300	22,166.68
13-22333	Vintage King Audio	3370	Audio Software	01-4300	3,633.79
13-22334	Troxell Communications, Inc.	9721	A/V Equipment-Campus Center Meeting Room	71-6400	3,282.72
13-22335	VWR International, LLC	9673	Supplies	01-4300	57.10
13-22336	Computer Land of Silicon Valley	9081	Software License	01-4300	75.21
13-22337	Computer Land of Silicon Valley	9590	Software License	01-4300	75.21
13-22338	Indigo Instruments	9673	Biology Supplies	01-4300	484.82
13-22339	USA Scientific, Inc.	9673	Biology Supplies	01-4300	47.06
13-22340	SK Motion	9344	Instructional Supplies	01-4300	1,584.15
13-22341	Signa-Aldrich	9673	Biology Supplies	01-4300	428.74
13-22342	VWR International, LLC	9673	Research Supplies	01-4300	1,026.87
13-22343	Stamp Out	9020	Supplies	01-4300	28.29
13-22344	Western Center on Law & Poverty	9081	CW Manuals	01-7600	1,350.00
13-22345	Amazon.com	9040	Supplies	01-4300	47.53
13-22346	LBI-Boyd Wall coverings	9040	Wall Guards at PS	01-6200	578.66
13-22347	DEZ Mechanical Systems	9370	HVAC Unit at Field House	41-6200	14,973.00
13-22348	Sehi Computer Products Inc.	3200	Printers	01-6400	1,356.35
13-22349	McMaster-Carr	9673	Summer Research Supplies	01-4300	239.69
13-22351	Al's Hobby Shop	9673	Summer Research Supplies	01-4300	378.18
13-22352	Williamson-Dickie Mfg. Company	9190	Uniforms	01-5550	159.24
13-22353	EKI	9673	Summer Research Supplies	01-4300	290.56
13-22354	Pacific Parking Systems, Inc.	9070	Campus Safety	01-6400	54,085.74
13-22355	Fisher Scientific	9673	Research Supplies and Equipment	01-4300	200.36
				01-6400	737.42
13-22356	Costco Wholesale	0240	Blanket PO	01-4300	200.00
13-22357	Amazon.com	9673	Books	01-4300	181.14
13-22358	Bio Express.com	9673	Summer Research Supplies	01-4300	990.01
13-22359	Sigma-Aldrich	9673	Summer Research Supplies	01-4300	241.47
13-22360	Cole-Parmer	9673	Summer Research supplies	01-4300	209.56
13-22361	Miss California Organization	9350	Advertisement	01-5790	250.00
				01-5800	250.00
13-22362	Brian Marsh	9680	Create Video	01-5800	1,225.00
13-22363	Barnes & Noble	3200	VN Books	01-4300	823.95
13-22364	Ride links, Inc.	9430	Annual Fee	01-5805	15,213.09

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-22365	O. F. Wolfenbarger, Inc.	9140	Supplies-Grounds	01-4300	1,618.65
13-22367	Best Buy	9673	Supplies-External Hard Drive	01-4300	163.49
13-22368	Amazon.com	3370	Supplies	01-4300	113.62
13-22369	Genesee Scientific	9673	Summer Research Supplies	01-4300	107.85
13-22370	Promotions Now	3370	Supplies-CTE Advisory	01-4300	5,853.30
13-22371	Apple, Inc.	9110	Computer	01-6400	1,885.64
				01-6405	8,744.77
13-22372	Industrial Technical Services	9040	Preventative Maintenance Service-Four Locations	01-5810	4,080.00
13-22373	San Gabriel Valley Tribune	9370	Legal Ad - Fountain Concrete Replacement	41-5800	2,072.48
13-22374	Oracle America	9100	Oracle Programs License & Support Fees	01-5840	13,726.52
13-22375	Clarion at Citrus	9100	Ad	01-5790	440.00
13-22376	Owl Bookshop	9081	Backpacks & Supplies	01-7600	5,000.00
13-22377	Owl Cafe	9580	Recognition Ceremony Linen	01-5220	82.50
13-22378	Owl Bookshop	9081	Academic Planners EOPS/CARE	01-7600	1,594.13
13-22379	Owl Bookshop	9580	Academic Planners	01-7600	1,062.75
13-22380	Dalia's Pizza	9250	CSEA Appreciation Lunch	01-4300	140.32
13-22381	Jeff's Sporting Goods	0060	Baseball Bat	01-4300	435.05
13-22382	Store It Mobile, LLC	9650	Storage Containers	01-6405	10,528.20
13-22383	Emotiv	9673	Wireless Headset	01-4300	857.45
13-22384	Clean Sweep Supply Company	9270	Supplies - Custodial	01-4300	2,265.29
13-22385	Maintex, Inc.	9270	Supplies - Custodial	01-4300	1,764.87
14-22659	The Shredders	9081	Blanket PO	01-5800	400.00
14-22660	Owl Bookshop	9081	Blanket PO	01-4300	50.00
14-22661	Costco Wholesale	9081	Blanket PO	01-5220	100.00
14-22662	Owl Bookshop	9580	Blanket PO	01-4300	100.00
14-22663	Lewis Saw & Lawnmower	9470	Blanket PO	59-4300	300.00
				59-5630	300.00
14-22664	Grainger, Inc.	9470	Blanket PO	59-4300	500.00
14-22665	Costco Wholesale	9470	Blanket PO	59-4300	2,800.00
				59-5800	500.00
				59-9329	4,200.00
14-22666	Owl Cafe	9081	Blanket PO	01-7600	6,000.00
14-22667	Office Depot	9580	Blanket PO	01-7600	2,000.00
14-22668	Albertson's/Super Value	9580	Blanket PO	01-5220	200.00
14-22669	Don Martin Company	9470	Blanket PO	59-4300	500.00
				59-9321	4,000.00
14-22670	Easy Picker Golf Products	9470	Blanket PO	59-4300	3,500.00
14-22671	Hornumgs Golf Products	9470	Blanket PO	59-4300	1,500.00
				59-9321	1,500.00
14-22672	Office Depot	9470	Blanket PO	59-4300	1,200.00
				59-9329	3,000.00
14-22674	Precept/Bridgestone	9470	Blanket PO	59-9321	1,000.00
14-22675	Office Depot	9081	Blanket PO	01-4300	100.00
14-22676	Costco Wholesale	9081	Blanket PO	01-5220	200.00
14-22677	Albertson's/Super Value	9081	Blanket PO	01-5220	200.00
14-22678	Costco Wholesale	9580	Blanket PO	01-5220	200.00
14-22679	Office Depot	9580	Blanket PO	01-4300	200.00
14-22680	Owl Bookshop	9580	Blanket PO	01-7600	4,000.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22681	Arrowhead Puritas	9470	Blanket PO	59-4300	750.00
14-22682	Callaway Golf	9470	Blanket PO	59-5630	200.00
				59-9321	2,800.00
14-22683	Footjoy	9470	Blanket PO	59-9321	4,000.00
14-22684	Home Depot	9470	Blanket PO	59-4300	2,500.00
14-22685	IMS Commercial Ice System, Inc.	9470	Blanket PO	59-4300	400.00
				59-5630	400.00
14-22686	Southeast Construction Products	9470	Blanket PO	59-4300	1,500.00
14-22687	Zee Medical, Inc.	9470	Blanket PO	59-4300	600.00
14-22688	Monterey Club/A.M. Player	9470	Blanket PO	59-9321	2,000.00
14-22689	Titleist	9470	Blanket PO	59-4300	225.00
				59-5630	200.00
				59-9321	4,575.00
14-22690	Wittek Golf Supply	9470	Blanket PO	59-4300	2,500.00
				59-9321	1,500.00
14-22691	O'Reilly Auto Parts	9470	Blanket PO	59-4300	900.00
14-22692	Ping, Inc.	9470	Blanket PO	59-5630	300.00
				59-9321	3,700.00
14-22693	Simplot	9470	Blanket PO	59-4300	3,000.00
14-22694	Taylor Made/Addis Golf	9470	Blanket PO	59-9321	5,000.00
14-22695	Western Golf, Inc.	9470	Blanket PO	59-4300	500.00
14-22696	O. F. Wolfinbarger, Inc.	9470	Blanket PO	59-4300	3,000.00
14-22697	Glendora Postmaster	9250	Renewal of Permit #6	01-5850	200.00
14-22698	Academic Senate For California Community Colleges	9550	Conference Registration	01-5200	385.00
14-22699	AA Equipment Rentals Company	9190	Blanket PO	01-4300	1,000.00
14-22700	Acosta Growers	9140	Blanket PO	01-4300	2,500.00
14-22701	Airgas West	9190	Blanket PO	01-4300	1,000.00
14-22702	American Scientific Labs, Inc.	9430	Blanket PO	01-5800	200.00
14-22703	Azusa Plumbing & Heating	9040	Blanket PO	01-4300	3,000.00
14-22704	Big O Tires	9190	Blanket PO	01-4360	1,000.00
14-22705	Builders Fence Company	9140	Blanket PO	01-4300	2,000.00
14-22706	Clean Sweep Supply Company	9270	Blanket PO	01-4300	10,000.00
14-22707	Commercial Door Co. Inc.	9040	Blanket PO	01-5630	2,500.00
14-22708	Commercial Landscape Supply	9140	Blanket PO	01-4300	2,000.00
14-22709	Empire Floor Machine Company	9270	Blanket PO	01-4300	7,000.00
14-22710	Empire Floor Machine Company	9270	Blanket PO	01-5630	6,000.00
14-22711	Ernie's Auto Parts	9190	Blanket PO	01-4300	3,000.00
14-22712	Frasca Plumbing Company	9040	Blanket PO	01-5600	12,000.00
14-22713	Glendora Glass & Mirror	9040	Blanket PO	01-4300	5,000.00
14-22714	Lewis Saw & Lawnmower	9140	Blanket PO	01-4300	6,000.00
14-22715	Lighting Oil Company	9430	Blanket PO	01-5890	7,000.00
14-22716	Malcolite Corp.	9040	Blanket PO	01-4300	1,000.00
14-22717	Marx Bros Fire Extinguisher Co.	9190	Blanket PO	01-5810	2,500.00
14-22718	McMaster-Carr	9040	Blanket PO	01-4360	3,000.00
14-22719	Mission Ace Hardware	9040	Blanket PO	01-4300	15,000.00
14-22720	O'Reilly Auto Parts	9190	Blanket PO	01-4300	3,000.00
14-22721	Organic Cleaning Compounds	9270	Blanket PO	01-4370	500.00
14-22722	Home Depot	9030	Blanket PO	01-4300	5,000.00
14-22723	Mission Ace Hardware	9030	Blanket PO	01-4300	1,000.00
14-22724	Prax Air	9030	Blanket PO	01-4300	1,500.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22725	Communications Center	9190	Blanket PO	01-5800	2,500.00
14-22726	ComplianceSigns.com	9430	Blanket PO	01-4300	1,000.00
14-22727	Consolidated Electrical Dist.	9040	Blanket PO	01-4300	500.00
14-22728	Costco Wholesale	9190	Blanket PO	01-4300	700.00
14-22729	CSS/Rancho Janitorial Supplies	9040	Blanket PO	01-4300	2,000.00
14-22730	Cyber Punch Embroidery	9190	Blanket PO	01-5550	1,000.00
14-22731	Department of Industrial Relations	9040	Blanket PO	01-5800	3,600.00
14-22732	Door Tech	9040	Blanket PO	01-5630	15,000.00
14-22733	Dunn-Edwards Corp.	9040	Blanket PO	01-4300	8,000.00
14-22734	EasyKeys.Com	9040	Blanket PO	01-4300	500.00
14-22735	Grainger, Inc.	9040	Blanket PO	01-4300	50,000.00
				01-6400	10,000.00
14-22736	Hawk Signs & Engraving	9040	Blanket PO	01-4300	1,000.00
14-22737	Home Depot	9040	Blanket PO	01-4300	10,000.00
14-22738	John Deere Landscapes, Inc.	9140	Blanket PO	01-4300	3,500.00
14-22739	Johnson Lift - Hyster	9190	Blanket PO	01-5630	2,000.00
14-22740	M J Hellmuth Plumbing, Inc.	9040	Blanket PO	01-5600	5,000.00
14-22741	Maintex, Inc.	9270	Blanket PO	01-4370	12,000.00
14-22742	Montgomery Hardware	9040	Blanket PO	01-4300	9,000.00
14-22743	MSC Industrial Supply Company	9040	Blanket PO	01-4380	250.00
14-22744	Napa Auto Parts	9190	Blanket PO	01-4360	4,000.00
14-22745	North State Environmental	9430	Blanket PO	01-5890	15,000.00
14-22746	Office Depot	9190	Blanket PO	01-4300	2,500.00
14-22747	Saf-Com Supply, Inc.	9040	Blanket PO	01-4300	2,000.00
14-22748	Red Wing Shoe Store	9190	Blanket PO	01-6400	5,000.00
14-22749	Sigler Wholesale Dist.	9040	Blanket PO	01-4300	3,000.00
14-22750	State Chemical Company	9190	Blanket PO	01-4300	3,200.00
14-22751	Carl Rowe	0280	Blanket PO	01-5630	4,000.00
14-22752	Costco Wholesale	3120	Blanket PO	01-4300	87.50
				01-4700	262.50
14-22753	Albertson's/Super Value	3120	Blanket PO	01-4300	500.00
14-22754	Albertson's/Super Value	3120	Blanket PO	01-4700	800.00
14-22755	Owl Bookshop	3120	Blanket PO	01-4300	75.00
14-22756	Dependable Hawaiian Express	0280	Blanket PO	01-5800	7,500.00
14-22757	Zee Medical, Inc.	9190	Blanket PO	01-4300	800.00
14-22758	West-Lite Supply Co., Inc.	9430	Blanket PO	01-4300	7,300.00
				01-5890	200.00
14-22759	Ver Sales, Inc.	9030	Blanket PO	01-4300	1,000.00
14-22760	West-Lite Supply Co., Inc.	9030	Blanket PO	01-4300	1,000.00
14-22761	Documedia Group	9010	Blanket PO	01-4300	5,000.00
14-22762	Spicers Paper, Inc.	9110	Blanket PO	01-4300	9,000.00
14-22763	Office Depot	9160	Blanket PO	01-4300	5,000.00
14-22764	P & R Paper Supply Company	9195	Blanket PO	01-4300	500.00
				01-4370	4,500.00
14-22765	Office Depot	9350	Blanket PO	01-4300	1,500.00
14-22766	Target Specialty Products	9140	Blanket PO	01-4300	2,000.00
14-22767	The Hose Man	9190	Blanket PO	01-4300	1,000.00
14-22768	Two2Mango	9190	Blanket PO	01-5550	10,000.00
14-22769	Verizon California	9130	Blanket PO	01-5540	1,000.00
14-22770	Owl Bookshop	9190	Blanket PO	01-4300	50.00
14-22771	PacWest Air Filter, LLC	9040	Blanket PO	01-4300	6,000.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22772	Pat's Tire Service	9190	Blanket PO	01-4360	500.00
14-22773	R.E. Michel Company, Inc.	9040	Blanket PO	01-4300	2,500.00
14-22774	United Site Services of CA	9460	Blanket PO	41-5800	2,000.00
14-22775	Intrix Technology, Inc.	9030	Blanket PO	01-5810	1,000.00
14-22776	Production Wireless Services	9030	Blanket PO	01-5630	3,500.00
14-22777	Pop/Wordfly	9030	Blanket PO	01-5830	2,500.00
14-22778	Johnson's Numbering Service	9110	Blanket PO	01-5610	2,000.00
14-22779	Subway	3120	Blanket PO	01-4700	1,750.00
14-22780	Albertson's/Super Value	3120	Blanket PO	01-4700	1,000.00
14-22781	El Pollo Loco Restaurant 3305	3120	Blanket PO	01-4700	500.00
14-22782	Albertson's/Super Value	3120	Blanket PO	01-4700	1,950.00
14-22783	Sergio's Restaurant	3120	Blanket PO	01-4700	810.00
14-22784	Commercial A+ Services	9190	Service Agreement-Sewer Lines	01-5810	7,490.00
14-22785	Costco Wholesale	9099	Blanket PO	01-4300	150.00
14-22786	The Shredders	9090	Blanket PO	01-5800	1,200.00
14-22787	Owl Bookshop	9010	Blanket PO	01-4300	500.00
14-22788	R.F. MacDonald Company	9040	Service Agreement-Boiler Cleaning and Inspection	01-5810	14,750.00
14-22789	Won-Door Corporation	9040	Service Agreement-Inspection-Fireguard Doors	01-5810	708.00
14-22790	Snowden Electric Company, Inc.	9040	Service Agreement-Inverter Testing of Emergency Lights	01-5810	12,520.00
14-22791	Mister Printer	9110	Blanket PO	01-5610	9,000.00
14-22792	LA Grinding	9110	Blanket PO	01-5610	300.00
14-22793	Office Depot	9010	Blanket PO	01-4300	2,000.00
14-22794	Clearwater Graphics, Inc.	9110	Blanket PO	01-5610	27,250.00
14-22795	Arrowhead Puritas	9110	Blanket PO	01-4300	800.00
14-22796	Owl Bookshop	9350	Blanket PO	01-4300	1,000.00
14-22797	Owl Bookshop	0260	Blanket PO	01-4300	300.00
14-22798	Lawrence E. Marino	9195	Blanket PO	01-5800	17,400.00
14-22799	Office Depot	9090	Blanket PO	01-4300	4,000.00
14-22800	Chinese Taste Friendship Kitchen	3120	Blanket PO	01-4700	405.00
14-22801	Owl Bookshop	3120	Blanket PO	01-4300	575.00
14-22802	Costco Wholesale	3120	Blanket PO	01-4300	300.00
14-22803	Colley Auto Cars, Inc.	9190	Blanket PO	01-4360	2,000.00
				01-5630	3,000.00
14-22804	California Industrial	9040	Blanket PO	01-5630	15,000.00
14-22805	Industrial Technical Services	9040	Blanket PO	01-5630	1,000.00
14-22806	Walters Wholesale Electric Co.	9040	Blanket PO	01-4300	5,000.00
14-22807	Owl Bookshop	9290	Blanket PO	01-6400	1,250.00
14-22808	Costco Wholesale	9290	Blanket PO	01-4300	250.00
14-22809	A-1 Event & Party Rentals	3200	Rentals for ADN Family Night	01-5600	457.50
14-22810	Office Depot	3120	Blanket PO	01-4700	1,000.00
14-22811	Patton Sales Corp.	9040	Blanket PO	01-4300	1,000.00
14-22812	Plumbing Wholesale Outlet	9040	Blanket PO	01-4300	1,000.00
14-22813	POM Incorporated	9040	Blanket PO	01-5630	350.00
14-22814	R.Y. Rodriguez Garage Equipment & Maintenance	9190	Blanket PO	01-5800	1,500.00
14-22815	Rain Bird Services Corp.	9140	Blanket PO	01-5800	500.00
14-22816	Roto-Rooter Service & Plumbing	9040	Blanket PO	01-5800	2,500.00
14-22817	Saflok	9040	Blanket PO	01-5800	250.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22818	Schwalm & Associates	9040	Blanket PO	01-5800	1,000.00
14-22819	Sprint	9190	Blanket PO	01-5800	5,000.00
14-22820	Stericycle, Inc.	9430	Blanket PO	01-5800	12,000.00
14-22821	Tony's Upholstery & Canvas	9190	Blanket PO	01-5800	1,000.00
14-22822	Turf Star	9140	Blanket PO	01-4300	1,500.00
14-22823	VIP Center	9190	Blanket PO	01-4360	5,000.00
14-22824	Visco	9040	Blanket PO	01-5630	1,000.00
14-22825	Gard's Music House	0280	Blanket PO	01-4300	1,100.00
14-22826	Giorgio's Tuxedo	0280	Blanket PO	01-5890	8,500.00
14-22827	Pepper of Los Angeles	0280	Blanket PO	01-4300	3,000.00
14-22828	Rhino Records Claremont	0280	Blanket PO	01-4300	1,000.00
14-22829	Shattinger Music	0280	Blanket PO	01-4300	2,000.00
14-22830	Virtual Sounds Technology	0280	Blanket PO	01-5630	1,500.00
14-22831	Commercial A+ Services	9190	Blanket PO	01-5800	5,000.00
14-22832	El Pollo Loco	3120	Blanket PO	01-4700	450.00
14-22833	Albertson's/Super Value	3120	Blanket PO	01-4300	250.00
14-22834	Office Depot	3120	Blanket PO	01-4300	500.00
14-22835	Office Depot	3120	Blanket PO	01-4300	300.00
14-22836	Office Depot	3120	Blanket PO	01-4300	575.00
14-22837	EL Pollo Loco	3120	Blanket PO	01-4700	672.00
14-22838	Office Depot	3120	Blanket PO	01-4700	100.00
14-22839	Owl Cafe	9350	Blanket PO	01-4300	700.00
14-22840	Sparkletts	9350	Blanket PO	01-4300	500.00
14-22841	Aqua-Serv Engineers, Inc.	9040	Service Agreement	01-5810	7,320.00
14-22842	Home Town Exterminators	9040	Service Agreement	01-5810	10,080.00
14-22843	Johnson Lift - Hyster	9190	Service Agreement	01-5810	1,738.00
14-22844	Performance Elevator, Inc.	9040	Service Agreement	01-5810	24,540.00
14-22845	State Chemical Company	9040	Service Agreement	01-5810	2,200.00
14-22846	Glendoran Magazine	9210	Subscription	01-4210	25.00
14-22847	Climatec Building Technologies	9040	Service Agreement	01-5810	14,619.96
14-22848	Baker Commodities Inc.	9040	Service Agreement	01-5810	1,800.00
14-22849	Xerox Capital Services, LLC	9110	Blanket PO	01-5610	20,000.00
14-22850	Bryan Press	9110	Blanket PO	01-5800	32,250.00
14-22851	dk Graphics & Printer Supplies	9110	Blanket PO	01-5800	6,000.00
14-22852	Kindred Corp.	9110	Blanket PO	01-5610	30,000.00
14-22853	Swiftly Sign	9110	Blanket PO	01-5610	3,270.00
14-22854	Kelly Paper	9110	Blanket PO	01-4300	8,000.00
14-22855	Xpedx	9110	Blanket PO	01-4300	9,000.00
14-22856	Columbia Dentoform Corp.	3050	Blanket PO	01-4300	750.00
14-22857	Owl Bookshop	9110	Blanket PO	01-4300	4,000.00
14-22858	Magna Publications	3180	Subscription	01-4300	456.71
14-22859	McMaster-Carr	9030	Blanket PO	01-4300	2,500.00
14-22860	Patton Steel	9030	Blanket PO	01-4300	2,000.00
14-22861	Rose Brands Textile Fabrics	9030	Blanket PO	01-4300	5,000.00
14-22862	Visions In Color	9030	Blanket PO	01-4300	3,500.00
14-22863	California Stage & Lighting	9030	Blanket PO	01-4300	4,000.00
14-22864	Carl Rowe	9030	Blanket PO	01-5810	1,000.00
14-22865	Tessitura Network, Inc.	9030	Blanket PO	01-5810	7,200.00
14-22866	Whalen Bindery & Mailing Svc.	9030	Blanket PO	01-5850	17,500.00
14-22867	American Thermoform Corp.	3270	Braille Paper	01-4300	681.30

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22868	American Red Cross	3120	Blanket PO	01-4300	4,000.00
14-22869	Office Depot	3120	Blanket PO	01-4300	10,000.00
14-22870	Owl Bookshop	3120	Blanket PO	01-4300	7,000.00
14-22871	Owl Bookshop	3120	Blanket PO	01-4300	1,000.00
14-22872	Office Depot	3270	Blanket PO	01-4300	1,500.00
14-22873	Positive Promotions	3120	Blanket PO	01-4300	3,000.00
14-22874	Positive Promotions	3120	Blanket PO	01-4300	7,500.00
14-22875	El-Rey Applications	9195	Blanket PO	01-5800	6,000.00
14-22876	Just Do It Fitness Equipment	9195	Maintenance Service	01-5600	16,000.00
14-22877	Fuller Engineering, Inc.	9195	Blanket PO	01-4390	18,000.00
14-22878	Owl Cafe	9151	Blanket PO	01-4300	1,600.00
14-22879	Owl Bookshop	9151	Blanket PO	01-4300	700.00
14-22880	Office Depot	0260	Blanket PO	01-4300	5,000.00
14-22881	Scantron	0040	Supplies	01-4300	104.20
14-22882	Office Depot	9290	Blanket PO	01-4300	2,000.00
14-22883	Owl Bookshop	9099	Blanket PO	01-4300	200.00
14-22884	Ultradent Products, Inc.	3050	Blanket PO	01-4300	250.00
14-22885	Radiation Detection Company	3050	Blanket PO	01-4300	300.00
14-22886	Advantage Distribution	9110	Blanket PO	01-5800	6,000.00
14-22887	System One Business Products	9110	Blanket PO	01-4300	3,000.00
14-22888	Edmark Graphics	9110	Blanket PO	01-5610	3,000.00
14-22889	Office Depot	3200	Blanket PO	01-4300	400.00
14-22890	The Shredders	3200	Blanket PO	01-5810	400.00
14-22891	Home Depot	0280	Blanket PO	01-4300	1,000.00
14-22892	Office Depot	0280	Blanket PO	01-4300	2,000.00
14-22893	Patterson Dental	3050	Blanket PO	01-5600	750.00
14-22894	Geary Pacific Supply	9040	Blanket PO	01-4300	2,000.00
14-22895	San Dimas Music, LLC	0280	Blanket PO	01-4300	3,000.00
14-22896	Owl Bookshop	3270	Blanket PO	01-4300	250.00
14-22897	Office Depot	9151	Blanket PO	01-4300	6,650.00
14-22898	Owl Bookshop	0040	Blanket PO	01-4300	800.00
14-22899	Office Depot	0040	Blanket PO	01-4300	800.00
14-22900	Owl Bookshop	9673	Blanket PO	01-4300	4,000.00
14-22901	Ricoh Business Solutions	9673	Blanket PO	01-4300	3,000.00
14-22902	Office Depot	9673	Blanket PO	01-4300	6,000.00
14-22903	Office Depot	9676	Blanket PO	01-4300	5,000.00
14-22904	Academic Support & Mentoring	9673	Conference Registration	01-5220	585.00
14-22905	Academic Support & Mentoring	9676	Conference Registration	01-5220	1,170.00
14-22906	Owl Bookshop	3070	Blanket PO	01-4300	500.00
14-22907	Owl Bookshop	3070	Blanket PO	01-4300	500.00
14-22908	Exacta Dental	3050	Blanket PO	01-4300	2,000.00
14-22909	Patterson Dental	3050	Blanket PO	01-4300	6,500.00
14-22910	Office Depot	3050	Blanket PO	01-4300	300.00
14-22911	American Dental Association	3050	Accreditation Fee	01-5300	1,050.00
14-22912	Dexis, LLC	3050	Service & Support Agreement	01-5800	1,295.00
14-22913	Owl Bookshop	3180	Blanket PO	01-4300	1,000.00
14-22914	Owl Bookshop	3200	Blanket PO	01-4300	1,200.00
14-22915	Harbor Freight	0030	Biology Supplies	01-4300	85.11
14-22916	Governet c/o Bibby Services	9170	Annual Subscription CurricUNET	01-5800	16,050.00
14-22917	Lans Company, Inc.	9040	Service Agreement	01-5810	1,195.62

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22918	Carrier Corporation	9190	Service Agreement	01-5810	8,112.00
14-22919	Daigger & Company	0030	Stockroom Supplies	01-4300	886.99
14-22920	J.D. Fields Wholesale Lumber	9030	Blanket PO	01-4300	2,500.00
14-22921	Georgia Pacific	9030	Blanket PO	01-4300	2,000.00
14-22922	Medic Batteries	9030	Blanket PO	01-4300	1,000.00
14-22923	Owl Bookshop	9676	Blanket PO	01-4300	2,000.00
14-22924	Office Depot	9347	Blanket PO	01-4300	6,000.00
14-22925	Owl Bookshop	9347	Blanket PO	01-4300	6,000.00
14-22926	Iparidigms	3180	Software Agreement	01-5810	22,736.00
14-22927	Office Depot	3070	Blanket PO	01-4300	2,500.00
14-22929	Office Depot	9680	Blanket PO	01-4300	6,000.00
14-22930	Owl Bookshop	9680	Blanket PO	01-4300	3,000.00
14-22931	Densply Rinn	3050	Dental Equipment Refurbishing	01-5600	3,000.00
14-22932	Carolina Biological Supply	0030	Biology Supplies	01-4300	5,521.17
14-22933	Fisher Scientific	0030	Stockroom Supplies	01-4300	679.04
14-22934	Office Depot	3200	Blanket PO	01-4300	800.00
14-22935	Owl Bookshop	3200	Blanket PO	01-4300	400.00
14-22936	Costco Wholesale	3200	Blanket PO	01-4300	1,100.00
14-22937	Owl Bookshop	9260	Blanket PO	01-4300	100.00
14-22938	Sparkletts	3200	Blanket PO	01-4300	800.00
14-22939	Scantron	3200	Blanket PO	01-4300	300.00
14-22940	Nashville Wraps	0300	Rock Display Boxes	01-4300	100.44
14-22941	Office Depot	3180	Blanket PO	01-4300	2,000.00
14-22942	ESRI	0310	GIS Software Maintenance Agreement	01-4300	250.00
14-22943	R & D Business Interiors	3370	Office Chairs	01-6400	1,235.50
14-22944	OCLC Western	9260	Blanket PO	01-5840	5,500.00
14-22945	Amazon.com	9260	Blanket PO	01-6300	4,000.00
14-22946	Midwest Library Service	9260	Blanket PO	01-6300	15,000.00
14-22947	Gale Group	9260	Blanket PO	01-6300	3,900.00
14-22948	Midwest Library Service	9260	Blanket PO	01-6300	1,000.00
14-22949	Office Depot	9260	Blanket PO	01-4300	4,000.00
14-22950	EBSCO Publishing	9260	Blanket PO	01-5840	6,000.00
14-22951	Gale Group	9260	Blanket PO	01-5840	1,000.00
14-22952	Eton Biosciences, Inc.	9673	Blanket PO	01-4300	4,200.00
14-22953	LabMart	0030	Physiology Supplies	01-4300	260.48
14-22954	Grainger, Inc.	0030	Safety Supplies	01-4300	105.72
14-22955	Performance Elevators Contr.	9040	Blanket PO	01-5800	5,000.00
14-22956	Industrial Technical Services	9040	Service Agreement	01-5810	10,115.00
14-22957	Industrial Technical Services	9040	Service Agreement	01-5810	8,160.00
14-22958	Aqua-Serv Engineers Inc.	9040	Blanket PO	01-5800	20,000.00
14-22959	Bligh Pacific	9040	Blanket PO	01-5630	10,000.00
14-22960	Sargent-Welch Scientific	0030	Biology Supplies	01-4300	152.92
14-22961	Tribune Media Services	0072	Blanket PO	01-4300	1,000.00
14-22962	Office Depot	0072	Blanket PO	01-4300	300.00
14-22963	Costco Wholesale	0072	Blanket PO	01-4300	200.00
14-22964	Glendora Trophy	0072	Blanket PO	01-4300	450.00
14-22965	Lynda.com	0072	Subscription	01-4300	250.00
14-22966	Ward's Natural Science	0300	Mineral Test Kits	01-4300	113.69
14-22967	Los Angeles Times	0072	Los Angeles Times Subscription	01-4300	300.00
14-22968	New York Times	0072	Subscription	01-4300	600.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-22969	Vromans Bookstore	0072	Blanket PO	01-4300	200.00
14-22970	Owl Bookshop	72	Blanket PO	01-4300	200.00
14-22971	College Publisher, Inc.	0072	Computer Server System	01-4300	1,000.00
14-22972	Ipswitch, Inc.	9100	Software Maintenance Agreement	01-5840	573.75
14-22973	Guardian Power Protection Services, Inc.	9100	UPS Service Maintenance Agreement	01-5810	3,350.88
14-22974	All Time Gas & Diesel Repair	9240	Blanket PO	01-5630	3,000.00
14-22975	A-Z Bus Sales, Inc.	9240	Blanket PO	01-5630	15,000.00
14-22976	Lion Express	9240	Blanket PO	01-5610	10,000.00
14-22977	German Auto Repair	9240	Blanket PO	01-5630	4,000.00
14-22978	Central Drug System, Inc.	9240	Blanket PO	01-5800	1,000.00
14-22979	Signature Tire	9240	Blanket PO	01-5630	2,500.00
14-22980	Alosta Smog Test Center	9240	Blanket PO	01-5630	1,500.00
14-22981	Jan's Towing	9240	Blanket PO	01-5630	2,500.00
14-22982	VIP Center	9240	Blanket PO	01-5630	2,000.00
14-22983	Office Depot	9250	Blanket PO	01-4300	5,000.00
14-22984	Daisy I.T.	9250	Blanket PO	01-4300	50,000.00
14-22985	Pitney Bowes	9250	Blanket PO	01-5850	6,000.00
14-22986	Purchase Power Pitney Bowes	9250	Blanket PO	01-4300	1,500.00
14-22987	Pitney Bowes Credit Corp.	9250	Blanket PO	01-5850	13,000.00
14-22988	San Gabriel Valley Tribune	9250	Blanket PO	01-5790	1,000.00
14-22989	Costco Wholesale	9250	Blanket PO	01-4300	1,000.00
14-22990	Home Depot	9250	Blanket PO	01-4300	1,000.00
14-22991	Covina Office Equipment	9250	Blanket PO	01-5630	200.00
14-22992	Grainger, Inc.	9250	Blanket PO	01-4300	1,000.00
14-22993	The Shredders	9250	Blanket PO	01-5800	1,500.00
14-22994	Best Buy	9250	Blanket PO	01-4300	100.00
14-22995	Chase Card Services	9250	Blanket PO	01-4300	500.00
14-22996	Toyota-Lift of Los Angeles	9250	Blanket PO	01-4300	500.00
14-22997	R & D Business Interiors	9250	Blanket PO	01-5800	1,200.00
14-22998	Ricoh Business Solutions	9250	Blanket PO	01-4300	2,000.00
14-22999	Ricoh Business Solutions	9250	Blanket PO	01-5810	50,000.00
14-23000	SourceOne Office Products	9250	Blanket PO	01-4300	10,000.00
Total Number of POs				459	1,842,666.56

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
Fund Summary					
Fund				PO Count	Amount
01			General Fund	109	376,005.28
39			Community Education	1	340.00
41			Capital Outlay Projects Fund	5	35,646.58
71			Associated Student Trust Fund	1	3,282.72
Total Fiscal Year 2013					415,274.58
01			General Fund	317	1,359,241.98
41			Capital Outlay Projects Fund	1	2,000.00
59			Golf Driving Range	25	66,150.00
Total Fiscal Year 2014					1,427,391.98
Total					1,842,666.56

PO Changes					
	New PO Amount	Fund/ Object	Description	Change Amount	
13-20967	16,980.81	01-6400	General Fund/Equipment-Capitalized	5,440.10-	
13-20967	16,980.81	01-6405	General Fund/Equipment	5,560.10	
Total PO 13-20967				120.00	
13-21206	12,244.16	41-6400	Capital Outlay Projects Fund/Equip-Capitalized	12,230.69-	
13-21206	12,244.16	41-6405	Capital Outlay Projects Fund/Equipment	12,244.16	
Total PO 13-21206				13.47	
13-21848	5,446.61	42-5800	Revenue Bond Construction Fund/Oth Contracted Svc	1,850.30	
13-21940	639.98	01-4300	General Fund/Materials and Supplies	58.68	
13-22060	1,727.15	01-6410	General Fund/Equipment-Capitalized	35.75	
13-22070	1,499.00	01-4300	General Fund/Materials and Supplies	85.00	
13-22200	1,848.50	01-4300	General Fund/Materials and Supplies	85.54	
Total PO Changes				2,115.27	

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Institutional Memberships	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees annually approves institutional memberships as an action item at the June meeting for payment, effective July 1, 2013, as required by Education Code.

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

RECOMMENDATION

Authorization to approve the 2013-2014 institutional membership list.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.e. _____

2013-2014 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	2,423.50
Accrediting Commission for Community and Junior Colleges	20,159.00
American Association of Community Colleges	13,760.00
American Choral Directors Association	110.00
American College Health Association	915.00
American Council on International Intercultural Education	595.00
Associated Collegiate Press	139.00
Association for Institutional Research	125.00
Association for Student Advancement Programs	115.00
Association of Community and Continuing Education (ACCE)	120.00
Association of Fundraising Professionals	350.00
Association of Performing Arts Presenters	986.50
Automatic Transmission Rebuilders Association	232.00
Automotive Engine Builders Association	200.00
Automotive Service Councils, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	280.00
Califa Group	300.00
California Association of College Stores	528.00
California Association of Community Colleges Registrars & Admissions Officers	244.00
California Association of Postsecondary Educators of the Disabled	290.00
California Association of School Business Officials (CASBO)	572.00
California Colleges for International Education	450.00
California Community College Chief Instructional Officers	300.00
California Community College Council for Staff & Organizational Development	125.00
California Community College Cross Country & Track Coaches Association	100.00
California Community College Ladies Golf Association	150.00
California Community College Women's Basketball Coaches Association	200.00
California Community Colleges Chief Student Services Administrators Association	300.00
California Community Colleges Men's Basketball Coaches Association	350.00
California Community College Soccer Coaches Association	75.00
California Organization of Associate Degree Nursing Program Directors	100.00
California Presenters	150.00
Child Care Food Program Roundtable	35.00
Claremont Chamber of Commerce	200.00
College Band Directors National Association	75.00
Commission on Athletics (California Community College Athletic Association)	8,440.00
Community College Facility Coalition	825.00
Community College Leadership Development Initiatives Foundation	1,000.00
Community College League of California	19,132.00
Community College Public Relations Organization	175.00
Community College Survey of Student Engagement (CCSSE)	9,925.00
Connect ₂ One	1,400.00
Consortium of Southern California Colleges and Universities (CSCCU)	250.00
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	1,750.00
Council of Chief Librarians, California Community Colleges	150.00
Covina Chamber of Commerce	110.00
Duarte Chamber of Commerce	219.00
Education Mandated Cost Network	2,000.00
Educause	1,940.00
Epsilon Phi Delta/American Association of Teachers of German	10.00
Foundation for California Community Colleges	450.00
Glendora Chamber of Commerce	1,250.00

2013-2014 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Glendora Community Coordinating Council	40.00
Health Services Association -California Community Colleges	150.00
Hispanic Association of Colleges and Universities	7,650.00
Honors Transfer Council of California (HTCC)	90.00
Independent College Bookstore Association	2,000.00
Innovative Users Group	100.00
International Consortium for Education and Economic Development	800.00
International Ticketing Association, Inc.	195.00
Irwindale Chamber of Commerce	248.00
ISSA/Interclean	275.00
Journalism Association of Community Colleges	700.00
Learning Resources Network (LERN)	595.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District	50.00
Monrovia Chamber of Commerce	418.00
NAFSA Association of International Educators	360.00
National Association for Community College Entrepreneurship	500.00
National Association of College Stores, Inc.	975.00
National Association of Colleges and Employers	400.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,409.00
National Association of Veterans' Program Administrators	200.00
National Athletic Trainers Association (NATA)	200.00
National Business Incubation Association	425.00
National Collegiate Honors Council	500.00
National Council for Workforce Education (NCWE)	295.00
National League for Nursing	200.00
National Network 2	200.00
National Student Clearinghouse	644.75
Network of California Community College Foundations	350.00
Recording for the Blind & Dyslexic Learning Through Listening	350.00
San Gabriel Valley Economic Partnership	2,500.00
San Gabriel Valley/Foothill Association of Community Colleges	500.00
School Services of California, Inc.	3,420.00
Society for News Design	105.00
Society of Professional Audio Recording Services	350.00
South Coast Higher Education Council	50.00
Southern California Broadcasters Association	35.00
Southern California Football Association (SCFA)	1,800.00
Southern California Golf Association	1,105.00
Southern California Intersegmental Articulation Council	75.00
Southern California Regional Transit Training Consor	500.00
Specialty Equipment Market Association	150.00
State Community College Organization of Physical Educators	400.00
The Research & Planning Group for California Community Colleges	350.00
Travel Adventure Cinema Society (TRACS)	100.00
Western Arts Alliance (WAA)	350.00
Western Association for College Admission Counseling	50.00
Western Association of Veteran Educational Specialists	75.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00

131,819.75

Board Approved

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Disposal of Surplus Property	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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.f.

Surplus List for June 18, 2013 Board

Item #	Description	Manufacturer	Asset ID	Serial #
1	Computer	ABC	5154	0605067096
2	Computer	ABC	4391	032805666
3	Computer	ABC	4915	0228056579
4	Computer	ABC	4088	1011044655
5	Computer	ABC	3624	0225046448
6	Computer	ABC	4392	0328056653
7	Computer	ABC	3515	0822036403
8	Computer	ABC	5113	0515067062
9	Computer	ABC	7442/4919	0228056577
10	Computer	ABC	5106	0522067072
11	Computer	ABC		0130066930
12	Computer	ABC	5462	0611077618
13	Computer	ABC	5280	1002067157
14	Computer	ABC	4478	0630056844
15	Computer	ABC	5111	0420067012
16	Computer	ABC		0902983078
17	Computer	ABC		0415056694
18	Computer	ABC	4916	Z228056584
19	Computer	ABC		0607056811
20	Computer	ABC	4230	0425056725
21	Computer	ABC		1101067159
22	Computer	ABC	5161	0515067067
23	Computer	ABC	3741	0602046479
24	Computer	ABC	5236	Z228056583
25	Computer	ABC	5139	0420067016
26	Computer	ABC	6269	0625077632
27	Computer	ABC	4248	0222056572
28	Computer	ABC	5226	0626067144
29	Computer	ABC		0210003654
30	Computer	ABC	8220	0328056654
31	Computer	ABC	5225	0420067013
32	Computer	ABC	8124	0328056655
33	Monitor	GATEWAY		P008102982
34	Monitor	SUN MICROSYSTEMS		0120409-0215LR0336
35	Monitor	VIEWSONIC		S35103300295
36	Monitor	GATEWAY	5675	0035954659
37	Monitor	GATEWAY	4622	0036021927
38	Monitor	GATEWAY	4642	0034857768
39	Monitor	VIEW SONIC	4939	PSD060302558
40	Monitor	GATEWAY	4437	0035485443
41	Monitor	GATEWAY	5725	0036021884
42	Monitor, LCD	KDS	7869	1540SBC13601059
43	Monitor	DIGIVIEW		3LN68BG1301276
44	Printer	HP		USQF021441
45	Printer	HP	3129	USEF189555
46	Printer	HP	0481	USEF189278
47	Coin Sorter	Glory	1728	10032
48	Batting Cage	Beacon	5601	

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Approval of Change Order Number One for Bid #07-1112, Tech C Building, Esthetician Remodel Project	Information	_____
		Enclosure(s)	X _____

BACKGROUND

At its meeting of February 5, 2013, the Board of Trustees awarded project #07-1112, Tech C Building, Esthetician Remodel Project to GDL Best Contractors, Inc. of Whittier, California. During the course of construction the District has identified additional project requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Number One. The increase is \$9,843.00. The revised total of the contract after Change Order Number One is \$739,143.00. The change will add zero days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order Number One in the amount of \$9,843.00 and add zero days to the time for completion for Bid #07-1112, Tech C Building, Esthetician Remodel Project.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.g. _____

CHANGE ORDER

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

PROJECT:	#07-1112, Tech C Building, Esthetician Remodel	CHANGE ORDER #	001
	Citrus Community College District	Board Date:	June 18, 2013
CONTRACTOR:	GDL Best Contractors, Inc.	D.S.A.	
	7611 Greenleaf Avenue	Application#	03-114608
	Whittier, CA 90602 Phone (562) 789-1289	D.S.A. File #	19-C9
		Architect	
		Project #	110901

ORIGINAL CONTRACT AMOUNT:		\$	729,300.00
Previous Change Order:	\$	00..00	
This Change Order:	\$	9, 843.00	
Total Change Order:		\$	9,843.00
REVISED CONTRACT AMOUNT:		\$	739,143.00

Notice To Proceed, February 25, 2013, 179 Calendar Day Contract
 ORIGINAL CONTRACT COMPLETION DATE:

Previous Change Order:	----	Calendar Days
This Change Order:	00	Calendar Days
Total Change Orders:	00	Calendar Days

REVISED CONTRACT COMPLETION DATE: August 23, 2013

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

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

APPROVALS:

Architect: Al Ziemba, President, Adolph Ziemba, AIA & Associates	DATE _____
Contractor: Francisco Lopez, President, gdl Best Contractors, Inc.	DATE _____
Owner: Carol R. Horton, Citrus Community College District	DATE _____

EXHIBIT "A"

Change Order No: 001
Project Name: Bid 07, 1112, Tech C Building, Esthetician Remodel
DSA No.: 03-114608
Owner: Citrus Community College District
Architect Project #: 110901
Board Date: June 18, 2013

CHANGE ORDER REQUEST #1

DESCRIPTION: Repair of existing interior wall separating the Esthetician Department from adjacent instructional areas in the south half of floor one.

REASON: Unforeseen Condition: after demolition, it was evident that the wall separating the Project space from the adjacent spaces did not coincide with the original drawings. This change remedies that situation and brings the rated wall into compliance.

REQUESTED BY: GDL Best Contractor/Citrus College due to unforeseen condition

COST: \$7,850.00

TIME EXTENSION: Zero (0) Days

CHANGE ORDER REQUEST #2

DESCRIPTION: Substitution of card-key lever-lock hardware, matching college standard, at 18 of the 21 doors on the project, with a similar device by the same manufacturer with a keyed over-ride feature.

REASON: Owner Request: Facilities Department expressed a preference for the over-ride feature, which the current hardware does not have. The over-ride feature will facilitate accessing locked areas when the card key feature malfunctions. Facilities Department desires the card-reading lever-lock hardware with keyed over-ride as a new college-wide standard.

REQUESTED BY: Citrus College

COST: \$1,993.00

TIME EXTENSION: Zero (0) Days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Curriculum Committee Actions: Approval of New, Modified, and Inactivated Courses and New and Modified Programs	Information	_____
		Enclosure(s)	X

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 from March 14, 2013 through May 30, 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 new and modified programs.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.h.

NEW COURSES		
Course Subject and Number	Course Title	Justification
COMM 240B	Multimedia Newsroom: Intermediate Staff	A lecture/laboratory journalism course that produces the college newspaper, the Clarion, and website.
COMM 240C	Multimedia Newsroom: Senior Staff	Advanced level lecture/laboratory journalism course that produces the college newspaper, the Clarion, and website.
COMM 240D	Multimedia Newsroom: Staff Leadership	Advanced level lecture/laboratory leadership training journalism course that produces the college newspaper, the Clarion, and website.
DANC 263B	Dance for Musical Theatre- Intermediate	An in-depth performance experience focusing on styles of body movement for Musical Theatre stage productions at the intermediate level.
DANC 265B	Musical Staging: Rehearsal and Performance- Intermediate	Special rehearsal and public performance in musical staging above and beyond normal class expectations- intermediate level.
ENGR 101	Introduction to Engineering	Introduction to the field of engineering with emphasis on engineering activities.
MATH 032	Beginning and Intermediate Algebra I	Properties of real numbers and expressions. A basic skills course.
MATH 142	Beginning and Intermediate Algebra II	Rational, Radical, Quadratic, Exponential and Logarithmic Expressions, Functions, and Equations.
MUSC 107	Show Choir II	This class is designed to develop student's "Show Choir" level to intermediate status.
MUSC 251	Professional and Transfer Audition Preparation	This course for music majors focuses on procedures, preparations and strategies that lead to audition success.
MUSE 020	Foundational Music Reading	This course introduces foundational music reading skills in an ensemble environment.
MUSP 182	Musical Theatre Orchestra II	Offers intermediate level instruction in instrumental performance of conducted orchestral ensemble accompaniment.
MUSP 255	Competitive Collegiate Jazz Ensemble	Involves preparation and participation in collegiate jazz competitions.
MUSP 281	Musical Theatre Orchestra III	Offers advanced-intermediate level instruction in instrumental performance of conducted orchestral ensemble

		accompaniment.
MUSP 282	Musical Theatre Orchestra IV	Offers advanced level instruction in instrumental performance of conducted orchestral ensemble accompaniment.
NC 305	ESL Multiskills - Beginning 1	Introduces low-beginning English language learners to basic language skills that are needed to live in American society.
NC 306	ESL Multiskills - Beginning 2	Expands on life and language skills learned in ESL Multiskills - Beginning 1 and is intended for high-beginning English language learners.
NC 307	ESL Multiskills - Intermediate 1	Expands on life and language skills learned in ESL Multiskills - Beginning 2 and is designed for low-intermediate English language learners.
NC 308	ESL Multiskills - Intermediate 2	Designed for English language learners at the high-intermediate level.
NC 309	ESL Multiskills - Advanced	Designed for English language learners at the low-advanced level.
POLI 108	Political Theory	Traces the development of key concepts in political theory.
THEA 204B	Stage and Screenwriting - Intermediate	Study of the fundamental techniques required in creating scripts for stage, screen and television.
THEA 204C	Stage and Screenwriting - Intermediate/Advanced	Further exploration of the skills developed in Stage and Screenwriting 204 A and B.
THEA 204D	Stage and Screenwriting - Advanced	Exploration of the skills developed in Stage and Screenwriting 204 A, B & C.
THEA 241B	Fundamentals of Stage Direction - Intermediate	An intermediate approach to the director's involvement in play analysis, casting, and rehearsal techniques leading to a performance.
THEA 262	Rigging and Automation for Theatre and Live Events	The theory and practice of scenery automation and stage rigging.
THEA 292B	Special Techniques in Acting - Intermediate	A more detailed approach in applying the Stanislavski Method to various genres of theatrical literature.
THEA 295	Summer Concert Touring	A course in the technical planning, installation and execution of a live musical performance.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
ANTH 212	Introduction to Physical Anthropology	Update Student Learning Outcomes and Textbook.
ANTH 212L	Introduction to Physical Anthropology Lab	Update Student Learning Outcomes and Textbook.
BIOL 105H	General Biology	Reactivate course.
BIOL 200	Human Anatomy	Update per C-ID changes.
BUS 146	Personal Finance	Updated methods of instruction.
CIS 130	Microcomputer Applications I	Update Student Learning Outcomes.
COMM 136	Cultural History of American Films	Consolidated Student Learning Outcomes and added textbook option.
COMM 245A	Editorial Board	Update to adhere to state requirements.
COUN 159	On Course to Success	Update Student Learning Outcomes and methods of instruction.
CS 225	Object Oriented Programming	Update per C-ID changes.
DANC 263A	Dance for Musical Theatre-Beginning	Update per Title 5, course prerequisites.
DANC 265A	Musical Staging: Rehearsal and Performance-Beginning	Update per Title 5, change prerequisites.
DANC 281	Advanced Jazz Dance I	Update Student Learning Outcomes, lab content, and methods of assessment.
DENT 204	RDA Clinical Procedures	Update Student Learning Outcomes, course objectives, and textbook.
EMER 162	Principles of Emergency Management	Update Student Learning Outcomes, Distance Education, outside assignments.
EMER 163	Terrorism and Emergency Management	Update Student Learning Outcomes, outside assignments, and textbook.
EMER 164	Managing Hazardous Materials Incidents	Update library resources and course assignments.
ENGL 102	Introduction to Literature	Update per C-ID changes.
ENGL 252	Introduction to English Literature II	Update per C-ID changes.
ESL 024	Reading/Vocabulary II	Six year review.
ESL 030	English Language Skills III	Six year review.
ESL 034	Reading/Vocabulary III	Six year review.
ESL 040	English Language Skills IV	Six year review.
ESL 044	Reading/Vocabulary IV	Six year review.
ESL 100	Fundamentals of	Removed lab hours.

	Composition	
GEOG 102	Cultural Geography	Update Student Learning Outcomes and textbook.
KINC 131	Off Season Volleyball	Changed the unit value to .5 units
KINC 132	Off Season Soccer	Changed the unit value to .5 units
KINC 133	Off Season Water Polo	Changed the unit value to .5 units
KINC 134	Off Season Football	Changed the unit value to .5 units
KINC 137	Off Season Softball	Changed the unit value to .5 units
KINC 138	Off Season Baseball	Changed the unit value to .5 units
KINC 139	Off Season Swimming	Changed the unit value to .5 units
MUSC 118	Music Performance for Events	Six year review.
MUSC 170	Classical Performance Techniques Tour (Vocal)	Update course title and Student Learning Outcomes.
MUSC 171	Commercial Performance Techniques Tour (Vocal)	Update course title and Student Learning Outcomes.
MUSE 160	Standard Percussion Instrumentation/Techniques	Six year review.
MUSE 161	World Percussion Instrumentation/Techniques	Six year review.
MUSP 136	Percussion Ensemble I	Six year review.
MUSP 138	World Percussion Ensemble I	Six year review.
MUSP 146	Wind Symphony II	Update course number, Student Learning Outcomes, and lab content.
NRS 101	Nurse Assistant	Consolidate Student Learning Outcomes and modify objectives.
OFF 215	Microsoft Outlook	Update Student Learning Outcomes and add textbook.
OFF 281	Filing and Records Management	Update Student Learning Outcomes and add textbook.
RNRS 190	Foundations of Nursing	Six year review.
RNRS 191	Intro to Medical/Surgical Nursing I	Six year review.
RNRS 192	Pharmacology for Nurses	Update Student Learning Outcomes and objectives.
RNRS 195	Beginning Medical/Surgical Nursing II	Update Student Learning Outcomes and objectives.
RNRS 203	Mental Health-Psychiatric Nursing	Update Student Learning Outcomes, requisites and course assignments.
SPAN 140	Beginning Conversational Spanish	Reactivate course.
THEA 101	Introduction to Theatre Arts	Update course objectives, methods of instruction and distance education.
THEA 160	Computer Aided Design for	Update lab content, methods of

	Theatre	instruction, and requisites.
THEA 204A	Stage and Screenwriting - Beginning	Course number and title change, and update Student Learning Outcomes,
THEA 241A	Fundamentals of Stage Direction - Beginning	Course number and title change, and update lab content.
THEA 260	Introduction to Show Production Systems	Update SAM code and requisites.
THEA 292A	Special Techniques in Acting - Beginning	Changed course number, update Student Learning Outcomes.
VNRS 150	Fundamentals of Nursing	Consolidate and improve Student Learning Outcomes.
VNRS 154	Body Structure and Function for the Vocational Nurse I	Update Student Learning Outcomes.
VNRS 155	Social-Psychology for the Vocational Nurse	Update Student Learning Outcomes and requisites.
VNRS 164	Body Structure and Function for the Vocational Nurse II	Update Student Learning Outcomes and outside assignments.

INACTIVATED COURSES		
Course Subject and Number	Course Title	Justification
HIST 105	History of World Civilization - The 20th Century	Course not offered.
HIST 140	History of the American West	Course not offered.
MUSC 110	Pop/Cumbia Ensemble I	Course not offered.
MUSC 112	Pop/Salsa Ensemble I	Course not offered.
MUSC 172	Women's Tour Ensemble	Course not offered.
MUSE 288	Electronic Music III	Course not offered.
MUSP 108	Men's Ensemble	Course not offered.
MUSP 162	Handbell Ensemble	Course not offered.

NEW PROGRAMS	
Program Title	Justification
Associate in Arts in Journalism for Transfer	To establish an AA-T transfer degree in journalism.
Associate in Arts in Political Science for Transfer	To establish an AA-T transfer degree in political science.
CSUGE Certificate of Achievement	To establish a CSUGE Certificate of Achievement.
English as a Second Language (Beginning) Noncredit Certificate of Competency	Required for enhanced funding. Will provide benchmarks of achievement for students.

English as a Second Language (Intermediate) Noncredit Certificate of Competency	Required for enhanced funding. Will provide benchmarks of achievement for students.
English as a Second Language (Program Completion) Noncredit Certificate of Competency	Required for enhanced funding. Will provide benchmarks of achievement for students. Provides readiness for matriculation to credit programs.
Heating, Ventilation and Air Conditioning Technician Noncredit Certificate of Completion	Required for enhanced funding. Aligns with industry needs for employment skills.
Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement	To establish an IGETC Certificate of Achievement.

MODIFIED PROGRAMS	
Program Title	Justification
Automotive Service, Diagnosis & Repair – Undercar/Drivetrain Specialist Certificate of Achievement	Removed deleted courses from certificate.
Automotive Service, Diagnosis & Repair – Underhood Specialist Certificate of Achievement	Removed deleted courses from certificate.
Automotive Service, Diagnosis and Repair – Toyota/Lexus/Scion Technician Certificate of Achievement	Removed deleted courses from certificate.
Automotive Technology A.S. Degree	Name change to reflect current title.
Emerging Theatre Technologies Certificate of Achievement	Update program outcomes.
Medium and Heavy Diesel Truck Technology A.S. Degree	Change to title to match Chancellor's site.
Associate in Arts in Theatre Arts for Transfer	Update program electives.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 18, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Andaya, Sophie	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Baldridge, Todd	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Barajas, Noemi	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Brennan, Donna	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Cao, Alvin	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Caterina, Amy	Instructor - Photography	Hourly as needed	08/24/13	12/31/13	\$44.90/hr.
Chou, Kathy	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Chou, Ni-Hua	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Curran, Keith	My Citrus Story - BSI Grant	Stipend	06/23/13	08/15/13	\$5,000.00/tl.
Curran, Keith	My Citrus Story - BSI Grant	Stipend	08/23/13	12/14/13	\$5,000.00/tl.
Cusick, Tanya	Instructor - Dental	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Demonaco, John	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Dhillon, Dalvir	Home Health Aide Curriculum Development - Health Sciences	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Dhillon, Dalvir	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Elias, Brian	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Ferguson, Mark	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Fernandez, Genevieve	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Gonzales, Rina	Instructor - Dental	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Hawkins, Karen	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Hemphill, Kathi	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Hullings, Ginger	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Johnson, Clayton	Coordinator, ESL - Non Credit	Hourly as needed	07/01/13	12/31/13	\$42.24/hr.
Kang, Leah	Instructor - Music	Hourly as needed	08/24/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 18, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Mahmood, Anwar	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Mallory, Roy	Automotive Technology Program - Automotive	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
McWilliams, Stuart	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Mincer, Mary	Counselor - International Student Center	Hourly as needed	06/19/13	06/30/13	\$44.90/hr.
Mincer, Mary	Counselor - International Student Center	Hourly as needed	07/01/13	08/13/13	\$44.90/hr.
Mitchell, Michelle	Instructor - Child Development	Hourly as needed	06/24/13	06/30/13	\$44.90/hr.
Mitchell, Michelle	Instructor - Child Development	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Miyabe, Paige	Counselor - International Student Center	Hourly as needed	06/19/13	06/30/13	\$44.90/hr.
Miyabe, Paige	Counselor - International Student Center	Hourly as needed	07/01/13	12/30/13	\$44.90/hr.
Mumford, Michael	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Nikodym, Holly	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Nwangwu, Helen	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Parry, Erica	Instructor - Dental	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Parsons, Karla	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Patrick, John	Instructor - Theatre Tech	Hourly as needed	08/23/13	12/30/13	\$44.90/hr.
Payne, Renee	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Porter, Kimberly	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Ramirez, Colleen	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Randolph, Stephanie	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Rickman, Tracy	Instructor - EMT	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
San Antonio, Vivian	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Steinmetz, John	Instructor - Music	Hourly as needed	08/24/13	12/31/13	\$44.90/hr.
West, Cres Anne	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Wickman, Mary	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 18, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Willhite, Brandi	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Williams, Monique	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Wozencroft, Paulette	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.
Young, Kee	Instructor - Nursing	Hourly as needed	07/01/13	12/31/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JUNE 18, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Allahbachayo, Salima	Program Coordinator - Associate Degree in Nursing	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Bowman, Deborah	Program Coordinator - Certified Nursing Assistant	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Bowman, Deborah	Home Health Aide Curriculum Development - Health Sciences	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Graciano, Albert	Cosmetology Program Coordinator - Cosmetology	Stipend	07/01/03	06/30/14	\$1,600.00/mo.
Graciano, Albert	Cosmetology Program Coordinator - Cosmetology	20% Reassigned Time	08/23/13	12/14/13	
Graciano, Albert	Cosmetology Program Coordinator - Cosmetology	20% Reassigned Time	02/19/14	06/14/14	
Greene, David	Home Health Aide Curriculum Development - Health Sciences	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Gutierrez, Jesus	Summer Technology Academy - HSI Title V Coop Grant	Stipend	06/19/13	08/23/13	\$1,000.00/tl.
Hadsell, Clifford	Program Coordinator - EMT	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Lubisich, Senya	Summer Technology Academy - HSI Title V Coop Grant	Stipend	06/19/13	08/23/13	\$1,000.00/tl.
Pohl, Claudia	Program Coordinator - Dental	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Shrope, Douglas	Co-Principal-Co-Producer, Beauty and the Beast - Music	Stipend	06/24/13	07/28/13	\$1,050.00/tl.
Tucker, Gail	Program Coordinator - Vocational Nursing	Hourly as needed	07/01/13	12/31/13	\$51.73/hr.
Vaughan, John	Co-Principal-Co-Producer, Beauty and the Beast - Music	Stipend	06/24/13	07/28/13	\$1,050.00/tl.

**ACADEMIC EMPLOYEES
SUMMER 2013 FULL-TIME
JUNE 18, 2013**

Name	Department/Discipline	Placement	LHE Rate
Carr, Darrell	Photography	1-14	\$1,454

**ACADEMIC EMPLOYEES
SUMMER 2013 ADJUNCT
JUNE 18, 2013**

Name	Department/Discipline	Placement	LHE Rate
Clements, Kenny	Kinesiology	1-1	\$1,025
McDaniels, Maria	Child Development	1-6	\$1,119
Morales, Janette	Counseling	1-1	\$1,025
Noriega, Jennette	Counseling	1-1	\$1,025

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
JUNE 18, 2013**

Name	Department/Discipline	Placement	LHE Rate
Bogosian, Chad	Philosophy	1-1	\$1,025
Caterina, Amy	Photography	1-1	\$1,025
Chai, Hayley	Chinese	1-1	\$1,025
Kang, Leah	Music	1-1	\$1,025
Miller, Robert	History	1-1	\$1,025
Page, Rita	History	1-1	\$1,025
Patrick, John	Theatre Tech	1-1	\$1,025
Prewitt, Dezzie	Economics	1-1	\$1,025
Smith, David	Philosophy	1-1	\$1,025
Steinmetz, John	Music	2-5	\$1,120

**ACADEMIC EMPLOYEES
SUMMER 2013 NON CREDIT
JUNE 18, 2013**

Name	Department/Discipline	Placement	Hourly Rate
Church, Luke	Non Credit	1-1	\$38.43
Cordero, Michelle	Non Credit	1-1	\$38.43
Kim, Jung Won	Non Credit	1-1	\$38.43
Lee, Bianca	Non Credit	1-3	\$42.24
Perez, Nelida	Non Credit	1-1	\$38.43

**ACADEMIC EMPLOYEES
FALL 2013 NON CREDIT
JUNE 18, 2013**

Name	Department/Discipline	Placement	Hourly Rate
Cho, Young (Hannah)	Non Credit	1-1	\$38.43
Ufkes, Maureen	Non Credit	1-1	\$38.43

**ACADEMIC EMPLOYEES
SEPARATIONS
JUNE 18, 2013**

Name	Classification	Department	Reason	Date of Separation
Malmgren, Irene	Vice President	Academic Affairs	Resignation	6/28/2013

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
June 18, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Dickson, Todd	Campus Safety Officer III	Temporary Upgrade	6/19/13 thru 6/30/13	33-3 (32-3+1I)	\$3,790.91
Dickson, Todd	Campus Safety Officer III	Temporary Upgrade	7/1/13 thru 12/31/13	33-3 (32-3+1I)	\$3,790.91
Dineley, Dawn	Administrative Secretary I (Purchasing)	Temporary Upgrade	7/12/13 thru 9/1/13	34-7 (31-7+3A)	\$4,723.08
McDonald, Tamara	Women's Basketball Program Coordinator- Classified Supervisor (Kinesiology)	Employment (One year contract renewable year- to-year)	7/1/13 thru 6/30/14	6-1	\$4,301.00
Michel, Frank	Food Service Supervisor	Temporary Upgrade	5/22/13 thru 7/22/13	9-1 (8-1+1A)	\$4,878.00
Ponciano, Ronald	Football Program Coordinator-Classified Supervisor (Kinesiology)	Employment (One year contract renewable year- to-year)	7/1/13 thru 6/30/14	13-1	\$6,053.00
Tracey, Timothy	Women's Soccer Program Assistant- Classified Supervisor (Kinesiology)	Employment (One year contract renewable year- to-year)	7/1/13 thru 6/30/14	1-1	\$3,370.00
Victor, Christopher	Men's Basketball Program Coordinator- Classified Supervisor (Kinesiology)	Employment (One year contract renewable year- to-year)	7/1/13 thru 6/30/14	11-1	\$5,488.00

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JUNE 18, 2013**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Armstrong, Stacy	Publications Specialist	FMLA	External Relations	10/7/13 thru 6/27/14 (Not to exceed a total of 480 unpaid hours)
Lopez, Rudy	Gardener II	Retirement	Grounds	6/1/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 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.k.

**CLASSIFIED SUBSTITUTES
JUNE 18, 2013**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Quijas, Mark	Custodian	Serve as substitute for rotating absences	7/1/13 thru 12/31/13	22-1	\$15.12/hr
Smith, Kirstie	Mailroom Coordinator	Serve as substitute for temporarily upgraded employee	7/12/13 thru 9/1/13	30-1	\$18.42/hr

**SHORT-TERM, HOURLY
JUNE 18, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Alsky, Travis	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Alsky, Travis	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Barbon, Breanna	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Barbon, Breanna	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Barroso, Patricia	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Barroso, Patricia	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Blanco, Josue	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Blanco, Josue	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Burek, Michelle	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Burek, Michelle	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 8/15/13
Bush, Mabel	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Bush, Mabel	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Courts, Nicolas	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Courts, Nicolas	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Djepang, Kevin	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Djepang, Kevin	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Diamond, Kesean	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Diamond, Kesean	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Egbert, Ida	Student Services Support	Student registration	Fiscal Services	\$14/hr	7/1/13 thru 12/31/13
Egbert, Rossanne	Student Services Support	Student registration	Fiscal Services	\$14/hr	7/1/13 thru 12/31/13
Engle, Jamie	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Engle, Jamie	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Espinoza, Robert	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Espinoza, Robert	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Fraire-Gamell, Alexis	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Garcia, Alejandra	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Garcia, Alejandra	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Gudino, Robert	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Gudino, Robert	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Hermosillo, Evelyn	Student Services Support	Accounting support for current and new fiscal year, year end audits	Fiscal Services/ Bookstore & Cafeteria	\$14/hr	7/1/13 thru 9/30/13
Hernandez, Marilyn	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Hernandez, Marilyn	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Ibarra, Jorge	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Ibarra, Jorge	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Jamison, Johanna	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Jamison, Johanna	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Kaainoa, Carina	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Kaainoa, Carina	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Karungari, Charity	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Karungari, Charity	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Kasraei, Hatef	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Kasraei, Hatef	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Koulos, Patricia	Student Services Support	Student registration	Fiscal Services	\$14/hr	7/1/13 thru 12/31/13
LaVeaux, Katherine	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
LaVeaux, Katherine	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Lewis, Lindsey	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Lewis, Lindsey	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Lin, Jack	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Lin, Jack	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Loera, Fonter	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/17/13 thru 6/30/13
Loera, Fonter	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Lopez, Deborah	Student Services Support	Assist with peak front counter document intake, answering phones, and file verification processing, fee waivers and AB540 applications.	Financial Aid	\$14/hr	7/1/13 thru 12/31/13
Luevano, Dave	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Luevano, Dave	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Luis, Juan	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Luis, Juan	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Madero, Sarah	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Madero, Sarah	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Magdaleno, Ivan	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Magdaleno, Ivan	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Mayuga, Marriella	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Mayuga, Marriella	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Mejia, Adrian	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Mejia, Adrian	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Meeks, Kathleen	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Meeks, Kathleen	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Mock, Katherine	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Mock, Katherine	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Munoz, Arturo	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Munoz, Arturo	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Munoz, Israel	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Munoz, Israel	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 8/30/13
Navarro, Joshua	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Navarro, Joshua	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
O'Hara, Jacklyn	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
O'Hara, Jacklyn	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Oudich, Ali	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Oudich, Ali	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Pena, Monika	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Pena, Monika	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Perez, Raul	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Perez, Raul	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Rios, Irma	Student Services Support	Assist with peak front counter document intake, fee waivers and AB540 applications.	Financial Aid	\$14/hr	7/1/13 thru 12/31/13
Romanello, Frances	Student Services Support	Assist with peak front counter document intake, fee waivers and AB540 applications.	Financial Aid	\$14/hr	7/1/13 thru 12/31/13
Romero, Jesus	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Romero, Jesus	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Sosa, Perla	Student Services Support	Assist with peak front counter document intake, fee waivers and AB540 applications.	Financial Aid	\$14/hr	7/1/13 thru 12/31/13
Quiogue, Alwynn Ryan	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Sanchez, Victor	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Sanchez, Victor	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Sands, Kelly	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Sands, Kelly	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Sharmahd, Gazelle	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Sharmahd, Gazelle	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Terrazas, Alcira	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/17/13 thru 6/30/13
Terrazas, Alcira	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Torres, Rick	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Torres, Rick	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Vargas, Renato	Instructional Support	SI leader	STEM	\$12/hr	6/24/13 thru 6/30/13
Vargas, Renato	Instructional Support	SI leader	STEM	\$12/hr	7/1/13 thru 8/15/13
Vasquez, Pablo	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Vasquez, Pablo	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Villanueva, Miguel	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13

**SHORT-TERM, HOURLY
JUNE 18, 2013**

Villanueva, Miguel	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13
Weerasinghe, Samanthi	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	6/19/13 thru 6/30/13
Weerasinghe, Samanthi	Instructional Support	Classroom support	Race to STEM PAGE	\$12/hr	7/1/13 thru 7/30/13
Zampielo, Vincent	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Zampielo, Vincent	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	7/1/13 thru 8/15/13
Zhong, DeQuan	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	6/24/13 thru 6/30/13
Zhong, DeQuan	Technical Support	Research experiences	Race to STEM Grant	\$20/hr	7/1/13 thru 8/30/13

**STIPENDS STRS NON-CREDITABLE
JUNE 18, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Arnold, Darrick	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Brown, Antoine	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Card, Therique	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Carter, Kerry	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Childress, Justin	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Demesma, Kumase	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Galvan, Alex	Stipend	Music Arranging Instrumental Performances	Music	\$500/tl.	6/20/13 thru 6/25/13
Jefferson, Garrett	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Jefferson, Jordan	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Johnson, Patrick	Camp Director	Basketball Camp	Kinesiology	Not to exceed \$8,000/tl	6/19/13 thru 7/19/13
Mackie, Jordan	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13

**STIPENDS STRS NON-CREDITABLE
JUNE 18, 2013**

Mathews, Royal	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Middleton, Darius	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Pacheco, Eduardo	Camp Director	Football Youth Camp	Kinesiology	Not to exceed \$15,000/tl	6/17/13 thru 8/1/13
Parga, Brandon	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Phifer, Donnell	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Polee, Steve	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Post, Kari	Camp Director	Volleyball camp	Kinesiology	Not to exceed \$500/tl	7/29/13 thru 8/1/13
Rios, Kelly	Camp Director	Volleyball camp	Kinesiology	Not to exceed \$500/tl	7/29/13 thru 8/1/13
Roach, JT	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Rodgers, Ryon	Camp Director	Basketball Camp	Kinesiology	Not to exceed \$8,000/tl	6/19/13 thru 7/19/13
Roland, Jevion	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Sayles, Keyon	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Smith, Miles	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13

**STIPENDS STRS NON-CREDITABLE
JUNE 18, 2013**

Thomas, Brandon	Camp Director	Basketball Camp	Kinesiology	Not to exceed \$8,000/tl	6/19/13 thru 7/19/13
Todd, Terrell	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
VanWinkle, Chris	Stipend	Watercolor painting for the advanced student	Community Ed	\$1000/tl	6/17/13 thru 6/22/13
Volonte, Dan	Stipend	Moving Light Design/ Summer Theatre "The Mousetrap"	Music	\$1000/tl	6/19/13 thru 6/25/13
Volonte, Dan	Stipend	Moving Light Design/ CSC "Beauty and the Beast"	Music	\$1000/tl	6/24/13 thru 7/28/13
Walker, Dominic	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Watkins, Brent	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Watkins, Gary	Camp Director	Football Youth Camp	Kinesiology	Not to exceed \$15,000/tl	6/17/13 thru 8/1/13
Woods, Brandon	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13
Worthy, Terrence	Camp Director	Basketball Camp	Kinesiology	Not to exceed \$8,000/tl	6/19/13 thru 7/19/13

**VOLUNTEERS, NON-ACADEMIC
JUNE 18, 2013**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Aguilar, Maria	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Anderson, Ed	Kinesiology (Volunteer Softball Assistant)	8/1/13	6/30/14
Bueno, Nancy	Learning Center (Math tutor)	7/1/13	12/20/13
Dade, Kiyhanna	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Eddings, Kayla	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Freitag, Cassandra	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Hundley, Danielle	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Johnson, Kaylee	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Lemus, Monica	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Luevano, Jonathan	Kinesiology (Voluneer Football Assistant)	8/1/13	6/30/14
Perry, Andrew	Volunteer Baseball Assistant	8/26/13	6/30/14
Perez, Gil	Volunteer Baseball Assistant	8/26/13	6/30/14
Ramirez, Pedro	Verteran Center (VA work)	6/19/13	6/30/13
Ramirez, Pedro	Verteran Center (VA work)	7/1/13	12/31/13
Robles, David	Volunteer Baseball Assistant	8/26/13	6/30/14
Salazar, Fernando	Verteran Center (VA work)	6/19/13	6/30/13
Salazar, Fernando	Verteran Center (VA work)	7/1/13	12/31/13
Sandello, Daniel	Kinesiology (Volunteer Baseball Assistant)	8/26/13	6/30/14
Sosa Centeno, Rafael	Verteran Center (VA work)	6/19/13	6/30/13
Sosa Centeno, Rafael	Verteran Center (VA work)	7/1/13	12/31/13

**VOLUNTEERS, NON-ACADEMIC
JUNE 18, 2013**

William, Darren	Kinesiology (Volunteer W Soccer Assistant)	8/15/13	6/30/13
Wills, Julia	Kinesiology (Volunteer W Soccer Assistant)	8/15/13	6/30/13

VOLUNTEER COACHES
JUNE 18, 2013

VOLUNTEER NAME	SPORT	BEGIN DATE	END DATE
Aldrete, Marcos	Baseball coach	8/26/13	12/16/13
Amaya, Chris	Baseball Assistant	8/26/13	6/30/14
Anderson, Shane	M Water Polo coach	6/19/13	6/30/14
Clements, Kenny	M Water Polo	1/1/14	6/30/14
Helman, Josh	Softball coach	8/21/13	6/30/14
Olivas, Daniel	W Golf coach	8/15/13	6/15/14
Raez, Carlos	M Golf coach	8/15/13	6/15/14
Smith, Caitlin	W Golf	8/15/13	6/15/14
Viverto, Will	Baseball coach)	8/26/13	12/16/13

**SUMMER 2013
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
JUNE 18, 2013**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Bigley-Cronin, Mary	Community Education	1-3	\$42.24
Miyabe, Joyce	Community Education	1-3	\$42.24
Jaquette, Tim	Community Education	1-3	\$42.24

**PROFESSIONAL EXPERT
June 18, 2013**

Name	Description	Department	Rate	Begin/End
Agu, Darlington	Fitness Center Attendant	Continuing Education	\$24.00/hr.	06/24/13 to 06/14/14
Ameral, Marne	Interpreter II	DSP&S	\$27.95/hr.	07/01/13 to 06/30/14
Arthur, Mala	Technology Training Specialist	Counseling	\$22.00/hr.	06/19/13 to 05/08/14
Baca, Candelaria	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Bennett, Terri	Interpreter III	DSP&S	\$39.34/hr.	07/01/13 to 06/30/14
Brown, Stacey	High School/College Liaison - Early College	Continuing Education	\$20.00/hr.	07/01/13 to 06/30/14
Cervantes, Ebiut	Live Sound Facilitator (Kenshu)	Contract Education	\$600.00/Ttl.	03/01/13 to 03/02/13
Clark, Rachael	Aerobic Leader	Continuing Education	\$30.33/hr.	07/01/13 to 12/31/13
Cuevas, Katherine	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Cui, Matthew	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
De Guzman, Frankie	Fitness Center Attendant	Continuing Education	\$24.00/hr.	06/24/13 to 06/14/14
Dominguez, Cynthia	PAGE Mathematics Enrichment Specialist	STEM	\$40.00/hr.	06/19/13 to 07/30/13

**PROFESSIONAL EXPERT
June 18, 2013**

Name	Description	Department	Rate	Begin/End
Escoto, Daniel	Bus Driver	Transportation	\$20.94/hr.	07/01/13 to 06/30/14
Floch-Garcia, Christina	Director of Foundation	Foundation	\$7,437.00/mth	07/01/13 to 06/30/15
Geiger, Victoria	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
George, Irene	Aerobic Leader	Continuing Education	\$30.33/hr.	07/01/13 to 12/31/13
Gutierrez, Luke	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Henry, Fiona	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Hodge, Victoria	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Holm, Dorene	Interpreter I	DSP&S	\$23.80/hr.	07/01/13 to 06/30/14
Hurtado, Aimee	Interpreter II	DSP&S	\$27.95/hr.	07/01/13 to 06/30/14
Jones, Frances	PS-MAPP Assistant	Foster/Kinship	\$14.82/hr.	07/01/13 to 01/31/14
Khuu, Karen	Fitness Center Attendant - Substitute	Continuing Education	\$24.00/hr.	06/24/13 to 06/14/14
Lopez, Alicia	PAGE Mathematics Enrichment Specialist	STEM	\$40.00/hr.	06/19/13 to 07/30/13

**PROFESSIONAL EXPERT
June 18, 2013**

Name	Description	Department	Rate	Begin/End
Martinez, Suzanne	Bridges to Success/College Success Coordinator	STEM	\$6,280.17/mth	07/01/13 to 06/30/14
Morales, Maria	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Murphy, Bonnie	Aerobic Leader	Continuing Education	\$30.33/hr.	07/01/13 to 12/31/13
Ortiz, Frank	Fitness Center Attendant - Substitute	Continuing Education	\$24.00/hr.	06/24/13 to 06/14/14
Padilla, Maria	PAGE Mathematics Enrichment Specialist	STEM	\$40.00/hr.	06/19/13 to 07/30/13
Percy, Martha	Bus Driver	Transportation	\$20.94/hr.	07/01/13 to 06/30/14
Razo, Lynda	Aerobic Leader	Continuing Education	\$30.33/hr.	07/01/13 to 12/31/13
Roth, Michelle	Curriculum & Data Assistant	Foster/Kinship	\$13.00/hr.	07/01/13 to 12/31/13
Shinall, Mackenzie	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Torres, Blanca	Lifeguard	Kinesiology	\$11.00/hr.	06/19/13 to 12/14/13
Waddington, Alan	Cross Country Program Assistant	Kinesiology	\$3,977.00/Ttl.	08/15/13 to 12/15/13
Wright, Linda	Aerobic Leader	Continuing Education	\$30.33/hr.	07/01/13 to 12/31/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Approval of 2013-2014 Tentative Budget for All Funds	Information	_____
		Enclosure(s)	X _____

BACKGROUND

Title 5 requires that the District adopt a tentative budget prior to June 30th. The enclosed budget provides estimated revenues and expenditures by cost center and major object code for all District Funds. The tentative budget has been developed using the budget assumptions provided to the Board at the April 2, 2013, regular board meeting.

This item was prepared by Carol Cone, Budget Supervisor, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the 2013-2014 tentative budget.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

2013-2014

TENTATIVE BUDGET

GENERAL FUND UNRESTRICTED REVENUES	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
FEDERAL REVENUE				
8150 PELL ADMIN ALLOWANCE	20,000	20,000	20,000	0
8199 ARRA STATE STABILIZATION FUNDS	0	0	0	0
8160 VETERANS EDUCATION	1,500	1,500	1,500	0
TOTAL FEDERAL REVENUE	21,500	21,500	21,500	0
STATE REVENUE				
8610 GENERAL APPORTIONMENT	41,021,709	44,658,433	46,618,433 *	1,960,000
8610 GEN APPORTIONMENT PRIOR YEAR(08800)	0	774,129	0	-774,129
8612 ENROLL FEE ADMIN	62,966	156,047	156,047	0
8624 Return to Title IV PY (08800)	0	0	0	0
8628 PART TIME FAC COMPENSATION FUND (01600)	252,321	252,321	252,321	0
8650 PART TIME FAC HEALTH/OFFICE HOURS	0	0	0	0
8650 PART TIME FAC HEALTH/OFFICE HRS(08800)	0	0	0	0
8660 INTEREST	0	0	0	0
8670 TAX RELIEF HOMEX	34,452	34,452	34,452	0
8679 TAX OTHER	0	0	0	0
8681 LOTTERY NON PROP 20	1,426,266	1,426,266	1,498,788	72,522
8681 LOTTERY PRIOR YEAR NON PROP 20 (08800)	0	-79,642	0	79,642
8682 LOTTERY PROP 20 (00000)	0	0	0	0
8682 LOTTERY PRIOR YEAR PROP 20 (08800)	0	0	0	0
8683 MANDATED COST-MANDATED REIMB	297,629	297,629	0	-297,629
8684 MANDATED COST-COLL BARGAINING	0	0	0	0
8685 MANDATED COST-OPEN MEETINGS	0	0	0	0
8686 MANDATED COST-HEALTH FEE	0	0	0	0
8687 MANDATED COST-AGENCY FEE ARRANGE	0	0	0	0
8688 MANDATED COST-ENROLMT FEE COL&WAIVER	0	0	0	0
8689 MANDATED COST - INTEGRATED WASTE	0	0	0	0
8691 MOTOR VEHICLE FUEL REFUND	0	0	0	0
8692 MANDATED COST - ABSENTEE BALLOT	0	0	0	0
8693 MANDATED COST - INVESTMENT REPORTS	0	0	0	0
8699 OTHER STATE REVENUE	0	0	0	0
TOTAL STATE REVENUE	43,095,343	47,519,635	48,560,041	1,040,406
LOCAL REVENUE				
8811 SECURED TAXES	3,159,246	3,159,246	3,159,246	0
8812 SUPPLEMENTAL TAXES	35,572	35,572	35,572	0
8813 UNSECURED TAXES	95,312	95,312	95,312	0
8816 PRIOR YEAR TAXES	330,522	330,522	330,522	0
RECEIPTS FROM PROP TAX JPA	99,229	99,229	99,229	0
PAYMENT TO PROP TAX JPA	-197,397	-197,397	-197,397	0
8817 ERAF TAXES	331,879	395,178	395,178	0
8818 OTHER TAXES	22,942	22,942	22,942	0
TOTAL TAXES	3,877,305	3,940,604	3,940,604	0

GENERAL FUND UNRESTRICTED REVENUES	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
LOCAL REVENUE - CONTINUED				
8860 INTEREST	196,690	196,690	196,690	0
8874 ENROLLMENT FEE	3,635,191	3,973,641	3,973,641	0
8879 TRANSCRIPTS	25,000	25,000	25,000	0
8880 NON-RES TUITION FOREIGN (01800)	1,589,520	1,949,668	1,949,668	0
8880 NON-RES TUITION OUT-OF-STATE (01900)	245,230	55,132	55,132	0
8880 NON-RES TUITION Prior Year (08800)	0	0	0	0
TOTAL NON-RES TUITION	1,834,750	2,004,800	2,004,800	0
8885 OTHER STUDENT FEES	0	0	0	0
8885 REFUND CHARGE/RETAINER (03000)	0	0	0	0
8885 Exam by Credit (03100)	0	0	0	0
8885 QUILL ACCOUNT (03300)	0	0	0	0
8885 PHOTO ID CARDS (03600)	0	0	0	0
TOTAL FEES	0	0	0	0
8889 OTHER LOCAL INCOME	0	0	0	0
8890 OTHER LOCAL INCOME	26,000	54,220	54,220	0
8891 REG CASH OVER SHORT	0	0	0	0
8893 IOU PROCESSING FEE	0	0	0	0
8894 RETURN CHECKS SERVICE	0	0	0	0
8895 PARKING FINES	178,782	178,782	178,782	0
8896 OTHER LOCAL-JOURNEYS	18,000	18,000	18,000	0
8897 COSMETOLOGY INCOME	95,000	95,000	95,000	0
8898 SUBPOENA RECORDS	300	300	300	0
8899 LIBRARY FINES	7,000	7,000	7,000	0
TOTAL OTHER LOCAL REVENUE	325,082	353,302	353,302	0
8910 SALES OF EQUIPMENT	0	0	0	0
8911 LIBRARY BOOK SALES	50	50	50	0
TOTAL LOCAL REVENUE	9,894,068	10,494,087	10,494,087	0
TOTAL GENERAL FUND REVENUE	53,010,911	58,035,222	59,075,628	1,040,406
TOTAL GENERAL FUND EXPENDITURES	55,989,048	57,525,758	58,771,013	1,245,257
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES	-2,978,137	509,464	304,615	-204,851
OTHER FINANCING				
7210 TRANSFER TO FUND 01.3	-1,303,927	-1,303,927	-1,230,978	72,949
7312 TRANSFER TO FUND 33.0-PROG MATCH	0	0	0	0
7312 TRANSFER TO FUND 33.0-FEDERAL BACKFILL	0	0	0	0
7313 TRANSFER TO FUND 39.0	-21,172	0	0	0
7314 TRANSFER TO FUND 41.0	0	0	0	0
7317 TRANSFER TO FUND 59.0	-50,000	-50,000	-50,000	0
8981 TRANSFER FROM FUND 01.3 Various Programs	63,385	63,385	63,385	0
8982 TRANSFER FROM FUND 33.0	0	0	0	0
8983 TRANSFER FROM FUND 39.0	0	0	0	0
8989 TRANSFER FROM FUND 74.0 FWS 00000	50,000	40,000	40,000	0
TRANSFER FROM FUND 74.0 FWS 90100 Admin	12,083	12,083	11,090	-993
8989 TRANSFER FROM FUND 74.0 SEOG 90300 Admir	12,585	12,585	12,114	-471
8990 TRANSFER FROM FUND 72.0	2,100	2,100	1,731	-369
TOTAL OTHER FINANCING	-1,234,946	-1,223,774	-1,152,658	71,116
INCREASE/DECREASE IN FUND BALANCE	-4,213,083	-714,310	-848,043	-133,735
BEGINNING BALANCE JULY 1, 2013	8,381,956	8,381,956	7,667,646	-714,310
ENDING BALANCE JUNE 30, 2014	4,168,871	7,667,646	3,002,600	-4,665,046
RESERVE FOR CONTINGENCIES	0	0	3,817,004	3,817,004

**GENERAL FUND UNRESTRICTED
EXPENDITURE BY DEPARTMENT**

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
	DEPARTMENT				
PAGE 5	00011 FORESTRY	21,006	21,070	20,913	-157
PAGE 6	00020 BIOLOGICAL SCIENCE	1,247,427	1,419,484	1,370,073	-49,411
PAGE 8	00028 BUSINESS	1,151,485	1,226,435	1,308,315	81,880
PAGE 10	00050 LANG ARTS COMMUNICATIONS	292,685	312,365	310,128	-2,236
PAGE 12	00057 COMPUTER SCIENCE/INFO SERV	567,735	580,529	590,934	10,405
PAGE 14	00065 KINESIOLOGY	2,069,123	2,151,069	2,201,076	50,007
PAGE 17	00072 INFO TECH/ENGINEERING	171,627	171,477	177,241	5,764
PAGE 18	00077 HEATING/AIR CONDITIONING	0	0	0	0
PAGE 20	00097 AUTOMOTIVE TECHNOLOGY	737,507	723,410	720,010	-3,400
PAGE 22	00116 DRAFTING TECHNOLOGY	266,180	266,863	305,323	38,460
PAGE 23	00130 WATER TECHNOLOGY	24,207	24,207	31,742	7,534
PAGE 24	00137 ART	864,673	903,767	985,799	82,032
PAGE 26	00142 MUSIC	1,734,372	1,807,931	1,888,234	80,303
PAGE 30	00145 RECORDING TECHNOLOGY	460,537	464,339	490,158	25,819
PAGE 32	00146 THEATRE ARTS	339,093	366,221	380,910	14,690
PAGE 34	00148 DANCE	210,106	215,922	228,521	12,599
PAGE 36	00151 PHOTOGRAPHY	141,870	158,882	129,619	-29,263
PAGE 37	00159 FOREIGN LANGUAGE	554,332	598,882	678,378	79,496
PAGE 38	00181 NURSING - VOCATIONAL	1,167,733	1,188,722	1,205,089	16,366
PAGE 40	00182 NURSING - RN	539,624	534,978	577,776	42,798
PAGE 42	00188 DENTAL ASSISTING	304,340	306,442	304,174	-2,268
PAGE 44	00221 CHILD DEVELOPMENT	328,500	402,385	298,545	-103,841
PAGE 46	00236 ENGLISH	2,202,089	2,376,567	2,543,084	166,518
PAGE 50	00266 SPEECH, DEBATE, FORENSIC SCN	547,383	584,792	622,422	37,630
PAGE 52	00268 PHILOSOPHY	286,001	295,583	338,183	42,601
PAGE 53	00272 LIBRARY TECHNOLOGY - INSTR	0	0	0	0
PAGE 54	00274 MATHEMATICS	3,050,598	3,367,179	3,337,502	-29,677
PAGE 58	00280 PHYSICAL SCIENCE	432,400	459,292	435,506	-23,786
PAGE 60	00283 CHEMISTRY	753,923	760,867	762,577	1,710
PAGE 62	00286 GEOLOGY	177,915	202,947	233,994	31,047
PAGE 64	00290 PSYCHOLOGY	717,529	797,126	742,986	-54,140
PAGE 66	00295 PUBLIC WORKS	35,918	43,103	39,328	-3,775
PAGE 67	00299 ADMIN of JUSTICE	80,716	120,460	130,470	10,010
PAGE 68	00312 SOCIAL SCIENCE	521,343	561,952	610,534	48,582
PAGE 70	00318 HISTORY	535,027	570,880	597,644	26,764
PAGE 72	00322 SOCIOLOGY	521,098	549,807	535,600	-14,206
PAGE 74	00326 COSMETOLOGY	1,676,470	1,641,389	1,634,544	-6,845
PAGE 77	00331 CITRUS SUBSTITUTE COSTS	144,360	110,550	109,537	-1,013
PAGE 78	00332 CLAREMONT SUMMER SCH	155,787	155,787	154,979	-809
PAGE 79	00333 MONROVIA SUMMER SCH	139,370	139,370	138,617	-753
PAGE 80	00336 AZUSA UNIFIED SUMMER SCH	127,664	127,664	126,908	-756
PAGE 80	00337 DUARTE SUMMER SCHOOL	93,652	93,652	93,031	-621
PAGE 81	00341 HUMANITIES	41,287	35,968	31,741	-4,227
PAGE 82	00346 COUNSELING INSTRUCTIONAL	79,862	127,890	185,619	57,729

EXPENDITURE BY DEPARTMENT

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
PAGE 83	00362 READING SKILLS	0	0	0	0
PAGE 84	00364 LEARNING CENTER INSTR	245,408	245,538	243,892	-1,647
PAGE 86	00365 ENGLISH AS A SECOND LANGUAGE	432,457	446,467	451,797	5,330
PAGE 88	00371 NON-CREDIT/INSTRUCT	366,674	366,771	358,268	-8,503
PAGE 89	00372 DISTANCE EDUCATION	494,471	458,847	470,677	11,830
PAGE 90	00373 INTERNATIONAL EDUCATION	155,221	156,472	157,882	1,411
PAGE 91	00375 STUDENT LEARNING OUTCOMES	85,315	86,104	86,406	302
PAGE 92	00380 RETIREES BENEFITS INSTR	404,839	416,881	419,746	2,865
PAGE 93	00381 INSTRUCTION V P	551,154	572,310	582,187	9,877
PAGE 94	00382 INSTRUCTION DEANS	2,137,710	2,119,704	2,114,614	-5,090
PAGE 96	00390 ACADEMIC SENATE	199,640	199,813	204,815	5,002
PAGE 97	00391 CTE WORKFORCE DEV	3,022	3,022	3,022	0
PAGE 98	00392 EVENING OFFICE/CONTINUING ED	0	0	0	0
PAGE 99	00393 NON-CREDIT	120,322	120,460	125,295	4,835
PAGE 100	00400 LEARNING CENTER NON-INSTR	248,180	248,712	255,243	6,531
PAGE 102	00401 LIBRARY	1,006,291	1,002,565	965,013	-37,552
PAGE 104	00402 LIBRARY MEDIA	150,140	152,740	155,642	2,901
PAGE 106	00410 ADMISSIONS	1,206,205	1,274,857	1,305,193	30,337
PAGE 108	00412 LIBRARY - PHOTO ID	10,000	13,477	13,477	0
PAGE 110	00420 COUNSELING	1,164,906	1,160,683	1,161,047	365
PAGE 112	00422 TRANSFER CENTER	344,589	330,179	328,988	-1,191
PAGE 113	00423 CAREER CENTER	251,742	253,426	255,896	2,470
PAGE 114	00428 STUDENT SERVICES VP	325,872	345,594	333,000	-12,594
PAGE 115	00431 STUDENT EMPLOYMENT SERVICES	0	0	0	0
PAGE 116	00433 INTERNATIONAL STUDENTS	277,699	278,022	268,467	-9,555
PAGE 117	00434 TRANSPORTATION	97,327	97,327	96,907	-420
PAGE 118	00439 OUTREACH	116,690	117,073	117,470	397
PAGE 120	00440 BUILDINGS/MAINTENANCE	1,263,219	1,266,694	1,281,514	14,820
PAGE 122	00441 CUSTODIAL	2,015,398	2,035,424	2,071,815	36,391
PAGE 126	00442 GROUNDS	991,174	990,568	1,001,788	11,220
PAGE 128	00443 UTILITIES	1,620,000	1,620,000	1,620,000	0
PAGE 129	00444 FACILITIES-M&O	872,443	889,766	903,588	13,822
PAGE 130	00445 FACILITIES - PE MAINTENANCE	109,000	109,000	109,000	0
PAGE 131	00446 PRESIDENT	953,130	836,271	1,092,159	255,888
PAGE 132	00447 ADMIN SERVICES VP	550,752	550,752	554,202	3,450
PAGE 133	00448 ADM SERV TRUSTEES	134,811	134,811	134,466	-346
PAGE 134	00449 COLLEGE ADV/DEVELOPMENT	229,852	229,844	235,220	5,376
PAGE 136	00450 COLLEGE ADV/EXT RELATIONS	666,714	627,967	637,188	9,222
PAGE 137	00451 FISCAL SERVICES	1,492,625	1,499,723	1,581,497	81,775
PAGE 138	00452 HUMAN RESOURCES	481,394	481,394	543,748	62,354
PAGE 139	00453 HUM RESOURCES-PERSONNEL	736,109	738,092	747,165	9,073
PAGE 140	00454 RETIREES BENEFITS NON-INSTR	950,156	1,020,162	1,026,050	5,888
PAGE 141	00457 PURCHASING / WAREHOUSE	1,084,921	1,087,161	1,104,736	17,575
PAGE 142	00458 COLLEGE ADV/REPOGRAPHICS	633,320	634,086	638,830	4,744
PAGE 143	00459 INSTITUTIONAL RESEARCH	257,919	263,206	277,605	14,399
PAGE 144	00460 RISK MANAGEMENT	758,530	758,530	760,687	2,157
PAGE 145	00462 CAMPUS SAFETY	188,636	194,389	199,467	5,078
PAGE 146	00463 TECHNOLOGY & COMPUTER SERVICES	2,281,238	2,287,473	2,320,040	32,567
PAGE 148	00485 STUDENT AFFAIRS	288,296	288,653	298,773	10,121
PAGE 150	00486 CO-CURRICULAR COACHES	683,597	709,793	706,221	-3,571
PAGE 152	00488 CO-CURRICULAR CLARION	43,509	43,509	43,341	-167
PAGE 154	00490 PERFORMING ARTS CENTER	791,877	793,240	799,200	5,960
TOTAL EXPENDITURES		55,989,048	57,525,758	58,771,013	1,245,257

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013 - 2014

**GENERAL FUND UNRESTRICTED
FUND 01**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	11,787,304	11,852,771	11,580,819	-271,953
1200 SALARY NONINSTR FACULTY REG	3,938,275	3,994,351	4,082,536	88,184
1300 SALARY FACULTY	300,275	300,275	300,275	0
1310 SALARY FACULTY OVERLOAD	1,375,426	1,668,960	1,672,408	3,448
1320 SALARY FACULTY ADJUNCT	2,403,315	2,860,512	3,234,325	373,813
1370 SALARY FACULTY EXTRA DUTY	247,543	243,543	243,543	0
1380 SALARY SUMMER	1,002,696	1,027,720	1,585,633	557,913
1385 SALARY WINTER	548,560	930,477	1,011,614	81,137
1390 SALARY APPLIED MUSIC TUTORS	120,000	120,000	120,000	0
1400 SALARY NONINSTR FACULTY HRLY	339,222	338,544	358,544	20,000
	22,062,617	23,337,153	24,189,696	852,543
2100 SALARY CLASSIFIED REGULAR	12,522,382	12,567,773	12,963,483	395,710
2200 SALARY INSTR AIDES REGULAR	296,759	297,808	304,733	6,925
2300 SALARY CLASSIFIED HOURLY	669,689	720,319	704,019	-16,299
2400 SALARY CLASSIFIED INSTR HOURLY	146,541	144,714	144,714	0
	13,635,371	13,730,614	14,116,949	386,336
3100 STRS	1,808,334	1,863,307	1,917,268	53,961
3200 PERS	1,413,841	1,436,989	1,481,172	44,183
3300 OASDI	924,860	965,452	1,006,923	41,471
3350 MEDICARE	502,785	521,382	541,871	20,489
3400 H&W	7,784,578	7,925,246	7,958,626	33,380
3500 UN EMP INSURANCE	395,503	410,447	19,344	-391,103
3600 WK COMP	683,402	709,444	732,942	23,498
3700 RETIREMENT BENEFITS	68,375	70,250	70,250	0
3800 RETIREMENT INCENTIVE	10,000	10,000	10,000	0
	13,591,678	13,912,518	13,738,396	-174,120
4300 SUPPLIES	1,182,653	1,178,443	1,182,653	4,210
	1,182,653	1,178,443	1,182,653	4,210
5100 CONSULTANTS	130,380	108,300	128,300	20,000
5200 CONFERENCE/TRAVEL	111,500	111,500	111,500	0
5300 DUES/MEMBERSHIPS	126,460	126,460	126,460	0
5400 INSURANCE LIABILITY	475,000	475,000	475,000	0
5500 UTILITIES	1,635,000	1,635,000	1,635,000	0
5600 RENTS,LEASES & REPAIRS	552,820	558,820	552,820	-6,000
5700 LEGAL, ELECTION & AUDIT EXPENSE	430,830	259,000	434,000	175,000
5800 OTHER SERVICES	1,898,284	1,918,384	1,923,783	5,399
	5,360,274	5,192,464	5,386,863	194,399
6100 SITE IMPROVEMENTS	5,000	5,000	5,000	0
6200 BUILDINGS	538	538	538	0
6300 LIBRARY BOOKS	35,382	35,382	35,382	0
6400 EQUIPMENT	115,535	133,645	115,535	-18,110
	156,455	174,565	156,455	-18,110
	55,989,048	57,525,757	58,771,012	1,245,257

**CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013 - 2014**

GENERAL RESTRICTED FUND 01.3	ADOPTED	OPERATING	TENTATIVE	BUDGET
00000.0-XXX00-00000-XXXX-0000000	BUDGET	BUDGET	BUDGET	INCREASES
	12-13	12-13	13-14	DECREASES

FEDERAL REVENUE

8120 ULV STEM GRANT Y2	11102	0	0	0	0
8120 HSI Bridge to Success Y2	11302	0	0	0	0
8120 HSI Bridge to Success Y3	11303	193,999	193,999	0	-193,999
8120 HSI Bridge to Success Y4	11304	432,903	432,903	223,426	-209,477
8120 HSI Bridge to Success Y5	11305	0	0	430,522	430,522
8120 HSI Coop Grant Y5	11405	0	0	0	0
8120 HSI PT5Coop Grant Y1	11412	438,996	438,996	44,000	-394,996
8120 HSI PT5Coop Grant Y2	11413	775,000	775,000	643,762	-131,238
8120 STEM Grant YR2	11502	0	0	0	0
8120 RACE 2STEM Grant Y1	11512	580,988	580,988	0	-580,988
8120 RACE 2 STEM Grant Y2	11513	863,700	863,700	863,700	0
8120 STEM2-CSUF COOP	12300	94,980	94,980	0	-94,980
8120 STEM2-CSUF COOP Y2	12302	147,091	147,091	79,511	-67,580
8130 ALLIED HEALTH CARE	14000	0	0	0	0
8130 ALLIED HEALTH CARE	14011	0	0	0	0
8140 TANF - FEDERAL SHARE	11800	63,558	61,852	58,760	-3,092
8160 VETERANS SERVICES YR 1	10000	0	0	0	0
8160 VETERANS SERVICES YR 2	10002	73,490	73,490	0	-73,490
8160 VETERANS SERVICES YR 3	10003	133,333	133,333	51,000	-82,333
8170 VTEA	13000	501,895	501,895	501,895	0
8170 CTE TRANSITIONS	14100	49,389	49,389	44,025	-5,364
8190 ARRA FUNDS	00081	0	0	0	0
8190 DIGITAL RESOURCES	18000	1,305	1,305	0	-1,305
8190 YESS - LA	28400	71,920	71,920	71,920	0
8190 YESS - LA	28402	0	71,920	71,920	0
TOTAL FEDERAL REVENUE		4,422,547	4,492,761	3,084,441	-1,408,320

STATE REVENUE

8613 FINANCIAL AID	00000	416,728	422,300	401,185	-21,115
8613 FIN AID PRIOR YR	12010	0	0	0	0
8622 EOPS	12100	590,207	590,207	590,207	0
8622 EOPS - PRIOR YR	12110	0	0	0	0
8622 EOPS - PRIOR YR	12112	0	0	0	0
8623 DSPS	16100	466,358	497,941	497,941	0
8623 DSPS (08800)	08800	0	0	0	0
8624 CARE - PRIOR YR	12210	0	0	0	0
8625 CALWORKS	12800	215,624	209,829	209,829	0
8626 PS-MAPP	29600	10,513	10,513	0	-10,513
8626 PS-MAPP	29613	22,500	22,500	22,500	0
8627 MATRICULATION	10700	395,037	393,479	393,479	0
8627 MATRICULATION PY	10707	0	0	0	0
8627 MATRICULATION-NONCREDIT	10800	0	0	0	0
8627 CARE	12200	113,797	112,914	112,914	0
8628 FOSTER KINSHIP CARE EDUCATION	28000	490,907	490,907	490,907	0
8654 EQUAL EMPLOYMT OPPORTNY FUND	11600	6,693	6,693	6,693	0
8654 CTE - Community Collaborative	13401	0	0	0	0

GENERAL RESTRICTED FUND 01.3		ADOPTED	OPERATING	TENTATIVE	BUDGET
00000.0-XXX00-00000-XXXX-0000000		BUDGET	BUDGET	BUDGET	INCREASES
STATE REVENUE		12-13	12-13	13-14	DECREASES
8654	CTE - Community Collaborative	13402	0	0	0
8654	CTE - Community Collaborative	13404	280,162	280,162	-280,162
8654	CTE - Community Collaborative	13405	332,030	332,030	-74,142
8654	CTE - Community Collaborative	13406	0	348,000	0
8654	EGR -AND PROGRAM	13900	203,687	203,687	0
8654	ASSOCIATE DEGREE NURSING-RN	13902	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13903	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13904	0	0	0
STATE REVENUE - CONTINUED					
8654	BASIC SKILLS One Time 08-09	14509	0	0	0
8654	BASIC SKILLS One Time 09-10	14510	0	0	0
8654	BASIC SKILLS One Time 10-11	14511	175,541	175,541	-175,541
8654	BASIC SKILLS One Time 11-12	14512	162,042	162,042	0
8654	BASIC SKILLS One Time 11-12	14513	162,042	158,956	0
8654	INSTR EQUIP BLOCK GRANT	15600	73,474	73,474	-19,474
8654	INSTR EQUIP ON-GOING	15700	246,023	246,023	-3,010
8682	LOTTERY PROP 20	00000	287,066	287,066	0
8682	LOTTERY PROP 20 PRIOR YR	08800	0	94,202	0
TOTAL STATE REVENUE			4,650,431	5,118,466	-583,957
LOCAL REVENUE					
8850	AUDITORIUM FACILITY RENTAL	15200	50,000	50,000	0
8876	HEALTH FEE	15400	451,000	508,093	-57,093
8876	HEALTH FEE PY	15488	0	0	0
8881	PARKING FEE	17700	723,897	723,897	0
8881	PARKING FEE - COMM ED	17739	10,500	10,500	0
8881	PARKING FEE PY	17788	0	0	0
8882	PARKING TOKENS	17700	150,000	150,000	0
8890	STEM/W ULV Local Dollars	11199	0	0	0
8890	DPSS CalWorks Program	12700	53,000	53,000	-4,000
8890	MATHEMATICS GRANT	17900	0	0	0
8890	MATHEMATICS GRANT	17902	59	59	-59
8890	ENGINEERING GRANT	18100	14,939	14,939	-14,939
8890	AEROSPACE ENG GRANT	18200	0	1,000	-1,000
8890	CHILD DEV TNG CONSORTIUM	18600	34,000	34,000	0
TOTAL LOCAL REVENUE			1,487,395	1,545,488	-77,091
TOTAL REVENUE			10,560,373	11,156,715	-2,069,368
TOTAL EXPENDITURES			11,842,385	12,278,867	-1,990,285
EXCESS/(DEFICIENCY) OF REV. OVER EXPEND.			-1,282,012	-1,122,152	-79,083

GENERAL RESTRICTED FUND 01.3		ADOPTED	OPERATING	TENTATIVE	BUDGET	
00000.0-XXX00-00000-XXXX-0000000		BUDGET	BUDGET	BUDGET	INCREASES	
		12-13	12-13	13-14	DECREASES	
OTHER FINANCING SOURCES						
7210	INTRAFUND TFR	12800	20,669	18,919	19,000	81
7210	CTE-Community Collaborative	13402	0	0	0	0
7210	CTE-Community Collaborative	13404	10,775	10,775	0	-10,775
7210	CTE-Community Collaborative	13405	12,770	12,770	9,919	-2,851
7210	CTE-Community Collaborative	13406	0	13,384	13,384	0
7210	EGR -AND PROGRAM	13900	7,834	7,834	7,834	0
7210	ADN/RN PROGRAM Yr 4	13904	0	0	0	0
7210	ALLIED HEALTH CARE	14011	0	0	0	0
7210	CTE TRANISITONS	14100	1,900	1,900	1,693	-207
7210	CHILD DEV TNG. Transfer	18600	2,000	2,000	2,000	0
7210	CDC FOSTER KINSHIP CARE ED	28000	0	11,827	11,827	0
7310	CDC FOSTER KINSHIP CARE ED	28000	11,827	0	0	0
7311	CALWORKS TFR TO FUND 01.3	12800	17,351	6,539	15,043	8,504
7312	CALWorks CDC TRFR TO FUND 33.0	12800	0	0	0	0
7312	CWSSTUDY TFR TO FUND 33.0	12800	0	0	0	0
7314	CWSSTUDY TFR TO FUND 41.0	12800	1,000	0	0	0
7314	Auditorium Rental Tfr to fund 41.0	15200	0	0	0	0
7315	CWSSTUDY TFR TO FUND 51.0	12800	4,000	6,000	8,000	2,000
7500	GRANTS CARE	12200	8,051	9,566	9,753	187
7500	MATHEMATICS GRANT	17902	0	0	0	0
7600	OTHR OUTGO TO STU-TANF	11800	11,417	14,781	7,384	-7,397
7600	OTHR PYMTS STUDENT BOOKS	12100	151,133	151,133	151,133	0
7600	OTHR PYMTS TO/FOR STU-CARE	12200	14,500	14,500	10,883	-3,617
7600	OTHR PYMTS TO/FOR STU-ENGIN	18100	3,000	3,000	0	-3,000
7600	OTHR PYMTS TO/FOR STU-CDEV	18600	20,000	20,000	20,000	0
7610	OTHER PYMNTS TO STUDENT/AIDE	18600	200	300	300	0
7900	CONTINGENCY-AUDITORIUM	15200	220,385	220,385	243,480	23,095
7900	CONTINGENCY-HEALTH CENTER	15400	481,894	552,152	488,588	-63,564
8980	MATRIC INTERFUND TFR-IN	10700	0	0	0	0
8980	STAFF DEV TRANSFER-IN	11700	0	0	0	0
8980	STATE FINANCIAL AID	12000	469,972	469,972	469,972	0
8980	EOPS INTERFUND TRANSFER - IN	12100	86,902	86,902	86,902	0
8980	ADDITIONAL CATEGORICAL TFR IN		747,053	635,708	656,782	21,075
8980	DSPS INTERFUND TRANSFER - IN	16100	0	0	0	0
8980	Security Interfund Transfer-IN	17700	0	0	0	0
8989	FEDERAL WORK STUDY	12000	37,500	66,044	66,044	0
TOTAL OTHER FINANCING SOURCES			340,721	180,861	259,479	78,619
INCREASE/DECREASE IN FUND BALANCE			-941,292	-941,293	-941,755	-464
BEGINNING BALANCE:			941,294	941,294	941,755	461
ENDING BALANCE			0	1	0	-1

GENERAL RESTRICTED FUND - 01.3

EXPENDITURE BY PROGRAM

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
	PROGRAM				
PAGE 166	02000 DISTANCE EDUCATION	171,752	171,752	171,752	0
PAGE 166	02000 TECH SERVICES	115,314	209,516	209,516	0
PAGE 167	10000 VETS	0	0	0	0
PAGE 168	10002 VETs Yr 2	79,490	74,069	0	-74,069
PAGE 169	10003 VETs Yr 3	135,208	135,208	51,000	-84,208
PAGE 171	10700 MATRICULATION	617,698	617,915	625,646	7,730
PAGE 175	11102 ULV STEM GRANT YR 2	0	0	0	0
PAGE 176	11199 STEM GRANT W/ULV	0	0	0	0
PAGE 178	11302 HSI BRIDGE TO SUCCESS Y2	0	0	0	0
PAGE 179	11303 HSI BRIDGE TO SUCCESS Y3	193,999	194,975	0	-194,975
PAGE 180	11304 HSI BRIDGE TO SUCCESS Y4	432,903	434,778	225,301	-209,477
	11305 HSI BRIDGE TO SUCCESS Y5	0	0	430,522	430,522
PAGE 182	11412 HSI PT5 COOP GRANT YEAR 1	438,996	445,379	44,000	-401,379
PAGE 183	11413 HSI PT5 COOP GRANT YEAR 2	775,000	776,875	645,637	-131,237
PAGE 184	11502 STEM GRANT YR 2	0	0	0	0
PAGE 185	11512 RACE TO STEM YEAR 1	580,988	583,963	0	-583,963
PAGE 186	11513 RACE TO STEM YEAR 2	863,700	863,700	863,700	0
PAGE 187	11600 EQUAL EMPLOYMENT OPPORTUN	6,693	6,693	6,693	0
PAGE 188	11700 STAFF DEV - GEN 00455	3,780	3,780	3,481	-299
PAGE 188	11700 STAFF DEV - MGMT 01455	1,855	1,855	1,855	0
PAGE 189	11700 STAFF DEV - FACULTY 02455	20,348	20,348	15,803	-4,545
PAGE 189	11700 STAFF DEV - CLASSIFIED 03455	6,018	6,018	3,163	-2,855
PAGE 190	11700 STAFF DEV - SUPRVS 04455	1,828	1,828	1,828	0
PAGE 191	11800 TANF	52,141	47,071	51,376	4,305
PAGE 192	12000 FINANCIAL AID	577,872	469,972	469,972	0
PAGE 193	12000 FINANCIAL AID BFAP	418,228	432,020	402,685	-29,334
PAGE 195	12000 FEDERAL WORK STUDY	17,625	12,057	37,994	25,937
PAGE 196	12100 EOPS	442,848	442,007	451,308	9,300
PAGE 198	12100 EOPS - DISTRICT MATCH	151,705	151,705	157,151	5,446
PAGE 199	12110 EOPS - PRIOR YR	0	0	0	0
PAGE 200	12200 CARE	91,246	88,848	92,278	3,430
PAGE 202	12300 STEM 2-CSUF COOP	94,980	94,980	0	-94,980
PAGE 203	12302 STEM 2-CSUF COOP YR 2	147,091	147,091	79,511	-67,580
PAGE 204	12700 CALWORKS DPSS	53,000	53,000	49,000	-4,000
PAGE 205	12800 CALWORKS COORD	172,604	167,786	164,486	-3,300
PAGE 207-215	13000 VTEA	501,895	501,894	501,896	1

EXPENDITURE BY PROGRAM

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
PAGE 217	13402 CTE Community Colla/Energy	0	0	0	0
PAGE 218	13404 CTE Community Colla/Energy	269,387	270,787	0	-270,787
PAGE 219	13405 CTE Community Colla/Energy	319,260	319,259	247,969	-71,290
PAGE 219	13406 CTE Community Colla/Energy	0	334,616	334,616	0
PAGE 220	13500 NURSING/LA HEALTHCARE	14,113	14,113	12,523	-1,590
PAGE 220	13900 EGR - AND/RN PROGRAM	195,853	195,853	195,853	0
PAGE 223	13904 AND/RN PROGRAM Yr 4	0	0	0	0
PAGE 225	14011 ALLIED HEALTH CARE	0	0	0	0
PAGE 226	14100 CTE TRANSITIONS	47,489	47,489	42,332	-5,157
PAGE 228	14510 BASIC SKILLS 09/10	0	0	0	0
PAGE 229	14511 BASIC SKILLS 10/11	175,541	183,547	0	-183,547
PAGE 230	14512 BASIC SKILLS 11/12	162,042	162,042	162,042	0
PAGE 230	14513 BASIC SKILLS 12/13	162,042	158,956	158,956	0
PAGE 231	15200 AUDITORIUM FACILITY RENTAL	18,450	18,450	18,450	0
PAGE 232	15400 HEALTH CENTER	570,124	553,959	544,066	-9,893
PAGE 233	15600 INSTR EQUIP ON-GOING	97,965	97,965	72,000	-25,965
PAGE 233	15700 INSTR EQUIP ON-GOING	328,031	328,031	324,017	-4,014
PAGE 234	16100 DSPTS	814,270	839,977	847,423	7,446
PAGE 236	17700 SECURITY	891,897	904,496	895,647	-8,848
PAGE 238	17902 MATHEMATICS GRANT	59	59	0	-59
PAGE 239	18000 DIGITAL RESOURCES	1,305	1,305	0	-1,305
PAGE 240	18100 ENGINEERING GRANT	11,939	11,939	0	-11,939
PAGE 240	18200 AEROSPACE ENG GRANT	0	1,000	0	-1,000
PAGE 241	18600 CHILD DEV TRNG CONSORTIUM	11,800	11,700	11,700	0
PAGE 242	28000 FOSTER KINSHIP CARE ED	479,080	486,580	486,580	0
PAGE 244	28400 YESS - LA	71,920	74,728	71,920	-2,807
	28402 YESS - LA	0	71,920	71,920	0
PAGE 245	29600 MAPP Carryover	10,513	10,513	10,513	0
PAGE 245	29613 MAPP	22,500	22,500	22,500	0
	TOTAL EXPENDITURES	11,842,385	12,278,867	10,288,582	-1,990,285

**GENERAL RESTRICTED FUND 01.3
TENTATIVE BUDGET 2013-2014**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	1,246,404	1,240,840	1,257,759	16,919
1300 SALARY FACULTY HOURLY	72,500	84,480	46,500	-37,980
1400 SALARY NONINST FACULTY HOURLY	1,098,918	1,142,239	776,437	-365,802
	2,417,822	2,467,559	2,080,696	-386,863
2100 SALARY CLASSIFIED REGULAR	2,222,624	2,151,970	2,117,987	-33,983
2200 SALARY INSTR'L AIDES REGULAR	132,812	76,006	77,166	1,160
2300 SALARY CLASSIFIED HOURLY	838,536	918,519	648,345	-270,174
2400 SALARY INSTR'L AIDES HOURLY	359,786	384,662	234,628	-150,034
	3,553,757	3,531,157	3,078,127	-453,031
3100 STRS	182,483	179,237	158,628	-20,609
3200 PERS	285,498	277,226	254,673	-22,552
3300 OASDI/MEDICARE	301,310	298,024	262,943	-35,081
3400 H & W	842,303	770,225	798,195	27,970
3500 UN EMP INSURANCE	62,810	61,575	2,630	-58,945
3600 WK COMP	110,804	110,007	95,228	-14,780
	1,785,208	1,696,293	1,572,297	-123,996
4000 SUPPLIES	439,920	509,498	347,816	-161,682
5100 CONSULTANTS	595,688	548,331	389,454	-158,877
5200 CONFERENCE/TRAVEL	207,912	125,611	119,516	-6,095
5300 DUES/MEMBERSHIPS	8,126	8,126	7,081	-1,045
5400 INSURANCE LIABILITY	60,464	60,464	60,464	0
5500 UTILITIES	6,500	7,100	7,100	0
5600 RENTS, LEASES & REPAIRS	6,550	12,175	11,300	-875
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	1,911,108	2,230,509	1,692,799	-537,710
	2,796,348	2,992,316	2,287,714	-704,602
6100 SITE IMPROVEMENTS	0	0	6,118	6,118
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	849,330	1,082,044	915,813	-166,231
	849,330	1,082,044	921,931	-160,113
TOTAL EXPENDITURE	11,842,385	12,278,867	10,288,580	-1,990,287
7210 INTRAFUND TRANSFERS-OUT	55,948	79,409	65,657	-13,752
7300 INTERFUND TRANSFERS - OUT	34,178	12,539	23,043	10,504
7500 GRANTS	8,051	9,566	9,753	187
7600 OTHER PAYMENTS TO/FOR STUDENTS	200,250	203,714	189,700	-14,014
7900 RESERVE FOR CONTINGENCIES	702,279	772,537	732,068	-40,469
TOTAL APPROPRIATIONS	12,843,091	13,356,632	11,308,801	-2,047,831

**CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014**

COMMUNITY EDUCATION FUND REVENUES FUND 39.0

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
39.0-00000.0-XXXXX-00000-XXXX-000000					
LOCAL REVENUE					
8830 CONTRACT EDUCATION	30100	22,290	22,290	22,290	0
8830 CONTRACT SERVICES	30101	0	0	0	0
8830 CONTRACT SERVICES - Kenshu	30200	75,000	75,000	75,000	0
8860 INTEREST		200	200	200	0
8872 COMM ED - GENERAL	31000	0	0	0	0
8872 COMM ED - General Studies	31100	69,865	69,865	69,865	0
8872 COMM ED - BUS/COMP	31200	0	0	0	0
8872 COMM ED - LANGUAGE	31300	0	0	0	0
8872 COMM ED - MONEY MANAGEMENT	31500	0	0	0	0
8872 COMM ED - SWIM LESSONS	31500	60,000	60,000	43,560	-16,440
8872 COMM ED - FITNESS CENTER	31600	67,000	67,000	66,045	-955
8872 COMM ED - VOCATIONAL	31700	0	0	0	0
8872 COMM ED - SPECIAL INTERESTS	31800	0	0	0	0
8872 COMM ED - SELF IMPROVEMENT	31900	0	0	0	0
8872 COMM ED - SAFETY	32000	0	0	0	0
8872 COMM ED - ONLINE	32100	20,000	20,000	20,000	0
8891 REFUND SERVICE CHARGE		0	0	0	0
TOTAL LOCAL REVENUE		314,355	314,355	296,960	-17,395
TOTAL REVENUE		314,355	314,355	296,960	-17,395
TOTAL EXPENDITURES		314,354	314,355	296,960	-17,395
EXCESS/(DEFICIENCY) OF REV OVER EXPEND		1	0	0	0
OTHER FINANCING					
7300 INTERFUND TRANSFER IN	30100	0	0	0	0
7600 OTHER OUTGO	30100	0	0	0	0
7900 CONTINGENCY-Kenshu	30200	0	0	0	0
7900 CONTINGENCY-COMM ED	31000	0	0	0	0
8980 INTERFUND TRANSFER IN	00000	0	0	0	0
TOTAL OTHER FINANCING		0	0	0	0
INCREASE/DECREASE IN FUND BALANCE		1	0	0	0
BEGINNING BALANCE		0	0	0	0
ENDING BALANCE		1	0	0	0

COMMUNITY EDUCATION FUND
FUND 39.0

EXPENDITURE BY DEPARTMENT

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
DEPARTMENT					
PAGE 263	30100 CONTRACT ED	0	0	0	0
PAGE 264	30101 CONTRACT ED	0	0	0	0
PAGE 265	30200 CONTRACT ED - KENSHU	54,438	54,438	54,228	-209
PAGE 266	31000 COMMUNITY ED ADMIN	140,318	140,318	141,294	976
PAGE 267	31100 COMMUNITY ED GEN	33,431	33,431	33,315	-116
PAGE 267	31500 COMMUNITY ED SWIM LESSONS	48,260	48,260	31,400	-16,860
PAGE 268	31600 COMMUNITY ED FITNESS CTR	28,310	28,310	27,124	-1,186
PAGE 268	32100 COMMUNITY ED ONLINE	9,600	9,600	9,600	0
TOTAL EXPENDITURES		314,354	314,355	296,960	-17,395

COMMUNITY EDUCATION FUND 39.0- EXPENDITURE TOTALS

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	14,356	14,356	15,229	873
1300 SALARY FACULTY HOURLY	0	0	0	0
1400 SALARY NONINST FACULTY HOURLY	15,000	15,000	15,000	0
	29,356	29,356	30,229	873
2100 SALARY CLASSIFIED REGULAR	60,072	60,072	64,332	4,260
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	33,500	33,500	21,000	-12,500
2400 SALARY INSTR'L AIDES HOURLY	44,500	44,500	42,000	-2,500
	138,072	138,072	127,332	-10,740
3100 STRS	2,422	2,422	2,494	72
3200 PERS	9,370	9,370	9,857	486
3300 OASDI/MEDICARE	12,260	12,260	11,241	-1,019
3400 H & W	27,988	27,988	27,988	0
3500 UN EMP INSURANCE	1,842	1,842	79	-1,763
3600 WK COMP	3,181	3,181	2,994	-187
	57,062	57,062	54,651	-2,412
4000 SUPPLIES	15,705	15,705	14,750	-955
5100 CONSULTANTS	20,929	20,929	19,179	-1,750
5200 CONFERENCE/TRAVEL	2,000	2,000	0	-2,000
5300 DUES/MEMBERSHIPS	1,000	1,000	588	-412
5400 INSURANCE	0	0	0	0
5600 RENTS/LEASE/REPAIR	0	0	0	0
5800 OTHER SERVICES	50,231	50,231	50,231	0
	74,160	74,160	69,998	-4,162
6200 SITE IMPROVEMENT	0	0	0	0
6400 EQUIPMENT	0	0	0	0
	0	0	0	0
TOTAL EXPENDITURES	314,355	314,355	296,960	-17,396
7300 INTERFUND TRANSFERS-OUT	0	0	0	0
7600 OUTGO FOR/TO STUDENTS	0	0	0	0
7900 RESERVE FOR CONTINGENCIES	0	0	0	0
TOTAL APPROPRIATIONS	314,355	314,355	296,960	-17,396

**CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014**

CAPITAL PROJECTS FUND - 41.0

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
41.0-00000.0-XXXXX-00000-XXXX-0000000					
FEDERAL REVENUE					
8190 Sustainability Plan	40012	28,090	28,090	0	-28,090
TOTAL FEDERAL REVENUE		28,090	28,090	0	-28,090
STATE REVENUE					
8651 CP - Voc Tech Bldg	40300	0	0	0	0
8651 CP - Stdt Svcs Bldg	40600	0	0	0	0
8652 Sustainability Plan	40012	0	0	0	0
8652 SM-Block Grant One-time	45200	0	0	0	0
TOTAL STATE REVENUE		0	0	0	0
LOCAL REVENUE					
8818 REDEVELOPMENT		0	0	0	0
8840 CONCESSIONS		47,723	47,723	47,723	0
8850 RENTS/LEASES		94,885	94,885	94,885	0
8851 RECORDING ARTS RENTAL		64,341	64,341	64,341	0
8852 GYM RENTAL		35,888	35,888	35,888	0
8853 STADIUM RENTAL		143,648	143,648	143,648	0
8854 POOL RENTAL		11,420	11,420	11,420	0
8855 FLS RENTAL		149,254	149,254	149,254	0
8856 AUDITORIUM RENTAL		85,079	85,079	85,079	0
8857 BUILDING RENTAL		13,500	13,500	13,500	0
8858 GROUNDS RENTAL		166,761	166,761	166,761	0
8858 GROUNDS RENTAL	08800	0	0	0	0
8859 STUDENT CENTER		2,521	3,682	3,682	0
8860 INTEREST		77,637	77,637	77,637	0
8880 NON-RESIDENT TUITION		389,500	437,504	212,800	-224,704
8880 NON-RESIDENT TUITION PY	08800	0	0	0	0
8890 OTHER LOCAL REVENUE		0	7,552	7,552	0
8890 EDISON/KWH INCENTIVE	49000	0	0	0	0
8891 OVER/SHORT		0	0	0	0
8892 REDEVELOPMENT		0	0	0	0
TOTAL LOCAL REVENUE		1,282,157	1,338,874	1,114,170	-224,704
TOTAL REVENUE		1,310,247	1,366,964	1,114,170	-224,704

CAPITAL PROJECTS FUND - 41.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
41.0-00000.0-XXXXX-00000-XXXX-0000000				
OTHER FINANCING SOURCES				
7900 Contingency	0	0	0	0
8980 INTERFUND TFR	00000	0	0	0
8980 INTERFUND TFR - SM UPGRADE HVAC	45100	0	0	0
8980 INTERFUND TFR	45200	0	0	0
8980 INTERFUND TFR	45300	0	0	0
8981 INTERFUND TFR FROM FD 01.3	0	0	0	0
8989 INTERFUND TFR FROM FD 74.0 FWS	4,994	1,000	1,000	0
TOTAL OTHER FINANCING SOURCES	4,994	1,000	1,000	0
TOTAL AVAILABLE	1,315,241	1,367,964	1,115,170	-224,704
TOTAL EXPENDITURES	9,453,723	9,506,446	9,185,086	-321,360
INCREASE/DECREASE IN FUND BALANCE	-8,138,482	-8,138,482	-8,069,916	96,656
BEGINNING BALANCE	8,138,482	8,138,482	8,069,916	-68,566
ENDING BALANCE	0	0	0	0

CAPITAL PROJECTS FUND - 41.0
EXPENDITURE BY DEPARTMENT

DEPARTMENT		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
PAGE 274	00000 FACILITIES USAGE	169,146	169,008	169,189	181
PAGE 275	00000 RECORDING ARTS RENTAL	64,341	64,510	66,201	1,691
PAGE 276	00000 CONCESSIONS	54,437	54,756	54,494	-262
PAGE 277	40000 ADMINISTRATIVE SERVICES	7,369,267	7,276,167	7,905,843	629,676
PAGE 278	40001 LITTLE THEATER ALTERATIONS	218,418	251,993	0	-251,993
PAGE 278	40002 REPROGRAPHICS ROOF	240,405	113,691	0	-113,691
PAGE 278	40003 LIBRARY ROOF	259,024	218,833	0	-218,833
PAGE 278	40004 MAIN SWITCH GEAR	50,000	50,000	50,000	0
PAGE 279	40005 PARKING METERS	120,000	120,000	0	-120,000
PAGE 279	40006 STADIUM RESTROOMS	2,720	2,720	0	-2,720
PAGE 279	40008 FOUNTAIN REDESIGN/WALKWAY	148,060	148,060	148,060	0
PAGE 279	40009 COMPUTER TECHNOLOGY	100,000	100,000	100,000	0
PAGE 280	40010 ACQUISITIONS	0	0	0	0
PAGE 280	40011 GENERATORS	0	28,803	0	-28,803
PAGE 280	40012 SUSTAINABILITY PLAN	28,090	28,090	0	-28,090
PAGE 281	40013 CONTROL RETRO FITS	200,000	200,000	180,000	-20,000
PAGE 281	40014 HVAC Upgrade IS BLDG	250,000	250,000	248,137	-1,863
PAGE 281	40015 IS BUILDING ROOF	0	250,000	182,624	-67,376
PAGE 281	40016 Retro commissioning central plant	0	0	0	0
PAGE 281	40300 CAPITAL PROJECT - VOC TECH	0	0	0	0
PAGE 282	40600 CAPITAL PROJECT - SS BUILDING	0	0	0	0
PAGE 283	49900 CAMPUS EMERGENCY	50,000	50,000	50,000	0
PAGE 282	42100 KINESIOLOGY/FITNESS CENTER/POOL	129,277	129,277	30,000	-99,277
PAGE 283	42500 NETWORK REFRESH	0	0	0	0
PAGE 283	43200 SCH MAINT - REPL CAMPUS LOCKS	538	538	538	0
TOTAL EXPENDITURES		9,453,723	9,506,446	9,185,086	-321,360

CAPITAL PROJECTS FUND - 41.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	75,201	75,201	77,626	2,425
2300 SALARY CLASSIFIED HOURLY	202,634	205,459	200,980	-4,479
	277,835	280,660	278,606	-2,054
3220 PERS CLASSIFIED	11,576	11,576	11,717	140
3320 OASDI CLASSIFIED	17,142	17,240	17,191	-49
3360 MEDICARE CLASSIFIED	8,521	4,051	4,020	-30
3420 H&W CLASSIFIED	18,462	18,462	19,025	563
3520 UN EMP INS CLASSIFIED	3,041	3,073	139	-2,934
3620 WK COMP CLASSIFIED	5,254	5,313	5,275	-39
	63,996	59,715	57,367	-2,349
4000 SUPPLIES	57,511	57,706	71,300	13,594
	57,511	57,706	71,300	13,594
5100 CONSULTANTS	194,049	276,609	182,500	-94,109
5200 TRAVEL	1,488	1,488	0	-1,488
5400 INSURANCE LIABILITY	5,790	4,203	4,203	0
5500 UTILITIES ELECTRICAL	1,000	1,000	1,000	0
5600 RENTS, LEASES & REPAIRS	108,623	108,623	108,623	0
5700 LEGAL FEES	22,480	67,480	67,680	200
5800 OTHER SERVICES	5,810,338	5,689,563	6,179,123	489,560
	6,143,768	6,148,966	6,543,129	394,163
6100 SITE IMPROVEMENTS	1,712,113	994,508	853,560	-140,948
6200 BUILDINGS	500,000	1,117,656	682,624	-435,032
6400 EQUIPMENT	698,500	847,235	698,500	-148,735
	2,910,613	2,959,399	2,234,684	-724,715
TOTAL EXPENDITURES	9,453,723	9,506,446	9,185,086	-321,361
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	9,453,723	9,506,446	9,185,086	-321,360

**CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014**

REVENUE BOND CONSTRUCTION FUND - 42.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
42.0-00000,0-00000-00000-XXXX-0000000				
LOCAL REVENUE				
8860 INTEREST	120,000	50,000	50,000	0
TOTAL LOCAL REVENUE	120,000	50,000	50,000	0
OTHER FINANCING SOURCES				
7900 Contingency	0	0	0	0
8940 SALE OF BONDS	29,004,698	0	0	0
TOTAL OTHER FINANCING SOURCES	29,004,698	0	0	0
TOTAL AVAILABLE	29,124,698	50,000	50,000	0
TOTAL EXPENDITURES	36,379,770	7,305,072	5,413,830	-1,891,242
INCREASE/DECREASE IN FUND BALANCE	-7,255,072	-7,255,072	-5,363,830	1,891,242
BEGINNING BALANCE	7,255,072	7,255,072	5,363,830	-1,891,242
ENDING BALANCE	0	0	0	0

REVENUE BOND CONSTRUCTION FUND - 42.0

EXPENDITURE BY DEPARTMENT

42.0-00000.0-XXXXX-00530-XXXX-7100000			ADOPTED BUDGET	OPERATING BUDGET	TENTATIVE BUDGET	BUDGET INCREASES DECREASES
DEPARTMENT			12-13	12-13	13-14	
PAGE 287	00000	ADMINISTRATIVE SERVICES	7,579,415	1,192,804	1,076,308	-116,495
PAGE 288	80100	FIELD HOUSE/CONCESSION	0	0	0	0
PAGE 288	80500	ENTERPRISE SYSTEM	230,040	338,887	227,591	-111,296
PAGE 289	80700	STUDENT SVCS BLDG	0	41,643	0	-41,643
PAGE 290	80800	FINE ARTS/COMMUNICATION COMPLEX	17,102,114	20,035	0	-20,035
PAGE 290	80900	VOCATIONAL TECH COMPLEX	462,002	5,352	0	-5,352
	80913	VOCATIONAL TECH COMPLEX - DYNO	0	645,609	0	-645,609
PAGE 291	81000	MAIN GYM REMODEL	0	1,422	0	-1,422
PAGE 291	81100	RESTROOM BLDG EAST CAMPUS	41,131	11,305	0	-11,305
PAGE 292	81600	ADMIN REMODEL	4,239,011	3,185,643	2,275,595	-910,048
	81700	ED BUILDING	0	0	85,737	85,737
	81800	PC BUILDING - DENTAL ASSISTING	0	32,783	32,756	-26
	82413	IS BUILDING HVAC AND ROOF UPGRADE	0	761,040	761,040	0
PAGE 293	82500	CAMPUS SAFETY	0	0	0	0
PAGE 293	82700	HAYDEN HALL	2,151,149	0	0	0
PAGE 294	83100	CAMPUS CENTER	3,554,712	32,500	174,780	142,280
PAGE 294	83200	CAMPUS SIGNAGE	90,000	30,000	15,000	-15,000
PAGE 295	83500	TECH C REMODEL	930,195	1,006,049	765,023	-241,026
TOTAL EXPENDITURES			36,379,770	7,305,072	5,413,830	-1,891,242

REVENUE BOND CONSTRUCTION FUND - 42.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
1400 SALARY CERTIFICATED HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	308,740	254,939	189,752	-65,187
2300 SALARY CLASS HOURLY	5,000	10,030	10,030	0
	<u>313,740</u>	<u>264,969</u>	<u>199,782</u>	<u>-65,187</u>
3100 STRS	0	0	0	0
3200 PERS	35,249	29,106	21,664	-7,442
3300 OASDI	19,452	16,272	12,231	-4,042
3350 MEDICARE	4,549	3,842	2,897	-945
3400 H & W	66,565	56,199	46,032	-10,167
3500 UN EMP INSURANCE	3,451	2,915	100	-2,815
3600 WK COMP	5,961	5,034	3,796	-1,239
	<u>135,227</u>	<u>113,369</u>	<u>86,719</u>	<u>-26,649</u>
4000 SUPPLIES	6,000	6,035	6,000	-35
	<u>6,000</u>	<u>6,035</u>	<u>6,000</u>	<u>-35</u>
5100 CONSULTANTS	7,297,514	1,334,628	1,467,241	132,613
5200 TRAVEL	4,000	4,000	4,000	0
5400 INSURANCE LIABILITY	0	0	0	0
5500 UTILITIES ELECTRICAL	0	0	0	0
5600 RENTS, LEASES & REPAIRS	0	0	0	0
5700 LEGAL FEES	0	0	0	0
5800 OTHER SERVICES	28,642	528,213	325,802	-202,411
	<u>7,330,156</u>	<u>1,866,841</u>	<u>1,797,043</u>	<u>-69,798</u>
6100 SITE IMPROVEMENTS	40,000	0	0	0
6200 BUILDINGS	27,959,953	4,495,060	3,406,900	-1,088,160
6400 EQUIPMENT	594,694	558,798	562,995	4,197
	<u>28,594,647</u>	<u>5,053,858</u>	<u>3,969,895</u>	<u>-1,083,963</u>
TOTAL EXPENDITURES	36,379,770	7,305,072	6,059,439	-1,245,633
7100 DEBT RETIREMENT	0	0	0	0
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	36,379,770	7,305,072	6,059,439	-1,245,633

CITRUS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET 2013-2014

BOOKSTORE - 51.0 BOOKSTORE/COFFEE BAR

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
51.0-00000.0-XXXXX-00000-XXXX-0000000				
LOCAL REVENUE				
8840 SALES NEW BOOKS	50100	2,750,000	2,750,000	65,000
8840 SALES USED BOOKS	50200	545,000	545,000	35,000
8840 SALES TRADE BOOKS	50300	25,000	25,000	-10,000
8840 SALES SUPPLIES	50400	300,000	300,000	-50,000
8840 SALES CANDY	50500	300,000	300,000	-50,000
8840 SALES SOFTWARE	50600	20,000	20,000	-10,000
8840 SALES DRUGS	50700	7,000	7,000	-2,000
8840 SALES COSMETOLOGY	50800	20,000	20,000	0
8840 SALES NONTAXABLE	50900	10,000	10,000	0
8840 SALES	51400	0	0	0
8840 COFFEE BAR SALES ART SUPPLIES	53100	35,000	35,000	0
8840 COFFEE BAR SALES FOOD TAXABLE	53200	20,000	20,000	0
8840 COFFEE BAR SALES FOOD NON/TAX	53300	170,000	170,000	25,000
8860 INTEREST		3,000	3,000	0
8890 OTHER LOCAL REVENUE	50800	6,000	6,000	0
8890 COMMISSIONS		20,000	20,000	-3,000
8890 COMMISSIONS Book Rentals	51000	8,000	8,000	0
8891 SALES OVER/SHORT		0	0	0
8891 COSMETOLOGY SALES OVER/SHORT	50800	0	0	0
8891 COFFEE BAR SALES OVER/SHORT	53000	0	0	0
TOTAL LOCAL REVENUE		4,239,000	4,239,000	0
TOTAL REVENUE		4,239,000	4,239,000	0
TOTAL EXPENDITURES		4,080,154	4,053,490	45,497
EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE		158,846	185,510	-45,497
OTHER FINANCING				
7316 INTERFUND TRANSFER TO CAFETERIA		103,891	110,717	4,232
7318 INTERFUND TRANSFER TO ASO		190,000	190,000	0
7600 OTHER OUTGO TO/FOR STUDENTS	50800	10,000	10,000	0
7900 CONTINGENCY		363,310	383,147	-49,729
8981 INTERFUND TRANSFER FROM Cal Works Study		1,500	1,500	0
8989 INTERFUND TRANSFER FROM FWS		37,500	37,500	0
TOTAL OTHER FINANCING		-628,201	-654,864	45,497
INCREASE/DECREASE IN FUND BALANCE		-469,355	-469,354	0
BEGINNING BALANCE		469,354	469,354	0
ENDING BALANCE		-1	0	0

**GENERAL RESTRICTED FUND - 51.0
EXPENDITURE BY PROGRAM**

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
6910000	BOOKSTORE	3,854,723	3,828,061	3,859,728	31,667
6910000	COSMETOLOGY	50800 27,230	27,229	27,309	80
6910000	BOOKSTORE/COFFEE BAF	53000 198,200	198,200	211,950	13,750
TOTAL EXPENDITURES		4,080,154	4,053,490	4,098,987	45,497

BOOKSTORE

FUND 51.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
1400 SALARY NONINST FACULTY HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	409,457	394,408	419,587	25,179
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	260,000	260,000	260,000	0
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	<u>669,457</u>	<u>654,408</u>	<u>679,587</u>	<u>25,179</u>
3100 STRS	0	0	0	0
3200 PERS	46,748	45,030	47,904	2,875
3300 OASDI/MEDICARE	43,564	42,412	44,338	1,926
3400 H & W	108,551	100,258	102,975	2,717
3500 UN EMP INSURANCE	6,264	6,098	290	-5,809
3600 WK COMP	12,720	12,434	12,912	478
	<u>217,847</u>	<u>206,232</u>	<u>208,420</u>	<u>2,188</u>
4000 SUPPLIES	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>
5100 CONSULTANTS	0	0	0	0
5200 CONFERENCES	1,500	1,500	1,500	0
5300 DUES/MEMBERSHIPS	4,500	4,500	4,500	0
5500 UTILITIES	0	0	0	0
5600 RENTS/LEASES/REPAIRS	0	0	0	0
5700 LEGAL/AUDIT	0	0	0	0
5800 OTHER SERVICES	3,134,850	3,134,850	3,132,980	-1,870
	<u>3,140,850</u>	<u>3,140,850</u>	<u>3,138,980</u>	<u>-1,870</u>
6100 SITE IMPROVEMENT	0	0	0	0
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	7,000	7,000	27,000	20,000
	<u>7,000</u>	<u>7,000</u>	<u>27,000</u>	<u>20,000</u>
TOTAL EXPENDITURE	4,080,154	4,053,490	4,098,987	45,497
7300 INTERFUND TRANSFER OUT	293,891	300,717	304,949	4,232
7600 OTHER OUTGO TO/FOR STUDENTS	10,000	10,000	10,000	0
7900 CONTINGENCY	363,310	383,147	333,418	-49,729
TOTAL APPROPRIATIONS	4,747,355	4,747,354	4,747,354	0

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014

CAFETERIA - 52.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES	
52.0-00000.0-XXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8840 SALES CAFETERIA	60100	314,567	314,567	314,567	0
8840 SALES CONCESSIONS	60200	0	0	0	0
8840 SALES BANQUET	60300	38,252	38,252	38,252	0
8840 SALES VENDING	60500	0	0	0	0
8840 SALES NONTAXABLE	60600	32,118	32,118	32,118	0
8840 SALES CAMPUS GRIND	60700	0	0	0	0
8860 INTEREST		314	314	314	0
8890 OTHER LOCAL INCOME		0	0	0	0
8890 OTHER LOCAL INCOME	60500	54,280	54,280	54,280	0
8891 SALES OVER/SHORT		0	0	0	0
TOTAL LOCAL REVENUE	439,529	439,531	439,531		0
TOTAL REVENUE	439,529	439,531	439,531		0
TOTAL EXPENDITURES	554,672	554,448	558,680		4,232
EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE	-115,143	-114,917	-119,149		-4,232
OTHER FINANCING					
8981 INTERFUND TRANSFER FROM Cal Works Study	0	0	0		0
8985 INTERFUND TRANSFER FROM BOOKSTORE	103,891	110,717	114,949		4,232
8989 INTERFUND TRANSFER IN-FWS	11,250	4,200	4,200		0
INCREASE/DECREASE IN FUND BALANCE	-2	0	0		0
BEGINNING BALANCE	0	0	0		0
ENDING BALANCE	-2	0	0		0

**CAFETERIA
FUND 52.0**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	181,389	181,206	185,292	4,087
2300 SALARY CLASSIFIED HOURLY	69,708	69,708	69,708	0
	251,097	250,914	255,000	4,087
3100 STRS	0	0	0	0
3200 PERS	20,709	20,688	21,155	467
3300 OASDI/MEDICARE	19,209	19,195	19,508	313
3400 H & W	41,315	41,315	43,237	1,921
3500 UN EMP INSURANCE	2,762	2,760	128	-2,633
3600 WK COMP	4,771	4,767	4,845	78
	88,766	88,726	88,872	147
4000 SUPPLIES	15,620	15,620	15,620	0
5000 OTHER SERVICES	196,188	196,188	196,188	0
6000 CAPITAL OUTLAY	3,000	3,000	3,000	0
TOTAL EXPENDITURE	554,672	554,448	558,680	4,232
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	554,672	554,448	558,680	4,232

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014

GOLF DRIVING RANGE

FUND 59.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
59.0-00000.0-XXXXX-00000-XXXX-0000000				
LOCAL REVENUE				
8830 CONTRACTED SERVICES	0	0	0	0
8831 LESSONS Youth	585	585	585	0
8832 LESSONS PGA Pro	0	0	0	0
8833 LESSONS Range Pro	7,220	7,220	7,220	0
8834 LESSONS FLS	0	0	0	0
8840 SALES - BALLS	70100 116,281	116,281	116,281	0
8840 SALES - PRO SHOP MERCHANDISE	70200 23,037	23,037	23,037	0
8840 SALES - CONCESSIONS	70300 1,607	1,607	1,607	0
8840 SALES - LABOR	70400 308	308	308	0
8840 SALES - CONSIGNMENT	70500 0	0	0	0
8840 SALES - CONCESSIONS NON TAXABLE	70600 8,613	8,613	8,613	0
8850 RENTAL	24,000	24,000	24,000	0
8850 RENTAL - PY	08800 0	0	0	0
8860 INTEREST	1,250	1,250	1,250	0
8885 GOLF - LOCAL DUES	360	360	360	0
8870 RETURN CHECK SERVICE	0	0	0	0
8890 LOCAL REVENUE	0	0	0	0
8891 LOCAL REVENUE	100	100	100	0
TOTAL LOCAL REVENUE	183,380	183,361	183,361	0
TOTAL REVENUE	183,360	183,361	183,361	0
TOTAL EXPENDITURES	262,483	259,252	257,413	-1,839
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES	-79,123	-75,891	-74,052	1,839
OTHER FINANCING SOURCES				
7900 CONTINGENCY	157,375	156,606	158,445	1,839
8980 INCOMING TRANSFER FROM 01.0	50,000	50,000	50,000	0
8989 INTERFUND TRANSFER FWS	4,000	0	0	0
INCREASE/DECREASE IN FUND BALANCE	-182,498	-182,497	-182,497	0
BEGINNING BALANCE	182,497	182,497	182,497	0
ENDING BALANCE	-1	0	0	0

GOLF DRIVING RANGE FUND 59.0
EXPENDITURES BY PROGRAM

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
59.0-00000.0-00000-00470-XXXX-6810000				
GOLF DRIVING RANGE	262,483	259,252	257,413	-1,839
TOTAL EXPENDITURES	262,483	259,252	257,413	-1,839

GOLF DRIVING RANGE

FUND 59.0

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	66,335	63,499	63,034	-466
2300 SALARY CLASSIFIED HOURLY	50,000	50,000	50,000	0
2400 SALARY CLASSIFIED HOURLY	8,000	8,000	8,000	0
	124,335	121,499	121,034	-466
3100 STRS	0	0	0	0
3200 PERS	8,487	8,163	8,110	-53
3300 OASDI/MEDICARE	9,512	9,295	9,259	-36
3400 H & W	2,622	2,351	2,351	0
3500 UN EMP INSURANCE	1,368	1,336	61	-1,276
3600 WK COMP	2,362	2,308	2,300	-10
	24,350	23,454	22,081	-1,374
4000 SUPPLIES	43,968	43,968	43,968	0
5100 CONSULTANTS	10,640	10,640	10,640	0
5200 CONFERENCE/TRAVEL	1,700	1,700	1,700	0
5600 RENTS, LEASES & REPAIRS	5,125	5,625	5,625	0
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	42,365	42,365	42,365	0
	59,830	60,330	60,330	0
6400 EQUIPMENT	10,000	10,000	10,000	0
	10,000	10,000	10,000	0
TOTAL EXPENDITURE	262,483	259,252	257,413	-1,839
7900 CONTINGENCY	157,375	156,606	158,445	1,839
TOTAL AVAILABLE	419,858	415,858	415,858	0

**CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014**

**ASSOCIATED STUDENT ORGANIZATIONS
FUND 71.0**

71.0-00000.0-00000-LLLLL-XXXX-0000000	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES	
LOCAL REVENUE					
8830 CONTRACTED SERVICES-ASO	00485	111,767	108,038	127,754	19,716
8830 ACTIVITIES	02703	0	0	0	0
8830 MEN'S BASKETBALL	07352	12,669	12,669	12,549	-120
8830 WIND SYMPHONY	13352	482	482	479	-3
8830 PASSPORTS TO TRAVEL	16352	3,980	3,980	3,944	-36
8830 SAT SERIES FOR KIDS	18352	5,104	5,104	5,057	-47
8830 EVENINGS AT EIGHT	19352	22,084	22,084	21,922	-162
8830 VOC NURSING	22350	389	389	386	-3
8830 PAC RENAISSANCE FUND	24352	3,478	3,478	3,445	-33
8830 WOMEN'S ENSEMBLE	25352	1,505	1,505	1,491	-14
8830 VOCAL MUSIC	26352	0	0	0	0
8830 CITRUS SINGERS RECORDINGS	26358	3,600	3,600	3,600	0
8830 RDA EXAM HEALTH OCCUP	28352	5,311	5,311	5,261	-50
8830 SUMMER CONSERVATORY	29352	18,203	18,203	18,066	-137
8830 FOOTBALL FUNDRAISING	30352	4,090	4,090	4,051	-39
8830 BATTLE OF THE BANDS	31358	0	0	0	0
8830 NIGHT OF MUSIC FROM FILM	32358	4,370	4,370	4,354	-16
8830 JAZZ TOUR	33358	0	0	0	0
8830 MEN'S SOCCER	40352	277	277	274	-3
8830 SOFTBALL	41352	0	0	0	0
8830 BASEBALL CAMP	42352	0	0	0	0
8830 NURSING	44350	0	0	0	0
8830 THEATER	48352	39,393.00	39,393.00	39,102	-291
8830 DANCE	49352	5,311	5,311	5,291	-20
8830 WOMEN'S VOLLEYBALL	52352	996	996	986	-10
8830 INSTRUMENTAL MUSIC	53352	750	750	750	0
8830 CAMPUS CENTER EQUIPMENT	62352	677	677	677	0
8830 SPRING MUSICAL	67352	4,445	4,445	4,418	-27
8830 CHRISTMAS SHOW	87358	48,201	48,201	47,873	-328
8830 SPRING POP SHOW	90358	9,204	9,204	9,117	-87
8830 CITRUS SINGERS TOUR	96358	0	0	0	0
8860 INTEREST		35,000	13,750	13,750	0
8861 INVESTMENT		0	0	0	0
8885 OTHER STUDENT FEES/CHARGES		0	0	0	0
8885 OTHER STUDENT FEES/CHARGE	08800	0	0	0	0
8885 OTHER STUDENT FEES/CHARGE	00485	0	0	0	0
8890 OTHER LOCAL REVENUE		0	0	0	0
TOTAL LOCAL REVENUE		341,286	316,307	334,597	18,290
TOTAL REVENUE		341,286	316,307	334,597	18,290
TOTAL EXPENDITURES		511,791	504,562	522,852	18,290
EXCESS/(DEFICIENCY) of REVOVEREXPENDITURES		-170,505	-188,255	-188,255	0
OTHER FINANCING SOURCES					
8981 INTERFUND TRANSFER CalWorks Study		2,000	2,000	2,000	0
8985 INTERFUND TRANSFER BOOKSTORE		190,000	190,000	190,000	0
8989 INTERFUND TRANSFER FWS		13,500	10,000	10,000	0
INCREASE/DECREASE IN FUND BALANCE		34,995	13,745	13,745	0
BEGINNING BALANCE		2,702,954	2,702,954	2,716,699	13,745
ENDING BALANCE		2,737,949	2,716,699	2,730,444	13,744

**ASSOCIATED STUDENT ORGANIZATION - 71.0
EXPENDITURE BY PROGRAM**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
00485 STU ACTIVITIES	315,242	308,013	327,734	19,722
01485 REIMBURSABLE	0	0	0	0
02703 ACTIVITIES	0	0	0	0
07352 MEN'S BASKETBALL	12,670	12,670	12,549	-121
13352 WIND SYMPHONY	482	482	479	-3
16352 PASSPORTS TRVL	4,281	4,281	4,244	-37
18352 THEATER/YOUTH	5,479	5,479	5,432	-47
19352 EVENINGS AT EIGHT	22,578	22,578	22,416	-163
22350 VOCATIONAL NURSING	390	390	386	-4
24352 PAC RENAISSANCE FUND	3,479	3,479	3,445	-34
25352 WOMEN'S ENSEMBLE	1,505	1,505	1,491	-14
26352 VOCAL MUSIC	0	0	0	0
26358 CITRUS SINGERS RECORDINGS	3,600	3,600	3,600	0
28352 RDA EXAM HEALTH	5,311	5,311	5,261	-50
29352 SUM CONSERVATRY	18,728	18,728	18,591	-136
30352 FOOTBALL FUNDRAISING	4,090	4,090	4,051	-39
31358 BATTLE OF THE BANDS	0	0	0	0
32358 NIGHT OF MUSIC FROM FILM	4,370	4,370	4,354	-17
33358 JAZZ TOUR	0	0	0	0
40352 MEN'S SOCCER	278	278	274	-4
42352 BASEBALL CAMP	0	0	0	0
44350 NURSING ASSOCIATION	0	0	0	0
48352 FA YOUTH SHAKES	39,534	39,534	39,243	-291
49352 DANCE	5,311	5,311	5,291	-19
52352 WOMEN'S VOLLEYBALL	996	996	986	-10
53352 INSTRUMENTAL MUSIC	750	750	750	0
62352 CAMPUS CENTER EQUIP	677	677	677	0
67352 MUSIC COORD	4,636	4,636	4,608	-27
87358 MUSIC COORD	48,201	48,201	47,873	-328
90358 MUSIC COORD	9,204	9,204	9,117	-87
TOTAL EXPENDITURES	511,791	504,562	522,852	18,290

ASSOCIATED STUDENT ORGANIZATIONS

FUND 71.0	ADOPTED	OPERATING	TENTATIVE	BUDGET
	BUDGET	BUDGET	BUDGET	INCREASES
	12-13	12-13	13-14	DECREASES
1400 SALARY NONINST FACULTY HOURLY	8,200	8,200	8,200	0
	<u>8,200</u>	<u>8,200</u>	<u>8,200</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	175,651	173,959	191,756	17,796
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	192,222	187,555	187,555	0
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	<u>367,873</u>	<u>361,514</u>	<u>379,311</u>	<u>17,796</u>
3100 STRS	677	677	677	0
3200 PERS	21,824	21,631	23,662	2,032
3300 OASDI/MEDICARE	26,649	26,163	27,522	1,359
3400 H & W	29,472	29,472	29,869	398
3500 UN EMP INSURANCE	3,886	3,816	184	-3,632
3600 WK COMP	7,121	7,000	7,337	337
	<u>89,628</u>	<u>88,757</u>	<u>89,251</u>	<u>492</u>
4000 SUPPLIES	3,600	3,600	3,600	0
5000 CONSULTANTS	36,813	36,813	36,813	0
	<u>36,813</u>	<u>36,813</u>	<u>36,813</u>	<u>0</u>
6400 EQUIPMENT	5,677	5,677	5,677	0
	<u>5,677</u>	<u>5,677</u>	<u>5,677</u>	<u>0</u>
TOTAL EXPENDITURE	511,791	504,562	522,851	18,289
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	511,791	504,562	522,851	18,289

*Contingency is equal to beginning balance plus interest.

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2013-2014

STUDENT REPRESENTATION FEE
FUND 72.0

72.0-00000.0-00000-00485-XXXX-69900000	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
LOCAL REVENUE				
8860 Interest	65	160	160	0
8884 Student Representation Fee	31,000	24,686	24,730	44
8890 OTHER LOCAL REVENUE	0	0	0	0
TOTAL LOCAL REVENUE	31,065	24,846	24,890	44
TOTAL REVENUE	31,065	24,846	24,890	44
TOTAL EXPENDITURES	46,075	40,304	33,159	-7,145
EXCESS/(DEFICIENCY) of REVENUE over EXPENDITURES	-15,010	-15,458	-8,269	7,189
OTHER FINANCIAL SOURCES				
7310 INTERFUND TRANSFER OUT	2,170	1,722	1,731	9
INCREASE/DECREASE IN FUND BALANCE	-17,180	-17,180	-10,000	7,180
BEGINNING BALANCE	17,180	17,180	10,000	-7,180
ENDING BALANCE	0	0	0	0

**STUDENT REPRESENTATION FEE - 72.0
EXPENDITURE BY PROGRAM**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
00485 STUDENT REPRESENTATION	46,075	40,304	33,159	-7,145
TOTAL EXPENDITURES	46,075	40,304	33,159	-7,145

**STUDENT REPRESENTATION FEE
FUND 72.0**

	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
72.0-00000.0-00000-00485-XXXX-6990000				
4300 SUPPLIES	7,900	7,900	2,000	-5,900
5100 CONSULTANT	0	1,404	4,159	2,755
5200 TRAVEL	10,000	15,000	15,000	0
5800 OTHER SERVICES	28,175	16,000	11,000	-5,000
5880 OTHER CHARGES/FEES	0	0	1,000	1,000
TOTAL EXPENDITURE	46,075	40,304	33,159	-7,145
7310 INTERFUND TRANSFER OUT (7% of revenue)	2170	1,722	1,731	9
TOTAL APPROPRIATION	48,245	42,026	34,890	-7,136

CITRUS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET 2013 - 2014

STUDENT FINANCIAL AID FUND 74.0		SPOR	Sequiera	Thomas	
	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES	
74.0-00000.0-XXXXX-00000-XXXX-0000000					
FEDERAL REVENUE					
8120 FWS	90100	193,327	193,327	177,441	-15,886
8150 PELL	90200	16,000,000	16,000,000	16,000,000	0
8150 PELL PY	90210	0	0	0	0
8150 PELL PY	90211	0	0	0	0
8150 FSEOG	90300	201,355	201,355	193,823	-7,532
8150 FSEOG PY	90310	0	0	0	0
8150 FSEOG PY	90311	0	0	0	0
8150 FSEOG PY	90312	4,016	4,016	0	-4,016
8150 DIRECT LOAN	90400	3,750,000	3,750,000	3,750,000	0
8150 DIRECT LOAN 09/10	90410	0	0	0	0
8150 DIRECT LOAN 10/11	90411	0	0	0	0
8150 ACG	90800	0	0	0	0
8150 ACG PY	90810	0	0	0	0
8150 ACG PY	90811	0	0	0	0
TOTAL FEDERAL REVENUE		20,148,698	20,148,698	20,121,264	-27,434
STATE REVENUE					
8653 CAL GRANT	90500	1,050,000	1,050,000	1,050,000	0
8653 CAL GRANT PY	90510	0	0	0	0
8653 CAL GRANT PY	90511	0	0	0	0
TOTAL STATE REVENUE		1,050,000	1,050,000	1,050,000	0
TOTAL REVENUE		21,198,698	21,198,698	21,171,264	-27,434
TOTAL EXPENDITURES		22,502	22,500	22,500	0
EXCESS/(DEFICIENCY) of REV over EXP		21,176,196	21,176,198	21,148,764	-27,434
OTHER OUTGO					
7300 TFR ACA FWS to FD 01.0	90100	12,083	12,083	11,090	-993
7300 TFR ACA FSEOG to FD 01.0	90300	12,585	12,585	12,114	-471
7300 TFR ACA FSEOG to FD 01.0	90311	0	0	0	0
7300 TFR ACA FSEOG to FD 01.0	90312	251	251	0	-251
7310 TFR TO FD 01.0 FWS	90100	50,000	40,000	40,000	0
7311 TFR TO FD 01.3 FWS	90100	37,500	66,044	51,151	-14,893
7312 TFR TO FD 33.0 FWS	90100	0	0	0	0
7314 TFR TO FD 41.0 FWS	90100	4,994	1,000	1,000	0
7315 TFR TO FD 51.0 FWS	90100	37,500	37,500	37,500	0
7316 TFR TO FD 52.0 FWS	90100	11,250	4,200	4,200	0
7317 TFR TO FD 59.0 FWS	90100	4,000	0	0	0
7318 TFR TO FD 71.0 FWS	90100	13,500	10,000	10,000	0
7510 PELL	90200	16,000,000	16,000,000	16,000,000	0

STUDENT FINANCIAL AID FUND 74.074.0-00000.0-90100-00429-XXXX-7320000
FWS - OFF CAMPUS

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
7510 PELL PY	90210	0	0	0	0
7510 PELL PY	90211	0	0	0	0
7510 SEOG	90300	188,770	188,770	181,709	-7,061
7510 SEOG PY	90310	0	0	0	0
7510 SEOG PY	90311	0	0	0	0
7510 SEOG PY	90312	3,765	3,765	0	-3,765
7510 DIRECT LOAN	90400	3,750,000	3,750,000	3,750,000	0
7510 DIRECT LOAN PY	90410	0	0	0	0
7510 DIRECT LOAN PY	90411	0	0	0	0
7510 CAL GRANT	90500	1,050,000	1,050,000	1,050,000	0
7510 CAL GRANT PY	90510	0	0	0	0
7510 CAL GRANT PY	90511	0	0	0	0
7510 ACG	90800	0	0	0	0
7510 ACG PY	90810	0	0	0	0
7510 ACG PY	90811	0	0	0	0
INCREASE/DECREASE IN FUND BALANCE		-2	0	0	0
BEGINNING BALANCE		0	0	0	0
ENDING BALANCE		-2	0	0	0

STUDENT FINANCIAL AID FUND 74.074.0-00000.0-90100-00429-XXXX-7320000
FWS - OFF CAMPUS

		ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	TENTATIVE BUDGET 13-14	BUDGET INCREASES DECREASES
5800 OTHER SERVICES	90100	22,502	22,500	22,500	0

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE	June 18, 2013	Resolution	<hr/>
SUBJECT:	Appropriation Transfers	Information	<hr/>
		Enclosure(s)	<hr/>

BACKGROUND

Education Code 42601 requires each District, annually, to not overspend in each major object code. Therefore, authorization is given to Los Angeles County Office of Education to move budgetary money from one major object to another.

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

RECOMMENDATION

Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2012-2013 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	X
SUBJECT:	Temporary Cash Loans Between District Funds	Information	
		Enclosure(s)	X

BACKGROUND

Temporary cash loans are transfers of cash from the General Fund to other funds within the District for cash flow purposes only during the fiscal year. It is a requirement of Los Angeles County that sufficient cash is available for transactions occurring within each fund. There is no fiscal impact to the District.

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

RECOMMENDATION

Authorization is requested to approve Resolution 2012-13-10 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2013-2014 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000.

Carol Horton
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION
2012-13-10**

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42063, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$5,000,000.
2. For fiscal year 2013-2014
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
6. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

BE IT THEREFORE RESOLVED, The Governing Board hereby authorizes the borrowing of cash between all of the district funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 18th day of June 2013, by the following vote:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Susan M. Keith, President
Board of Trustees

Date: June 18, 2013

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	X
SUBJECT:	Cash Borrowing from the Los Angeles County Treasurer	Information	
		Enclosure(s)	

BACKGROUND

Temporary borrowing of cash from the County Treasurer to meet cash flow shortages in fiscal year 2013-14, may occur through April 25, 2014, per Article XVI, Section 6, of the California Constitution. Districts must be cash self-sufficient from April 30, 2014, through June 30, 2014. There is no direct interest expense to borrow from the Treasurer; however, negative cash balances will automatically reduce the interest earnings in the district's general fund.

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

RECOMMENDATION

Authorization is requested to approve Resolution 2012-13-11 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2013-2014 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$50,214,284.

Carol Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION
2012-13-11**

CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year.

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer.

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$50,214,284
2. For fiscal year 2013-2014
3. Shall not exceed 85 percent of the anticipated revenues accruing to the District
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the District before any other obligation of the District is met from such revenue.

BE IT THEREFORE RESOLVED, that the Governing Board of the Citrus Community College District hereby requests the Treasurer to make temporary transfers of funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 18th day of June 2013, by the following vote:

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Date: June 18, 2013

Susan M. Keith, President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Budget Revisions for Fund 01.0	Information	_____
		Enclosure(s)	X

BACKGROUND

California community college districts are required by regulations to prepare financial reports and annual budgets that report all their actual and projected revenues and expenditures. In accordance with Education Code Sections 85200, 85201, 85202 and 85210, the Board of Trustees must adopt any revisions between major object codes. The following revisions take into account changes from first principle apportionment (P1). The changes are reflected on the attached budget adjustment summary.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the attached budget revisions for funds 01.0 for the fiscal year 2012-2013.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.6. _____



**Los Angeles County
Office of Education**

**Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890**

Leading Educators • Supporting Students • Serving Communities

Submit to Business Advisory Services -- EC Room 201

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER OB 01.0	FUND NUMBER 01.0
FISCAL YEAR 2012-2013	FUND NAME General Fund Unrestricted	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

**Budget Adjustment Summary
K-12/ROPs/JPA's**

DATE OF SUMMARY	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			1,807,799.00
4. Local	8600-8799			
5. Interfund Transfers In	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 1,807,799.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 0.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 1,807,799.00
--	------------------------

NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts	9711		\$
a. Revolving Cash			
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts	9740		\$
a. Restricted			
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts	9750		\$
a. Stabilization Arrangements			
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts	9780		\$
a. Other Assignments			
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts	9789		\$
a. Reserve for Economic Uncertainties			
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

E. Narrative Explanation for this Revision - Must be Completed.

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 06/18/13	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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District Projects Priority Order

Citrus CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
1	ADMINISTRATION BUILDING RENOVATION 2,742	2013/2014	Citrus College							
		\$6,369,336 NonState								
2	TECH ED C REMODEL -2,300	2013/2014	Citrus College							
		\$991,865 NonState								
3	EDUCATIONAL DEVELOPMENT CENTER 2015/2016	2015/2016	Citrus College	(P)	(W)	(C)	(E)			
		\$3,500,000 NonState		\$85,737	\$110,163	\$3,142,000	\$162,100			
4	CAMPUS CENTER REMODEL -555	2016/2017	Citrus College	(P)	(W)	(C)(E)				
		\$4,739,000 NonState		\$174,780	\$402,785	\$4,161,435				
5	Hayden Hall #12 Renovation -776	2016/2017	Citrus College		(C)(E)(P)(W)					
		\$1,856,000 State			\$1,856,000					
		\$1,965,000 NonState			\$1,965,000					
6	FINE ARTS/COMMUNICATIONS BUILDING 11,815	2017/2018	Citrus College		(P)	(W)	(C)	(E)		
		\$17,102,000 NonState			\$397,809	\$762,021	\$14,899,224	\$1,042,946		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Disclaimer of Interest and Settlement Agreement – City of Duarte, their Dissolved Redevelopment Agency and the Duarte Housing Authority and Citrus Community College District	Information	_____
		Enclosure(s)	_____

BACKGROUND

On December 18, 2012, the City of Duarte, their Dissolved Redevelopment Agency, and the Duarte Housing Authority filed a Writ of Mandate (City of Duarte v. Ana J. Matosantos, Sacramento Superior Court Case Number 34-2012-80001338 “Duarte I Action”). This Writ seeks to overrule the decisions of the Department of Finance disallowing the Duarte Housing Authority moneys to be kept in the city. Citrus Community College District was included in this law suit.

On January 17, 2013, the District filed a response to the Writ because the college has no decision making power over what the Department of Finance allows or disallows under these redevelopment agencies.

On May 14, 2013, the City of Duarte, their Dissolved Redevelopment Agency, and the Duarte Housing Authority filed an action (City of Duarte v. Ana J. Matosantos, Sacramento Superior Court Case Number 34-2013-80001487 “Duarte II Action”). This action challenged the Department of Finance’s disapproval of a \$7.5 million payment made in March of 2011 from the dissolved Duarte Redevelopment Agency to the City of Duarte.

A Disclaimer of Interest and Settlement Agreement has been developed stating that the District is willing to disclaim any interest in the Litigation Matters because the California Community Colleges Chancellor has indicated that he will backfill such tax increment funds if diverted to Petitioners, and District will abide by any judgment, settlement or other final determination concerning the Litigation Matters.

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

RECOMMENDATION

Authorization is requested to approve the Disclaimer of Interest and Settlement Agreement for the City of Duarte, their Dissolved Redevelopment Agency and the Duarte Housing Authority and the Citrus Community College District regarding "Duarte Action I" and "Duarte Action II".

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.8.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 18, 2013	Resolution	<hr/>
SUBJECT:	Employment of Mr. Efren Rangel, Counselor (Non-Tenure Track) - CalWORKs - Amendment	Information	<hr/>
		Enclosure(s)	<hr/>

BACKGROUND

The Counselor (Non-Tenure Track) – CalWORKS is a temporary, categorically funded position. This position is contingent upon funding from year to year. This is an amendment to prior board consent. Previous hire date was May 22, 2013; amended hire date is June 3, 2013.

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

RECOMMENDATION

Authorization is requested to approve the employment of Mr. Efren Rangel with a start date of June 3, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated.

Robert Sammis
Recommended by

/
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.9.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 18, 2013	Resolution	_____
SUBJECT:	Employment of Ms. Noemi Barajas, Nursing Instructor	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of one full-time faculty for the 2013-14 academic year. This recommendation is to approve the hiring of the one full-time position.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Noemi Barajas effective August 23, 2013, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 3 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$65,730.00 annually plus health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.10.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 18, 2013	Resolution	
SUBJECT:	Agreement Between the Citrus Community College District and the Citrus College Adjunct Faculty Federation	Information	
		Enclosure(s)	X

BACKGROUND

The Citrus Community College District (District) and the Citrus College Adjunct Faculty Federation (CCAFF) reached Tentative Agreement during the negotiations process.

The CCAFF bargaining unit membership, by a majority affirmative vote, ratified the Tentative Agreement on May 16, 2013, and on May 20, 2013, notified the District of the ratification. The governing board is required to take official action to approve the new agreement. A summary of the Tentative Agreement will be provided separately for both the Board of Trustees and for the public at the Board meeting.

The duration of the three-year agreement is from January 1, 2013 through December 31, 2015.

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

RECOMMENDATION

Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (CCAFF), effective January 1, 2013 through December 31, 2015, ratified by a majority affirmative vote of the unit membership.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.11.

Summary of Tentative Agreement

Between

Citrus Community College District

And

Citrus College Adjunct Faculty Federation (CAFF)

Local 6352 of the American Federation of Teachers

Article 10 - Salary

Adjunct salary schedules to be increased by 2% effective July 1, 2013. Modify initial placement language to read, "No more than four (4) years of part-time teaching experience credit will be allowed for initial placement on this salary schedule."

Article 16 – Duration of the Contract

The end date of the contract shall be extended to December 31, 2015. In October 2014 a re-opener provision for Article 10 – Salary, and one (1) article at the election of each party.

TENTATIVE AGREEMENT

APRIL 2013

On April 5, 2013 the District and the CCAFF reached a tentative agreement as part of the 2012-13 reopener provision set forth in the current collective bargaining agreement. As a result of this tentative agreement, the following Articles of the collective bargaining agreement have been modified as follows (changes are indicated in bold):

ARTICLE 10 – SALARY

- 10.1 Unit Member salaries are implemented in accordance with the Adjunct Faculty Salary Schedule and all the terms included on the schedule (*Appendix G - Salary Schedule*).
- 10.2 Units counted toward advancement on the salary schedule must be graduate units earned at an institution accredited by one of the regional associations such as, Western Association of Schools and Colleges. Undergraduate units, which have been given prior approval by the appropriate vice president, may also be counted toward advancement. Graduate units earned at foreign colleges or universities must be approved in advance by the appropriate vice president. Foreign transcripts must be translated and evaluated for equivalency by a bona fide U.S. evaluation service.
- 10.3 Unit Members who plan to advance from one salary classification (column) to another must notify the Human Resources Office at the time the advancement is to become effective. The salary will not be changed until all units claimed for the change are officially verified. A change will be made in salary advancement due to the accumulation of units on the first of the month following verification.
- 10.4 It is the responsibility of the Unit Member to notify the Human Resources Office of any error in placement on the salary schedule. Errors in salary placement or payment(s) discovered either by the Unit Member or by the District will be corrected. The recovery of any underpayment or overpayment of funds shall be made as permitted by law.
- 10.5 Each Unit Member shall be granted one increment (one step) on the Adjunct Faculty Salary Schedule for each year of satisfactory service until the maximum number of increments (steps) is reached. Satisfactory service shall be defined as having received no evaluation less than "satisfactory" during the year of service.

- 10.6 Whenever, for any cause, the work of a Unit Member is designated as "unsatisfactory" on the Unit Member's evaluation, class (column) or step increments may be withheld until improvement is affected.
- 10.7 In moving from any salary class (column) to another, a Unit Member may not advance more than once each year. In moving from any salary step to another, a Unit Member may not advance more than once each year.
- 10.8 The District shall pay the administrative costs associated with direct deposit of pay warrants to all participating financial institutions for all Unit Members who elect to subscribe to such service. The District shall not be responsible for errors or missed deadlines that might occur between the Los Angeles County Office of Education and the employee's financial institution. If an error occurs, the District will assist the employee in getting the direct deposit error corrected.
- 10.9 *Definition of Parity:* Effective July 1, 2003, the District and the Union agree that parity for Unit Member salaries, based on workload, is as described by the CPEC study and equals 70% of a full-time faculty workload. This 70% includes 33% of in-classroom time, and 37% of preparation time, and grading. Office hours are not included but will be paid for as performed under the terms of the Article on Office Hour Program in this contract.

Definition of Parity: Effective July 1, 2004, the District and the Union agree that parity for Unit Member salaries, based on workload, equals 75% of a full-time faculty workload. This 75% includes 37.5% of in-classroom time, and 37.5% of preparation time, and grading. Office hours are not included but will be paid for as performed under the terms of the Article on Office Hour Program in this contract.

- 10.10 Salary Schedules shall be as follows:

All current salary schedules (~~as of January 1, 2011~~) **effective July 1, 2013** shall be **increased by two percent (2%) and shall be** the salary schedules for the duration of this Agreement, **except as may be modified as a result of the October 2014 reopener negotiations.**

- 10.11 The Lecture Hour Equivalent (LHE) conversion will be implemented effective as of the beginning of the spring 2009 semester.

ARTICLE 16 – DURATION OF CONTRACT

The term of this agreement shall be from January 1, 2011, through December 31, 2013. Effective October 1, 2012, the Union and/or the District may request to reopen the contract to negotiate concerning Article 10 - Salary and one (1) additional Article as selected by each party. Effective October 1, 2013, the Union and the District may agree to continue the current Agreement with limited reopeners or enter into negotiations to reach a successor Agreement upon the expiration of this current Agreement.

As a result of the October 2012 reopener provision set forth above, the Union and the District agree to extend the duration of the current contract to December 31, 2015. The term of the agreement shall now be January 1, 2013 through December 31, 2015. Effective October 2014, the Union and/or the District may request to reopen the contract to negotiate concerning Article 10- Salary and one (1) additional Article as may be selected by each party.

CITRUS COMMUNITY COLLEGE DISTRICT
Adjunct Faculty Salary Schedule (including intersession)
2011

	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I LECTURE*	CLASS 2 LECTURE*	CLASS 3 LECTURE*	CLASS 4 LECTURE*
1	\$1,025	\$1,077	\$1,129	\$1,183
2	\$1,025	\$1,077	\$1,129	\$1,183
3	\$1,025	\$1,077	\$1,129	\$1,183
4	\$1,025	\$1,077	\$1,129	\$1,183
5	\$1,072	\$1,120	\$1,178	\$1,234
6	\$1,119	\$1,174	\$1,230	\$1,281

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$44.90

*Lecture Hour Equivalent (LHE)

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than ~~two (2)~~ **four (4)** years of part-time teaching experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two (2) semester periods completed (including intersession). No more than two (2) semesters shall be counted toward a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Note: The schedule above does not reflect the 2% increase and is merely included to reflect the new language regarding initial salary placement.

Appendix G - Salary Schedule - Effective July 1, 2013

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	
SUBJECT:	Board of Trustees – Board Policy – First Read	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policies were revised by the Board of Trustees at their March 19, 2013, Board Policy/Administrative Procedures Work Session and presented for information to the Steering Committee on May 13, 2013. Where applicable, the corresponding Administrative Procedure is included, for information only.

BP/AP 2110 – Vacancies on the Board; BP 2315 – Closed Session (no related AP); BP/AP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board (no related AP); BP/AP 2365 – Recording; BP 2750 – Board Technology Use and Support (no related AP).

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to approve the first reading of BP 2110 – Vacancies on the Board; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and BP 2750 – Board Technology Use and Support.

Robert Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.12.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2110 VACANCIES ON THE BOARD

References: Education Code Sections 5090 et seq.;
 Government Code Section 1770

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board of Trustees shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board of Trustees shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for Board of Trustee members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority vote of the Board members at a public meeting.

~~The Superintendent/President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Trustees will determine the schedule and appointment process, which may include interviews at a public meeting.~~

Board approved	11/18/08
Desk Review – No Changes	06/16/11

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**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2110 VACANCIES ON THE BOARD

References: Education Code Sections 5090 et seq.;
 Government Code Sections 1770 and 6061

Posting the Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the College Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and at least once in a newspaper publication of general circulation. The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidate. Persons applying must meet the qualifications required by law for members of the Board of Trustees.

Applying for an Appointment

Persons applying for appointment to the Board of Trustees shall receive a letter from the College Superintendent/President containing information about the College and the Board of Trustees, including a candidate information sheet to be completed and returned by a specific date.

Candidate Interviews

The Board of Trustees may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose. Each member of the Board of Trustees will review all candidate information sheets, with final selection made by a majority vote of the members of the Board of Trustees at a public meeting called for that purpose.

Provisional Appointments

Whenever a provisional appointment is made, the Board of Trustees shall, within ten days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice at least once in a newspaper of general circulation. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board of Trustees, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of the Los Angeles County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his or her appointment.

Terms of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members.

Board Approved 03/17/09

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

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2315 CLOSED SESSIONS

References: Education Code Section 72122;
 Government Code Sections 54956.8, 54956.9, 54957, 54957.6,
 and 11125.4

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- provide direction to the District's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its unrepresented employees.
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and/or
- consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and

shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Trustees. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

~~Also see BP 2715 titled Code of Ethics/Standards of Practice~~

Board Approval 04/07/09
Desk Review 01/18/12
Amended

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**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of ~~two~~ **three** ways:

1. There will be a time at each regularly scheduled ~~Board~~ **Board** meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the ~~Superintendent/President~~ **recording secretary** that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 titled Agendas.

A written summary of the item must be submitted to the **Office of the Superintendent/President** at least ~~72 hours~~ **five working days** prior to the Board meeting to assure compliance with the Brown Act. The summary must be signed by the initiator and ~~contain state~~ his or her ~~residence or business address and~~ organizational affiliation, if any.

3. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the Office of the Superintendent/President no later than seven working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain ~~the residence or business address of the author and~~ the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District.

Board Approved 11/18/08
Desk Review 06/16/11

(Replaces BP 2350 Speakers Addressing the Board)

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**.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5:
Government Code Section 54954.2

All meetings of the Citrus College Board of Trustees are limited public forum meetings not to be construed as public forums. The conduct of all those attending the meeting or addressing the Board shall be conducted in an orderly manner. These procedures establish a protocol in addressing the Board.

Procedure for Addressing the Board of Trustees:

Persons may address the Board of Trustees either on an agenda item or on matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

General Public Comments:

Persons wishing to speak to matters not on the agenda shall do so at the time designated on the agenda for public comment.

To address the Board of Trustees under the Public Comment section of the agenda, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the public comment section of the agenda.

Comments Relating to a Specific Agenda Item:

Persons wishing to speak to a specific agenda item may do so at the time the specific item is under consideration by the Board of Trustees. Any such public comment will be heard before a vote is called on the item.

To address the Board of Trustees as to a specific agenda item, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the particular agenda item.

Time Limit for Speakers

- Those wishing to address the Board will be given five minutes per topic or agenda item unless the time limit is waived by the Board President and may be shorter when there are a large number of speakers to be heard. The total amount of time allocated for public speakers to address matters during the public comment section of the agenda or for any specific agenda item is a maximum of thirty minutes.
- Those addressing the Board will be seated at a table with microphone after acknowledgement by the Board President.
- The speaker will give his/her name, address, and affiliation, if any.

Conduct of Speakers

- Undue interruption or other interference with the orderly conduct of the Board meeting will not be tolerated. ~~Speakers may only address the Board during the public presentation period.~~
- Defamatory remarks or profanity will not be allowed. The Board President may terminate a speaker's privilege of address if he/she persists in improper conduct or remarks.
- ~~Remarks by any person addressing the Board which reflect adversely upon the political, religious, or economic views, character, or motives of any person are out of order in a public meeting.~~
- Board members may interrupt a speaker at any time to ask questions or make comments as necessary to clarify the discussion.
- The Board President may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- No member of the public may speak without being recognized by the Board President.
- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Complaints Concerning College Personnel

~~Citrus College places trust in its employees in their efforts to carry out their jobs and desires to support their actions in such a manner that employees are free from unfounded or unsubstantiated charges which might reflect upon the employee's loyalty, morals, professional ethics, professional conduct, and/or competency.~~

~~No person will present, verbally or discuss at any meeting of the Board, charges or complaints against individual employees of the District. All such charges or complaints shall be presented to the Board through the Superintendent/President's office in writing. Such complaints must be signed, and the signature verified by valid identification (i.e. driver's license, student identification card).~~

- ~~• All such charges, if presented to the Board directly, shall be referred to the Superintendent/President for investigation and report.~~

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions (Government Code section 54954.3). The Board may not prohibit public criticism of District employees.

Whenever a member of the public makes specific complaints or charges against an employee while addressing the Board, the Board President shall inform the speaker that it is the preference of the Board to receive such complaints in writing, or to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code section 54957. The Board President may also encourage the speaker, if he or she is the complaining party, to file a complaint using the appropriate district complaint procedure. However, the presentation of such complaints or charges to the Board by a recognized speaker shall not alone be grounds for declaring the speaker out of order.

Board Approved 03/17/09
Desk Review 01/18/12
Amended

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

~~CITRUS COMMUNITY COLLEGE DISTRICT BOARD~~

~~BP 2350 ———— SPEAKERS ADDRESSING THE BOARD~~

~~References: ———— Education Code Section 72121.5;
————— Government Code Sections 54950 et seq.~~

~~Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.~~

~~Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.~~

~~Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.~~

~~Those wishing to speak to the Board of Trustees are subject to the following:~~

- ~~• The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.~~
- ~~• Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.~~
- ~~• Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.~~
- ~~• Each speaker shall complete a written request to address the Board of Trustees at the beginning of the meeting at which they wish to speak. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.~~
- ~~• No member of the public may speak without being recognized by the President of the Board.~~
- ~~• Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. With a majority vote of the Board of Trustees, additional time to hear speakers may be scheduled at the end of the meeting.~~
- ~~• Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.~~

Board Approved ~~11/18/08~~
Desk Review ~~01/18/12~~

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**.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2365 RECORDING

References: Education Code Section 72121(a);
 Government Code Sections 54953.5 and 54953.6

~~If a Board meeting is recorded, the recording~~ Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees, shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/ President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Board Approved 11/18/08
Desk Review – No Changes 06/16/11
Amended

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**.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

AP 2365 RECORDING

Reference: Government Code Section 54953.5

At the request of the Board of Trustees, regular meetings may be recorded and shall be subject to inspection by members of the public in accordance with the California Public Records Act. After preparation of the minutes, the recording shall be retained and erased thirty (30) days after the meeting.

No other recording device shall be used at any Board meeting in such a way that it interferes with the regular conduct of the meeting.

Board Approved 03/17/09
Desk Review 03/19/13

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2750 BOARD TECHNOLOGY USE AND SUPPORT

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.;
Penal Code Section 502, Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1(b)

The Board of Trustees is committed to the responsible use of District technology in support of their duties as Trustees.

Members of the Board of Trustees shall be entitled to district technology support on an annual basis to provide upgrades and maintenance for district supplied equipment. This support shall include software upgrades, operating system upgrades and security review to check for viruses and malware.

To receive district supplied technology support, ~~Board members~~ Trustees will complete and submit a request for support to the Superintendent/President's Office. The Superintendent/President or their designee will submit a work order to the Technology and Computer Services Department requesting the service for the ~~Board member~~ Trustee. The Technology and Computer Services Department will schedule the service for the ~~Board member~~.

Board Approved:

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**.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Educational Programs Committee – Board Policy Revisions – First Read	Information	_____
		Enclosure(s)	X

BACKGROUND

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

The following Board Policies have been revised and approved by constituent groups on various dates and the Steering Committee on May 13, 2013. Attached to the Board Policies, for information only, are the related Administrative Procedures.

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments.

Irene Malmgren
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.13.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 3280 GRANTS

Reference: Education Code Section 70902

The Board of Trustees ~~will~~ shall be informed about all grant applications ~~made~~ submitted and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the Mission ~~purposes~~ of the District.

Board Approved 12/07/10

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

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 3280 GRANTS

Reference: Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a Grant Launch Proposal ~~concept paper~~ describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If a ~~concept paper~~ the Grant Launch Proposal cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Upon approval of the final Grant Launch Proposal, the Board of Trustees shall be notified.

Upon notification of grant award, the Board of Trustees shall be notified.

Board Approved 12/07/10

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

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**

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Section 55007

The Superintendent/President shall establish procedures to ensure that students may only not enroll in two or more sections of the same credit course during the same term in accordance to Title 5 Section 55007. ~~if the length of the course provides that the student is not enrolled in more than one section at any given time.~~

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Board Approved 05/18/10

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

*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 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Sections 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course ~~provides that the student is not~~ is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The student obtains approval from the instructor(s)/faculty involved.
- The Vice President of Academic Affairs or designee approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Board Approved 05/18/10

Approved by	ASCC	4/23/13
	CSEA	4/22/13
	Management Team	4/3/13
	Senate	4/24/13
	Supervisor/Confidential Team	4/12/13
	EPC	5/6/13
	Steering	5/13/13

*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

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 18, 2013	Resolution	_____
SUBJECT:	Human Resources/Staff Diversity Committee – Board Policy Revisions – Second Reading	Information	_____
		Enclosure(s)	X

BACKGROUND

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

The following Board Policy has been revised and approved by the constituent groups on various dates and the Steering Committee on March 25, 2013.

The first reading of this Board Policy was first presented to and approved by the Board on May 7, 2013. The second reading was presented at the May 21, 2013, meeting where a revision was requested and is now included.

Attached to the Board Policy, for information only, is the related Administrative Procedure.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of BP 7107 – Nepotism.

Robert Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.14.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7107 Nepotism

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

General Provisions

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. This Board Policy and the responding Administrative Procedure will only apply to initial employment or changes in employment of individuals after the date of its adoption.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7107 Nepotism

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

General Provisions

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.

Immediate family means 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.

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.

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

May 21, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, May 21, 2013, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:16 p.m. Student Trustee Vega led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Gary L. Woods, and Mariana Vega (Student Trustee). Absent: Patricia Rasmussen.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services; 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: Christina Garcia, Paula Green, Lan Hao, Martha McDonald, L. Over, Gerald Sequeira, and Linda Welz

Faculty: Bruce Langford

Supervisor/Confidential Team: Tedd Goldstein and Marilyn Grinsdale

Classified Employees: Clarence Cernal and Cathy Day

Adjunct Faculty: Linda Chan

Students: Sylvia Aparicio, Nayiri Baghdassarian, Carlos De La Torre, Alejandra Morales, and David Tate

VISITORS: Tom Gerfen

RECOGNITION OF TENURED FACULTY & PRESENTATION OF PROCLAMATIONS

Prior to the Board meeting being called to order, a reception for tenured faculty and 2012-13 retirees was held in the Campus Center.

Dr. Perri congratulated *Ms. Salima Allahbachayo*, Nursing for earning tenure.

Proclamations were prepared for all staff retiring during the 2012-13 academic year. Board President Keith presented retirement proclamations for retirees in attendance (identified by italics):

Toni Billet – Classified
Teresa Ferri – Classified
Judy Gregg – Faculty
Michael Hurtado – Management
Pam McGuern – Classified
Shirley Porch – Classified
Pam Sewell – Classified
James Shannon – Faculty
Teresa Tabata – Classified
Alan Tussy – Faculty
Cecil Zarate – Classified (deceased)

Geraldine M. Perri, Ph.D., Superintendent/President, introduced the new Student Trustee Ms. Mariana Vega. Ms. Vega began her community college journey immediately after high school, and she intends to go on to a four-year university. She plans to major in public relations and is interested in pursuing a career in political campaign communications. Ms. Vega is very grateful for the sacrifices of her parents that have allowed her to be in the United States and attend Citrus College. Dr. Perri welcomed Student Trustee Vega to the Board.

Dr. Perri remarked that the week of May 19-25, 2013, is Classified School Employees Week. She expressed her gratitude to the classified staff and said it will be good to have the opportunity to honor their work and thank them for all they do.

Dr. Perri said the American Association of Community Colleges (AACC) has placed a photo of Citrus College on its home page along with a caption that reads: "Citrus College is the oldest community college in Los Angeles County and the fifth oldest in the state of California." Dr. Perri thanked Ms. Paula Green, Director of Communications, and Ms. Stacy Armstrong, Publications Specialist, for working with AACC to submit the photo and caption.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that summer school enrollment has begun and it is growing rapidly. There are two times as many class sections available to students as there were last summer.

Arvid Spor, Ed.D., Vice President of Student Services; reported that the new process for students to purchase parking permits online, *iparq*, will be tested during the summer session. The process has only become operational in the last two days, and already 39 students have purchased permits. He said students normally wait until the first day of classes to purchase parking permits. Dr. Spor believes the process will serve students well and help to greatly reduce lines at the beginning of each semester.

Robert Sammis, Director of Human Resources, reported that Human Resources has conducted the final training for managers and supervisor/confidential team members for the year. It was done in an “open house” format, and it provided trainees an opportunity to ask Human Resources staff any questions they wished. Dr. Sammis said they are now working on a series of training sessions for next year.

Carol R. Horton, Vice President of Finance and Administrative Services, thanked Dr. Perri for her update to the college community regarding the May Revise. Mrs. Horton said they are now watching to see how the Governor will distribute \$50 million in matriculation funds. The Governor is proposing to use the current year increase in Proposition 98 funding to pay down an additional \$179.9 million in deferrals. This would reduce the total system-wide deferral to \$621.2 million. He further proposes to pay down an additional \$64.5 million in deferrals in the budget year, reducing the system-wide deferral to \$557.5 million. Mrs. Horton said this payback of deferred funding will translate to increased cash flow for Citrus College. She added that she is hopeful that the budget will be passed on time this year.

Jim Woolum, Academic Senate President, commented on some of the changes that are currently taking place in the state’s community college system. The Student Success Task Force, the Legislature, the Board of Governors, and Governor Brown have all made recommendations in an effort to improve student success and completion. Mr. Woolum mentioned several topics that have sparked discussion and controversy, such as funding strategies, the Student Success Scorecard, adult education, distance learning and MOOCs. He said strength and balance are skills necessary for leaders during times of change.

Robert Coutts, CSEA President, said CSEA has finished reviewing applications for scholarships. He was pleased to announce that CSEA will be awarding five scholarships (\$275 each) to the son or daughter of a CSEA employee. This year, scholarships went to: Mr. Tony Tunno, son of Ms. Julie Tunno, Administrative Secretary; Ms. Johanna Jamison, daughter of Ms. Lynn Jamison, Study Abroad Specialist; Ms. Christy Allen, daughter of Ms. Gayle Allen, Administrative Secretary; Mr. Richard Chase, son of Ms. Theresa Gallegos, Human Resources Assistant; and Mr. Roman Lopez, son of Mr. Bob Lopez, Senior Buyer.

Mr. Coutts said three CSEA members have volunteered to serve on a committee that will work with the District to review the experience and education requirements listed on bargaining unit job descriptions. The committee members are: Ms. Linda Hughes,

Human Resources Technician; Ms. Marian Manfre-Winchester, Athletic Programs Assistant; and Ms. Cathy Napoli, Admissions and Records Coordinator.

On behalf of CSEA, Mr. Coutts extended best wishes to the retirees and newly tenured faculty member for 2013. He also thanked the Board of Trustees for their proclamation recognizing Citrus College's outstanding classified staff as part of Classified School Employees Week.

Mariana Vega, Student Trustee, began her report by thanking her constituents for trusting her to represent them at the District level. She also thanked Dr. Spor; Dr. Martha McDonald, Dean of Students; Ms. Christine Link, Executive Assistant; and Ms. Adrienne Thompson, Student Life and Leadership Development Supervisor; for providing her with guidance as she moves into her new position. She recognized former Student Trustee Crescencio Calderon for mentoring her over the past year.

Student Trustee Vega said ASCC's SpringFest was a big success. She also announced that ASCC Executive Board Elections will take place June 5-6, 2013, and she is looking forward to meeting all of the new students who will join the Board in the fall.

Edward C. Ortell, Member, Board of Trustees, said he attended Senator Carol Liu's recent open house at her new field office in San Dimas. He said Senator Liu is very supportive of Citrus College.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she wished to publically recognize the retirees for their many years of service to Citrus College. She thanked them and wished them well in their retirement.

Susan M. Keith, President, Board of Trustees, reported on several recent college events. She said the pop show was uplifting and the student performers did a great job. The Cosmetology Hair Show was excellent, and Mr. Bruce Langford, Performing Arts instructor, did a great job as master of ceremonies. Board President Keith said the creativity, talent and leadership skills of our students speak well for the college.

Board President Keith also attended Senator Liu's open house. She invited Senator Liu to come to the college for a tour of our facilities and programs.

Board President Keith said recent natural disasters have made her proud to be a community college trustee, as community colleges train the first responders who are so critical in times of large-scale emergencies. She said community colleges are more than junior colleges in that they truly serve their communities.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the regular meeting minutes of May 7, 2013, as submitted.

4 Yes. 1 Absent.

INFORMATION AND DISCUSSION

Confirmation of Bond Sale Costs Respecting \$13,130,000 Citrus Community College District (Los Angeles County, California) General Obligation Refunding Bonds, Series 2013 – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton provided an overview of the general obligation bonds that were sold to RBC Capital Markets, LLC, on April 24, 2013, in the aggregate principal amount of \$13,130,000. She said the actual cost for the sale of the bonds was less than anticipated, which resulted in a net savings to district taxpayers.

Section 53509.5 of the Government Code of the State of California (the "Government Code") requires that actual costs of issuance of general obligations bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. The underwriter's discount was estimated at not-to-exceed 0.85% of the aggregate principal amount of the Bonds. The actual underwriter's discount was 0.55% of the aggregate principal amount of the Bonds. The cost of issuing the Bonds, including bond counsel and disclosure counsel fees, paying agent fees, printing and ratings charges and other related fees, was estimated at not-to-exceed \$142,500.00. In compliance with Section 53509.5 of the Government Code, the actual cost of sale of the Bonds was \$125,720.03 or less.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the attached list of independent contractor/consultant agreements as submitted. 4 Yes. 1 Absent.

FACILITIES USE

Item 3: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve facility rentals and usage. 4 Yes. 1 Absent.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve A & B Warrants for April 2013. 4 Yes. 1 Absent.

Item 5: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve purchase orders for April 2013. 4 Yes. 1 Absent.

CURRICULUM

Item 6: Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the new and modified courses, and modified program. 4 Yes. 1 Absent.

PERSONNEL RECOMMENDATIONS

- Item 7:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 4 Yes. 1 Absent.
- Item 8:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. 1 Absent.
- Item 9:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 4 Yes. 1 Absent.

EMPLOYMENT – MANAGEMENT

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of Mr. Efren Rangel with a start date of May 22, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated. 4 Yes. 1 Absent.

SALARIES

- Item 11:** Moved by Trustee Woods and seconded by Trustee Montgomery to create four classified supervisor positions on the Supervisor/Confidential Salary Schedule effective June 1, 2013, and assign each position to the appropriate range and step, as follows: 1) Football Program Coordinator - Range 13, Step 1; 2) Men's Basketball Program Coordinator -- Range 11, Step 1; 3) Women's Basketball Program Coordinator -- Range 6, Step 1; and, 4) Women's Soccer Program Coordinator -- Range 1, Step 1. 4 Yes. 1 Absent.

BOARD POLICIES

- Item 12:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the second and final reading of the following Board Policies: BP 4223 – Withdrawal From Courses; BP 6450 – Wireless or Cellular Telephone Use; BP 6700 – Civic Center and Other Facilities Use; ~~BP 7107 – Nepotism~~; and BP 7113 – Service Animals. 4 Yes. 1 Absent.

PROCLAMATIONS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Woods to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 19-25, 2013, as Classified School Employees Week. 4 Yes. 1 Absent.

CLOSED SESSION: At 4:49 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 72122 of the Education Code and District Administrative Procedure 5520: STUDENT SUSPENSION APPEAL, STUDENT #AXXXXXX88

RECONVENE OPEN SESSION: At 5:09 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

The Board of Trustees having met in closed session as set forth above and having fully considered the record in the matter of the suspension of student #AXXXXXX88.

Item 14: Moved by Board President Keith and seconded by Trustee Montgomery, per section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the suspension of Student #AXXXXXX88. 4 Yes. 1 Absent.

ADJOURNMENT: At 5:10 p.m., it was moved by Trustee Montgomery and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees