

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in October

DATE: Tuesday, October 1, 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
Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs
Robert L. Sammis, Director of Human Resources
Carol R. Horton, Vice President of Finance and Administrative Services
Lisa Villa, 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 September 10, 2013

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

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

G. INFORMATION AND DISCUSSION

1. Distance Education Update – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page)
2. ASCC Executive Board Fall 2013 – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page)
3. Program Review – Photography – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page)

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)
- b. Authorization is requested to approve facility rentals and usage. (Page)
- c. Authorization is requested to approve purchase orders for August 2013. (Page)
- d. 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)

Academic Affairs

- e. Authorization is requested to approve a field trip/tour for forty-six (46) students from *MUSC 170 Classical Performance Techniques Tour (Vocal)* three (3) full-time faculty members to perform in Germany from June 12 through June 23, 2014. (Page)
- f. Authorization is requested to approve a field trip/tour for thirty-five (35) students from *MUSC 175 Jazz Ensemble Tour I, MUSC 177 Professional Performance Techniques, and Thea 295 Summer Concert Touring*, plus six (6) staff members to perform in Hawaii from June 26 through July 13, 2014. (Page)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page)
- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page)

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

H. ACTION (continued)

Personnel Recommendations

2. Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Mr. Youssef Harfouche as a full-time temporary, one-semester, non-tenure track instructor in the Biological Sciences Department beginning on February 19, 2014 and ending on June 14, 2014 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 plus benefits. (Page)
3. Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Ms. Laura Wills as a full-time temporary, one-semester, non-tenure track instructor in the Behavioral and Social Sciences Department beginning on September 23, 2013 and ending on December 14, 2013 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 (pro-rated) plus benefits. (Page)

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

I. ADJOURNMENT

Dates to Remember:

October 15, 2013	Board of Trustees Meeting
November 11, 2013	HOLIDAY – Veteran's Day
November 12, 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	October 1, 2013	Resolution	_____
SUBJECT:	Distance Education Update	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Distance Education Program is planning to expand support for students and faculty over the next year. Dr. Dana Hester and Dr. Beverly VanCitters will provide a brief update of the Distance Education Program.

This item was prepared by Dr. Dana Hester, Dean of Social and Behavioral Sciences and Distance Education.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action _____
DATE October 1, 2013 Resolution _____
SUBJECT: ASCC Executive Board Fall 2013 Information _____
Enclosure(s) _____

BACKGROUND

The Associated Students of Citrus College Executive Board is the elected voice of the student body. The ASCC Executive Board plans and executes a variety of educational, cultural and social activities for all members of the campus community. The ASCC Board maintains an active voice in campus-wide committees, making sure that the students' needs and opinions are considered in decisions affecting their education. The members of the fall 2013 ASCC Executive Board are:

Amy Aranda, Senator
Michael Cazares, Commissioner of Public Relations
Daniel Celebertti, Commissioner at Large
Fariyah Chowdhury, Senator
Carlos De La Torre, Treasurer
Robert Hernandez, Commissioner of Activities
Tyler Hernandez, President
Barry Lambert, Senator
Moriah LaPointe, Commissioner at Large
Marilyn Meza, Commissioner of Athletics
Alejandra Morales, Vice President
Gabriel Nadales, Legislative Liaison
Daren Nguyen, Recording Secretary
Jessica Pardo, Senator
Michael Tejada, Commissioner at Large

This item was prepared by Martha McDonald, Interim Executive Dean.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.2

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Program Review – Photography	Information	X
		Enclosure(s)	X

BACKGROUND

The Photography program has undergone the prescribed program review process based on a 6-year cycle. It was approved at the May 6, 2013 Educational Programs Committee meetings and the June 10, 2013 Steering Committee Meeting.

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

RECOMMENDATION

Information only, no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.3.



Photography Instructional Program Review 2011-2012

Spring 2013

Prepared by

Name	Title
Darrell Carr	Photography Instructor
Jim Woolum	Program Review Coordinator
Robert Slack	Dean of Fine and Performing Arts

Photography Program Review Committee Members

Name	Title
Robert Slack	Dean of Fine and Performing Arts
Dr. Irene Malmgren	Vice President of Academic Affairs
Dr. Lan Hao	Director of Institutional Research
Dr. David Kary	Curriculum Chair
Michelle Plug	Articulation Officer
Jim Woolum	Program Review Coordinator
Sarah Bosler	Library
Lynette Granger	Library



PROGRAM REVIEW – Photography

The final summary of the program review process for Photography is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

_____ Robert Slack, Dean of Fine & Performing Arts	_____ date
_____ Michelle Plug, Articulation Officer	_____ date
_____ Dave Kary, Chair of Curriculum Committee	_____ date
_____ Irene Malmgren, Vice President of Academic Affairs	_____ date
_____ James Woolum,, Academic Senate President	_____ date
_____ Geraldine M. Perri, Superintendent/President	_____ date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

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1. Executive Summary

A. Program History/Description

The two year certificate program in photography prepares students for work in the photographic imaging industry. Instruction is offered in camera, darkroom procedures and aesthetics. Studies include black & white, color, through digital, architectural, product, experiment, portrait, fashion, and zone system. Students completing this program will have developed a portfolio.

B. Strengths/Effective Practices

The photography program meets the mission of Citrus Community College by offering a certificate which demonstrates students' accomplishments and skills for employment.

C. Weaknesses/Lessons Learned

There is a need to review digital vs. film instructional techniques. Many professionals believe there is a need for students to learn on film to gain a stronger understanding of what to look for in a photograph by analyzing and planning before they push the shutter release button. Others believe that initial instruction should begin with digital techniques and reserve film instruction for more advanced students.

Budget reductions have required the cutting of classes and adjunct faculty; these cuts have had a negative impact on the certificate program.

Currently, there is a shortage of digital equipment and software in the program. There is a need for on-going training of full time and adjunct faculty in current and emerging technologies to advance student success.

D. Recommendations/Next Steps

Photography degree and certificate requirements need to be reviewed to ensure that they are current and supported by class availability.

Courses need to be modified to keep current with the content students need for success in careers or at four year institutions.

Photography faculty should collaborate with faculty in the digital media area to determine the feasibility of creating a new or modified program incorporating Photo, Digital Design, Video, and Communications into a hybrid digital media program with the goal of meeting the educational and career requirements of a higher number of employers and students.

The photography program should review its advisory committee and add additional members with diverse backgrounds to assist in the review of a hybrid program as described above.

Resources available following the construction of the new Art building should be monitored and equipment and software needed to encourage greater cross-discipline student interaction should be identified and prioritized for budget review through the program review process.

In addition to the career preparation need, the photography program serves a need within the community related to interest in photography. This area should be reviewed for development of non credit courses.

2. Faculty

Full-Time Faculty
Carr, Darrell

Adjunct Faculty
Battle, Anne
Hasegawa, Richard
Havens, Craig

3. Program description

~~The Photography program prepares students to enter the field of professional photography with the ability to become successful business people and highly valued employees. Career choices include working as commercial advertising photographers, photojournalist, sports photographers, portrait and wedding photographers, and photographic lab technicians.~~

Following review of the program, this program description was approved:

The photography program prepares students for transfer and careers in photography. Access to working professionals coupled with the emphasis on strong conceptual skills, technical knowledge, awareness of multiple digital disciplines, and technical knowledge supports students in their area of specializations with a portfolio of powerful and conceptually driven imagery.

4. Program Goals and Objectives

The goals and objectives of the Photography Program are:

- a) Acquisition of strong conceptual skills, technical knowledge, understanding of diverse job skills required by photography professionals. Job training, transfer to CSU and prime institutes (Art Center and Brooks Institute), degree, certificate and employment.

5. List and Review of Degrees, Certificates, and Awards

PHOTOGRAPHY - Certificate of Achievement	
Term Effective: Winter 2012	Total Units: 21
The photography certificate prepares a student for a career as an assistant to a professional photographer, a photographic lab technician or an independent professional free-lance photographer. Students will be prepared for positions in retail photographic outlets.	
REQUIRED COURSES	

Course	Title	Units
PHTO 101	Basic Photography	3
PHTO 102	Intermediate Photography	3
PHTO 103	Advanced Photography	3
PHTO 205	Color Photography	3

ELECTIVES: Select three of the following		
Course	Title	Units
PHTO 125	Photography as an Art Medium	3
PHTO 126	Advanced Photography as an Art Medium	3
PHTO 202	Photojournalism	3
PHTO 206	Intermediate Color Photography	3
PHTO 213	Studio & Environmental Portraiture	3

PHOTOGRAPHY AS Degree – Total 21 units

Required Classes:

Course	Title	Units
PHTO101	Basic Photography	3
PHTO102	Intermediate Photography	3
PHTO103	Advanced Photography	3
PHTO205	Color Photography	3

Plus three of the following electives

PHTO125	Photography as an Art Medium	3
PHTO126	Advanced Photography as an Art Medium	3
PHTO202	Photojournalism	3
PHTO206	Intermediate Color Photography	3

Students completing the Photography A.S. Degree will:

1. Demonstrate computer proficiency in specialized programs related to photographs.
2. Demonstrate knowledge of photographic theory in choosing new products and using them effectively.
3. Review, analyze and critique photographic work of others.
4. Analyze and evaluate personal and other student's images through use of evaluation rubrics based on aesthetic concepts

Classes needed for degree and certificate (PHTO 125, 126, 205 and 206) are not offered on a regular basis due to the current budget situation. As a result, there have been few certificates or degrees awarded.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Photography AS Degree	12-29-2010		Fall 2010		May 2011
Photography Certificate	03-11-2011		Fall 2010		May 2011

6. List of Industry-Based Standard Certificates and Licenses

None.

7. Advisory Committee or Council

The Advisory Committee should be adjusted to include professionals and faculty with diverse experience to guide a review and restructuring of the Photography program, curriculum, and resource allocation.

Name	Position / Company
John Berbian	Owner Digitech
Joe Umbro	Owner Umro photography
Michael Mims	Retired Pasadena City College photography instructor.
Dana Attebery	Owner Attebery photography
Anne Battle	Photo Instructor Monrovia High School
Richard Hasegawa	JPL photography lab
Mark Thiel	Owner Powell Camera

8. Program Student Learning Outcomes

The Photography Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Photography Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

1) Utilize photographic techniques for creative application in capturing emotion and thought through photography.

2) Computation

3) Creative, Critical, and Analytical Thinking, and Information Competency

Create a variety of projects utilizing basic photographic knowledge in traditional and digital formats.

4) Community/Global Consciousness and Responsibility

Examine and evaluate gallery and museum exhibitions, photography documentaries, periodicals and books.

5) Technology

Demonstrate computer proficiency in specialized programs related to photography. Also demonstrate the ability to translate traditional photography techniques to digital.

6) Discipline / (Subject Area Specific Content Material)

Review, analyze and critique photographic work in terms of compositional elements including; focal field, rule of thirds, leading lines, depth of field, lighting and exposure.

9. Curriculum Review and Student Learning Outcomes Assessment

Curriculum/ SLO Assessment Map: Photography

CC 1: Communication	CC 4: Community/global consciousness and Responsibility
CC 2: Computation	CC 5: Technology
CC 3: Creative, Critical, and analytical thinking, information competency	CC 6: Discipline/Subject Area Specific Content Material

	CC1 Utilize photo technique for creative application	CC3 Create projects in traditional and digital format	CC4 Examine / evaluate gallery and museum exhibits	CC5 Demo computer proficiency	CC6 Analyze / critique photo work of others		Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)
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PHTO 101 –Basic Photography (3 Units), Applicability-D/C Last Offered-S12 Last Curriculum Date:S09 , Curriculum Revision Date: S15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				I			SP12
SLO 2			I				
SLO 3					I		
SLO 4	I						
SLO 5		I					
SLO 6		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 102 –Intermediate Photography (3 Units), Applicability-D/C Last Offered-F11, Last Curriculum Date: F09 , Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				D			
SLO 2					D		
SLO 3		D					
SLO 4	D						
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 103 –Advanced Photography (3 Units), Applicability-D Last Offered- F11, Last Curriculum Date: F09, Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				M			
SLO 2					M		
SLO 3	M						
SLO 4		M					

SLO Key: I= Introduced, D=Developed, M=Mastered							
	CC1 Utilize photo technique for creative application	CC3 Create projects in traditional and digital format	CC4 Examine / evaluate gallery and museum exhibits	CC5 Demo computer proficiency	CC6 Analyze / critique photo work of others		Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)

PHTO 125–Photography as an Art Medium (3 Units), Applicability-D Last Offered- F11, Last Curriculum Date: F09, Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1					D		
SLO 2				D			
SLO 3	D						
SLO 4		D					
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 126–Advanced Photography as an Art Medium (3 Units), Applicability-D Last Offered-, Last Curriculum Date: S10, Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				M			
SLO 2					M		
SLO 3		M					
SLO 4			M				
SLO 5		M					
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 202–Photojournalism (3 Units), Applicability-D Last Offered-5 years plus, Last Curriculum Date: F09, Curriculum Revision Date: F15 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1	I						
SLO 2				I			
SLO 3					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 205– Color Photography (3 Units), Applicability-D Last Offered-15 years plus, Last Curriculum Date: S10, Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				I			
SLO 2				I			
SLO 3		I					
SLO Key: I= Introduced, D=Developed, M=Mastered							

	CC1 Utilize photo technique for creative application	CC3 Create projects in traditional and digital format	CC4 Examine / evaluate gallery and museum exhibits	CC5 Demo computer proficiency	CC6 Analyze / critique photo work of others		Date of Assessment= FA11, SP12 or CA=(Ongoing, Continuing Assessment)
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PHTO 206 – Intermediate Color Photography (3 Units), Applicability-D Last Offered: 10 years plus, Last Curriculum Date: F10, Curriculum Revision Date: F16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1				D			
SLO 2	D						
SLO 3		D					
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 213 –Studio & Environmental Portraiture (3 Units), Applicability-D Last Offered-10 years plus, Last Curriculum Date: S10, Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1		I					
SLO 2				I			
SLO 3	I						
SLO 4					I		
SLO Key: I= Introduced, D=Developed, M=Mastered							

PHTO 215 –Digital Photographic Imaging (3 Units), Applicability-D Last Offered-S12, Last Curriculum Date: S10, Curriculum Revision Date: S16 Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award							
SLO 1			I				
SLO 2				I			
SLO 3					I		
SLO 4	I						SP12
SLO Key: I= Introduced, D=Developed, M=Mastered							

10. Review of previous recommendations

Mission:

a) The Photography Program needs to eliminate old classes listed in the college catalog by December 2006.

---Response: Courses were kept in the catalog with the hope that the program would receive additional course offerings. A review of the program and curriculum has been proposed.

b) The Photography facility needs more functional work space i.e. a portrait studio large enough to handle three (3) or four (4) students photographing subjects at the same time is

needed. Such a studio needs to be a sufficient size to accommodate simultaneous student activities. This studio needs to be equipped with a wireless studio flash lighting system.

---Response: The new Art facility will address the updates.

c) The Photography Program needs to expand the digital facilities to teach 30 students in a class. Also Photography Program Review updated equipment to keep pace with and provide needed employment skills.

---Response: The new Art facility will address the updates.

d) A darkroom to teach students traditional and specialized photography.

---Response: The use of a darkroom will be eliminated at the end of Spring 2012 due to changes in space usage. A darkroom will not be included in the construction of the Art building. A review of surrounding colleges through the Articulation Officer listserve indicated that many institutions, including some CSU campus response felt the darkroom experience was more appropriate for upper division coursework. A copy is available upon request from the Office of Academic Affairs.

Need:

a) Based on the information given by the Photography Advisory Board on 12-5-05, it is recommended that wet lab process should be taught to give students the fundamental skills needed in this industry for a versatile career.

---Response: It was decided to eliminate wet lab facilities in the new Art facility as a review of the, and movement to, a digital format is proposed.

b) Admissibility of digital photos in a court of law. Photos exposed on film are more likely to be approved for court cases than digital because of the ability to manipulate the picture.

---Response: Case law has established that reliable software programs have been developed to detect alteration of images, thus digital photos are accepted in court at this time. This is no longer a concern.

c) Offer more courses such as photojournalism, color, event, crime scene, and sports photography to reach a larger area of the local community, for career-minded students and for those students with non-employment interest in photography.

---Response: The economy has prevented expansion of course offerings.

d) The Advisory committee expressed other colleges such as Mount San Antonio, Chaffey, Pasadena, Art Center College of Design, Santa Monica, East Los Angeles, Riverside, along with many other colleges, have a thriving wet lab program along with digital.

---Response: Chaffey College, University of La Verne, and Pasadena Community College are currently offering wet lab experiences. Tri Community Adult Education also offers wet lab classes. Legislation is pending that encourages programs that involve multiple college participation. We will not provide classes in this area but students can be advised of other opportunities in the local area if they desire the content of these courses.

Quality:

a) Courses need to be modified to keep current with the requirements students need for a certificate.

---Response: Courses have been updated to include SLO language and maintain course currency. A major revision of course content is anticipated as a result of modifications to the program.

b) Courses need to be modified to keep current with the requirements students need Color photography needs to be integrated back into curriculum. Students will need basic knowledge and understanding of color theory.

---Response: The course has been updated to include SLO language and maintain course currency, but the course has not been scheduled recently. Further modifications may be initiated as a result of a review of the PHOTO program.

Feasibility:

a) The photography faculty should collaborate with the faculty and multimedia faculty to establish a computer lab and studio that has a multi use.

---Response: A review of the program using a diverse advisory committee has been proposed. The new Art facility and curriculum revision that are initiated by the process will guide facilities usage and encourage cross discipline education.

Compliance:

The Photography Department is in compliance with chemical storage and disposal.

Response: Photography faculty and campus staff have ensured that chemicals associated with photography classes are disposed of in a safe manner. Use of chemicals will be discontinued with the closure of the wet lab following Spring 2012 classes.

11. Evaluation Criteria – Mission

Current status

The photography program has traditionally met the district mission in terms of degrees, certificates, and lifetime learning. The mission of community colleges in general and Citrus College has changed during the time of this review. Emerging technologies, variations in employment demands, and a shift from lifetime learning to completion will necessitate a review of the program to ensure an appropriate alignment with our mission..

Commendations

- a. Photography currently meets the Mission of the college by preparing students for degrees, certificates, transfer to four year institutions and employment, however improvement to student completion and success rates are possible through program modifications.

Recommendations

- a.

12. Evaluation Criteria – Need

Current status

In California, 12,700 jobs are considered related to photographic skills. Throughout the state, a growth of 2,600 positions is projected due to increased demand and replacement positions (CA Employment Development Department). While some areas of the state are experiencing declines in this profession, Los Angeles County is predicted to experience a 5.9% growth, the Inland Empire will remain stable, and Orange County will experience 11.3% growth. All statistics refer to projections from 2008-2018.

The photography program has been working with career oriented disciplines on campus to identify needs related to photography:

- The cosmetology department has used photography resources for the past four years for the hair show, fashion photography, and preparation of visual aids with great success.
- The journalism department has suggested that we teach a photojournalism class for the past 10 years.
- The Director of Communications has requested our services in the publications department.
- Citrus basketball team has used the photography department to photograph practice and games.
- Law enforcement courses need to understand basic camera techniques for crime scene photos. Photography is a key career component of Crime Scene Investigators in law enforcement.

While career opportunities are not documented in all areas by the Employment Development Department, opportunities for forensic science technicians, which require photography skills, is anticipated to increase by 15.8% in Los Angeles County, 16.7% in the Inland Empire and 16.7 % in the Orange County area (2008-2018). Several departments on campus need basic fundamentals taught in photography.

The U.S. Bureau of labor statistics states that while employment opportunities are projected to grow approximately 13% over the next 10 - 12 years, future positions are generally entry level basic photo positions with an average salary of \$14.00 per hour or \$29,130.00 annually. Declines in the print industry, specifically the newspaper industry will reduce demand by 30% for photographers in traditional publishing.

Commendations

- a. Former students have achieved these successes: instructor of photography at Brooks Institute in Santa Barbara; employed as a professional wedding photographer, a photographer for Tavis Smiley Show (KCET), a photographer for the Los Angeles Times Inland Empire, employed by Panavision, a freelance professional and has worked as a forensics photographer in the Inland Empire, a professional photographer for the Coliseum Commission, and a base photographer for Vandenberg Air Force Base.

Recommendations

- a. Photography faculty should collaborate with faculty in the digital media area to determine the feasibility of creating a new or modified program incorporating Photo, Digital Design, Video, and Communications into a hybrid digital media

program with the goal of meeting the educational and career requirements of a higher number of employers and students.

13. Evaluation Criteria – Quality

Current status

All courses are current and include SLO language. There is only one full time faculty member. This faculty member exceeds the minimum qualifications established by the Chancellor's Office for the discipline. Elective courses are not offered on a regular basis.

Commendations

- a. The disciplines are appropriate.
- b. Pre-requisites are validated for courses offered.
- c. Course outlines have been reviewed and updated.
- d. All courses have SLO's
- e. Students learn to think critically, solve problems and write research papers.
- f. Photoshop conference supports faculty development by staying current with updated version of Adobe Photoshop.
- g. Citrus has three students who were participants in the SkillsUSA Leadership Conference in 2010, 2011 and 2012. One won a Gold medal in State finals in 2010 & 2011, placed 8th in nation in 2010 and 3rd in nation in 2011. This year (2012) two placed in State finals. Despite the cuts our students are doing well in national and international competitions. Also, five students, placed as finalists with one in the top 100 in the Photographers Forum competition for 2012. Last year 4 students placed as finalists and numerous others placed as finalists since 1997.

Recommendations

- a. Modify curriculum and increase scheduling of courses that students need to prepare for the workforce.

14. Evaluation Criteria – Feasibility

Current status

As of today our students cannot complete the photo certificate because the courses are not offered. Students can transfer, but all students that take photography do not want to transfer. They are interested in two years and enter into professional work place. There is an immediate need for more digital cameras and updated computers with software. If this program can expand there will be a need for more adjunct faculty.

Commendations

- a.

Recommendations

- a. Offer classes to complete photography certificate in a timely manner.
- b. Offer open lab to students who want extra work time.

15. Evaluation Criteria – Compliance

Current status

All courses meet Federal, State and district requirements. Photography dept. meets once a year with their advisory committee. All facilities meet ADA and OSHA requirements.

Commendations

a.

Recommendations

a. None

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Photography degree and certificate requirements need to be reviewed to ensure that they are current and supported by class availability.	Dean / faculty / Advisory Committee	Fall 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Courses need to be modified to keep current with the content students need for success in careers or at four year institutions.	Faculty	Fall 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Photography faculty should collaborate with faculty in the digital media area to determine the feasibility of creating a new or modified program incorporating Photo, Digital Design, Video, and Communications into a hybrid digital media program with the goal of meeting the educational and career requirements of a higher number of employers and students.	Dean / faculty / Advisory Committee	Spring 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The photography program should review its advisory committee and add additional members with diverse backgrounds to assist in the review of a hybrid program as described above.	Dean / Faculty	Spring 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Resources available following the construction of the new Art building should be monitored and equipment and software needed to encourage greater cross-discipline student interaction should be identified and prioritized for budget review through the program review process.	Dean / faculty / Advisory Committee	Fall 2014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	In addition to the career preparation need, the photography program serves a need within the community related to interest in photography. This area should be reviewed for development of non credit courses.	Dean / faculty / Advisory Committee	Spring 2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

17. Budget Recommendations

Budget recommendations will be identified during the review of the program by faculty, dean and advisory committee. Requests will be included in Annual Program Reviews as appropriate.

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
	s			

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
		?		

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Additional information:

Attachment A: Key Performance Indicator data pages

PHTO Program Review

	Key Performance Indicators	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	4.0	4.0	2.0	4.0	4.0	4.0
4	Sections Offered	8.0	7.0	5.0	7.0	7.0	8.0
5	Morning Secions	2.0	2.0	2.0	5.0	2.0	2.0
6	Afternoon Sections	3.0	3.0	1.0		2.0	2.0
7	Evening Sections	3.0	2.0	1.0	1.0	3.0	4.0
8	Arranged Sections						
9	Weekend Sections			1.0	1.0		
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	134	146	122	126	144	192
14	Weekly Student Contact hours (WSCH)	925.5	993.7	837.1	955.4	1162.5	1506.9
15	Full-Time Equivalent Students (FTES)	31.7	34.1	28.7	29.5	35.9	46.5
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	2.7	2.4	1.7	2.6	2.7	3.1
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	340.2	417.5	492.4	361.9	425.8	479.9
19	FTES/FTEF	11.7	14.3	16.9	11.2	13.1	14.8
20	Fill Rate at Census	72.8	78.6	86.9	67.3	73.7	80.3
Program Success							
21	Course Retention	93.3	90.4	88.5	95.2	91.0	91.1
22	Course Success	72.4	61.6	46.7	42.1	61.8	64.1

PHTO Program Review

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
	Program Operation						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	Program Success						
21	Course Retention						
22	Course Success						

PHTO Program Review

	Key Performance Indicators	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	6.0	6.0	6.0	4.0	2.0	2.0
4	Sections Offered	10.0	8.0	9.0	6.0	5.0	7.0
5	Morning Secions	2.0	2.0	2.0	2.0	2.0	2.0
6	Afternoon Sections	3.0	3.0	3.0	1.0	2.0	2.0
7	Evening Sections	5.0	3.0	3.0	3.0	1.0	3.0
8	Arranged Sections						
9	Weekend Sections			1.0			
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	152	142	137	123	148	219
14	Weekly Student Contact hours (WSCH)	1003.3	940.0	912.0	869.5	1154.7	1600.6
15	Full-Time Equivalent Students (FTES)	34.4	32.2	31.3	26.8	35.6	49.4
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	3.1	2.5	2.9	2.0	2.0	2.5
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	322.6	371.6	317.8	432.6	592.1	642.8
19	FTES/FTEF	11.1	12.7	10.9	13.3	18.3	19.8
20	Fill Rate at Census	67.5	78.4	63.5	76.7	91.0	98.7
Program Success							
21	Course Retention	94.1	88.0	88.3	95.1	90.5	92.7
22	Course Success	65.8	57.7	56.9	59.3	43.2	62.1

PHTO Program Review

	Key Performance Indicators	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	1.0	1.0	1.0	1.0	
4	Sections Offered	2.0	2.0	1.0	2.0	2.0	
5	Morning Secions					1.0	
6	Afternoon Sections		1.0	1.0	1.0		
7	Evening Sections	2.0	1.0		1.0	1.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	2.0	2.0	1.0	2.0	2.0	
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	
13	Enrollment	57	37	25	44	33	
14	Weekly Student Contact hours (WSCH)	0.0	211.2	112.0	238.6	257.6	0.0
15	Full-Time Equivalent Students (FTES)	0.0	7.2	3.8	8.2	8.0	
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	0.3	0.3	0.2	0.3	0.8	
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	0.0	703.9	746.7	795.3	330.3	
19	FTES/FTEF	0.0	24.1	25.6	27.3	10.2	
20	Fill Rate at Census	123.1	80.0	82.9	62.9	53.2	
Program Success							
21	Course Retention	61.4	94.6	92.0	95.5	100.0	
22	Course Success	54.4	83.8	64.0	77.3	66.7	

		04-05	05-06	06-07	07-08	08-09	09-10						
		Year1	Year2	Year3	Year4	Year5	Year6						
Gender													
	Female	189	65.6%	154	57.7%	138	55.4%	142	56.8%	178	58.9%	209	54.1%
	Male	99	34.4%	113	42.3%	111	44.6%	107	42.8%	112	37.1%	174	45.1%
	Missing							1	0.4%	12	4.0%	3	0.8%
	Total	288	100.0%	267	100.0%	249	100.0%	250	100.0%	302	100.0%	386	100.0%
Age													
	19 or younger	104	36.1%	116	43.4%	112	45.0%	102	40.8%	131	43.4%	183	47.4%
	20-24	123	42.7%	112	41.9%	86	34.5%	106	42.4%	119	39.4%	154	39.9%
	25-29	21	7.3%	19	7.1%	23	9.2%	27	10.8%	25	8.3%	27	7.0%
	30-34	11	3.8%	5	1.9%	5	2.0%	3	1.2%	8	2.6%	7	1.8%
	35-39	6	2.1%	1	0.4%	3	1.2%	3	1.2%	4	1.3%	10	2.6%
	40-49	13	4.5%	8	3.0%	11	4.4%	6	2.4%	9	3.0%	2	0.5%
	50 and above	10	3.5%	6	2.2%	9	3.6%	3	1.2%	6	2.0%	3	0.8%
	Total	288	100.0%	267	100.0%	249	100.0%	250	100.0%	302	100.0%	386	100.0%
Ethnicity													
	Asian	32	11.1%	33	12.4%	39	15.7%	23	9.2%	23	7.6%	18	4.7%
	Black or African American	12	4.2%	5	1.9%	12	4.8%	9	3.6%	11	3.6%	8	2.1%
	Hispanic/Latino	119	41.3%	121	45.3%	110	44.2%	111	44.4%	123	40.7%	120	31.1%
	American Indian or Alaska Native	4	1.4%	2	0.7%	3	1.2%	4	1.6%	5	1.7%	3	0.8%
	Native Hawaiian or Other Pacific Islander									1	0.3%	1	0.3%
	White	95	33.0%	88	33.0%	70	28.1%	61	24.4%	81	26.8%	76	19.7%
	Two or More Races											4	1.0%
	Unknown/Non-Respondent	26	9.0%	18	6.7%	15	6.0%	42	16.8%	58	19.2%	156	40.4%
	Total	288	100.0%	267	100.0%	249	100.0%	250	100.0%	302	100.0%	386	100.0%
Educational Goal													
	Degree & Transfer	123	42.7%	123	46.1%	94	37.8%	37	14.8%	77	25.5%	159	41.2%
	Transfer	79	27.4%	65	24.3%	72	28.9%	8	3.2%	17	5.6%	47	12.2%
	AA/AS	10	3.5%	15	5.6%	13	5.2%	35	14.0%	57	18.9%	46	11.9%
	License	12	4.2%	8	3.0%	12	4.8%	2	0.8%	4	1.3%	1	0.3%
	Certificate	12	4.2%	13	4.9%	12	4.8%	5	2.0%	7	2.3%	5	1.3%
	Job Skills	9	3.1%	5	1.9%	10	4.0%	11	4.4%	29	9.6%	22	5.7%
	Basic Skills							10	4.0%	14	4.6%	7	1.8%
	Personal											3	0.8%
	Undecided							15	6.0%	39	12.9%	53	13.7%
	Not Reported	43	14.9%	38	14.2%	36	14.5%	127	50.8%	58	19.2%	43	11.1%
	Total	288	100.0%	267	100.0%	249	100.0%	250	100.0%	302	100.0%	386	100.0%

	Key Performance Indicators	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
Program Resources							
23	Revenue: FTES*Reimbursement Rate	\$190,607.98	\$242,326.84	\$223,563.43	\$243,610.47	\$300,046.50	\$365,155.63
24	Total District Adopted Program Budget	133,299	146,019	147,389	167,110	181,562	160,515
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	0	0	0	4,501	0	N/A
26	Supplies (4300 in budget)	7,646	7,181	6,722	37	7,384	5,320
27	Cost	130,412	135,589	138,985	144,530	161,516	
28	Total FTES for the year	65.27	74.34	64.31	66.41	78.25	95.23
29	Cost per FTES	1,998.04	1,823.90	2,161.17	2,176.33	2,064.10	
Degrees and Certificates							
30	Degree: Photography	3	1	1	1	2	
31	Certificates: Photography	2		2	2		
32	Skill Awards						
33	Licenses (reported by department)						
Career Technical Education Programs							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

Attachment B: Perkins Core Indicators

PERKINS IV Core Indicators of Performance by Vocational TOP Code

Indicators for 2011-2012 Fiscal Year Planning

		Core 1 Skill Attainment	Core 2 Completion	Core 3 Persistence	Core 4 Employment	Core 5a NT Participation	Core 5b NT Completion
+							
1012	APPLIED PHOTOGRAPHY	100	66.67	80	100	40	50

Indicators for 2010-2011 Fiscal Year Planning

1012	APPLIED PHOTOGRAPHY	100	100	85.71		42.86	33.33
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Indicators for 2009-2010 Fiscal Year Planning

1012	APPLIED PHOTOGRAPHY	88.89	60	55.56	50	66.67	75
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Performance Rate Less Than Goal is Shaded

Total Count is 10 or Greater

Total Count is Less Than 10

Attachment C: Advisory Committee Meeting Minutes

Photography Advisory Meeting 6-24-2010

1. Meeting called to order at 7:18 p.m. by Darrell Carr.
2. Revised certificate was discussed. Waiting for approval from curriculum committee.
3. Evolution of Hair gallery exhibit with cosmetology was well received by student body and the local public. Board of Trustee member JoAnne Montgomery wrote letters to both Photography and Cosmetology Departments of congratulations. Darrell Carr received several e-mails from faculty of congratulations.
4. Photo club is a very active group. They had successful fund raiser "Family Portrait Night" just before winter break. Also a tour of Brooks Institute of Photography was taken along with a photo shoot of Santa Barbara. A photo field trip of California is being scheduled for the summer in the month of July. Darrell added these students are a real pleasure to advise.
5. Looking for donations to upgrade computers to Photoshop CS5 along with more memory in TC 110.
6. Annual photo show was a success. Good turn out with local high school photo departments in competition against each other. Darrell Carr gave thanks to sponsors Powell Camera, Digitech Camera Repair, Sal's Photo, Photography Club and the Owl bookstore.
7. Open discussion – Skills USA Competition, student Ricky Lin won the regional and state competition and now representing the state of California for all Community Colleges in Kansas City. Darrell Carr reported that Ricky is an exceptional student that has a real passion for photography.
8. Attendance: John Berberian of Digitech Camera Repair, Win Patterson of Powell Camera, Darrell Carr Citrus College.

Photography Advisory Board Minutes 5-19-11

Attendance: Michael Mims – Retired Pasadena City College Photo Dept.

John Berberian – Digitech Camera Repair

Anne Battle – Citrus College Photo Dept.

Richard Hasegawa – Jet Propulsion Lab

Darrell Carr – Citrus Photo Dept.

- New photography certificate requirements were reviewed. Darrell Carr reported that the Chancellors office is looking at these certificates and will make a decision on whether or not their office will accept new programs. This information was given by Bob Slack to Darrell Carr.
- Budget Update – Citrus College is experiencing budget cuts from the State. The photo dept. cut two teachers for the fall semester 2011 due to lack of funding. (Anne Battle and Richard Hasegawa). Citrus is keeping one full time photo instructor, Darrell Carr and one part time instructor Craig Havens.
Darrell Carr reported that the photo dept. gets \$3,500 per year. Board members expressed that amount of \$3,500 is extremely low and photo dept. needs more funding to keep up with technology.
- New Art Building – The construction of new Art building was postponed until real estate starts showing signs of getting stronger. Basic Photography will stay in Technical C building until further notice. All digital classes that were taught in TC building will move to LB 204 according to Bob Slack.
- Photo Club – This year has been a positive year for our club. Ricky Lin won a gold medal in the State SkillsUSA competition and will travel with Darrell to Kansas City to represent Citrus College in the National Finals June 20 -25, 2011. If Ricky wins there he will go on to world competition representing Citrus. Location of that conference not known at this time.
- Photo show/competition will be on June 6, 2011 in the east wing of campus center. Darrell Carr requested Advisory Club members to judge students' work on June 3, 2011.
- Open Discussion – John Berberian is donating gift certificates for prizes of our show. Powell Camera donated gift certificates for photo show.

Attachment D: Library Report

**CITRUS COLLEGE LIBRARY
SPRING 2012
PROGRAM REVIEW: PHOTOGRAPHY**

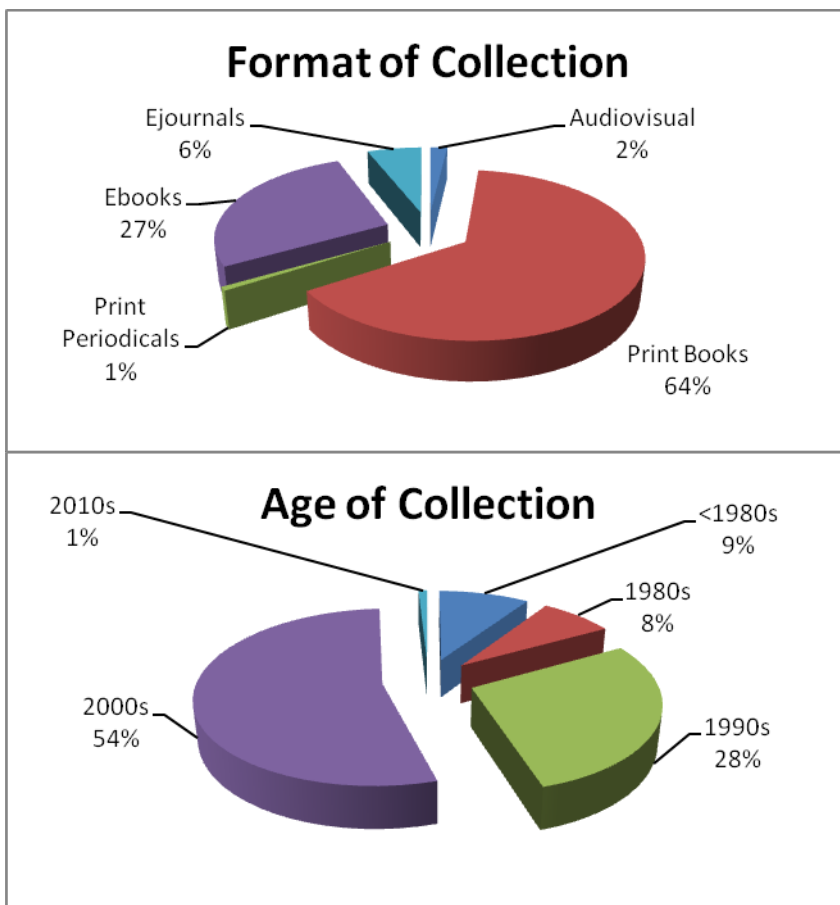
LIBRARY ACTIVITY:

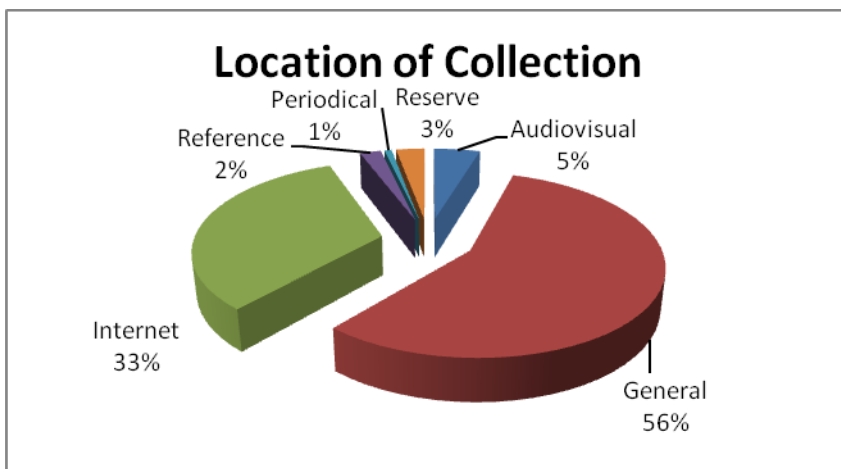
Library orientations -0-

Circulation of materials in subject area
.15% of total circulation

LIBRARY RESOURCES:

Dewey 006.6, 770 - 779.997 250





Databases:

EBSCO's	Other:
<p><i>Academic Search Premier</i> <i>*(1975-)</i> Multidisciplinary database for academic publications including peer-reviewed journals, & images.</p>	<p>Gale Virtual Reference Library* reference books & specialized reference sources for multidisciplinary research.</p>
<p>MasterFILE Premier *(1975-) Magazines, reference books, biographies, primary documents, & images.</p>	
<p>America: History & Life history and culture of the United States and Canada, from prehistory to the present.</p>	
<p>Business Source Premier (1965-; some 1922-) accounting, finance, marketing, market research reports, & industry profiles.</p>	
<p>eBook Collection e-book titles. Searchable, printable by page.</p>	
<p>Professional Development (1965-) education journals including peer-reviewed titles, & reports.</p>	
<p>Vocational & Career *(1985-) Trade and industry-related journals.</p>	

E-journals titles in: Photography

16 journals found in Art, Architecture & Applied Arts: Visual Arts: Photography

Afterimage (0300-7472)

from 06/01/1996 to present in [Academic Search Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)

American photo (1046-8986)

from current 2 years to present in [Citrus College Print Holdings](#)

Design quarterly (Minneapolis, Minn.) (0011-9415) [Title details from Ulrichsweb.com™](#)

from 03/01/1996 to 06/30/1996 in [Academic Search Premier](#), [MasterFILE Premier](#) and [Vocational & Career Collection](#)

E-doc (Global ed.) (1544-3647) [Title details from Ulrichsweb.com™](#)

from 05/01/2003 to 07/31/2008 in [Business Source Premier](#) and [Library, Information Science & Technology Abstracts \(LISTA\) with Full Text](#)

Etudes photographiques (1270-9050) [Title details from Ulrichsweb.com™](#)

from 1996 to present in [Directory of Open Access Journals](#)

EventDV (1554-2009) [Title details from Ulrichsweb.com™](#)

from 01/01/2005 to present in [Academic Search Premier](#), [Business Source Premier](#), [Health Source: Nursing/Academic Edition](#), [MasterFILE Premier](#) and [Professional Development Collection](#)

Fashion theory (1362-704X) [Title details from Ulrichsweb.com™](#)

from 03/01/2004 to 09/30/2010 in [Academic Search Premier](#)

Film-philosophy [Title details from Ulrichsweb.com™](#)

from 2006 to present in [Directory of Open Access Journals](#)

Imaging science journal (1368-2199) [Title details from Ulrichsweb.com™](#)

from 04/01/1999 to 1 year ago in [Academic Search Premier](#)

Microform & imaging review (0949-5770) [Title details from Ulrichsweb.com™](#)

from 09/01/2009 to 09/30/2010 in [Library, Information Science & Technology Abstracts \(LISTA\) with Full Text](#)

Millimeter (0164-9655) [Title details from Ulrichsweb.com™](#)

from 03/01/2003 to 09/30/2009 in [Business Source Premier](#)

P.S.A. journal (0030-8277) [Title details from Ulrichsweb.com™](#)

from 07/01/1993 to 03/03/2011 in [Academic Search Premier](#), [Business Source Premier](#) and [MasterFILE Premier](#)

PDN (New York, N.Y.) (1543-0294) [Title details from Ulrichsweb.com™](#)

from 01/01/1995 to present in [MasterFILE Premier](#)

Photogrammetric record (0031-868X) [Title details from Ulrichsweb.com™](#)

from 03/01/2003 to 1 year ago in [Academic Search Premier](#)

Trans-Asia Photography Review [Title details from Ulrichsweb.com™](#)

from 2010 to present in [Directory of Open Access Journals](#)

Videomaker (0889-4973) [Title details from Ulrichsweb.com™](#)

from current one year to present in [Citrus College Print Holdings](#)

Dewey Numbers	Library of Congress Subject Headings
006.6	Adobe Photoshop.
006.6	Image processing – Digital techniques.
770.92	Photographers – United States – Biography.
779	Photography, Artistic – Exhibitions.
771	Photography – Digital techniques.
770	Photography – Handbooks, manuals, etc.
778.7	Photography – Lighting.
770.232	Photography – Vocational guidance.

Photography		Year	Midwest	RCL	Replacement
1	World History of Photography	2008	\$62.00	Y	
2	Photography Past Forward: Aperture at Fifty	2005	\$35.00	Y	
3	Oxford Companion to the Photograph	2009	\$39.95	Y	
4	Photography Book	2005	\$29.95	Y	
5	Looking at Photographs: A Guide to Technical Terms	2009	\$18.95	Y	1991 ed
6	Photographers: A Sourcebook for Historical Research	2001	\$25.00	Y	
7	Composition: From Snapshots to Great Shots	2010	\$24.99		
8	Exposure: From Snapshots to Great Shots	2010	\$24.99		
9	Black and White: From Snapshots to Great Shots	2011	\$24.99		
10	Architectural Photography: Composition, Capture, and Digital Image Processing	2012	\$44.95		
11	Complete Guide to Digital Photography	2011	\$29.95	Y	2004 ed
12	Photoshop CS6 for Dummies	2012	\$29.99		
13	Digital Art for the 21st Century	2004	\$29.95	Y	
14	Camera: A History of Photography from Daguerreotype to Digital	2012	\$26.95		
15	Photojournalism: The Professional's Approach	2008	\$59.95		
		TOTAL			
		=	\$507.56		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 1, 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 – October 1, 2013

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
OMB Electrical Engineers	\$14,825.00max	District	11/16/11- Project Completion	Electrical Engineering Generator Project- CS and IS Buildings
WM2S, Inc.	\$4,000.00max	Bond	Revision 10/2/13-3/30/14	Cost Estimating Services for Campus Center Renovation
<u>CAREER TECHNICAL EDUCATION</u>				
Uzzell, Steve	\$10,000.00max	Grant	10/2/13-11/15/13	Keynote Presentation at "Industry & Education Work Together" Event
<u>CENTER FOR TEACHER EXCELLENCE</u>				
Solano, Alberto	\$8,500.00max	Grant	10/2/13-9/30/14	External Evaluator HSI Title V Coop Grant
Solano, Alberto	\$5,000.00max	Grant	10/2/13-9/30/14	PT5 Grant Consultant
<u>FINE AND PERFORMING ARTS</u>				
Dyson, Lisa	\$4,500.00max	District	10/2/13-6/30/14	Guest Artist
Hunt, Heidi	\$1,000.00max	District	10/2/13-6/30/14	Sound Designer
Massey, Christine	\$4,500.00max	District	10/2/13-6/30/14	Musician Services
<u>FOSTER CARE EDUCATION</u>				
Witcher, Calvin	\$1,250.00max	Grant	10/2/13-6/30/14	Training Foster Care Participants
<u>HEALTH SCIENCES</u>				
Brethren Hillcrest Homes	no fee	no fee	10/2/13-ongoing	Clinical Education
<u>HUMAN RESOURCES</u>				
Azusa Pacific University: Noel Academy for Strengths Based Leadership and Education	\$1,500.00max	District	9/27/13-11/15/13	Classified Employee Enrichment Program Training
<u>STUDY ABROAD</u>				
American Institute for Foreign Study, Inc.	no fee	no fee	2/13/14-3-9/14	Study Abroad- Salamanca, Spain Spring 2014

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 1, 2013	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
October 1, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Sports Club Corinthians-Soccer Games	Stadium, Locker Rooms and Press Box	Soccer Games	9/15, 9/22, 9/29, 10/6, 10/27, 11/3, 12/22/13, 1/5, 1/12/14	\$13,850.00 plus additional labor if required
Music Teachers Association of SanGabriel Valley	PA133 - Choral Room	Music Recitals	9/21/13, 10/26/13, 11/23/13, 1/25/14, 2/8/14 & 6/7/14	\$1,250.00 plus additional labor if required
Metropolitan Educational Theatre Network	Performing Arts Center	Youth Theatre Performances	10/7/13 through 10/12/13	\$5,850.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Arrival	10/11/2013	\$225.00 plus additional labor if required
Azusa Pacific University - Dept. of Psych	Performing Arts Center	Student Meeting	10/28/2013	\$1,800.00 plus additional labor if required
Gladstone High School	Campus Center	Homecoming Dance	11/1/2013	\$950.00 plus additional labor if required
Goe Dans Healthy Children	S6 Parking Lot	Car Show Fundraiser	12/14/2013	\$1,650.00 plus additional labor if required
Diamond Bar High School	Performing Arts Center and PA192	Show Choir Competition	2/7/2014	\$3875.00 plus additional labor if required
Village Dance Arts	Performing Arts Center and PA192 & 193	Dance Recital	6/19 & 6/21/14	\$4,400.00 plus additional labor if required
DDK Productions	Performing Arts Center	Dance Show	6/26 & 6/28/14	\$3,200.00 plus additional labor if required

Includes 08/01/2013 - 08/31/2013

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
13-22447	Wizehive, Pivotpoint Software	9099	Professional Services	01-5800	500.00
13-22448	Wizehive, Pivotpoint Software	9099	Professional Services	01-5800	1,100.00
14-22665	Costco Wholesale	9470	Blanket PO	59-4300	2,800.00
				59-5800	500.00
				59-9329	4,200.00
14-22729	CSS/Rancho Janitorial Supplies	9040	Blanket PO	01-4300	2,000.00
14-22779	An Sub, Inc.	3120	Blanket PO	01-4700	1,750.00
14-22940	Nashville Wraps	0300	Rock Display Boxes	01-4300	100.12
14-22951	Gale Group	9260	Blanket PO	01-5840	1,000.00
14-22961	Tribune Content Agency	0072	Pre-packaged Content	01-4300	1,000.00
14-23015	CASBO Professional Development	9050	CASBO Payroll Books	01-4300	44.15
14-23211	Kaplan Higher Education Corp.	3200	NCLEX-RN Review Course	01-5800	14,940.00
14-23247	Stump Fence Co.	9370	Fencing-Golf Range	41-6100	13,390.00
14-23299	Clear Channel Worldwide	9100	Radio Ad	01-5790	7,800.00
14-23334	Radio Shack	0030	CB Radios	01-4300	261.56
14-23339	Clear Tech Media	0310	Projector Relocation	01-5800	921.50
14-23353	Daigger & Company	0030	Microbiology Supplies	01-4300	70.85
14-23354	Virco Manufacturing Corp.	9250	Mobile Lectern	01-4300	288.70
14-23355	School Outfitters	9250	Mobile Lectern	01-4300	500.23
14-23356	Fisher Scientific	0030	Microbiology Supplies	01-4300	69.12
14-23357	Carolina Biological Supply	0030	Microbiology Supplies	01-4300	119.18
14-23358	BullEx	9430	Fire Extinguisher Training	01-4300	6,768.23
14-23359	Zee Medical, Inc.	0030	Disposable Gloves	01-4300	147.32
14-23360	General Binding Corp.	9260	Supplies	01-4300	66.99
14-23361	University of La Verne	9660	HSI Agreement	01-5800	225,000.00
14-23362	Grapevine Designs	9230	Ambassador Shirts	01-4300	2,573.74
14-23363	Union Electronic Distributors	9320	AV Lamps	01-4300	1,962.00
14-23364	South Coast Air Quality Management District	9430	Annual Operating & Emissions Fees	01-5805	1,890.70
14-23365	Fisher Scientific	0030	Biology Equipment	01-6400	7,752.78
14-23366	Cambridge Diagnostic Products	0030	Microbiology Supplies	01-4300	97.05
14-23367	Sigma-Aldrich	0030	Microbiology Supplies	01-4300	379.73
14-23368	Amazon.com	0310	Supplies	01-4300	63.22
14-23369	Buddy's All Star's	0060	Football Supplies	01-4300	92.83
14-23370	Bone Clones	0020	Supplies	01-4300	1,891.15
14-23371	Plaza Produce	9230	Student Affairs Planning Retreat	01-4300	184.90
14-23372	Wall Street Journal	9260	Subscription Renewal	01-4300	546.96
14-23373	CI Products	0010	Supplies	01-4300	77.90
14-23374	Phipps & Bird	0030	Physiology Supplies	01-4300	497.60
14-23375	Amazon.com	0280	Clothes Steamer	71-4300	275.15
14-23376	Penske Toyota	9190	Vehicle	41-6405	28,326.95
14-23377	Chino Hills Ford	9190	Vehicle	41-6405	25,627.95
14-23378	Amazon.com	9673	Supplies	01-4300	582.98
14-23379	Zee Medical, Inc.	0030	First Aid Kit Supplies	01-4300	227.67
14-23380	M-R Music	0280	Blanket PO	01-4300	2,000.00
14-23381	Subway	3120	Blanket PO	01-4700	700.00
14-23382	Owl Bookshop	3120	Blanket PO	01-4700	75.00
14-23383	Office Depot	3120	Blanket PO	01-4700	500.00
14-23384	El Pollo Loco Restaurant	3120	Blanket PO	01-4700	500.00
14-23385	Owl Bookshop	3120	Blanket PO	01-4300	1,000.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23386	Positive Promotions	3120	Blanket PO	01-4300	3,000.00
14-23387	Office Depot	3120	Blanket PO	01-4300	500.00
14-23388	Toyota Motor Sales	3020	T-Ten Program - Automobile	01-6400	1.09
14-23389	ComputerLand of Silicon Valley	0311	Software License	01-4300	176.58
14-23390	Harbor Freight	3020	Tools-Auto Lab	01-4300	142.02
14-23391	McMaster-Carr	9673	Summer Research Supplies	01-4300	191.53
14-23393	Amazon.com	0280	Supplies	01-4300	119.36
14-23394	Sehi Computer Products, Inc.	0260	Supplies	01-4300	413.56
14-23395	SparkFun Electronics	9673	Summer Research Supplies	01-4300	127.25
14-23396	Battery Sales Unlimited	9030	Supplies	01-4300	588.38
14-23397	Albertson's	3120	Blanket PO	01-4300	250.00
14-23398	Albertson's	3120	Blanket PO	01-4700	800.00
14-23399	CSMI	0060	Sportware License Fee	01-4300	245.25
14-23400	Impact Specialties, Inc.	9070	Citations	01-4300	563.50
14-23401	Tomark Sports, Inc.	9195	Segment Timer & Remote	01-6400	1,392.30
14-23402	Walters Wholesale Electric Co.	9370	LED Parking Lot Lights	41-4300	18,279.30
14-23403	Airdraulics	3020	Annual Lift Inspection	01-5800	1,295.00
14-23404	TCNA	9190	Supplies	01-4300	96.08
14-23405	Getinge/Castle, Inc.	0030	Autoclave Filters	01-4300	2,922.92
14-23406	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	670.52
14-23407	Getty Images US, Inc.	9220	Subscription-Licensed Artwork	01-5800	1,074.25
				01-5810	1,074.25
14-23408	Pacific Radio Electronics	0280	Supplies	01-4300	320.79
14-23409	Dell Computer Corp.	0280	Computer-PAC	01-6410	1,445.48
14-23410	Amazon.com	0310	Supplies	01-4300	30.52
14-23411	Los Angeles County Treasurer Tax Collector	9195	License Fee-Pool & Gate House	01-5800	1,616.00
14-23412	Imperial Upholstery	9240	Repairs	01-5630	129.50
14-23413	Caliber Commercial Pool	9195	Pool Repairs	01-5610	1,712.91
14-23414	VWR Scientific	0030	Supplies-Microbiology	01-4300	147.96
14-23415	GNA-Brook Fire Protection	9375	Fire Flow Test-Main Gym	42-5800	125.00
14-23416	Advanced Tree Care	9040	Tree Trimming Service Campus-Wide	01-5800	4,820.00
14-23417	NW Packaging LLC	9250	Blanket PO	01-4300	1,200.00
14-23418	Fat Brain Toys Offices	9673	Supplies-Summer Research	01-4300	139.89
14-23419	Sigma-Aldrich	0030	Supplies	01-4300	21.42
14-23420	FM Exteriors	9370	Rock Ground Cover	41-6100	2,000.00
14-23421	ID Superstore.com	9040	Supplies-Keys	01-4300	719.55
14-23422	Williamson-Dickie Mfg., Co.	9190	Uniforms	01-5550	4,675.81
14-23423	SC Fuels	9190	Gasoline	01-4360	11,563.20
14-23424	San Gabriel Valley Tribune	9370	Legal Ad-SF6 HV Switch	41-5800	2,149.76
14-23425	Williamson-Dickie Mfg., Co.	9190	Uniforms	01-5550	166.92
14-23426	Amazon.com	0030	Biology 124 Supplies	01-4300	67.38
14-23427	Hardy Diagnostics	0030	Biology 124 Supplies	01-4300	96.52
14-23428	Beacon Media, Inc.	9100	Advertisement-Fall Enrollment	01-5790	1,347.00
14-23429	Systems Technology Associates	9100	IT Hardware & Software Support	01-5840	1,752.00
14-23430	Apple, Inc.	9660	iPad Power Adapters	01-4300	621.30
14-23431	Multicard	9012	ID Card System Service	01-5810	2,013.00
14-23432	When To Work	9260	Online Scheduling Software	01-5840	200.00
14-23433	CSS/Rancho Janitorial Supplies	9250	Blanket PO	01-4300	200.00
14-23434	Owl Bookshop	9230	Blanket PO	72-4300	1,500.00
14-23435	Costco Wholesale	9230	Blanket PO	72-4300	1,000.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23436	Dramatists Play Service, Inc.	0080	Play Scripts	01-4300	261.60
14-23437	Owl Bookshop	9420	Blanket PO	01-4300	1,000.00
14-23438	Follett Library Resources	9320	AV Media	01-6300	280.82
14-23439	City of Duarte	9230	Salute to Route 66 Picnic	01-5800	70.00
14-23440	Laguna Clay	0010	Supplies	01-4300	1,569.71
14-23441	TruGreen Land Care	9195	Baseball Field Renovation	01-6100	2,800.00
14-23442	Pacific Parking Systems, Inc.	9070	Supplies	01-4300	479.60
14-23443	Counselor Conference Registrar	9151	Registration Fees	01-5200	720.00
14-23444	CSULA CSU Conference	9151	Registration Fees	01-5200	1,950.00
14-23445	College Board	9149	Assessment Test Units	01-5800	43,400.00
14-23446	Costco Wholesale	9721	Blanket PO	71-4300	2,000.00
14-23447	PBS Video	9320	AV Media	01-6300	390.11
14-23448	Movies Unlimited	3160	AV Media	01-6300	399.55
14-23449	4 Imprint	0030	Supplies-Out Reach	01-4300	1,482.15
14-23450	Dallas Midwest LLC	9195	Classroom Chairs	01-6400	976.20
14-23451	Kimble Chase Custom Glass Shop	0311	Supplies	01-4300	465.53
14-23452	VWR International LLC	0311	Supplies	01-4300	79.24
14-23453	Flinn Scientific, Inc.	0311	Supplies	01-4300	201.15
14-23454	Amazon.com	3070	Books	01-4300	122.08
14-23455	Traffic Management, Inc.	9250	Signs-Traffic	41-4300	773.83
14-23456	Wayfair	0280	Supplies	01-4300	136.49
14-23458	Dell Computer Corp.	9100	External Hard Drives	01-4300	614.24
14-23459	Carolina Biological Supply	0030	Supplies Biology 124	01-4300	127.87
14-23460	Carolina Biological Supply	0030	Supplies Biology 125	01-4300	234.34
14-23461	New Readers Press	3070	Subscription	01-4300	107.58
14-23462	Carolina Biological Supply	0311	Supplies	01-4300	200.15
14-23463	Theatre Company	0280	Blanket PO	01-5890	6,000.00
14-23464	Oriental Trading Company, Inc.	3120	Supplies	01-4300	103.39
14-23465	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	338.37
14-23466	Daigger & Company	0030	Microbiology Supplies	01-4300	259.42
14-23467	Claremont Courier	9100	Fall Registration Ads	01-5790	1,400.00
14-23468	Tru West	0060	Mens Water Polo Swimwear	01-4300	1,126.80
14-23469	Wear U AT	0060	Womens Basketball Uniform	01-4300	817.50
14-23470	Amsterdam Printing & Litho	3120	Supplies	01-4300	161.87
14-23471	Denville Scientific	0030	Supplies	01-4300	61.88
14-23472	Engineered Storage Systems	9020	PE Lockers	41-6400	5,873.60
14-23473	Barcodes, LLC	0280	Barcode Scanners	01-6410	3,209.83
14-23474	Walmart	0030	General Biology Supplies	01-4300	157.72
14-23475	Monoprice, Inc.	9100	Supplies	01-4300	168.78
14-23476	B & H Photo Video	0280	Music Stands-VT319	01-6410	308.93
14-23477	Amazon.com	0280	Supplies	01-4300	449.32
14-23478	Key Medical Resources, Inc.	3200	Supplies	01-4300	247.00
14-23479	Aldrich Chemical Co.	0311	Supplies	01-4300	3,810.65
14-23480	Sehi Computer Products, Inc.	3040	Fax Machine	01-6400	318.92
14-23481	Carolina Biological Supply	0030	Physiology Supplies	01-4300	30.30
14-23482	R & R Custom Signs	9375	Signage-Parking Permit Kiosks	42-5800	1,509.80
14-23483	R & R Custom Signs	9375	Campus Wide Safety Signage	42-4300	2,759.50
14-23484	Battery Systems	9250	Batteries-Gem Carts	01-4300	2,046.91
14-23485	Troxell Communications, Inc.	0310	Wireless Microphone System	01-6400	2,134.62
14-23486	SectorPoint, Inc.	9100	Website Update	01-5810	5,700.00
14-23487	Soccer Warehouse	0060	Supplies	01-4300	335.72
14-23488	Buddy's All Star's	0060	Football Supplies	01-4300	621.30

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23489	Valley Carpet Cleaning	9260	Upholstery Cleaning	01-5810	325.00
14-23490	Office Depot	3370	Blanket PO	01-4300	3,000.00
14-23491	Owl Bookshop	3370	Bookstore Resources	01-4300	2,500.00
14-23492	Sehi Computer Products, Inc.	0010	Scanner	01-6400	508.00
14-23493	R & R Custom Signs	9070	Graphics for Campus Safety	01-4300	1,678.84
14-23494	Amazon.com	3270	Blanket PO	01-4300	250.00
14-23495	Costco Wholesale	9250	Membership Renewal	01-5800	110.00
14-23496	Albertson's	3120	Blanket PO	01-4300	1,000.00
14-23497	Abdou Aquatics	0060	Women's Water Polo Suits	01-4300	1,851.20
14-23498	G & G Engineering, Inc.	9375	Topographic Survey-Campus	42-5800	3,400.00
14-23499	My Brands	3120	Food Supplies	01-4700	153.98
14-23500	Triangle Scenery Co.	9030	Curtain Cleaning & Fire Treatment	01-5630	419.00
14-23501	Sanofi Pastuer, Inc.	9160	Influenza Vaccine	01-4300	2,708.10
14-23502	J & J Sports	9350	Soccer Uniforms	01-4300	296.75
14-23503	Dallas Midwest LLC	9350	Supplies	01-4300	295.58
14-23504	Fisher Scientific	0311	Supplies	01-4300	4,703.48
14-23505	Troxell Communications, Inc.	9230	Digital Signage-Campus Center	71-6400	3,817.36
14-23506	Hillyard, Inc.	9270	Supplies	01-4300	4,801.99
14-23507	Clean Sweep Supply Co.	9270	Supplies	01-4300	3,466.20
14-23508	Quark Software, Inc.	0010	Software Maintenance	01-4300	1,015.00
14-23509	Sehi Computer Products, Inc.	9010	Printer Scanner	01-6400	419.66
14-23510	Carolina Biological Supply	0030	Supplies	01-4300	833.10
14-23511	G/M Business Interiors	9200	Aeron Work Chair	01-6400	751.84
14-23512	Board of Governors	9280	Annual Subscription	01-5800	3,900.00
14-23513	ProQuest	9260	Subscription Renewal	01-5840	606.00
14-23514	Owl Bookshop	9660	Blanket PO	01-4300	10,000.00
14-23515	Union Electronic Distributors	3160	AV Lamps Supply	01-4300	1,504.20
14-23516	Commercial Van Interiors	9190	Shelving for Vans	41-6400	6,498.77
14-23517	Plaza Produce	9673	Boxed Lunches	01-4300	71.60
14-23518	The Learning Center	9230	Outreach/Recruitment	01-5800	400.00
14-23519	Identification & Security Integrators, Inc.	9012	Photo ID Supplies	01-4300	1,887.36
14-23520	Campitelli Cookies	9673	Cookies	01-4300	81.00
14-23521	Apple, Inc.	0310	Supplies	01-4300	31.61
14-23522	Getinge/Castle, Inc.	0030	Supplies-Autoclave	01-4300	127.37
14-23523	Engineered Storage Systems	0060	P.E. Locker Locks	01-4300	348.09
14-23524	Burmax Co., Inc.	3040	Styling Chairs	51-6400	2,992.75
14-23525	Chipman Corporation	9250	Campus Center Safe Move	01-5800	525.00
14-23526	Plaza Produce	9673	Lunches-SI Training	01-4300	137.20
14-23527	County of San Bernardino	3120	Registration	01-5220	225.00
14-23528	Community Initiative Foundation	3120	Registration	01-5220	70.00
14-23529	Dalia's Pizza	9673	Lunches	01-4300	94.63
14-23530	Patton Sales Corp.	9673	Aluminum	01-4300	120.29
14-23531	Whittier Fertilizer	9195	Hill Topper	01-4300	1,128.80
14-23532	Learning Resources Network	3370	Registration	01-5220	795.00
14-23533	National Geographic	0310	Supplies-DVD	01-4300	76.30
14-23534	Global Industrial	9250	Equipment Moving Dolly	01-6400	801.73

Total Number of POs 195

Total 610,464.26

PO Number Vendor Name Site Description Fund/Object Amount

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	2	1,600.00
Total Fiscal Year 2013			1,600.00

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	173	479,064.54
41	Capital Outlay Projects	9	102,920.16
42	Revenue Bond Construction	4	7,794.30
51	Bookstore Fund	1	2,992.75
59	Golf Driving Range	1	7,500.00
71	Associated Student Trust	3	6,092.51
72	Student Representation Fee	2	2,500.00
Total Fiscal Year 2014			608,864.26
			610,464.26

PO Changes

	New PO Amount	Fund/ Object	Description	
14-22809	519.41	01-5600	General Fund/Rentals, Leases and Repairs	61.91
14-23027	3,240.00	01-5610	General Fund/Rentals and Leases	360.00
14-23193	995.17	01-4300	General Fund/Materials and Supplies	479.38
Total PO Changes				901.29

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	October 1, 2013	Resolution	<u> </u>
SUBJECT:	Disposal of Surplus Property	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND

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

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

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

RECOMMENDATION

Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency.

Carol R. Horton
Recommended by _____

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

Surplus List for October 1, 2013 Board

ITEM #	QTY	Manufacturer	DESCRIPTION	ID#	Serial Number
1	1	Gem	Electric cart #129	3752	5ASAJ27474F034246
2	1	Gem	Electric cart #130	3753	5ASAJ27454F034245
3	1	Gem	Electric cart #131	3754	5ASAJ27494F034247
4	1	GMC	Sonoma Truck #142	005898	1GTCS14W8V8524162
5	4		Locker, group of 16		
6	1	Apple	Mac G3 CPU	001402	
7	1	Kenwood	VCR		
8	2	Tecknics	Tape player		
9	1	Tecknics	Cassette tuner		
10	1	Tecknics	CD changer		
11	1	Fostex	CD recorder CR300		0202223QNNN
12	2		Computer CRT		
13	1	HP	Inkjet printer		
14	1	Sony	DAT recorder		
15	2	Sure-Lites	Pallet of emergency lights		
16	1		Pallet of exit signs #16201w		
17	5		Office chairs		
18	16		Student chairs		
19	1	Elmo	Overhead projector		
20	4		Engine oil collectors		
21	1	AMX	Control system	000515	
22	1	Extron	6400 video matrix	000513	
23	1	Extron	6400 audio matrix	000512	
24	1	Toa	A-903MK2 Amplifier	000511	
25	1	Toa	A-903MK2 Amplifier	000510	
26	1	Toa	A-903MK2 Amplifier	000509	
27	1	Toa	A-903MK2 Amplifier	000508	
28	1	Toa	A-903MK2 Amplifier	000507	
29	1	Toa	A-903MK2 Amplifier	000506	
30	1	AMX	A/V Control system	000515	
31	1	Gendex	X-ray fluoroscopy c-arm	000440	
32	1	Gendex	X-ray fluoroscopy c-arm	000441	
33	1	Sun	Cylinder leak tester #228		
34	1	Sun	Tach dwell #TDT-12		
35	1	Titan	Plasma display cart	005818	
36	1	Apple	G4 CPU tower	002332	
37	1	Apple	iMac 17	003900	
38	1	Apple	G4 CPU tower	001998	
39	1	Apple	G4 CPU tower	001344	
40	1	Apple	G4 CPU tower	002186	
41	1	IBM	Lenova Thinkpad laptop	006667	

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE	October 1, 2013	Resolution	
SUBJECT:	Vocal Music Field Trip/Tour, June 12-23, 2014	Information	
		Enclosure(s)	x

BACKGROUND

This June, the members of the Citrus Singers from *MUSC 170 Classical Performance Techniques Tour (Vocal)* will be traveling to Germany and the Czech Republic, leaving Thursday, June 12, and returning Monday, June 23, 2014. Journeying through the countries, they will experience the art, history and culture of Berlin, Erfurt, Dresden, and Prague. They will perform 5 major public concerts as well as participate in guided sightseeing tours of Berlin, Erfurt, Leipzig, Dresden, Halle, Leipzig and Prague, experiencing such historic sites as the Händelhaus, Leipzig University, historic sites from World War II, and the Saint Vitus Cathedral.

The estimated budget for the tour are as follows:

\$ 53,410.00 Round Trip Airfare (49 people x \$1,090.00)
 \$ 90,258.00 Hotel, meals, ground, tours, etc. (Paid thru **afcea**)
 \$ 33,418.00 Taxes and fuel surcharges (Paid thru **afcea**)
 \$ 4,218.00 Hotel, guide, porter and driver tips
 \$ 17,475.00 Food per diem, Graduation dinner & awards breakfast
 \$ 6,370.00 Additional excursions, concerts or tours
 \$ 5,244.00 Additional expenses (Scholarships, Medical, etc)
\$ 210,393.00 Subtotal

(\$ 32,200.00) Student Financial Contribution (46 people x \$700)

\$ 178,193.00 Total Estimated Costs for European Tour

There will be forty-six (46) Citrus College students participating and three (3) faculty members (tour roster enclosed).

Should any Chaperones accompany the group, they will pay for their own expenses separately from our ASO tour account.

This item was prepared by Douglas Shrope (Austin), Director of Citrus Singers, and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for forty-six (46) students from *MUSC 170 Classical Performance Techniques Tour (Vocal)* three (3) full-time faculty members to perform in Germany from June 12 through June 23, 2014.

Arvid Spor, Ed.D
Recommended by

_____/_____
Moved Secinded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.1.e.

Estimated budget

Citrus Singers Germany Performance Tour 2014:

June 12 – 23, 2014

Description

Estimated Cost

Expenses for goods/services supplied thru *acfea* (Associate Consultants for Education Abroad):

Round Trip Airfare arranged thru <i>acfea</i> (49 people x \$1,090)	\$53,410
Hotel, meals, ground transportation, tours and other expenses arranged thru <i>acfea</i> (49 people x \$1,842)	\$90,258
Taxes and fuel surcharges paid thru <i>acfea</i> (49 people x \$682)	\$33,418
Subtotal for goods/services supplied thru <i>acfea</i>	<u>\$177,086</u>

Additional expenses for goods/services not supplied thru *acfea*:

Tips for Tour Guides (2) and Bus Driver (1) - \$2 per person per day for luggage handling and other work related offerings. (\$2/day x 49 people x 12 days x 3 people)	\$3,528
Airport check in - Porters for 6/12/14 and 6/23/14 (\$100 x 2 porters)	\$200
Hotel tips for Maids (\$1 per day per person x 49 x 10 nights)	\$490
Per diem for meals not covered thru contract with <i>acfea</i> (12 meals x \$25 x 46 students)	\$13,800
3 rd year final dinner (\$50 x 49 people)	\$2,450
Additional transportation needs (\$40 x 11 days)	\$440
Awards banquet/final breakfast (\$25 x 49 people)	\$1,225
Student help: Sectional Leaders and student directors (6 students x \$200)	\$1,200
Dry-cleaning /laundrying for concert attire (46 students x \$12 x 2 services)	\$1,104
Admissions to opera, ballet and/or concert (2 shows x \$40 x 49 people)	\$3,920

Entrance to additional historical sites and/or other points of interest (2 admissions x \$25 x 49 people)	\$2,450
Medical expenses and other unforeseen costs	\$2,500
Subtotal of additional expenses for goods/services not supplied thru <i>acfea</i>	<u>\$33,307</u>
Subtotal	\$210,393
Student Financial Contribution (46 students x \$700)	- <u>\$ 32,200</u>
Total Estimated Costs for European Tour	\$ 178,193

**Citrus Singers Germany Performance Tour
Thursday, June 12 – Monday, June 23, 2014**

Roster

Students participating:

Alexandra F. Almendarez
Taylor Barbata
Zachary Bondoc
Kalin Booker
Maelyn Cacho
Jeremiah Calhoun
Henry Chesney
Frank D. Curtis
Karyn E. DeAndrade
Max Droegemueller
Isaac Espinosa
Steven Federoff
Julie Gongwer
Kelly Grandmaison
Taleah Graves
Aurora N. Hale
Quincey Hinton
Garrison Holder
Julia Iacopetti
Timothy Jackson
Brandon Jenkins
Gayle M. Jett
Robert Johnson
Elijah Jordan
Amanda L. Lee

Madison P. Lefebvre
Andrew Limon
Edward L. Little
Khan May
Kylie G. Molnar
Lottie M. Morgan
Sharon Ngo
Audrey N. Nieves
Carlene O'Neill
Alexandria Oro
Luis Padilla
Andrew Rodriguez
Emil Savany
Garret Smith
Melissa Talavera
Brittany R. Tangermann
Joshua Tangermann
Micah Tangermann
Charles Taylor
Delia Trear
Madisen Venter

Faculty participating:

Martin Green
Bruce Langford
Douglas Shrope

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE	October 1, 2013	Resolution	
SUBJECT:	Instrumental Music Field Trip/Tour, June 26 – July 13, 2014	Information	
		Enclosure(s)	x

BACKGROUND

This year the instrumental music program and the Technical Theatre program will be touring Hawaii from June 26 – July 13, 2014. While in Hawaii, the *MUSC 175 Jazz Ensemble Tour I* (Blue Note Orchestra), *MUSC 177 Professional Performance Techniques* (Night Shift), and *Thea 295 Summer Concert Touring* will be performing at the Hyatt Waikiki, Sheraton Waikiki, and the Moana Surfrider. Students perform 6-8 hours each day at various venues throughout the hotel and grounds. These travel opportunities give our students the opportunity to experience the reality of a touring musician's life. This unique, intense performance schedule hones their skills as musicians and helps to develop them as professionals.

The tour is funded by four (4) separate sources:

- 1) Performance fees generated by various ensemble events during the year;
- 2) Ticket sales from instrumental music performances at the Haugh Performing Arts Center, such as Battle of the Big Bands;
- 3) Donations; and
- 4) The annual Kenshu program developed and implemented by faculty/staff and students.

Family and chaperones will pay for their own expenses separately from our ASO tour account.

This item was prepared by Robert Slack, Dean of Fine and Performing Arts and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for thirty-five (35) students from *MUSC 175 Jazz Ensemble Tour I*, *MUSC 177 Professional Performance Techniques*, and *Thea 295 Summer Concert Touring*, plus six (6) staff members to perform in Hawaii from June 26 through July 13, 2014.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ H.1.f. _____

Estimated Budget
INSTRUMENTAL MUSIC
2014 HAWAII TOUR

Airline Tickets for students/staff	
Airline: 35 students/6 staff x \$850	\$34,850.00
Baggage charges LAX to HNL	\$1,800.00
Baggage charges HNL to LAX	\$1,800.00
Estimated additional equipment shipping charges	<u>\$1,400.00</u>
	\$39,850.00
Per Diem (\$20/day x 18 days x 35 students)	\$12,600.00
Hotel Accommodations	
Rooms comped by Sheraton Waikiki	\$0.00
18 nights @ \$230 x 14 rooms (\$57,960.00)	
Additional Expenses	\$2,200.00
(Prep for tour, equipment, supplies & costumes)	
Additional Meals/Duties	\$7,500.00
Tips, Parking, Internet & Phone	\$500.00
Ground Transportation (Roberts Hawaii & truck rental)	\$2,500.00
Fuel	\$400.00
Band & Staff Excursions	\$2,800.00
Vehicle Rental (rental cars)	<u>\$2,200.00</u>
ESTIMATED GRAND TOTAL:	\$70,550.00

PROPOSED HAWAII TOUR LIST

Instrumental Music Oahu / June 26 – July 13, 2014

Students Musicians/ vocalist

1. Aguiniga, Raul
2. Albano, Peter
3. Becker, Garrett
4. Carrillo, Adrian
5. Chavez, Amanda
6. Gelencser, Eric
7. Gillis, Greg
8. Gonzales, Melissa
9. Gonzalez, Sophie
10. Greenwood, Kayla
11. Holt, Josh
12. Hunley, Natalie
13. Jorge, Nathaniel
14. Lawrence, Joshua
15. Lin, Lawrence
16. Linares, Joshua
17. Loya, Briana
18. Mora, Gabriel
19. Novelich, Mark
20. Ortiz, Hayden
21. Quintana, Joseph
22. Ramos, Ian
23. Rosales, Lupita
24. Ruiz, Michael
25. Soto, Miranda
26. Tarango, Jeff
27. Van Melle, Wesley
28. Vista, Russell
29. Yamato, Kana

Staff

1. Le Brun, Michael
2. Munoz, Gino
3. Slack, Robert
4. Volonte, Dan
5. Waddington, Alan
6. McCarns-Yolland, Jon

Technical Crew

1. Corallic, Nikolla
2. Ecks, Lauren
3. Hernandez, Jason
4. Magan, Matt
5. Platt, Andrew
6. Stone, Melissa

Chaperones

1. Joanne Slack
2. Rubin, Matthew
3. Rubin, Jackie

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 1, 2013	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.g. _____

**ACADEMIC EMPLOYEES
SEPARATIONS
OCTOBER 1, 2013**

Name	Classification	Department	Reason	Date of Separation
Harvey, Joseph	Instructor	Reading	Retirement	6/15/2014
Lucido, Grace	Instructor	Cosmetology	Retirement	6/15/2014
Merandi, Michael	Instructor	Kinesiology	Retirement	12/15/2013

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
OCTOBER 1, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Han, June	Instructor - Biology	Family Medical Leave	02/18/14	05/16/14	No pay
Perry, Carolyn	Faculty Development - Child Development	Hourly as needed	10/02/13	06/30/14	\$51.73/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 1, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Acosta, Jorge	Counselor - EOPS/CARE	Hourly as needed	10/2/2013	12/31/13	\$45.80/hr.
Andersen, Jacquelyn	Volunteer - Counseling		10/02/13	12/31/13	
Dinneen, Gregory	Instructor - Kinesiology	Hourly as needed	10/02/13	12/31/13	\$45.80/hr.
Dinneen, Gregory	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
Gutierrez, Raquel	Volunteer - Counseling		10/02/13	12/31/13	
Hallman, John	Instructor - Kinesiology	Hourly as needed	10/02/13	12/31/13	\$45.80/hr.
Hallman, John	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
Herndon, Jenny	Instructor - Biology	Hourly as needed	02/18/14	06/13/14	\$45.80/hr.
Lofthouse, Peter	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
McLaughlin, Marina	Instructor - ESL	Hourly as needed	10/21/13	12/14/13	\$45.80/hr.
Miramontes, Nathalie	Counselor - EOPS/CARE	Hourly as needed	10/2/2013	12/31/13	\$45.80/hr.
Norman, Scott	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
Ponciano, Ronald	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
Rodriguez, Traci	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.
Smith, Kim	Volunteer - Nursing		10/23/13	12/13/13	
Tiano, Luke	Volunteer - Non Credit		10/02/13	12/03/13	
Tieu, David	Counselor - EOPS/CARE	Hourly as needed	10/2/2013	12/31/13	\$45.80/hr.
Victor, Christopher	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 1, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Wheeler, Andrew	Instructor - Kinesiology	Hourly as needed	01/06/14	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
OCTOBER 1, 2013**

Name	Department/Discipline	Placement	LHE Rate
Chui, Pamela	ESL	1-1	\$1,046
Foisa, L.E.	ESL	1-3	\$1,046
McLaughlin, Marina	ESL	1-1	\$1,046

**ACADEMIC EMPLOYEES
SPRING 2014 ADJUNCT
OCTOBER 1, 2013**

Name	Department/Discipline	Placement	LHE Rate
Herndon, Jenny	Biology	1-1	\$1,046
Mack, Sandee	Nursing	1-1	\$1,046
Rogers, Timothy	Political Science	1-1	\$1,046

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 1, 2013	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

/

Moved _____ Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.h.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
OCTOBER 1, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Kouba, Gary	Grounds Supervisor	Temporary Upgrade	10/21/13 thru 11/1/13	12-1 (8-1+4A)	\$5,762.00

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
OCTOBER 1, 2013**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Acosta, Jorge	Outreach Liaison	Resignation	Student Services	10/2/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 1, 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 L. Sammis
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**CLASSIFIED SUBSTITUTES
OCTOBER 1, 2013**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Egbert, Ida	Account Clerk/Cashier	Serve as substitute during absences	10/2/13 thru 12/31/13	29-1	\$17.97/hr.
Koulos, Patricia	Account Clerk/Cashier	Serve as substitute during absences	10/2/13 thru 12/31/13	29-1	\$17.97/hr.
Rieder, Karol Kimberley	Library Media Technician II	Serve as a substitute during recruitment period	10/15/13 thru 11/12/13	31-1	\$18.88/hr.
Worthington, Terri Jo	Library Media Technician II	Serve as a substitute during recruitment period	10/15/13 thru 11/12/13	31-1	\$18.88/hr.

**STIPENDS STRS NON-CREDITABLE
OCTOBER 1, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Azpeitia, Maria	Stipend	Monthly Newsletter	Writing Café and Success Center	\$750/tl.	10/2/13 thru 12/13/13
Beach, Kristine	Stipend	Monthly Newsletter	Writing Café and Success Center	\$750/tl.	10/2/13 thru 12/13/13
Liskey, Renee	Stipend	Co-Choreography "Fiddler on the Roof"	Dance	\$3,3000/tl.	9/25/13 thru 10/25/13

**VOLUNTEERS, NON-ACADEMIC
OCTOBER 1, 2013**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Davis, Johanna	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Gallardo, Rebecca	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Kohler, Allycyn	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Ruiz, Rebecca	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Torres, Albert	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Vasquez, Janette	Kinesiology (Student athletic trainer)	10/2/13	6/30/14
Wallace, Thomasina	Kinesiology (Student athletic trainer)	10/2/13	6/30/14

VOLUNTEER COACHES
OCTOBER 1, 2013

VOLUNTEER NAME	SPORT	BEGIN DATE	END DATE
Zandihn, Sara	W Swimming Assistant	10/2/13	6/30/14

FALL 2013
COMMUNITY EDUCATION
NON-STRS
OCTOBER 1, 2013

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Hillman, Michael	Community Education	1-3	\$42.24

**PROFESSIONAL EXPERT
October 1, 2013**

Name	Description	Department	Rate	Begin/End
Simpson, Lisa	Activity Lead	Center for Teacher Excellence	\$22.00/hr.	10/17/13 to 06/30/14
Waugh, Christine	Activity Lead	Center for Teacher Excellence	\$22.00/hr.	10/17/13 to 06/30/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 1, 2013	Resolution	
SUBJECT:	Employment of Mr. Youssef Harfouche One-Semester Temporary Instructor – Biology	Information	
		Enclosure(s)	

BACKGROUND

The Biological Sciences Department would like to hire one full-time temporary, one-semester, non-tenure track faculty to replace a promoted full-time faculty member. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Mr. Youssef Harfouche as a full-time temporary, one-semester, non-tenure track instructor in the Biological Sciences Department beginning on February 19, 2014 and ending on June 14, 2014 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 plus benefits.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 1, 2013	Resolution	_____
SUBJECT:	Employment of Ms. Laura Wills One-Semester Temporary Instructor – Anthropology	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Behavioral and Social Sciences Department would like to hire one full-time temporary, one-semester, non-tenure track faculty to replace a full-time faculty member on leave. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Ms. Laura Wills as a full-time temporary, one-semester, non-tenure track instructor in the Behavioral and Social Sciences Department beginning on September 23, 2013 and ending on December 14, 2013 at a salary placement of Class 1, Step 1 on the Full-Time Faculty Salary Schedule totaling \$25,866.00 (pro-rated) plus benefits.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.

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

September 10, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, September 10, 2103, in the Center for Innovation Community Room.

Board President Keith called the meeting to order at 4:15 p.m. and the led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Mariana Vega, Student Trustee.
Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Robert L. Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs; Lisa Villa, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Dana Hester, Samuel Lee, Jim McClain, Martha McDonald, Gerald Sequeira, Robert Slack, Marianne Smith, Linda Welz, and Jody Wise

Faculty: Roberta Eisel, Bruce Langford, Patricia Lawrence, and Lisa Villa

Supervisor/Confidential Team: Marti De Young, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Staff: Robert Coutts

Adjunct Faculty: Cecil Brower and Linda Chan

Students: Scott Lewis, Alejandra Morales, and Christian Rodriguez

Citrus College Foundation: Chris Garcia

VISITORS: Cristina Madrid, Shawn Millner, Madelyn Payne, Sally Sanger, and George Yin

COMMENTS FROM THE AUDIENCE

Ms. Shawn Millner a candidate for Trustee Area one, which covers Azusa and portions of Duarte, commented on Agenda Item I-7. She requested that the incumbent from Trustee Area One, Dr. Gary Woods, immediately resign from the Board. She also requested that the Board set a time frame for when they may file litigation.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to announce that Student Trustee Marianna Vega recently received the “Emerging Leader Award” from the Community College Completion Corp. In addition, Student Trustee Vega received an award from the State Assembly and Senate for her advocacy of SB 440, which supports associate degrees for transfer.

Dr. Perri said the new academic year is off to a good start. She thanked the Supervisor/Confidential and Management Teams, the Foundation and other employees for staffing the Information Booths that assisted students. The Foundation distributed information about the newly-established completion website to students during the first week of the semester. Dr. Perri said students were also given information on how to receive communications about future completion events.

Dr. Perri said the college’s latest enrollment numbers look very good. Enrollment is up 13%, with headcount at 13,386, as compared to 11,876 one year ago. Over 200 course sections were added this fall. She gave special recognition to Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, for his efforts to boost enrollment.

Dr. Perri commented on several recent college events. She said that more than 180 scholarships were recently awarded to approximately 75 recipients at the “Commitment to Completion” Scholarship Recognition and Donor Appreciation Celebration. She thanked the Foundation and Financial Aid for organizing the event. As part of back-to-school week, approximately 120 faculty and staff attended the Ice Cream Social. Dr. Perri said the All Campus Budget Forum was well received, and she gave kudos to Mrs. Carol R. Horton, Vice President of Finance and Administrative Services; Ms. Rosalinda Buchwald, Director of Fiscal Services; and Ms. Carol Cone, Budget Supervisor, for preparing the 2013-2014 budget. Dr. Perri said she was pleased to attend the Vocational Nursing Pinning Ceremony, and she congratulated all the new pin recipients.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that Citrus College has gone beyond 100% of its target number for completing AA-T and AS-T degrees. It has now reached 108% of its target and maintained its statewide leadership position for creating the new transfer degrees.

Dr. Spor said Dr. Cliff Hadsell, Emergency Medical Technician instructor, has been asked to serve on the state task force to assist in the development of the AS-T degree for the Emergency Management and Homeland Security program for CSU. The Citrus

College program was the first of its kind to be approved by the Chancellor's Office and was endorsed by the Department of Homeland Security.

Dr. Spor reported that Student Services will be conducting several FAFSA workshops in September. These workshops will assist students in completing their applications for federal financial aid.

Lisa Villa, Academic Senate President, said the Academic Senate hit the ground running this fall with a variety of activities, such as volunteering, holding appointments and serving on a variety of committees and ad hoc work groups.

She said elections for changes to the Academic Senate Constitution and By-Laws, which started at Convocation, ended on September 6, 2013. They had an impressive turnout at their first Academic Senate meeting on Convocation Day. Ms. Villa said the faculty is ready to engage in the challenges that are coming their way this academic year.

Robert Coutts, CSEA President, said CSEA had its first officer e-board meeting of the year on September 5, 2013. They had a first reading of AP 6340 and they will be working with the Financial Resources Committee on a possible revision. They are also working on AP 4022 and BP/AP 4106.

CSEA held its first chapter member meeting on September 10, 2013. They updated members on CSEA conference resolutions and this year's state, area and regional CSEA officer elections. They also provided members with updated information about the Affordable Care Act, as well as information on the November 5, 2013 Board of Trustees election. Mr. Coutts also thanked CCFA President Bruce Langford for inviting everyone to the Board of Trustees Candidate Forum on September 4, 2013, and he wished all of the candidates good luck.

Mariana Vega, Student Trustee, said she has recently had the opportunity to talk about the Shining Star for Diversity recipient, Mr. Daniel Celebertti. Mr. Celebertti is an ASCC student leader and the Inter-Club Council (ICC) president. Student Trustee Vega said ICC will hold their semester barbeque in Finkbiner Park on September 27, 2013, where they will collaborate on upcoming events for the semester.

ASCC held an observance of World Suicide Prevention Day on September 10, 2013. Dr. Lisa Wade was invited to speak on the issue. ASCC created a "Not Alone" board where students could write positive messages to commemorate or speak to loved ones who have struggled with this issue.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, commented that Convocation was a wonderful event. She thanked Dr. Perri, Mr. Bruce Langford, Music instructor, and the Fine and Performing Arts Department. Trustee Montgomery congratulated the Shining Star and longevity recipients, and she added that Citrus

College is a wonderful place to work. Trustee Montgomery also commented on the Vocational Nursing Pinning Ceremony, saying it was very inspirational.

Patricia Rasmussen, Vice President, Board of Trustees, congratulated Student Trustee Vega on her recent accomplishments, saying Citrus College continues to have stellar student leaders who exhibit tremendous leadership skills and great potential.

Trustee Rasmussen attended a session presented by Dr. Robert Sammis, Director of Human Resources, on the Affordable Care Act. She said it was very informative, and it is good to bring this topic to the forefront of discussion.

Susan M. Keith, President, Board of Trustees, expressed her appreciation to all those who contributed to Convocation. She said the event was informative, heartwarming and, thanks to Mr. Langford, very humorous. Board President Keith also commented on several college events, including the Ice Cream Social the Vocational Nursing Pinning Ceremony, and the Foundation's scholarship reception. She added that she is tremendously impressed with Citrus College's outstanding students.

MINUTES

Item 1: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the regular meeting minutes of August 13, 2013, as presented.

5 Yes.

HEARINGS

Board President Keith opened a public hearing at 4:37 p.m., for the purpose of hearing public viewpoints on the GANN Appropriation Limit Calculation.

Mrs. Horton provided an overview of the GANN Appropriation Limit Calculation stating that Article XIII B of the Constitution of the State of California, as approved by the voters in November 1979, requires the establishment of Appropriation Limits on "Proceeds of Taxes" revenues for public agencies, including community college districts, beginning with the 1980-81 fiscal year. Each district is required to determine and adopt such an Appropriation Limit for the 2013-2014 fiscal year, as a legislative act.

The GANN Appropriation Limit Calculation has been available for review at the five public libraries in the Citrus College service area, at the Citrus College library, and in the Superintendent/President's office.

Hearing no other comments, Board President Keith declared the public hearing closed at 4:39 p.m.

Board President Keith opened a public hearing at 4:39 p.m., for the purpose of hearing public viewpoints with regard to the 2013-2014 Adopted Budget. Hearing no comments, she declared the public hearing closed at 4:40 p.m.

Board President Keith opened a public hearing at 4:40 p.m., for the purpose of hearing public viewpoints with regard to entering into an Energy Conservation Service Agreement to upgrade equipment, sensors, controls and software in the District's Central Plant facility. Hearing no comments, she declared the hearing closed at 4:41 p.m.

INFORMATION AND DISCUSSION

2013-2014 Adopted Budget PowerPoint Presentation – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton presented a PowerPoint regarding the 2013-2014 Adopted Budget. A similar PowerPoint was presented to the college community on September 3, 2013 at an All Campus Budget Forum. Board President Keith thanked Mrs. Horton for her efforts to keep the college financially sound and the deans, faculty and staff for their efforts to conserve resources.

Program Review – Public Works – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor presented the highlights of program review for Public Works.

Program Review – Water Technology – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

Dr. Spor presented the highlights of program review for Water Technology.

Report of Ad Hoc Board Subcommittee Regarding Residence of Dr. Gary L. Woods

Mr. Christopher Keeler, the college's attorney who has been working with the Board's ad hoc subcommittee formed to consider residency issues related to Trustee Area One, Dr. Gary Woods, provided an overview of the subcommittee's report (attached) and concluded with a recommendation that the Board of Trustees authorize legal counsel to file with the Attorney General a request to sue in quo warranto on the residency issue.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve A & B Warrants for August 2013. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 5: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept Project #04-1213, Fountain Concrete Replacement Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$139,040.00. 5 Yes.

INSTITUTIONAL MEMBERSHIP

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve a \$500.00 one year membership to the California Corporate College. 5 Yes.

IMMUNIZATION

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the Student Health Center to administer influenza vaccine to faculty and staff who request shots to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

AGREEMENTS

Item 8: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve agreements between Citrus College and Mt. San Antonio College in the amount of \$66,000 and between Citrus College and Rio Hondo College in the amount of \$78,000. Contracts will be in effect September 11, 2013 to July 31, 2014 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Six. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 10: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 11: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

RESOLUTION

Item 12: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to adopt Resolution #2013-14-02 to establish the District's GANN Appropriation Limit of \$79,075,477 for the 2013-2014 fiscal year. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 13: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended June 30, 2013, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

Item 14: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the attached adopted budget for all District funds for the 2013-2014 fiscal year. 5 Yes.

RESOLUTION

Item 15: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to adopt Resolution 2013-14-03 and authorize the Vice President of Finance & Administrative Services to execute the Energy Conservation Service Agreement on Project 02-1314, Central Plant, on behalf of the District. The Energy Conservation Service Agreement cost of \$195,780 is within budget and will be funded from Fund 41, Capital Projects. 5 Yes.

GOALS

Item 16: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the Board's Goals for 2013-2014. 5 Yes.

BOARD OF TRUSTEES

Mr. George Yin, attorney for Dr. Gary Woods, provided a response (attached) to the college attorney's opinion stating that the evidence shows that Trustee Woods does have a residence in Azusa and requested that the Board of Trustees take no further action on the residency issue for Trustee Area One.

Item 17: Moved by Trustee Ortell and seconded by Trustee Woods to take no further action.

Trustee Ortell stated the following: "Let me speak from the heart in this case, OK? It seems to me that we really need to get back to doing educational things and let the campaign go to the campaign and people go back and forth and that and that is part of democracy. But we, as a Board, should sort of try to put things back together again, work as a group. Yes, we have our differences of opinion but stay out of that political arena and get back to educating people. You know that is really

what I feel in my heart because, I have been on the Board for 44 years and I have never seen it like this where we are at each other's throats and it seems to me like we need to repair, we need a chance to step back from it. Let the democracy take its course, let the voters decide in Azusa, do that in just a few weeks and step back and do our job of keeping Citrus one of the finest institutions in the land. That is my plea, it is not a vigorous argument but it is a heartfelt one."

2 Yes (Woods, Ortell). 3 No (Keith, Montgomery, Rasmussen).

Item 18: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to authorize legal counsel to file on the District's behalf, an application for leave to sue in quo warranto to determine whether Dr. Gary Woods is ineligible to hold office based on residency outside of his trustee area.

Trustee Ortell stated the following: "How much is this going to cost us because we have spent thousands and thousands and thousands of dollars on legal costs. Isn't it time to start putting into seats for students and our educational program? Any individual can make that file, they have all the information here, we don't have to make ourselves party of it and pay for that expensive legal costs."

Board President Keith stated the following: "In March a question about Dr. Woods' residency was raised publically by CTA and its local affiliate, Citrus College Faculty Association. The Board took that issue seriously because trustees are elected by trustee area to ensure that each community has a voice in the governance of the District. A responsible, effective trustee is connected to his or her constituents both by attending community events in an official capacity and by everyday contact with students, employees, neighbors, and local business owners. A healthy board relies on the trustees to bring to each policy discussion the needs and values of the community that they represent. Acting on this concern, at a public meeting in May of 2013 the Board of Trustees formed an ad hoc committee to consider the residency of Dr. Woods, gather facts and prepare a report which may include recommendation for action. The committee's questions were guided by law and the belief that all constituents in the Citrus Community College District deserve to be represented by a bonafide resident of their community. The subcommittee believes that a substantial question exists whether Dr. Woods is a resident of Azusa. For this reason, this issue merits consideration by the Attorney General who is authorized to make an independent determination whether a substantial question about residency exists and whether a public purpose would be served by a legal challenge to Dr. Woods' office."

Trustee Ortell stated the following: "I think it is such a waste of public tax payer dollars for a political ploy and when the board is so closely split and

there is going to be an election just in a few weeks, it is not a good and it also suggests other trustee areas trying to dictate who will be in a different trustee area instead of letting the voters decide it themselves. To me it is just disenfranchising the people in trustee area number one.”

Trustee Keith stated the following: “I have to tell you, on the contrary, I think it is looking out for the people in Azusa. I will call for the question. All in favor?”

3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods).

CLOSED SESSION: At 6:28 p.m., Board President Keith adjourned the meeting per the following sections of the Government Code:

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

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

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

RECONVENE OPEN SESSION: At 6:50 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:51 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Montgomery to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees