

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in July

DATE: Tuesday, July 15, 2014

TIME: 4:15 p.m.

PLACE: Board Room, AD 109
1000 West Foothill Boulevard, Glendora, California 91741-1899

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Patricia A. Rasmussen, President
Joanne Montgomery, Vice President
Barbara R. Dickerson, Clerk/Secretary
Edward C. Ortell, Member
Susan M. Keith, Member
Fariyah Chowdhury, 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
Claudette E. Dain, Vice President of Finance and Administrative Services
John Vaughan, Academic Senate President
Robert Coutts, Classified Employees
Fariyah Chowdhury, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of June 17, 2014

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, (CAFF) 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.
5. Per Section 54956.9: Conference with Legal Counsel – Anticipated Litigation.
 - (A) Significant exposure to litigation pursuant to subdivisions (a) and (d)(2) of Section 54956.9: Two potential cases.
 - (B) Existing facts and circumstances pursuant to 54956.9 (e) (3) (5).
6. Per Section 54957(b)(1): Public Employee Performance Evaluation: Superintendent/President.
7. Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.

G. INFORMATION AND DISCUSSION

1. Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President (Page 7)
2. Fine Arts Complex Project – Claudette E. Dain, Vice President of Finance and Administrative Services (Page 8)
3. Strategic Plan 2013-2014 Progress Report – Arvid Spor, Ed., Vice President of Student Services/Interim Vice President of Academic Affairs, and Martha McDonald, Ed.D., Interim Executive Dean (Page 9)

4. Confirmation of Bond Sale Costs Respecting Series 2014D in an Aggregate Principal Amount of \$18,997,250.55 – Claudette E. Dain, Vice President of Finance and Administrative Services (Page 48)

The Citrus Community College District (Los Angeles County, California) General Obligation Bonds, Series 2014D were sold to RBC Capital Markets, LLC on May 29, 2014 in the aggregate principal amount of \$18,997,250.55.

Section 15146 (d) of the Education Code of the State of California requires that actual costs of issuance of general obligation bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. At the time of the Board's adoption of the Resolution authorizing the Bonds, the costs of issuing the Bonds was estimated at 0.70% of the aggregate principal amount thereof. The actual costs of issuance were 0.69% of the aggregate principal amount of the Bonds. Additionally, the Underwriter's discount was estimated at 0.80% of the aggregate principal amount of the Bonds, and the actual Underwriter's discount was equal to the estimate. Also, at the time of the Board's adoption of the aforementioned Resolution, the estimated payback ratio of the bonds was 2.62:1. The actual payback ratio is 2.20:1. In compliance with Section 15146 (d) of the Education Code, the actual cost of sale of the Bonds including costs of Issuance and Underwriter's Discount, was \$283,114.25 or less.

5. Citrus College Faculty Association (CCFA) Summary of Initial Proposal for a Successor Collective Bargaining Agreement – Robert L. Sammis, Director of Human Resources and District Chief Negotiator (Page 50)

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 52)
- b. Authorization is requested to approve facility rentals and usage. (Page 54)
- c. Authorization is requested to approve A & B Warrants for June 2014. (Page 56)
- d. Authorization is requested to approve purchase orders for June 2014. (Page 58)

Academic Affairs

- e. Authorization is requested to approve the new courses, modified courses, and inactivated courses. (Page 64)

Personnel Recommendations

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 69)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 81)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 84)

H. ACTION (continued)

Business Services

2. Authorization is requested to reject the bids submitted for bid #05-0506 by AWI Builders, Inc. and Mallcraft, Inc. due to non-responsiveness. Authorization is further requested to award bid #05-0506, Fine Arts Complex to Pinner Construction of Anaheim, CA and authorize the Vice President of Finance & Administrative Services to execute a contract on behalf of the District. The bid amount of \$15,959,000 will be funded from Fund 42, Measure G Bond funds. (Page 91)
3. Authorization is requested to approve the contract for year two, July 1, 2014 – June 30, 2015, of RFP #04-1314, Consultant Services, Program and Technical Support for Proposition 39 Implementation to Newcomb, Anderson, McCormick of San Francisco, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The contract amount of \$1,061,905 will be funded from a grant from the California Community Colleges Chancellor's Office. (Page 93)
4. Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2014-15 in an aggregate amount of \$126,589 effective August 1, 2014. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District. (Page 94)
5. Authorization is requested to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) for FY 2014-15 at the estimated amount of \$356,162. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District. (Page 95)

Personnel Recommendations

6. Authorization is requested to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness.

In addition, authorization is requested to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from salary range M-17 to M-77 effective July 1, 2014.

(Page 97)

General

7. Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for the terms listed:
- Shauna Pierce – At-Large Community representative – two-year term (September 1, 2014 – August 31, 2016)
 - Daniel Celebertti – Student representative – one-year (September 1, 2014 – August 31, 2015)

(Page 99)

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

I. ADJOURNMENT

Dates to Remember:

August 12, 2014	Board of Trustees Meeting & Board of Trustees Goal Setting Workshop
August 22, 2014	Convocation
September 2, 2014	HOLIDAY – Labor Day

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

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Above and Beyond Classified Development (ABCD) Award	Information	_____ x _____
		Enclosure(s)	_____

BACKGROUND

This is the seventh time the *Above and Beyond - Classified Development Award*, or the ABCD Award, is being presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership of Clarence Cernal, committee chair, and Dr. Eric Rabitoy, coordinator of the project and instructional dean. The award will be conferred quarterly with consultation and recommendation from managers and vice presidents.

The seventh recipient is Autumn Esparza – Administrative Secretary in the Fine and Performing Arts division.

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.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Fine Arts Complex Project	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The new Fine Arts Complex will house the Fine Arts and Communications programs and a portion of the Performing Arts program. The new building, together with the Performing Arts Building, will form an Arts Complex. The new building will replace the existing Art Center Building which was constructed in the 1960s. The existing facility is inadequate to support current and future fine arts instruction and keep pace with the job openings and the workforce needs in the Art fields of study. The new Fine Arts Building will better position Citrus College to meet the needs of the community by keeping pace with workforce demands.

A brief overview of the project design will be provided.

This item was prepared by Claudette E. Dain, Vice President of Finance and Administrative Services.

RECOMMENDATION

Information only; no action required.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE	July 15, 2014	Resolution	
SUBJECT:	Strategic Plan 2013-2014 Progress Report	Information	X
		Enclosure(s)	X

BACKGROUND

This past academic year marked the third year of implementation of the *Citrus College Strategic Plan: 2011-2016*. The 2013-2014 Progress Report documents collegewide achievements in advancing institutional goals and strategic objectives in the six key focus areas: *Academic Excellence, Student Support and Success, College Resources, Learning Environment, Institutional Effectiveness and Community/College Relations*.

This item was prepared by Linda Swan, Administrative Secretary, Institutional Research.

RECOMMENDATION

Information only; no action required.

Lan Hao, Ph.D.
Recommended by

/

Moved _____ Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.



Strategic Plan: 2013-2014 Progress Report



DEFINING GOALS • IMPLEMENTING STRATEGIES • PREPARING FOR THE FUTURE



Dear Colleagues,

As a College of Completion, Citrus College furthered the goals of thousands of students during the 2013-2014 academic year. The college also achieved many of its institutional goals, as it implemented the third year of its 2011-2016 Strategic Plan. I am very pleased to present this progress report, which highlights some of the accomplishments of an exceptional year.

Enhanced outreach to our local K-12 unified school districts (USD) took on renewed importance this year, as Chancellor's Office data indicated that over 80 percent of the college's 2007-2008 cohort of entering students were unprepared for college-level courses. One such effort was a K-14 Education Forum that took place this spring. The forum laid the groundwork for future collaborative efforts with our K-12 USD partners.

The college continued to maintain its leadership among the state's community colleges in developing Associate Degrees for Transfer (ADT). Thanks to the tireless work of faculty and staff, the current number of Citrus College ADTs now stands at 15. And, in response to policy changes in the Student Success and Support Plan (SSSP), the college held numerous workshops to ensure that students finished their courses and achieved their educational objectives. As part of the college's commitment to student success, the Office of Institutional Research completed a comprehensive research report based on feedback from students regarding their learning needs and preferences. In addition, there was further implementation of DegreeWorks, and our new non-credit application made a successful online debut.

The college also made excellent progress with regard to planning this past year. Program Review was further streamlined by the newly-established Program Review Committee. And, an informative series of "Spring Roadshows" on program review, student learning outcomes and assessment (SLOA), and planning were conducted in all instructional divisions and received very positive feedback. Faculty and staff now have a clearer understanding as to how their program-level planning efforts relate to college-level resource allocation.

As the college embarks on its Centennial year, I look forward to many new college milestones, exciting events and memorable times. As a College of Completion, we will continue to impact the lives of students and the residents of our communities in a positive and transformative way.

Sincerely,

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

Citrus Community College District Board of Trustees

Patricia A. Rasmussen

President
Glendora and portions of San Dimas Representative

Mrs. Joanne Montgomery

Vice President
Monrovia/Bradbury and portions of Duarte
Representative

Dr. Barbara R. Dickerson

Clerk/Secretary
Azusa and portions of Duarte Representative

Dr. Edward C. Ortell

Member
Duarte and portions of Azusa, Monrovia, Arcadia,
Covina and Irwindale Representative

Mrs. Susan M. Keith

Member
Claremont and portions of Pomona and La Verne
Representative

Ms. Fariyah Chowdhury

Student Representative

Dr. Geraldine M. Perri

Superintendent/President

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.2: Assess the need to develop and implement English and mathematics skill-level advisories or pre-requisites for entry level courses in other disciplines.

Contact: Vice President of Academic Affairs

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Expand core transfer offerings in classes that typically serve as a bottleneck to student completion. Explore alignment of district curriculum with K-12 common core standards. 	<ol style="list-style-type: none"> Impacted IGETC and CSU GE sections expanded by up to 2%. Meetings held with all Citrus College K-12 districts to explore alignment of curriculum with common core standards. 	<ol style="list-style-type: none"> A total of more than 200 sections were added to the 2013-14 schedule, reflecting a 13% and 21% increase in IGETC and CSU Golden Four course offerings respectively, compared to the last academic year. This also included adding Friday/Saturday classes in spring 2014. Glendora Unified School District presented on Common Core and the new funding model to Citrus Board of Trustees in fall 2013. A K-12 forum was held in May focusing on developing K-12 curriculum that would lead to college completion.

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.3: Develop strategies to encourage student to complete English and mathematics courses at the associate degree level at the earliest stages in their matriculation.

Contact: Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Support student course planning and completion through early outreach; new student orientations provided by Counseling, EOP&S, and CalWORKs; and by providing prepopulated SEP during course planning workshops offered by Counseling. Provide math tutoring support services through the Veterans Center. Provide textbooks to students in a timely and affordable manner in an effort to support student success. Continue to fully implement Degree-Works, focusing on English and Math course sequence on related SEP templates. 	<ol style="list-style-type: none"> Number of students attending Early Decision; number of students attending new student orientation and course planning workshops; number of students attending math tutoring at the Veterans Center. Total number of textbooks sold and rented to students. SEP templates developed with appropriate English and Math course recommendations. 	<ol style="list-style-type: none"> During spring 2014, a total of 685 prospective students attended Early Decision. Forty-three Course Planning Workshops were offered and attended by 466 students. Twenty-two Registration Assistance Workshops were offered and attended by 93 students. Forty-nine student veterans were tutored in math and 18 were tutored in other subjects in the Veterans Center. The software installation and data transfer is complete for in-store rental. Beta testing was completed during winter 2014. In-store rental is available to students in spring 2014. The digital textbook adoption module is in development. Non-electronic student educational plans (SEP) for new students are populated with English and math. Degree Works SEP templates are under development for certificates and transfer degrees and will be ready for testing in summer 2014.

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.5: Expand curriculum development and curriculum alignment through increased collaborations with K-12 districts and four-year colleges and universities.

Contact: Vice President of Academic Affairs, Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Launch new pre-engineering associate degree program aligned with four-year transfer institutions. 2. Establish new AA-T and AS-T degrees as Transfer Model Curricula becomes available. 3. Explore alignment of district curriculum with K-12 common core standards. 	<ol style="list-style-type: none"> 1. Pre-engineering degree approved by Curriculum Committee and new Introduction to Engineering course offered in the 2014 spring semester. 2. All applicable AA-T and AS-T degrees completed. 3. Meetings held with all Citrus College K-12 districts to explore alignment of curriculum with common core standards. 	<ol style="list-style-type: none"> 1. ENGR 101, for the first time, was offered in the spring 2014 semester. The Pre-Engineering Degree was approved by the Curriculum Committee on 12/5/2013. 2. Citrus College has approved the following AA-T/AS-T Degrees: Elementary Teacher Education, Kinesiology, Journalism, and Political Science. The state has approved: Anthropology, Art History, Computer Science, Film/Television, Geography, Geology, Music, Philosophy, Spanish, and Studio Arts. Faculty members are currently working on developing new transfer degrees in Anthropology, Computer Science, Philosophy, and Economics. 3. A K-12 forum was held in May focusing on developing K-12 curriculum that would lead to college completion.

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.7: Develop a student mentoring program involving faculty and successful former students.

Contact: Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
1. Continue to provide peer mentoring through the Veterans Center.	1. Number of student veterans participating in the mentoring program and their feedback.	1. Student veteran enrollment increased 22% in fall 2013. Additional peer mentors (50%) were hired in January for spring 2014, to accommodate the increase. In response to student veterans' feedback, peer mentors received sensitivity training during fall 2013 and winter 2014.

Focus Area 1: Academic Excellence

Institutional Goal 1.2: Citrus College will support teaching and learning with high quality professional development, ongoing student outcomes assessment, and thoughtful selection and application of technological support.

Strategic Objective 1.2.1: Establish equipment replacement cycles and training for innovative instructional technology.

Contact: Chief Information Services Officer, Vice President of Academic Affairs

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Develop overall replacement cycle for classrooms, teaching labs and central server support equipment. Instructional Technology Leadership Team (ITLT) will lead the effort to evaluate lecture capture options and determine if the college should upgrade existing MediaSite system or consider moving to new system or systems (capture and display options do not have to be incorporated in a single system). Request that the Faculty Learning Institute (FLI) committee work with TeCS and the DE Committee to host innovation-related professional development workshops during the 2014-2015 year. Allow this year to be exploratory – look for a flex day workshop speaker(s). 	<ol style="list-style-type: none"> Formal replacement cycle with defined budgets that can be integrated into the budget cycle developed. Recommendation made regarding acquisition or upgrade of lecture capture system. Dates for workshops, speakers and topics identified. 	<ol style="list-style-type: none"> A formal eight-year replacement cycle was defined, which includes technology for administration and instruction. The replacement cycle will begin in the 2014-2015 budget cycle. ITLT surveyed the faculty during fall 2013 to identify products currently being used for lecture capture. The committee is reviewing the products and has continued the review throughout spring 2014. Dates are yet to be determined.

Focus Area 1: Academic Excellence

Institutional Goal 1.2: Citrus College will support teaching and learning with high quality professional development, ongoing student outcomes assessment, and thoughtful selection and application of technological support.

Strategic Objective 1.2.2: Create opportunities for faculty professional development, including participation in workshops, seminars and retreats, as well as a leadership training program to facilitate career advancement.

Contact: Vice President of Academic Affairs, Academic Senate, Faculty Learning Institute

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Support math faculty in creating a contextualized learning pilot program. 2. Explore and support professional development opportunities, such as the SanFACC mentor program, @One training, and a leadership development program. 	<ol style="list-style-type: none"> 1. Two faculty members identified, trained and explored the creation of a contextualized learning program. 2. A list of new professional development opportunities, supported by budgeted funds, made available to faculty. 	<ol style="list-style-type: none"> 1. Four math faculty members attended a conference at PCC regarding contextualized learning. 2. Eight professional development workshops took place on spring 2014 FLEX Day. Classified development leadership training was initiated in fall 2013 and continued in spring 2014. The college participated in the SanFACC mentoring program again in the 2013-2014 academic year. In fall 2013, faculty attended technology training offered by the Avid Corporation. In addition, several faculty are in the process of completing the @One certification.

Focus Area 1: Academic Excellence

Institutional Goal 1.2: Citrus College will support teaching and learning with high quality professional development, ongoing student outcomes assessment, and thoughtful selection and application of technological support.

Strategic Objective 1.2.3: Utilize research to identify successful instructional strategies and promote interdisciplinary dialogue on assessment and excellence in teaching.

Contact: Vice President of Academic Affairs, Director of Institutional Research, Faculty Learning Institute

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Host college workshops on innovative teaching strategies for adjunct and full-time faculty members. Provide presentations and dialogue workshops at events, such as Flex Day, to faculty and staff regarding SLO assessment. 	<ol style="list-style-type: none"> Two workshops offered and assessed. Presentations and dialogue workshops offered and assessed; GE committee reestablished. 	<ol style="list-style-type: none"> Eight workshops were presented on the spring 2014 FLEX Day. "Using PPT in the Classroom" and "DSPS – Supporting Students with Autism" focused on innovative teaching methods and issues. Eight workshops were presented on the spring 2014 FLEX Day. "Academic Senate Hot Topics" and "Results from CCSSE Focus Group Study" included information regarding SLOA and the student's voice on how to improve student engagement. GE committee is reestablished, and a successful GE assessment forum was held in May 2014.

Focus Area 2: Student Support and Success

Institutional Goal 2.1: Citrus College will ensure the long-term stability of the college by maintaining student enrollment.

Strategic Objective 2.1.2: Develop a comprehensive outreach program to connect both high school and middle school students to the college at multiple points through the year with a variety of strategies; examine the possibility of developing a program that focuses on a more structured method for high school students to enroll at the college.

Contact: Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> School Relations and Outreach will expand outreach efforts for middle schools, such as campus tours and presentations. The development of a middle school day will be explored. School Relations and Outreach will reconvene the Advisory Committee in order to coordinate campus-wide outreach efforts. Request funding to expand the School Relations and Outreach program. Admissions and Records is in the process of revising AP 5011 to allow K-12 students to enroll in five units during intersessions, as opposed to three units. 	<ol style="list-style-type: none"> A middle-school-day model developed pending funding availability. Advisory Committee re-activated and number of meetings held in the academic year. Funding secured. Board approval expected by the end of the 2013 Fall Semester. 	<ol style="list-style-type: none"> An Azusa 8th Grade Majors Fair was held on 2/27/2014. STEM provides several summer programs for middle school students, focusing on math and science. In addition, the vice president of student services met in the spring with all feeder high school principals and provided a progress report pertinent to their respective graduates. The Advisory Committee was re-activated and met in fall and spring. School Relations and Outreach received additional funding for student ambassadors. The request for additional funding for staffing and activities is still pending. The Board of Trustees approved AP 5011 on 12/3/13. K-12 students were allowed to enroll in a higher number of units.

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.1: Implement best practices identified by groups such as the State Basic Skills Task Force and the RP (Research and Planning) Group with the goal of increasing the basic skills improvement rate.

Contact: Vice President of Academic Affairs, Vice President of Student Services, Director of Institutional Research

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
I	I	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Monitor data supplied by the Office of Institutional Research that measures the success/retention/persistence of students moving from ENGL 099 to ENGL 101 and make any necessary changes to curriculum to improve outcomes. 2. Working through the DE Committee, support and oversee the development and implementation of a Distance Education Handbook (including best practices), recruitment plan (for faculty and students), and training program (for faculty and students). 3. Increase basic skills improvement rate through grant activities. 	<ol style="list-style-type: none"> 1. Study completed and recommendations made regarding improvements to measurable rates. 2. DE Handbook, recruitment plan, and training program implemented. 3. Success rates increased 1% (per grant objectives). 	<ol style="list-style-type: none"> 1. Students who took English 099 have been tracked for one year for their progress into English 101. Two-year tracking are being analyzed in summer 2014 for recommendation of changes to the curriculum. 2. A DE Handbook is in development. Visits were conducted to Cal Baptist University and College of the Canyons for guidance on the development of recruitment and training programs. A student training shell has been created on Blackboard, and all online students will be included in the shell starting summer 2014. 3. The long-term goals have been adjusted to align with the new Scorecard. The 2014 Scorecard shows Remedial Progress Rates as follows: math 30.5%; English 43.2%; ESL 44.2%. These numbers indicate the percent of students who started at the basic level class and moved to the next level in the same subject.

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.2: Evaluate the feasibility of collaborating with CSU to conduct joint assessments (e.g. Early Assessment Program) during high school in an effort to ensure that students take a single assessment for both institutions and that students have time to remedy identified deficiencies prior to college entrance.

Contact: Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
1. The Student Success and Support Program (SSSP) Matriculation Committee is waiting on the implementation of the common assessment component of the SSSP from the Chancellor's Office.	N. A.	1. The Chancellor's Office is exploring options for the common assessment and the SSSP. We will adopt a common assessment once we receive direction from the Chancellor's Office.

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.4: Increase specialized programs to support student learning such as tutoring, online tutoring, supplemental instruction, learning communities, a writing lab, a reading center and intensive programs such as Power Math.

Contact: Vice President of Academic Affairs, Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
I	I	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Make budget and personnel adjustments to maintain or institutionalize present services even as budgets are cut and grant funds are reduced. 2. Maximize the use of supplemental instruction in STEM fields utilizing external funding. 3. Expand online tutoring. 4. Provide students with counseling workshop sessions on course planning, registration assistance, and course families. 	<ol style="list-style-type: none"> 1. Present services maintained and staff hired to replace expiring grant-funded positions. 2. Budget and staffing recommendations made based on analysis of SI grant reports. 3. Funding secured for DE tutoring for five programs. 4. Number of workshops provided and number of students attending those workshops. 	<ol style="list-style-type: none"> 1. Present services have been maintained, yet permanent (district-funded) staff have not been hired to replace expiring grant-funded positions. 2. The STEM Internal Evaluation Team met on 11/19/13 to discuss SI results. SI budget and staffing recommendations for the winter and spring 2014 terms were made, based on the results of the analysis and discussion. 3. We will be purchasing access to a national peer-hosted online tutoring program that offers online tutoring in several disciplines (at a cost of roughly \$5,000). The peer-peer tutoring was evaluated and deemed insufficient for our needs. Gerald Helm and Dana Hester are currently working together to explore other options. 4. From 7/1/2013 to 5/27/2014, the Counseling and Advisement Center offered 162 in-person orientations to 1,995 students. The athletics counselor conducted four Welcome Workshops, including assessment, orientation and an abbreviated SEP for 82 athletes. The International Student Office offered two orientations with 143 in attendance. The Veterans Center offered two orientations with 79 in attendance. The Counseling and Advisement Center also offered 22 Registration Assistance workshops with 93 in attendance. In addition, they offered 47 Course Planning workshops with 74 in attendance.

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.5: Conduct a series of formal assessments (including student and faculty focus groups) to identify student learning needs and strategies to address those needs.

Contact: Vice President of Student Services, Director of Institutional Research

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none">1. Finalize the CCSSE Focus Group Follow-Up Study.2. Disseminate the CCSSE Focus Group Follow-Up Study.	<ol style="list-style-type: none">1. Report completed.2. Report disseminated by the end of the academic year.	<ol style="list-style-type: none">1. The report has been completed.2. A presentation titled “Student Focus Groups: For a Deeper Understanding of Student Engagement” was presented on spring 2014 FLEX day.

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.3: Utilize technology to assist students in completing programs, including degree audit, online counseling and online educational plans.

Contact: Chief Information Services Officer, Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> The college introduced a new platform for online counseling (SARS e-advise) in spring 2013. During the fall of 2013, a DegreeWorks implementation committee met weekly. Templates for degrees and certificates are now in place and the Center for Teachers, as well as Career Technical Education, are piloting the program. The template for an electronic student educational plan will be developed in the spring of 2014. Complete the transition of online counseling appointments to the SARS system. 	<ol style="list-style-type: none"> Degree Audit in place; electronic student educational plan developed; program of study list updated on CCCApply; and data integrated into Banner for MIS reporting. Number and types of online counseling appointments collected through SARS; data integrated into Banner for MIS reporting. 	<ol style="list-style-type: none"> In fall 2013, the pilot program for Degree Audit was in production by the counselors. Counselor training continued during winter 2014. SEP development began in fall 2013, with development continuing in winter and spring 2014. Counselors received the first training for the SEP's in April and will continue training in August. New program-of-study codes were input into CCCApply in May, enabling students to make this selection during their application and be connected to an educational audit in Degree Works. Update of SARS reporting codes and interface between the new codes and Banner will be done in June. Starting in fall 2013, online counseling was managed via SARS. The SSSP working group redefined SARS codes for Banner during fall 2013 and winter 2014. Banner will be implemented in spring 2014.

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.4: Enhance faculty’s knowledge of transfer issues, such as how and where classes transfer and alignment of curriculum from basic skills to transfer courses.

Contact: Vice President of Student Services, Academic Senate

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
1. The Coordinator of the Career/Transfer Center and the Articulation Officer will present on the associate degree for transfer and assist.org to the Academic Senate and Curriculum Committee. The presentations will also be offered at department meetings through an invitation with the academic deans. These presentations will enhance faculty’s knowledge of transfer issues and ultimately help faculty understand how the courses they teach fit into a transfer program.	1. Number of faculty who receive training in one of the venues.	1. The Career/Transfer Center Coordinator presented to the Academic Senate, with 24 faculty in attendance, on the associate degree for transfer and ASSIST in April, 2014. The Articulation Officer provided ASSIST training to the Curriculum Committee during spring 2014.

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.8: Develop a program to promote cross-cultural awareness through speakers, clubs and mentors.

Contact: Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
1. Develop and institutionalize a cultural heritage month program.	1. Plan developed by June 2014.	1. Student Life and Leadership Development, in collaboration with student leaders, developed an outline of the cultural heritage month's program.
2. Develop a pool of advisors for cultural clubs; recruit and train new club advisors.	2. Plan developed by June 2014.	2. Planning meetings were held during spring 2014.
3. Develop a Diversity Week for students each fall.	3. A calendar and/or sample events developed by June 2014 for implementation in fall 2014.	3. Diversity Week is scheduled for 9/22-9/25, 2014.

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.2: Increase technical support for Academic Affairs and Student Services, such as providing wireless access to the whole campus; expanding on-line access to one's own personnel information; incorporating into technology planning a procedure for evaluating and testing new instructional technology.

Contact: Chief Information Services Officer, Vice President of Academic Affairs, Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Move Career/Transfer data to Banner. 2. Instructional Technology Leadership Team (ITLT) (initiated in 2012-2013) will evaluate lecture captures system options. 	<ol style="list-style-type: none"> 1. All data collected in Banner system and available for MIS reporting. 2. Recommendation for lecture capture system, including budgets and procedures made. 	<ol style="list-style-type: none"> 1. Career/Transfer data from SARS has been integrated into Banner. Remaining items will be integrated in Fall 2014. 2. ITLT surveyed the faculty to identify products currently being used for lecture capture. The committee has been reviewing the products throughout spring 2014 and will complete the product reviews in the fall.

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.3: Develop an orientation program for new hires at both college-wide and division/department levels.

Contact: Director of Human Resources

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Work with CSEA to review and revise orientation for new classified employees. 2. Work with the Faculty Learning Institute to review new faculty orientation program. 	<ol style="list-style-type: none"> 1. New Human Resources internal procedure on orientation developed. 2. Existing procedure updated. 	<ol style="list-style-type: none"> 1. A joint District and CSEA committee has met and developed ideas for a new location on the HR web page that will be addressed to new employees, and CSEA will participate with HR in providing all new classified employees with a tour and introduction to the campus. It is anticipated that the web location will be completed by July 1, 2014. 2. The existing faculty orientation program has been reviewed by an Academic Senate Committee, and no modifications are necessary at this time.

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.5: Seek input from various constituencies on how to use current resources more efficiently.

Contact: Vice President of Finance and Administrative Services, Director of Institutional Research, Director of Human Resources, Chief Information Services Officer

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Visit all standing committees to introduce the new reporting instrument and ask that feedback be directed to the Financial Resources Committee regarding how to best utilize existing district resources. 2. An email to introduce the Administrative Services Form that has been made available on the intranet will go out this fall. 3. Visit various district constituencies to introduce the new reporting instrument and ask that feedback be directed to the Financial Resources Committee on how to best utilize existing district resources. 	<ol style="list-style-type: none"> 1. The new feedback from all standing committees reviewed by Financial Resources Committee. Discussion on the feasibility of recommendations and possible implementation documented. 2. The new feedback from all intranet submissions reviewed by the Financial Resources Committee. Discussions on the feasibility of recommendations and possible implementation documented. 3. The new feedback from all standing committees reviewed by the Financial Resources Committee. Discussion on the feasibility of recommendations and possible implementation documented. 	<ol style="list-style-type: none"> 1. All standing committees were visited in the fall 2013 semester. Two responses were received and reviewed by Financial Resources at the 2/5/2014 meeting. 2. Financial Resources is working with TeCS to upload the documents to the intranet via the Administrative Services page. Documents will be available in time for consideration for the 14-15 Budget Adoption. 3. The standing committees were used to reach out to faculty, staff, and students to encourage discussion and feedback. Two responses were received, and they were reviewed by the Financial Resources Committee at the 2/5/2014 meeting.

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.6: Review job descriptions and work schedules across campus to maximize and share personnel resources and periodically evaluate the college’s organizational structure against the major planning documents (such as the Educational Master Plan) to assign personnel as needed.

Contact: Director of Human Resources

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
I		I		I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Review and revise management position job descriptions. 2. Review and revise supervisor/confidential employee job descriptions. 3. Review and revise qualification statement in classified job descriptions. 	<ol style="list-style-type: none"> 1. Job descriptions reviewed and revised. 2. Job descriptions reviewed and revised. 3. Job descriptions reviewed and revised. 	<ol style="list-style-type: none"> 1. A review is in progress. The deadline is the end of the spring 2014 semester. 2. A review is in progress. The deadline is the end of the spring 2014 semester. 3. Revisions have been made. A joint committee of District and CSEA representatives has completed its review of the classified job description qualification statements. The matter is now pending CSEA approval.

Focus Area 3: College Resources

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Strategic Objective 3.2.1: Centralize and integrate grant development with institutional planning.

Contact: President

Timeline:	2011-12	2012-13	2013-14	2014-15	2015-16
		P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
On hold due to budget and staffing reductions.	N. A.	<p>The Foundation has established a President’s Circle to support the College of Completion initiative.</p> <p>The President’s Circle funding has allowed for the hiring of a grant consultant for the timeframe of one year. The specialist will seek grant opportunities for the college and for the Foundation, and they will also work collaboratively with appropriate college constituents to develop and prepare grant applications.</p> <p>To date, a Title V proposal for \$3 million has been developed and submitted for consideration.</p> <p>Additionally, a Letter of Intent is being submitted for veterans support, as well as a proposal for federal funds for the Institute for Completion.</p>

Focus Area 3: College Resources

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Strategic Objective 3.2.2: Train faculty/staff in grant writing and seeking grant sources; provide incentive for faculty grant writing.

Contact: President

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Identify faculty who would be interested in grant writing by sending out a questionnaire to all faculty. Also, inquire about interest at senate, curriculum, steering, and departmental meetings. Ask deans to promote this opportunity to their faculty. Identify webinars, seminars and/or training for interested faculty. Identify incentives that would be used for interested faculty. 	<ol style="list-style-type: none"> Number of faculty interested and trained. Training opportunities identified. Number of faculty interested and trained. 	<ol style="list-style-type: none"> In December 2013, the college conducted a survey to determine if faculty members had an interest in learning about the grant writing process. Several faculty members expressed an interest. The Foundation has established a President’s Circle to support the College of Completion initiative. The President’s Circle funding will allow for the services of a grant consultant for the timeframe of one year. The grant consultant will be conducting a grant writing seminar for interested faculty members in fall 2014. Faculty and staff grant writing opportunities will be supported through the college Foundation’s mini-grant process.

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.2: Improve student access to information by various means such as textbook loan programs, e-readers/texts, extended library hours and a personalized Wingspan page.

Contact: Vice President of Student Services, Chief Information Services Officer, Vice President of Academic Affairs

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Implement Banner student portal system. 2. Complete DegreeWorks implementation for degree audit and pilot student education plans (SEP). 3. In support of the new Student Success and Support Programs, provide online access during the registration process for students to choose, confirm or change their educational goals, as well as their course of study. 	<ol style="list-style-type: none"> 1. Student portal system in place by summer 2014. 2. Degree audits in place and available for counselor use with students – data available for MIS reporting. SEP templates in place and available for piloting in spring 2014. 3. Web page piloted for winter 2014 registration and in full production mode for spring 2014 registration. 	<ol style="list-style-type: none"> 1. Banner portal is moving to the SharePoint application in December. After this upgrade, the TeCS staff will review options for portal implementation. 2. The DegreeWorks team began piloting a degree audit system for certificates and associate degrees in spring 2014. DegreeWorks SEP templates are under development and will be ready for testing in summer 2014. 3. New education goals, which reflect the course of study as defined by the Chancellor’s Office, are now available on the college application in Open CCCApply. Starting with Fall 2014 registration, students will be asked to validate their course of study during the registration process.

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.4: Improve safety standards in classrooms and offices on campus, such as the addition of panic buttons and/or telephones in all offices and classrooms.

Contact: Chief Information Services Officer, Vice President of Finance and Administrative Services, Vice President of Academic Affairs

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
1. Convene a working group with significant faculty input to review options for classrooms and make recommendations for implementation. Work with the Instructional Technology Leadership Team as needed to review technology options.	1. Plan developed for implementation with defined costs that can be incorporated into the budget process for 2014-2015 budget cycle.	1. The group started working in spring 2014 and identified several options for emergency notifications in classrooms. These options will be reviewed and a recommendation will be made by the working group.

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.5: Support opportunities associated with the creation of the new Gold Line Station.

Contact: President, Vice President of Finance and Administrative Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Monitor updates and information on the progress of the Gold Line and take any appropriate action, such as writing letters or attending meetings. 2. Remain accessible and open to opportunities to collaborate with the Gold Line Construction Authority, cities within the college district, and other colleges to further promote the extension of the Gold Line from Azusa to Ontario. 3. Support strategies that will ensure student safety when accessing the college from the proposed Gold Line Station. 	<ol style="list-style-type: none"> 1. Number of meetings attended and letters written. 2. Number of contacts, outreach and/or opportunities. 3. A safe means of access from the Gold Line Station to Citrus College. 	<ol style="list-style-type: none"> 1. Weekly updates, averaging one per week, from Google News Alerts and the Gold Line Construction Authority have been received and reviewed. There have been e-mail exchanges with the Gold Line Construction Authority Director of Public Affairs. Ten updates regarding the status of the Gold Line were provided to the Board of Trustees in weekly Legislative Updates. 2. Board President Keith and the protocol and government relations officer attended a Metro Executive Committee meeting on 9/19/2013 to welcome Mayor Garcetti to the Metro Board. The college's protocol and government relations officer also attended a Gold Line update and tour of the future Duarte and Monrovia Gold Line stations organized by the Glendora Chamber of Commerce Legislative Action and Economic Development Committee on 3/17/2014. 3. The college will meet with Metro to discuss safety measures closer to the opening of the Gold Line station.

Focus Area 4: Learning Environment

Institutional Goal 4.2: Citrus College will increase ecological responsiveness through enhanced measures for utilities conservation, recycling and promotion of alternative transportation strategies.

Strategic Objective 4.2.2: Incorporate efficient methods of heating, ventilating and air conditioning (HVAC), lighting technologies, electrical distribution and alternative generation, and/or usage reduction for campus facilities, such as passive or active solar technologies, advanced lighting devices, occupancy sensors and integrated load-shedding into facilities construction, renovation and maintenance.

Contact: Vice President of Finance and Administrative Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	P	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. IS Building HVAC and infrastructure upgrade is ongoing. 2. Energy Management System (EMS) infrastructure upgrade is ongoing. 3. Central Plant retro-commissioning (RCx) is ongoing. 4. Make LED lighting upgrades to student parking Lots S1 and S2. 	<ol style="list-style-type: none"> 1. Quantitative reduction in the total amount of degree days above the maximum allowable set-point, which will reduce server shutdown and lapse in delivery of technology. 2. Quantitative reduction in the total amount of controller failures and work orders for service on actuators and VAV's supplying conditioned air to campus facilities. 3. Quantitative reduction in the daytime run-time of the chillers and cooling tower at the central plant; overall improved functionality of the central plant resulting in less electrical usage. 4. Quantitative reductions in electrical usage by reducing the electrical Kwh; overall improved lighting quality, lumens and reduced downtime by lighting device failure. 	<ol style="list-style-type: none"> 1. Construction documents are complete, and planning for the bidding phase is underway. Scheduling of the construction phase is commensurate with phasing of other modernization projects. 2. The upgrade of the EMS is continuing in a multiyear program. Upgrades are now complete for the Central Plant controls and front-end computer software. Continued upgrades will be done commensurate with retro-commissioning of other projects. The District is currently in discussions with the CCC-IOU Partnership regarding the next retro-commissioning project. 3. The RCx of the Central Plant is now complete. Energy reduction is being realized through a reduction in run-time of the chillers and cooling tower and overall improved efficiency. 4. The LED upgrade for the remainder of the parking lots is scheduled for installation during summer 2014 whereby energy reductions are being realized through increased lighting quality and lumens.

Focus Area 4: Learning Environment

Institutional Goal 4.2: Citrus College will increase ecological responsiveness through enhanced measures for utilities conservation, recycling and promotion of alternative transportation strategies.

Strategic Objective 4.2.3: Improve water conservation efforts through measures such as drought tolerant landscaping, drip irrigation and more cost-effective bathroom fixtures.

Contact: Vice President of Finance and Administrative Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Installation of water efficient toilets, urinals and faucets in all new buildings and in all modernized spaces, where applicable, is ongoing. 2. Plant water-wise or drought tolerant flora at new planting locations. 3. Install the pool thermal blanket. 	<ol style="list-style-type: none"> 1. Quantitative delivery and verification of water-wise and/or water consumption efficient devices, which reduces the usage of water on campus. 2. Quantitative delivery and verification of drought tolerant planting, which reduces the usage of water used for irrigation on campus. 3. Quantitative reduction in the amount of water replenishment needed for the aquatics facility (pool and spa) due to the use of thermal blankets, which greatly reduce water evaporation. 	<ol style="list-style-type: none"> 1. Installation of water-wise and efficient devices is continuing in a multiyear program. The Administration Building and Esthetician programs are now complete with these devices. The Fine Arts Building will be the next project to realize these efficiencies. 2. Installation of drought tolerant flora is continuing in a multiyear program. Currently the Administration Building is undergoing the planting phase. The Fine Arts Building will be the next project to realize these efficiencies. 3. The installation of pool thermal blankets is complete. Energy reduction is being realized and less run-time of the pool equipment is an added benefit.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.1: Make data needed for decision making readily available and easily accessible for broader understanding, including enhancing data used in program review and promoting communications and data sharing options within and across departments.

Contact: Chief Information Services Officer, Director of Institutional Research, Vice President of Academic Affairs, Vice President of Student Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Expand automated program review data to non-credit classes. Create a legislative website that assists members of the college community in researching and tracking legislative bills and propositions. 	<ol style="list-style-type: none"> Non-credit program review data available in same manner as credit program review data. Website in place and available for college use. 	<ol style="list-style-type: none"> A discussion regarding the inclusion of non-credit data in the 2014 program review is in progress. A draft website has been created. The website has been reviewed, and updates based on the review are in progress.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.2: Continue to expand communications regarding shared governance and decision making to all levels of divisions and departments.

Contact: President

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Create Steering Committee meeting highlights and distribute after each meeting. 2. Distribute the re-formatted <i>Citrus View</i> approximately seven times each academic year. 3. Update the Shared Governance Handbook. 	<ol style="list-style-type: none"> 1. Campus constituents informed about what was discussed at the meeting. 2. Campus community informed of events and highlights regarding Citrus College. 3. Shared Governance Handbook updated by end of fall semester. 	<ol style="list-style-type: none"> 1. Steering Committee Highlights were created and distributed, beginning with the first Steering Committee meeting of the 2013-2014 academic year in September 2013. After each meeting, the highlights have been e-mailed to the college community, as well as posted on the Steering Committee website, which is linked to the superintendent/president's website. 2. Seven issues of the re-formatted <i>Citrus View</i> have been distributed during the 2013-2014 academic year: October, November, December, February, March, April, and May. 3. The update of the Shared Governance Handbook was completed in November 2013.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.3: Automate data collection for routine and repetitive tasks to enhance productivity whenever possible.

Contact: Chief Information Services Officer

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Automate the application for non-credit students. Improve positive attendance collection with use of hand-held collection devices that feed a positive attendance spreadsheet. 	<ol style="list-style-type: none"> Application in place for winter 2014 in Open CCCApply environment. Hand-held device piloted in summer 2013. Extend use of devices in remainder of the 2013-2014 academic terms. 	<ol style="list-style-type: none"> It was determined that Open CCCApply is not able to support a non-credit application. However, the Banner native application met the need for a non-credit application. The new non-credit application went live for summer, 2014. Non-credit students are able to apply and register online. Fine and Performing Arts attempted to use hand-held devices in a summer 2013 pilot program. It was later determined that the process was not feasible. The dean of language arts and enrollment management then developed a database (Rooster) to monitor and report positive attendance hours across campus. That system is working and division offices are now able to certify and report positive attendance hours in a timely and efficient manner.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.4: Expand options to track student completion data, including tracking students after they leave Citrus College.

Contact: Director of Institutional Research

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
		P	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Utilize DegreeWorks to capture data on student completion. Work with the Alumni Association on developing a tool to track graduates after they leave Citrus College. 	<ol style="list-style-type: none"> Plan developed on data extraction. Tool developed by the end of the academic year. 	<ol style="list-style-type: none"> The Office of Institutional Research is working with TeCS to maximize the reporting functions in DegreeWorks. The Foundation is working with TeCS to obtain historical alumni contact records. Currently it has more than 7,000 historical records from graduates, dating back to the class of 2005. Efforts are being made to update records and obtain mailing and email addresses for future contacts with our alumni.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.2: Develop strategies to enhance communication, discussion and understanding of the budget across all levels of divisions and departments.

Contact: Vice President of Finance and Administrative Services, President

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I	I	

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Introduce the intranet document for stakeholders to communicate budgetary issues and concerns this fall. 2. Make paper copies of the new Administrative Services Form available for walk up customers who wish to express budgetary issues and/or concerns. 	<ol style="list-style-type: none"> 1. The new feedback from all stakeholders reviewed by the Financial Resources Committee. Discussion on feasibility of recommendations and possible implementation documented. 2. Financial Resources will review the new feedback from all customers. Discussion on feasibility of recommendations and possible implementation will be documented. 	<ol style="list-style-type: none"> 1. The document will be available in time for consideration for the 2014-2015 budget adoption. 2. The document was created in fall 2013, but it has not yet been disseminated.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.3: Automate process for budget development and submission.

Contact: Vice President of Finance and Administrative Services

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
	P	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Maintain constant communication with the deans throughout fiscal year. Access LiveOak reports as part of the process. 	<ol style="list-style-type: none"> Ability to gather pertinent, accurate budgetary information in one central location. LiveOak reports produced and used. 	<ol style="list-style-type: none"> The college's load and adjunct loads are accurate and timely. All information is on LiveOak. The ability to access changing load information daily, if necessary, has been met.

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.4: Expand the use of student learning outcomes assessments, including incorporating assessment results into the course and program improvement and development.

Contact: Vice President of Academic Affairs, Academic Senate

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> 1. Support the SLOA coordinator, the curriculum chair, the program review coordinator and the Academic Senate in facilitating, defining and establishing processes and practices for SLOA linkage to program and course development and/or modification. 2. Explore new technologies that will help streamline the process. 3. Provide technical support that enables linking assessment results with program recommendations and resource requests in the annual review documents. 	<ol style="list-style-type: none"> 1. Program Review Committee established from the Program Review Task Force. 2. SharePoint converted to HTML format. 3. Analysis of resource request completed. 	<ol style="list-style-type: none"> 1. The Program Review Committee was established in fall 2013 and is a standing committee of the Steering Committee. 2. We continue to utilize SharePoint. No additional commitment has been made to change formats, although Hot Shots and the Program Review Committee have discussed exploring other formats. 3. FNIC and other resource requests have been prioritized by division and within Academic Affairs; requests that are supported by SLOA are identified in program review.

Focus Area 6: Community/College Relations

Institutional Goal 6.1: Citrus College will enhance the college’s public image and prominence in the educational community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Strategic Objective 6.1.1: Advise, assist and support outreach efforts and partnerships such as local K-12 districts, San Gabriel Valley/Foothill Association of Community Colleges, and local four-year colleges and universities.

Contact: Vice President of Academic Affairs

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
P	I	I		

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Continue building secondary to postsecondary career pathways with local K-12 districts. Support instructional program outreach and partnership building with local K-12 districts. The CTE Advisory Committees will receive important Citrus College, regional and state community college promotional materials (the mission, value and education opportunities). 	<ol style="list-style-type: none"> Three new career pathways established. Support demonstrated through at least one workshop and/or presentation to each district. Shared Advisory Council established in 2013. 	<ol style="list-style-type: none"> Eight career pathways, with an articulated high school course opportunity, are in place. Citrus College, along with two other community colleges and 12 K-12 districts are collaborating on a grant application on building career pathways. In addition, Citrus College, along with our five feeder districts, received \$211K grant from CCCCOC forming the Citrus College District Consortium addressing adult education. The STEM RISE Team outreach to Glendora Unified School District took place in November 2013 at both Citrus College and Goddard Middle School. An All Campus Advisory Committee meeting was held on 11/1/ 2013. The general session, which included business partners and employer stakeholder groups, was followed by individual CTE program breakouts.

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.1: Enhance pride in the institution's image by continuing to promote faculty, staff and student success stories in the community.

Contact: Director of Communications

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
I	I	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Identify additional publications and establish a relationship for disseminating information utilizing local, regional and national media in promoting success stories. Expand the utilization of online and social network sources to provide additional information regarding college news, events and publications. Continue to produce the <i>Citrus College News Magazine</i> twice a year (fall and spring) and the Annual Report in the fall. Return <i>Citrus View</i> to an expanded monthly news brochure. 	<ol style="list-style-type: none"> Increased number of publications that carry stories about Citrus College. Expanded use of Twitter and Facebook. Magazines and Annual Report published. <i>Citrus View</i> published nine times in 2013-2014. 	<ol style="list-style-type: none"> Citrus College was the subject of, or was mentioned in, 111 articles. The Twitter feed is now updated weekly. Updates to Facebook are in progress. Twitter followers increased to 986. The fall magazine was published in December 2013 and the spring magazine was published in April. The Annual Report is due to begin production in May for publication in September 2014. The monthly <i>Citrus View</i> format was reestablished in October 2013. <i>Citrus View</i> was published seven times during the 2013-14 academic year. Plans are in place to expand coverage to nine issue in 2014-15.

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.4: Sponsor an annual networking opportunity with faculty and members of the external community, such as hosting a mixer on campus for members of the college’s faculty, Foundation board, Board of Trustees, Citizen’s Oversight Committee, advisory board members and the college’s constituency groups.

Contact: Foundation Director (previously Director of Development and Alumni Relations)

Timeline:

2011-12	2012-13	2013-14	2014-15	2015-16
I	I	I	I	I

<u>Specific Activities</u>	<u>Projected Measurable Outcomes</u>	<u>Update of Activities</u>
<ol style="list-style-type: none"> Establish the routine of providing campus tours on a monthly basis; beginning January 2014 in conjunction with the Board of Trustees, provide district area “Get to Know Citrus” luncheon and campus tours (one area per month) for district area officials, school administration and/or business partners. Reach out and offer presentation opportunities to district area service clubs: Soroptimist, Rotary Clubs, Kiwanis, Coordinating Councils, and Chambers of Commerce. 	<ol style="list-style-type: none"> At least six to 10 campus tours provided and/or “Get to Know Citrus” events held by the end of the 2013-2014 year. Ten (two in each city in the district) community presentations made by the end of the 2013-2014 year. 	<ol style="list-style-type: none"> Six campus tours for donors and prospects and one “Get to Know Citrus” event for Claremont took place. Two community presentations were made in Claremont and Monrovia. Additional presentations are being added to the schedule, beginning July 2014. We participated in various events sponsored by local service clubs and regularly attended Glendora Chamber of Commerce meetings.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Confirmation of Bond Sale Costs Respecting Series 2014D in an Aggregate Principal Amount of \$18,997,250.55	Information	X
		Enclosure(s)	X

BACKGROUND

The Citrus Community College District (Los Angeles County, California) General Obligation Bonds, Series 2014D were sold to RBC Capital Markets, LLC on May 29, 2014 in the aggregate principal amount of \$18,997,250.55.

Section 15146 (d) of the Education Code of the State of California requires that actual costs of issuance of general obligation bonds sold by or on behalf of a community college district be presented to the governing board and disclosed to the public at a meeting of such governing board following the sale of such Bonds. At the time of the Board's adoption of the Resolution authorizing the Bonds, the costs of issuing the Bonds was estimated at 0.70% of the aggregate principal amount thereof. The actual costs of issuance were 0.69% of the aggregate principal amount of the Bonds. Additionally, the Underwriter's discount was estimated at 0.80% of the aggregate principal amount of the Bonds, and the actual Underwriter's discount was equal to the estimate. Also, at the time of the Board's adoption of the aforementioned Resolution, the estimated payback ratio of the bonds was 2.62:1. The actual payback ratio is 2.20:1. In compliance with Section 15146 (d) of the Education Code, the actual cost of sale of the Bonds including costs of Issuance and Underwriter's Discount, was \$283,114.25 or less.

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

RECOMMENDATION

Information only; no action required

Claudette E. Dain
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.4.

\$18,997,250.55
CITRUS COMMUNITY COLLEGE DISTRICT
(Los Angeles County, California)
General Obligation Bonds
Election of 2004, Series 2014D

<u>Payee</u>	<u>Service</u>	<u>Max. Auth. Amount</u>
Nixon Peabody LLP	Bond Counsel & Disclosure Counsel	\$73,000.00
Moody's Investors Service	Rating	17,500.00
Standard & Poor's	Rating	16,000.00
U.S. Bank National Association	Paying Agent/Escrow Agent	5,000.00
CalMuni Statistics, Inc.	Data Collection	2,500.00
Avia	Printing & Mailing of OS	4,000.00
KNN Public Finance	Pricing Advisor	5,000.00
RBC Capital Markets, LLC	CDIAC Reimbursement	2,850.45
Contingency		<u>5,285.80</u>
	Costs of Issuance Subtotal:	\$131,136.25 ⁽¹⁾
RBC Capital Markets, LLC	Underwriter's Discount	<u>151,978.00</u>
	Costs of Issuance Total:	\$283,114.25

⁽¹⁾ Following payment of the expenses set forth above, any remaining amounts shall be forwarded to the County of Los Angeles for deposit into the District's Debt Service Fund.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Citrus College Faculty Association (CCFA) Summary of Initial Proposal for a Successor Collective Bargaining Agreement	Information	X
		Enclosure(s)	X

BACKGROUND

The current contract with the full-time faculty association, Citrus College Faculty Association (CCFA), expires on December 31, 2014. The District has received the Association's initial proposal for a successor agreement. A copy of the initial proposal is enclosed.

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

RECOMMENDATION

Information only; no action required

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.5.

CCFA Summary of Initial Proposal
Collective Bargaining Agreement Commencing January 2015
Submitted: June 2, 2014

Including but not limited to:

Article 8 Salaries

CCFA would like to discuss issues related to compensation

Categories may include, though not be limited to:

- Across the Board Salary Increase
- Post-retirement Health Care (10.6.3)
- Overload Salary (Appendix I)

Article 5 Faculty Assignment

CCFA would like to discuss LHE calculation and bring it in line with current practice

Full Time Coaching

CCFA would like to discuss compensation for Coaching Assignments (Appendix K)

As well as clarification of language related to Assignment (5.8.7)

Intersessions

CCFA would like to discuss the inclusion of Intersession in the contract,
specifically as it relates to Assignment (5.8.9)

Adjunct Evaluation

CCFA would like to discuss the evaluation of adjuncts

Retirement Bonus

CCFA would like to discuss the Retirement Bonus (10.6.4)


Bruce Langford
President, Citrus College Faculty Association

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	
SUBJECT:	Independent Contractors/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.

Claudette E. Dain
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – July 15, 2014

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Annette Yee and Company Inc.	\$5,000.00per year	District	5/8/13-6/30/18 <i>Revision</i>	Bond Continuing Disclosure Services
Atkinson, Andelson, Loya, Ruud & Romo	\$300.00per hour max	District	7/1/14-ongoing	Legal Services
Fagen, Friedman & Fulfroost LLP	\$300.00per hour max	District	7/1/14-ongoing	Legal Services
<u>CENTER FOR TEACHER EXCELLENCE</u>				
D'Ambrosia Donner, Brian	\$2,000.00max	Grant	8/5/14-8/7/14	Conduct a Segment in the Summer Tech Academy
<u>CAREER/TECHNICAL & CONTINUING EDUCATION</u>				
Milt Wright & Associates, Inc.	\$9,900.00max	Grant	7/16/14-12/1/14	Preparation and Delivery of Keynote Address for Industry & Education Work Together
<u>EXTERNAL AND GOVERNMENT RELATIONS</u>				
De La Torre, Lillian	\$800.00max	District	7/1/14-6/30/15	Document Translation
<u>FINE AND PERFORMING ARTS</u>				
Eagle Visions Video Corporation	\$6,000.00max	District	7/16/14-6/30/15	Videography
Egan, Kelly	\$1,500.00max	District	7/16/14-6/30/15	Theatrical Services
Teruya, Ryan	\$4,500.00max	District	7/16/14-6/30/15	Musician Services
<u>FOSTER CARE EDUCATION</u>				
Barbara Stroud Training and Consultation	\$500.00max	Grant	7/18/14-6/30/15	Workshop on Infant Mental Health
Goblirsch, Kathleen Ann	\$2,000.00max	Grant	7/18/14-6/30/15	Data Entry for FKCE Classes to State Database
Goblirsch, Kathleen Ann	\$4,480.00max	Grant	7/18/14-6/30/15	PS-MAPP Assistant
<u>KINESEIOLOGY, HEALTH & ATHLETICS</u>				
Garg, Rishi MD	\$4,000.00max	District	7/16/14-6/30/15	Orthopedic Screening and Game Coverage
Zippin, Jerrett A. MD	\$4,000.00max	District	7/16/14-6/30/15	Athletic Physicals and Injury Clinics

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 15, 2014	Resolution	<u> </u>
SUBJECT:	Facility Usage/Rentals	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Claudette E. Dain
Recommended by _____

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b. _____

**Use of Facilities
July 15, 2014**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Daniel S. Miller	Recording Arts Studio	Vocal Piano Demo	6/3/2014	\$400.00
Stacey G Athletics	Tennis Courts	Fitness Boot Camp	Mon, Wed, & Fri 6/6/14 through 12/19/14	\$1,340.00 plus additional labor if required
Evan Mohler	Recording Arts Studio	Basic Tracking	6/14/2014	\$300.00
Cresenta Valley High School	Recording Arts Studio	Basic Tracking	6/21/2014	\$300.00
Cresenta Valley High School	Recording Arts Studio	Basic Tracking	6/23/2014	\$300.00
FLS International	CI159	Student Orientation	6/23/2014	\$100.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation	6/30/2014	\$375.00 plus additional labor if required
FLS International	CI159	Student Orientation	7/7/2014	\$100.00 plus additional labor if required
FLS International	P3-105	Classes	7/8/14 through 8/22/14	\$1,700.00 plus additional labor if required
American United International Group	LH102	Lecture	7/25/2014	\$400.00 plus additional labor if required
Red Dragon Karate	Gym	Karate Tournament	8/10/2014	\$1,282.50 plus additional labor if required
Azusa Pacific University	Performing Arts Center	Symphony Orchestra Concert	3/21/2015	\$3,650.00 plus additional labor if required
Azusa Pacific University	Performing Arts Center and PA192	Orchestra Concert	11/9/2014	\$3,700.00 plus additional labor if required
Azusa Pacific University	Performing Arts Center	Symphony Orchestra Concert	11/7/2014	\$3,450.00 plus additional labor if required
Whitcomb High School	Performing Arts Center	Graduation Ceremony	5/26/2015	\$900.00 plus additional labor if required
Crescendo Performing Arts	Performing Arts Center	Dance Recital	6/2 & 6/6/15	\$3,500.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for June 2014. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for June 2014.

Claudette E. Dain
 Recommended by

 Moved / Seconded

Aye__Nay__Abstained__

 Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
June, 2014		
B WARRANT AMOUNT PAID TO VENDORS		\$2,507,270.52
GRANT AMOUNT PAID TO STUDENTS		\$15,228.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
172	C1K-C	\$1,555,464.18
422	C5K-C	\$686,224.03
24	C5K-N	\$29,531.04
425	C3K-N	\$207,577.65
4	161-C	\$2,756.36
1	169-C	\$900.00
3	169-N	\$1,719.79
296	C2L-N	\$1,345,071.47
1,347		\$3,829,244.52
ske		
7/10/2014		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders for June 2014.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for June 2014.

Claudette E. Dain _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

Purchase Order Dated 6/1/2014 - 6/30/2014

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-22821	Imperial Upholstery	9190	Blanket PO	01-5800	1,000.00
14-23417	NW Packaging LLC	9250	Supplies	01-4300	1,718.10
14-24556	ATM Concrete, Inc.	9370	Repairs-Golf Range	41-5600	9,000.00
14-24577	KI	0030	Desk	01-6400	1,374.49
14-24673	ComputerLand of Silicon Valley	9030	Software	01-4300	582.06
14-24830	R & R Custom Signs	9370	Signage - Institute For Completion	41-4300	1,041.74
14-24852	Sehi Computer Products Inc	3270	Supplies	01-4300	265.77
14-24853	Banksupplies.com	9060	Bank Bags	52-5630	134.40
14-24854	La Fogata Restaurant	9182	Graduation Dinner	01-4300	1,226.25
14-24855	Gas Control Technologies, Inc.	9370	Natural Gas Distribution Services	41-5800	13,580.00
14-24856	Lazzar's HCRC now.com	3020	Supplies	01-4300	207.80
14-24857	BSN Sports	0060	Reconditioning Football Equip.	01-5630	6,363.37
14-24858	Glendora Trophy	9363	ABCD Award Engraving	01-4300	13.08
14-24859	Economic Modeling LLC	3370	Career Coach Online Database	01-5800	17,100.00
14-24860	Owl Bookshop	9081	Caps & Gowns	01-7600	1,850.50
14-24861	San Bernardino Community College	9420	Reimbursement	01-5810	9,000.00
14-24862	CDW-G	9375	Admin Bldg - Wireless Access	42-6400	8,777.47
14-24863	Frisella's Roastery	9580	Recognition Ceremony Catering	01-5220	1,635.00
14-24864	Toshiba Direct Gov.	9099	Laptops - Financial Aid	01-6400	9,384.21
14-24865	Owl Bookshop	9081	CARE Supplies	01-7600	1,517.32
14-24866	Dell Computer Corp	9375	Computers - Admin Bldg	42-6400	5,938.97
14-24867	Delphin Computer Supply	9590	Printers	01-6400	488.32
14-24868	Amazon	9673	Supplies	01-4300	92.63
14-24869	Amazon	9673	Supplies	01-4300	556.86
				01-6400	440.41
14-24870	Sehi Computer Products Inc	3040	Supplies	01-4300	265.77
14-24871	Plaza Produce	3370	Refreshments	01-4300	195.11
14-24872	Blackboard Connect Inc.	9430	Blackboard Connect Services	01-5800	35,650.00
14-24873	Alcan Technologies, Inc.	9250	Security System-Admin	01-5810	5,778.74
14-24874	Amazon	9673	Lab Supplies	01-4300	708.72
14-24875	R & R Custom Signs	9375	Exterior Signage - AD Bldg.	42-6200	482.38
14-24876	USPrinterParts	9100	Supplies	01-4300	121.58
14-24877	Azusa Sales	9375	Refrigerators- Admin	42-6400	4,170.34
14-24878	3D Robotics	9673	Summer Research Supplies	01-6400	1,521.50
14-24879	ProSpec-Tany TechnoGene Ltd.	9673	Summer Research Supplies	01-4300	426.50
14-24880	Virtual Industries, Inc.	9673	Summer Research Supplies	01-6400	290.29
14-24881	LabPlanet	9673	Summer Research Supplies	01-4300	71.91
14-24882	Fiber Plus International	9673	Summer Research Supplies	01-4300	302.88
14-24883	RobotShop Distribution Inc.	9673	Summer Research Supplies	01-6400	337.69
14-24884	SparkFun Electronics	9673	Summer Research Supplies	01-4300	54.10
14-24885	Culver-Newlin	3370	Wire Conduit Tower	01-6400	3,727.84
14-24886	Taser International	3370	Cameras-Admin Justice	01-6400	3,302.37
14-24887	Chipman Corporation	9375	Moving Expenses	42-5800	8,000.00
14-24888	Range Servant America	9470	Supplies	59-4300	196.04
				59-5850	26.73
14-24889	Uline	9210	Supplies	01-4300	206.57
14-24890	Papermart	9673	Summer Research Supplies	01-4300	30.93
14-24891	Home Depot	9673	Summer Research Supplies	01-4300	72.82
14-24892	NRS	9673	Summer Research Supplies	01-4300	29.95
14-24893	Uline	9673	Summer Research Supplies	01-4300	80.59
14-24894	iButtonLink, LLC	9673	Summer Research Supplies	01-4300	313.66
14-24895	Rose Entomology	9673	Summer Research Supplies	01-4300	422.40
14-24896	Amazon	9673	Supplies	01-4300	41.17
14-24897	Amazon	9673	Supplies	01-4300	72.51

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-24898	BioQuip Products	9673	Summer Research Supplies	01-4300	260.94
14-24899	Harbarium Supply	9673	Summer Research Supplies	01-4300	187.27
14-24900	BioQuip Products	9673	Summer Research Supplies	01-4300	66.59
14-24901	Carolina Biological Supply	9673	Summer Research Supplies	01-4300	33.69
14-24902	Rainwriter.com	9673	Summer Research Supplies	01-4300	17.34
14-24903	Sigma-Aldrich	9673	Summer Research Supplies	01-4300	299.96
14-24904	Clarion At Citrus	9420	Clarion Advertisement	01-5830	2,200.00
14-24905	Clery Ctr for Security Campus	9070	Clery Training	01-5220	395.00
14-24906	Clery Ctr for Security Campus	9230	Clery Training	01-5200	445.00
14-24907	Salgado Tire Service	9240	Tire Repair	01-4360	141.70
14-24908	Original Watermen	3340	Supplies	39-4300	136.47
14-24909	BuildYourCNC.com	9030	CNC Machine Kit	01-6400	1,134.69
14-24910	L & D Appliance	9375	Refrigerators-Admin	42-6400	2,864.52
14-24912	Hillyard LA Service	9270	Supplies	01-4300	4,296.82
14-24913	Hillyard, Inc.	9270	Supplies	01-4300	447.27
14-24914	Plaza Produce	9676	Box Lunches	01-4300	397.50
14-24915	Lucabella Fine Foods	9673	Lunches	01-4300	156.96
14-24916	ZPizza	9676	Pizza	01-4300	160.78
14-24917	Hillyard, Inc.	9270	Custodial Equipment	01-6400	424.11
14-24918	Clean Sweep Supply Co.	9270	Custodial Equipment	01-6400	2,632.35
14-24919	Ahern Equipment Rentals	9190	Boom Lift - Facilities	41-6405	45,859.55
14-24920	Duarte Chamber of Commerce	9100	Advertisement	01-5790	200.00
14-24921	Owl Bookshop	9081	EOPS Summer Textbooks	01-7600	12,273.59
14-24922	ComplianceSigns.com	9250	Safety Signs	01-4300	338.18
14-24923	Jacobsen West	9250	Supplies	01-4300	811.10
14-24924	Plaza Produce	9230	Student Affairs Retreat	01-4300	180.05
14-24925	Iparq	9070	Iparq Fees	01-5800	212.50
14-24926	Iparq	9070	Iparq Fees	01-5800	14.45
14-24927	Iparq	9070	Iparq Fees	01-5800	251.55
14-24928	Iparq	9070	Iparq Fees	01-5800	10.20
14-24929	Iparq	9070	S & H for ipermits	01-5800	23.31
14-24930	Owl Bookshop	9081	EOPS Lending Library	01-4300	13,117.55
14-24931	BuildYourCNC.com	9030	CNC Machine Kit	01-6400	3,738.58
15-25180	Xerox Capital Services	9110	Copier Service Maintenance	01-5600	185,300.00
15-25181	Xerox Capital Services	9110	Copier Service Maintenance	01-5600	103,550.00
15-25260	Imperial Sprinkler	9140	Blanket PO	01-4300	3,500.00
15-25271	Glendora Chamber of Commerce	9721	Glendora Flashback Classic Car and Show	71-5800	500.00
15-25330	Xerox Capital Services	9110	Copier Service Maintenance	01-5600	16,350.00
15-25354	Xerox Capital Services	9110	Blanket PO	01-5600	3,500.00
15-25378	YC Power Systems	9040	Service Agreement	01-5810	9,778.11
15-25463	ESRI	0310	GIS Maint. Agreement	01-4300	272.50
15-25464	Office Depot	3340	Blanket PO	01-4300	1,000.00
15-25465	Office Depot	9673	Blanket PO	01-4300	6,000.00
15-25466	Owl Bookshop	9673	Blanket PO	01-4300	4,000.00
15-25467	The Processor	3040	Blanket PO	01-4300	1,800.00
15-25468	TU-K Industries, Inc.	3040	Blanket PO	01-4300	1,000.00
15-25469	McKesson Medical Surgical	3040	Blanket PO	01-4300	800.00
15-25470	Kosmet Inc.	3040	Blanket PO	01-4300	3,000.00
15-25471	Gabel's Cosmetics, Inc.	3040	Blanket PO	01-4300	1,200.00
15-25472	Dermalogica Inc.	3040	Blanket PO	01-4300	3,000.00
15-25473	Burmax Co. Inc.	3040	Blanket PO	01-4300	6,000.00
15-25474	Biotone	3040	Blanket PO	01-4300	800.00
15-25475	Salon Centric	3040	Blanket PO	01-4300	15,000.00
15-25476	Blue Oatz	3040	Blanket PO	01-4300	4,000.00
15-25477	Carolina Biological Supply	0030	Biology Supplies	01-4300	4,072.96
15-25478	Fisher Scientific	0030	Biology Supplies	01-4300	1,012.11
15-25479	Uline	0030	Biology Supplies	01-4300	58.31

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
15-25480	Fisher Scientific	0030	Biology Supplies	01-4300	787.42
15-25481	Carolina Biological Supply	0030	Biology Supplies	01-4300	303.51
15-25482	Daigger & Company	0030	Biology Supplies	01-4300	309.02
15-25483	Zoho Corporation	9100	SW Subscription	01-5840	6,655.50
15-25484	Educause	9100	Domain Renewal	01-5840	40.00
15-25485	Ricoh Business Solutions	9673	Blanket PO	01-4300	1,000.00
15-25486	Costco Wholesale	9673	Blanket PO	01-4300	500.00
15-25487	Evoqua Water Technologies	0310	Blanket PO	01-5800	1,000.00
15-25488	Office Depot	9676	Blanket PO	01-4300	5,000.00
15-25489	Owl Bookshop	9676	Blanket PO	01-4300	2,000.00
15-25490	Sargent-Welch Scientific	0030	Biology Supplies	01-4300	173.10
15-25491	Governet	9170	CurricUNET License Fee	01-5800	16,050.00
15-25492	Agarose Products	0030	Biology Supplies	01-4300	204.75
15-25493	Owl Bookshop	9347	Blanket PO	01-4300	4,000.00
15-25494	Office Depot	9347	Blanket PO	01-4300	4,000.00
15-25495	Office Depot	9680	Blanket PO	01-4300	6,000.00
15-25496	Owl Bookshop	9680	Blanket PO	01-4300	3,000.00
15-25497	Climatec Building Technologies	9040	Building Controls Service	01-5810	20,958.00
15-25498	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	1,497.61
15-25499	Costco Wholesale	9344	Snacks for CTE Summer	01-4300	2,000.00
15-25500	Sigma-Aldrich	0030	Microbiology Supplies	01-4300	247.31
15-25501	Denville Scientific	0030	Biology Supplies	01-4300	425.19
15-25502	VWR International LLC	0030	Biology Supplies	01-4300	553.53
15-25503	Daigger & Company	0030	Biology Supplies	01-4300	373.48
15-25504	LabMart	0030	Supplies	01-4300	1,066.79
15-25505	Carolina Biological Supply	0030	Supplies	01-4300	818.80
15-25506	Glendora Trophy	9360	40-Year Plaque & Engraving	01-4300	31.72
15-25507	Carolina Biological Supply	0030	Biology Supplies	01-4300	919.99
15-25508	Collegiate Directories, Inc.	9010	Online Subscription	01-4300	65.90
15-25509	Omni Mandalay Hotel	9099	Hotel Reservation/WAVES	01-5220	593.40
15-25510	Center for America's Veterans	9099	WAVES Registration Fees	01-5220	300.00
15-25511	E.G. Brennan & Co., Inc.	9010	Maintenance Agreement	01-5800	425.00
15-25512	San Dimas Grain	9344	Supplies - APEX Summer Program	01-4300	703.05
15-25513	Sequoia Retail System	9470	Service Agreement	59-5800	3,264.00
15-25514	Clean Sweep Supply Co.	9270	Supplies	01-4300	2,226.38
15-25516	Ward's Natural Science	0030	Biology Supplies	01-4300	147.20
15-25517	Ball Custom Window Coverings	9170	Miniblind	01-4300	70.85
15-25518	ComputerLand of Silicon Valley	9100	Software Site License	01-5840	4,887.00
15-25519	CI Solutions	9100	SW License Agreement	01-5840	2,150.00
15-25520	VWR International LLC	0030	Biology Supplies	01-4300	3,284.39
15-25522	Home Depot	0281	Blanket PO	01-4300	3,000.00
15-25523	Direct TV	0281	Subscription	41-5800	2,000.00
15-25524	Pacific Radio Electronics	0281	Blanket PO	01-4300	2,000.00
15-25525	Arrowhead Puritas	9620	Blanket PO	41-4300	750.00
15-25526	Office Depot	0281	Blanket PO	01-4300	500.00
15-25527	Virtual Sounds Technology	0281	Blanket PO	01-5630	500.00
15-25528	Location Sound Corporation	0281	Blanket PO	01-5630	500.00
15-25529	Carl Rowe	0281	Blanket PO	41-5630	1,000.00
15-25530	Brian Holt	0281	Blanket PO	41-5630	1,000.00
15-25531	Production Wireless Services	9030	Blanket PO	01-5630	3,500.00
15-25532	Owl Bookshop	9660	Blanket PO	01-4300	10,000.00
15-25533	It's A Gas, Inc.	0310	Blanket PO	01-5800	600.00
15-25534	Claremont Chamber of Commerce	9100	Advertisement	01-5790	750.00
15-25535	Office Depot	9660	Blanket PO	01-4300	5,000.00
15-25536	Guardian Power Protection Services	9100	UPS Service Maintenance	01-5810	3,350.88
15-25537	Virco Manufacturing Corp	9250	Student Chairs	01-4300	1,294.92
15-25538	Fisher Scientific	9673	Supplies	01-4300	220.37
15-25539	AC Supply	0310	Supplies	01-4300	1,289.27

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>	
15-25540	Thomson Reuters	9020	Supplies	01-4300	75.21	
15-25541	Accu Tek Laboratories	0030	Biology Supplies	01-4300	231.81	
15-25542	BSN Sports	0060	Volleyball Balls	01-4300	1,664.22	
15-25543	ImpACT	0060	Training Room-Software	01-4300	654.00	
15-25544	BSN Sports	0060	Volleyball Uniform	01-4300	412.40	
15-25545	BSN Sports	0060	Volleyball Game Jerseys	01-4300	2,354.00	
15-25546	100% Soccer	0060	Women's Soccer Jersey	01-4300	2,253.90	
15-25548	Soccer Wearhouse	0060	Men's Soccer Uniforms	01-6400	2,924.69	
15-25549	Soccer Wearhouse	0060	Men's Soccer Sweats	01-4300	1,020.24	
15-25550	Eastbay	0060	Men's Basketball Game Jerseys	01-4300	2,781.19	
15-25551	Wes Ashford/ERACE	0060	Cross Country Singlets	01-4300	347.00	
15-25552	Henry Schein Dental	0060	Training Room Medical Supplies	01-4300	7,106.71	
15-25553	Alert Services	0060	Training Room Medical Supplies	01-4300	2,111.68	
15-25554	Medco Supply	0060	Training Room Medical Supplies	01-4300	4,322.93	
15-25555	J & J Supply	0060	Training Room Medical Tapes	01-4300	1,551.06	
15-25556	Azusa Unified School District	9344	Reimburse Transportation to CTE Summer Experiences	01-5800	1,200.00	
15-25557	Duarte Unified School District	9344	Reimburse Transportation to CTE Summer Experiences	01-5800	2,000.00	
15-25558	Monrovia Unified School District	9344	Reimburse Transportation to CTE Summer Experiences	01-5800	2,000.00	
15-25559	Division of State Architect	9370	DSA Fees	41-5800	168.62	
15-25560	Calif Library Group	9260	Online Subscription	01-5840	110.00	
15-25561	Just Do It Fitness Equipment	9195	Blanket PO	01-5800	6,000.00	
15-25563	Global CTI Group Inc.	9100	Shoretel Hardware / Software	01-5810	33,155.00	
15-25564	ComputerLand of Silicon Valley	9100	Software Maintenance	01-5840	3,995.00	
15-25565	Ellucian Support Inc	9375	Banner Finance Software	42-5800	9,173.00	
15-25566	Carrier Corporation	9040	Eddy Current Testing - Central	01-5630	10,913.00	
Total Number of POs				192	Total	\$ 863,227.39

Fund Recap

<u>Fund</u>	<u>Description</u>	<u>PO Count</u>	<u>Amount</u>
01	General Fund	72	153,710.80
39	Community Education	1	136.47
41	Capital Outlay Projects Fund	4	69,481.29
42	Revenue Bond Construction Fund	6	30,233.68
52	Cafeteria Fund	1	134.40
59	Golf Driving Range	1	222.77
Total Fiscal Year 2014			\$ 253,919.41
01	General Fund	99	591,452.36
41	Capital Outlay Projects Fund	5	4,918.62
42	Revenue Bond Construction Fund	1	9,173.00
59	Golf Driving Range	1	3,264.00
71	Associated Student Trust Fund	1	500.00
Total Fiscal Year 2015			\$ 609,307.98
Total			\$ 863,227.39

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

PO Changes

	New PO Amount	Fund/Object	Description	Change Amount
14-22825	2,666.00	01-4300	General Fund/Materials and Supplies	1,566.00
14-23715	2,237,099.29	42-6200	Revenue Bond Const Fund/Bldg. Improvements	32,018.15
14-24614	519.00	01-5630	General Fund/Repairs	79.00
14-24711	2,426.82	01-4300	General Fund/Materials and Supplies	239.23
14-24744	352.79	01-4300	General Fund/Materials and Supplies	46.50
14-24783	490.14	01-4300	General Fund/Materials and Supplies	60.85
14-24809	230.73	01-5550	General Fund/Laundry and Cleaning	102.00
14-24813	2,695.00	42-5800	Revenue Bond Construction F/Oth Contracted Servic	700.00
14-24823	1,089.49	01-6400	General Fund/Equipment-Capitalized	120.00
			Total PO Changes	\$ 34,931.73

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	
SUBJECT:	Curriculum Committee Actions: Approval of New Courses, Modified Courses, and Inactivated Courses	Information	
		Enclosure(s)	X

BACKGROUND

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

This list represents work completed by the Curriculum Committee as of May 29, 2014.

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

RECOMMENDATION

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

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

NEW COURSES		
Course Subject And Number	Course Title	Justification
COUN 101	Career Self-Assessment	Self-assessment course designed to assist students in their selection of a vocation/educational goal.
COUN 102	Career Research	A course in which students will develop an understanding of career information resources with a focus on the latest career-related technology.
MUSP 285	Competitive Collegiate Wind Band	A new elective course added to the AA– Fine and Performing Arts and the AA– Music which focuses on the preparation and performance of professional wind band literature.
THEA 126	Technical Theatre Technician	A course in which students gain practical experience while participating in live theatre productions.
THEA 127	Technical Theatre Crew Lead	A course in which students will gain practical crew lead experience while participating in a variety of productions.
THEA 226	Concert Touring Technician	Practical experience in concert productions in any of the following: prep crew, load in crew, running crew, strike crew, lighting crew, sound crew.
THEA 227	Concert Touring Production	A course in which students will gain practical experience in concert touring productions: assistant project coordinator, assistant lighting designer, audio assistant, assistant master electrician.

MODIFIED COURSES		
Course Subject And Number	Course Title	Justification
ANTH 218H	Honors Presentation Seminar	Updated library resources, transfer data, and course assignments.
ART 199	Motion Picture Appreciation	Updated minimum qualifications, student learning outcomes, library resources, and course assignments.

ART 207	History of Asian Art-China, Korea, and Japan	Updated minimum qualifications, course objectives, methods of assessment, methods of instruction, distance education, accessibility, library resources, and course assignments.
COMM 100	Mass Media and Society	Updated distance education, minimum qualifications, student learning outcomes, textbook, library resources, general education category, and course assignments.
COS 141	Introduction to Cosmetology	Updated catalog description, and course concepts.
COS 151	Business Fundamentals and Licensing Preparation	Updated course title, and corrected misspelled word.
COS 161	Haircolor	Updated major course concepts, lab content, and additional resources.
COS 181	Haircutting	Updated course title, student learning outcomes, course objectives, major course concepts, lab content, and course assignments.
COS 185	Skin and Nail Care	Updated course assignment removing Pivot Point Artist Access from course.
EMER 167	Practical Applications of Emergency Management	Updated TOP code, SAM code, minimum qualifications, objectives, textbook, library resources, and course assignments.
ENGL 104	Argumentative Writing and Critical Thinking	Updated course title.
KIN 146	Water Exercise	Reactivated course and updated catalog description, maximum enrollment, students learning outcomes, objectives, major course concepts, and methods of instruction.
MUSC 120	Studio Laboratory Band I	Updated course family, add to degree, correct lab to arranged, update student learning outcomes, and methods of assessment.
MUSC 130	Studio Orchestra I	Update course family data, short title, catalog description, add to degree, correct lab to arranged, update objectives, and student learning outcomes.

MUSC 140	Jazz Improvisation I	Updated course family data, short title, student learning outcomes, major course concepts, lab content, methods of instruction, textbooks, entrance skills, prerequisites, library resources, and course assignments.
MUSP 140	Chamber Winds I	Updated course family, catalog description, add to degree, correct lab to arranged, updated student learning outcomes, major course concepts and library resources.
MUSP 145	Wind Symphony I	Updated course family, add to degree, correct lab to arranged, updated student learning outcomes, and major course concepts.
MUSP 171	Musical Theatre Workshop Production	Updated course title and designated course family.
NAT 180A	Natural History Series - Death Valley	Updated course title, catalog description, student learning outcomes, library resources, G.E. category, and course assignments.
NAT 180B	Natural History Series - Deserts	Updated course title, catalog description, units, lecture hours, student learning outcomes, methods of assessment, library resources, G.E. category, and course assignments.
NAT 181A	Natural History Series - Coastlines	Updated course title, catalog description, student learning outcomes, methods of assessment, library resources, G.E. category, and course assignments.
NAT 181B	Natural History Series - Coastal Mountains and Islands	Updated course title, catalog description, units, lecture hours, student learning outcomes, methods of assessment, library resources, G.E. category, and course assignments.
NAT 182A	Natural History Series - Inland Mountains	Updated course title, catalog description, student learning outcomes, methods of assessment, library resources, G.E. category, and course assignments.

NAT 182B	Natural History Series - Inland Valleys	Updated course title, catalog description, units, lecture hours, student learning outcomes, methods of assessment, library resources, G.E. category, and course assignments.
REC 100	Survey of Entertainment Technology	Updated student learning outcomes, objectives, textbook, and library resources.
REC 103	Introduction to Audio Engineering	Updated minimum qualifications, lab hours, student learning outcomes, objectives, methods of assessment, textbook, library resources, and course assignments.
THEA 125	Technical Theatre Production	Updated catalog description, minimum qualifications, and course assignments.
THEA 145	Anatomy of Intelligent Lighting Instruments	Updated prerequisite, G.E. category, and entrance skills.
THEA 150	Introduction to Intelligent Lighting Consoles	Updated entrance skills.
THEA 160	Computer Aided Design for Theatre	Updated entrance skills, prerequisites, library resources, and G.E. category.
THEA 200	The Art of the Theatre	Updated library resources, and added course as an elective to a degree.
THEA 240	Introduction to Live Video Event Production	Updated prerequisite.
THEA 245	Stage and Project Management for Theatre, TV and Film	Updated entrance skills and prerequisite.
THEA 255	Entertainment Production for Theme Parks and Themed Environments	Updated entrance skills, prerequisite, and G.E. category.
THEA 262	Rigging and Automation for Theatre and Live Events	Updated entrance skills, prerequisite, and lab to hours arranged.

INACTIVATED COURSES		
Course Subject And Number	Course Title	Justification
MUSC 288	Electronic Music III	Course no longer offered.
MUSE 225	Popular Piano Styles	Course no longer offered.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 15, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Beatty, David	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Calderon, Joseph	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Converse, Mark	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Cotter, Steve	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Davis, Charles	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Enos, David	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Gillette, Jennifer	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Hackworth, Catherine	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Jackson, Joseph	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Lee, Janice	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Maloney, Ryan	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Milliken, Keely	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Mixson, Vonetta	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Ogunjale, Olwatoyin	Skills Lab Support - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$45.80/hr.
Olson, Jennifer	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Penniman, Walter	Skills Lab Support - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$45.80/hr.
Praniuk, Ingrid	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Silva, Daniel	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Skiles, Ryan	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Stetson, Stephanie	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 15, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Stoup, Nicholas	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Sushel, Michael	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Taylor, Bryan	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Valverde, Frank	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Webb, Christin	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Wickes, Laura	Applied Music Tutor - Music	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES
FALL 2014 ADJUNCT
JULY 15, 2014**

Name	Department/Discipline	Placement	LHE Rate
Anfiteatro, Antonio	Drafting and Architecture	1-1	\$1,046
Abed, Karineh	Mathematics	2-1	\$1,099
Andersen, Jacquelyn	Counseling	1-1	\$1,046
Barrett, Sean	Music	2-1	\$1,099
Blake, Lesley	English	1-1	\$1,046
Cheetham, David	Anthropology	1-1	\$1,046
Choppi, Ron	Chemistry	1-1	\$1,046
Croft-Seidler, Hannah	Mathematics	3-1	\$1,152
Davis, John	English	1-1	\$1,046
DeAngelis, Gail	Humanities	1-1	\$1,046
Engler, Diane	Chemistry	1-1	\$1,046
Estrada, Veronica	Social Science	1-1	\$1,046
Gamberg, Julie	English	1-1	\$1,046
Garcia, Rocio	Counseling	1-1	\$1,046
Grip, Katie	Fine Arts	1-1	\$1,046
Hamilton, Ashley	English	1-1	\$1,046
Hattabaugh, Jon-Michael	Counseling	1-1	\$1,046
Keith-Gibson, Gail	Psychology	1-1	\$1,046
Keller, James	German	1-1	\$1,046
Martinez, Jeannie	Mathematics	1-1	\$1,046

**ACADEMIC EMPLOYEES
FALL 2014 ADJUNCT
JULY 15, 2014**

Name	Department/Discipline	Placement	LHE Rate
Miller, David	Theatre Arts	1-1	\$1,046
Mitchell-Wagner, Janet	English	1-1	\$1,046
Nguyen, Trina	Mathematics	1-1	\$1,046
Pang, Raina	Psychology	1-1	\$1,046
Perez, Ryan	Fine Arts	1-1	\$1,046
Post, Kari	Kinesiology	1-1	\$1,046
Salyer, Kimberly	Speech	1-3	\$1,046
Saravia, William	Mathematics	1-1	\$1,046
Seiker, Kelly	Psychology	1-1	\$1,046
Sherif, Jaimie	French	1-1	\$1,046
Theiling, Mark	Physics	1-1	\$1,046
Thompson, Jeffrey	Psychology	1-1	\$1,046
Thorne, Elizabeth	Anthropology	1-1	\$1,046
Tyrl, Craig	Theatre Arts	1-1	\$1,046
Vo, Kiet	Mathematics	1-1	\$1,046
Vo, Phuongthao	Mathematics	1-1	\$1,046
Woolford, Ryan	Cultural Geography	1-1	\$1,046
Yu, Tinghui	Mathematics	1-1	\$1,046

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 15, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Allahbachayo, Salima	RN Assistant Director - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$51.73/hr.
Bowman, Deborah	Program Coordinator - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$51.73/hr.
Clark, Jeremy	Coordinator, Toyota Technician Education Network - Career, Technical and Continuing Education	Stipend	07/16/14	08/14/14	\$1,500.00/tl.
Eisel, Gunnar	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Galvan, Alexander	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Green, Martin	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Hadsell, Clifford	EMT Program Coordinator - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$51.73/hr.
Hoehne, William	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Kary, David	Curriculum Committee Associate Chair - Academic Affairs	Stipend	08/22/14	06/15/15	\$3,000.00/sem.
Langford, W. Bruce	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Munoz, Gino	Applied Music Tutor	Hourly as needed	08/25/14	12/31/14	\$45.80/hr.
Pohl, Claudia	Program Coordinator - Health Sciences	Hourly as needed	07/16/14	12/31/14	\$51.73/hr.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 15, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Vaughan, John	Interim Director - Haugh Performing Arts Center	Stipend	07/01/14	09/12/14	\$11,995.50/tl.

**ACADEMIC EMPLOYEES
SUMMER 2014 ADJUNCT
JULY 15, 2014**

Name	Department/Discipline	Placement	LHE Rate
Monn, Rachel	English as a Second Language	1-1	\$1,046

**LAB SUPERVISORS
2014-2015
JULY 15, 2014**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Abed, Karineh	A	Math	08/23/14	12/14/14	2-1	\$30.03
Anderson, Brian	F	Math	08/23/14	12/14/14	4-13	\$37.40
Berberyan, Toros	A	Math	08/23/14	12/14/14	1-1	\$28.23
Calderon, Joseph	A	Music	08/23/14	12/31/14	1-3	\$31.52
Cheng, Tanshee	A	Math	08/23/14	12/14/14	1-3	\$31.52
Chun, Mina	A	Math	08/23/14	12/14/14	2-3	\$33.34
Croft-Seidler, Hannah	A	Math	08/23/14	12/14/14	2-1	\$30.03
Dominguez, Victoria	F	Math	08/23/14	12/14/14	4-13	\$37.40
Everest, Robert	F	Math	08/23/14	12/14/14	4-13	\$37.40
Fogel, Charles	A	Math	08/23/14	12/14/14	1-3	\$31.52
Gong, Catherine	F	Math	08/23/14	12/14/14	4-13	\$37.40
Gonzalez, Rudy	F	Math	08/23/14	12/14/14	2-13	\$33.76
Gutierrez, Jesus	F	Math	08/23/14	12/14/14	2-13	\$33.76
Kassab, Mohamad	A	Math	08/23/14	12/14/14	1-3	\$31.52
Kim, Edward	A	Math	08/23/14	12/14/14	2-3	\$33.34
Lei, Li	A	Math	08/23/14	12/14/14	4-3	\$36.95
Leung, Sing	A	Math	08/23/14	12/14/14	4-3	\$36.95
Lloset, Giovanna	A	Math	08/23/14	12/14/14	3-3	\$35.14
Lopez Najera, Sandy	A	Math	08/23/14	12/14/14	3-3	\$35.14
Low, Joyce	F	Math	08/23/14	12/14/14	3-13	\$35.57

**LAB SUPERVISORS
2014-2015
JULY 15, 2014**

Manrique, Miguel	A	Math	08/23/14	12/14/14	2-3	\$33.34
Medrano, Esmeralda	F	Math	08/23/14	12/14/14	2-13	\$33.76
Nguyen, Cynthia	A	Math	08/23/14	12/14/14	2-3	\$33.34
Nguyen, Tracy	A	Math	08/23/14	12/14/14	2-3	\$33.34
Nguyen, Tuyettrinh Trina	A	Math	08/23/14	12/14/14	1-1	\$28.23
Nguyenhuu, Rick	F	Math	08/23/14	12/14/14	4-13	\$37.40
Odrich, Steve	F	Math	08/23/14	12/14/14	4-13	\$37.40
Paek, Hyeyi	F	Math	08/23/14	12/14/14	4-13	\$37.40
Pearsall, Sam	A	Math	08/23/14	12/14/14	4-3	\$36.95
Phan-Yamada, Tuyetdong	A	Math	08/23/14	12/14/14	3-3	\$35.14
Sarvia, William	A	Math	08/23/14	12/14/14	1-1	\$28.23
Scott, Chris	F	Math	08/23/14	12/14/14	3-13	\$35.57
Silva, Daniel	A	Music	08/23/14	12/31/14	1-3	\$31.52
Stevenson, Matthew	A	Math	08/23/14	12/14/14	1-3	\$31.52
Swan, Alfie	F	Math	08/23/14	12/14/14	4-13	\$37.40
Swatzel, James	F	Math	08/23/14	12/14/14	2-13	\$33.76
Tippins, Ralph	F	Math	08/23/14	12/14/14	4-13	\$37.40
Trad, Mohamad	F	Math	08/23/14	12/14/14	4-13	\$37.40
Tseng, Kelly	A	Math	08/23/14	12/14/14	2-3	\$33.34
Vo, Kiet	A	Math	08/23/14	12/14/14	1-1	\$28.23
Vo, Phoungthao	A	Math	08/23/14	12/14/14	1-1	\$28.23
White, Sheila	F	Math	08/23/14	12/14/14	3-13	\$35.57

**LAB SUPERVISORS
2014-2015
JULY 15, 2014**

Yu, Tinghui	A	Math	08/23/14	12/14/14	1-1	\$28.23
Zhuang, Ying	F	Math	08/23/14	12/14/14	4-13	\$37.40

**VOLUNTEERS, ACADEMIC
JULY 15, 2014**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Ewry, Danielle	Counseling	07/16/14	12/31/14
Lucera, Chris	Counseling	07/16/14	12/31/14
Morrison, Christopher	Counseling	07/16/14	12/31/14
Morrison, David	Counseling	07/16/14	12/31/14
Valdez, Yesenia	Counseling	07/16/14	12/31/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	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.g.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JULY 15, 2014**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Dickson, Todd	Campus Safety Officer III	Temporary Upgrade	7/1/14 thru 12/31/14	33-6 (32-6+1)	\$4,388.46
Macias, Benjamin	Campus Safety Supervisor	Temporary Upgrade	7/1/14 thru 12/31/14	9-3	\$5,488.00
Rojo, Richard	49% Gardener I	Employment	7/16/14	25-1	\$1,382.83

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JULY 15, 2014**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Lopez, Leodomiro	Financial Aid Technician	Resignation	Financial Aid	6/27/14
Martin, Nancy	Educational Advisor	Retirement	DSP&S	8/1/14
Robles-Guerra, Martha	Campus Safety Officer I	Released	Campus Safety	5/30/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	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.h.

**SHORT-TERM, HOURLY
JULY 15, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Berger, Alexander	Student Services Support	Digital Adoption Implementation	Bookstore	\$14/hr	7/16/14 thru 8/12/14
Dill, Darren	Student Services Support	Rush Coverage	Bookstore	\$14/hr	7/21/14 thru 8/15/14
Hernandez, Jason	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/16/14 thru 6/30/15
Mejia, Adrian	Instructional Support	APEX Assist faculty with daily lab preparation	CTE	\$12/hr	6/19/14 thru 8/15/14

**VOLUNTEERS, NON-ACADEMIC
JULY 15, 2014**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Aleman, Andrew	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Allen, Nyssa	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Amaya, Chris	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Andersen, Ed	Volunteer Softball Assistant (Kinesiology)	07/16/14	6/30/15
Anderson, Shane	Volunteer M Water Polo Assistant (Kinesiology)	07/16/14	6/30/15
Arnold, Jerry	Volunteer (Administration of Justice)	07/21/14	7/23/14
Beltran, Will	Volunteer M Soccer Assistant (Kinesiology)	07/16/14	6/30/15
Bozeman, Ashley	Volunteer (Veteran Center)	07/16/14	12/31/14
Caballero, Desiree	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Camps, Cory	Volunteer (Veteran Center)	07/16/14	12/31/14
Cheng, Baron	Volunteer (Veteran Center)	07/16/14	12/31/14
Cook, Morgan	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Cox, Jasmine	Volunteer W Basketball Assistant (Kinesiology)	07/16/14	6/30/15

**VOLUNTEERS, NON-ACADEMIC
JULY 15, 2014**

D'Avila, Helana	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Davis, Charles Dr.	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Davis, Johanna	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Dean, Rebecca	Volunteer Volleyball Assistant (Kinesiology)	07/16/14	6/1/15
Eads, Cheri	Volunteer (Administration of Justice)	07/21/14	7/23/14
Gillespie, Brittny	Volunteer (Veteran Center)	07/16/14	12/31/14
Gonzalez, Amanda J.	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Grant, Chris	Volunteer (Administration of Justice)	07/21/14	7/23/14
Hernandez, Denise	Volunteer Softball Assistant (Kinesiology)	07/16/14	6/30/15
Jackson, Carla	Volunteer Cross Country Coach (Kinesiology)	07/16/14	6/30/15
Kaji, Manabu	Volunteer M Soccer Assistant (Kinesiology)	07/16/14	6/30/15
Longyear, David	Volunteer Cross Country Coach (Kinesiology)	07/16/14	6/30/15
Marchington, Mayra	Volunteer (Veteran Center)	07/16/14	12/31/14

**VOLUNTEERS, NON-ACADEMIC
JULY 15, 2014**

Marquez, Alex	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Moreno, Ricky	Volunteer (Administration of Justice)	07/21/14	7/23/14
Munday, Cody	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Pang, Henry Dr.	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Perry, Andrew	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Perry, Gil	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Quintero, Gabe	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Reehel, Paul Dr.	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Robles, David	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Roth, Andrew	Volunteer Cross Country Coach (Kinesiology)	07/16/14	6/30/15
Ronga, Sebastian	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Sandello, Daniel	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Sandoval, Ashley	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15

**VOLUNTEERS, NON-ACADEMIC
JULY 15, 2014**

Shaffer, Barry Dr.	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Smith, Caitlin	Volunteer W Golf Assistant (Kinesiology)	07/16/14	6/30/15
Sutcliffe, Samantha	Volunteer (Administration of Justice)	07/21/14	7/23/14
Torres, Albert	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Torres, Rigo	Volunteer M Soccer Assistant (Kinesiology)	07/16/14	6/30/15
Valencia, Silbestre	Volunteer M Soccer Assistant (Kinesiology)	07/16/14	6/30/15
Vaniman, Alyssa	Volunteer Athletic Trainer (Kinesiology)	07/16/14	6/30/15
Vasconcelos, Fernando	Volunteer (Administration of Justice)	07/21/14	7/23/14
Viverto, Bill	Volunteer Baseball Assistant (Kinesiology)	08/01/14	6/30/15
Williams, Darren	Volunteer W Soccer Assistant (Kinesiology)	07/16/14	6/30/15

**PROFESSIONAL EXPERT
July 15, 2014**

Name	Description	Department	Rate	Begin/End
Allen, Melea	Bus Driver	Transportation	\$20.94/hr.	07/10/14 to 01/10/15
Arnestad, Anastasia	Fitness Center Attendant	Community Education	\$24.00/hr.	07/01/14 to 12/31/14
Baca, Candelaria	Lifeguard	Kinesiology	\$11.00/hr.	08/15/14 to 12/07/14
Christianson, Monica	Project Director	Veterans Success Center	\$7,184.00/m.	07/01/14 to 06/30/15
Christianson, Monica	Mental Health Therapist	Veterans Success Center	\$40.00/hr.	07/01/14 to 06/30/15
Cuevas, Katherine	Lifeguard	Kinesiology	\$11.00/hr.	07/16/14 to 12/08/14
Escoto, Daniel	Bus Driver	Transportation	\$20.94/hr.	07/10/14 to 01/10/15
Gutierrez, Chaylaine	Lifeguard	Kinesiology	\$11.00/hr.	07/18/14 to 12/06/14
Henry, Fiona S.	Lifeguard	Kinesiology	\$11.00/hr.	08/15/14 to 12/06/14
Morales, Maria G.	Lifeguard	Kinesiology	\$11.00/hr.	08/15/14 to 12/07/14
Pigon, Michael	Lifeguard	Kinesiology	\$11.00/hr.	07/16/14 to 12/06/14
Swatek, Cheryl	Fitness Center Attendant	Community Education	\$24.00/hr.	07/01/14 to 08/21/14
Thomson, Brad	Lifeguard	Kinesiology	\$11.00/hr.	07/16/14 to 12/06/14
Toribio, Alejandra	Inter-Club Council and Organization Advisor	Student Activities	\$12.50/hr.	07/16/14 to 01/15/15

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Award of Contract, Bid #05-0506, Fine Arts Complex	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts. Eight bids were received for bid #05-0506, Fine Arts Complex on June 24, 2014. Bids were evaluated based on responsiveness to the bid requirements and the responsibility of the contractor. Two bidders, AWI Builders, Inc. and Mallcraft, Inc. did not meet one or more of the bid requirements and are rejected as non-responsive. The lowest responsive and responsible bid was submitted by Pinner Construction of Anaheim, CA. The base bid amount of \$15,959,000 will be funded from Fund 42, Measure G Bond funds. Staff has verified the required bid documents.

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

RECOMMENDATION

Authorization is requested to reject the bids submitted for bid #05-0506 by AWI Builders, Inc. and Mallcraft, Inc. due to non-responsiveness. Authorization is further requested to award bid #05-0506, Fine Arts Complex to Pinner Construction of Anaheim, CA and authorize the Vice President of Finance & Administrative Services to execute a contract on behalf of the District. The bid amount of \$15,959,000 will be funded from Fund 42, Measure G Bond funds.

Claudette E. Dain

Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.2. _____

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

Bid #05-0506, Fine Arts Complex

Bid Opening: June 24, 2014, 2:00 p.m.

Purchasing Office

Bidder	Base Bid	Deductive Alternate 1	Deductive Alternate 2
*AWI Builders	\$14,554,911	(\$18,000)	(\$80,000)
*Mallcraft, Inc.	\$15,890,000	(\$19,000)	(\$60,000)
Pinner Construction	\$15,959,000	(\$18,000)	(\$38,000)
Earl Corp.	\$16,499,000	(\$19,373)	(\$126,000)
RC Construction	\$16,700,000	(\$8,000)	(\$60,000)
Sinianian Construction	\$16,777,000	(\$18,000)	(\$20,000)
Morillo Construction	\$17,845,000	(\$12,100)	(\$38,500)
Sea West Enterprises	\$18,500,000	(\$11,057)	(\$162,000)

*Bid is rejected as non-responsive for failure to meet one or more of the bid requirements.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Consultant Services, Program and Technical Support for Proposition 39 Implementation, Year Two	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Board of Trustees approves the award of all contracts for consultants. On November 12, 2013, the Board approved the award of contract on RFP #04-1314 for Consultant Services, Program and Technical Support for Proposition 39 Implementation to Newcomb, Anderson, McCormick of San Francisco, California, funded by a grant from the California Community Colleges Chancellor's Office (CCCCO). The RFP allowed for future annual contract renewals based on budget appropriations in subsequent years. The Chancellor's Office has approved funding for continuation of the program for year two, July 1, 2014 – June 30, 2015, under CCCCCO contract #C14-0030 in the amount of \$1,115,000 for Citrus College to act as Fiscal Agent for the project. This amount includes consultant costs of \$1,061,905 and a District contract management fee of \$53,095. This project will be funded from a grant from the California Community Colleges Chancellor's Office.

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

RECOMMENDATION

Authorization is requested to approve the contract for year two, July 1, 2014 – June 30, 2015, of RFP #04-1314, Consultant Services, Program and Technical Support for Proposition 39 Implementation to Newcomb, Anderson, McCormick of San Francisco, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The contract amount of \$1,061,905 will be funded from a grant from the California Community Colleges Chancellor's Office.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Student Accident and Intercollegiate Athletic Accident Insurance for 2014-15	Information	_____
		Enclosure(s)	_____

BACKGROUND

Student accident insurance provides coverage for injuries to students on campus and athletes during practice and competition.

The Student and Athlete Insurance Network (S.A.I.N.) underwritten by Anthem Blue Cross is a pooled insurance plan with approximately fifty (50) other colleges, and the premium is based on the number of enrolled students rather than solely the claims/loss experience. This program offers spread of risk, more stability, and is slower to react to adverse claims experience and fluctuating market conditions. The number of participating physicians are vast through the Blue Cross network, and the discount of charges is significantly better than a U&C program. The catastrophic insurance is provided by AIG Insurance.

Access to the desired providers through this program has proven effective, and the PPO discount has improved loss experience significantly. While the District's loss ratio does not directly impact the premium, the loss trend and the combined losses for S.A.I.N. will affect insurance rates for future years, for all members. Based on the loss experience, participating in the S.A.I.N. program has served the District well.

The premium amounts for 2014-15 have decreased slightly from the previous year and are estimated at \$126,589 which represents a 0.55% decrease from 2013-14.

This agenda item was submitted by Eric Guzman, Risk Management Supervisor.

RECOMMENDATION

Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2014-15 in an aggregate amount of \$126,589 effective August 1, 2014. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District.

Claudette E. Dain
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Property & Liability Insurance Coverage for 2014-15 through the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER)	Information	_____
		Enclosure(s)	_____

BACKGROUND

The District has been a member of Statewide Association of Community Colleges Joint Powers Authority (SWACC JPA) since 2005-06. This non-profit JPA is a pooled self-insurance group that provides the broadest coverage at the most competitive cost. Through this JPA, the District is provided coverage for general liability, automobile liability, professional liability, property, boiler & machinery, employee honesty (crime), and automobile physical damage.

The first layer of a liability or property loss is shared by the member districts of the SWACC JPA. Schools Association for Excess Risk (SAFER), a statewide consortium of K-12 and community college districts, provides the next layer of excess liability coverage.

The District has maintained favorable loss experience and has received an experience modification (ExMod) factor of 0.86 for general liability coverage and 0.96 for property coverage. These ExMod factors of below 1.00 result in some premium relief as they indicate better than average loss experience.

The premium rates for SWACC and SAFER for 2014-15 are comparable to the expiring policy year and are estimated at \$356,162. This represents a net 0.24% increase over the prior year.

This agenda item was submitted by Eric Guzman, Risk Management Supervisor.

RECOMMENDATION

Authorization is requested to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) for FY 2014-15 at the estimated amount of \$356,162. Further authorization is requested for the Vice President, Finance & Administrative Services to execute the insurance policies on behalf of the District.

Claudette E. Dain
Recommended by

Moved / Secoded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 15, 2014	Resolution	_____
SUBJECT:	Realignment of a Position on the Management Salary Schedule	Information	_____
		Enclosure(s)	_____

BACKGROUND

The duties initially assigned to the Director of Institutional Research consisted primarily to activities narrowly related to research. Over time, these research duties have expanded and additional duties related to planning and institutional effectiveness have been added to this position. This position now provides leadership over the following additional activities:

- The development and implementation of the District's strategic plan.
- Data collection and analysis related to statewide reporting requirements.
- Accreditation activities including the preparation of ongoing required reports to the accrediting commission.
- Co-Chair of the Institutional Effectiveness Committee.

The District requests authorization to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness.

In addition, the District requests authorization to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness at range 77 on the management salary schedule effective July 1, 2014.

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

RECOMMENDATION

Authorization is requested to retitle the management position of Director of Institutional Research to Director of Institutional Research, Planning and Effectiveness.

In addition, authorization is requested to reallocate the newly titled management position of Director of Institutional Research, Planning and Effectiveness from salary range M-17 to M-77 effective July 1, 2014.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 15, 2014	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees is required to establish a bond oversight committee that is charged with informing the public, at least annually, concerning the District's expenditure of Measure G bond proceeds.

One of the members approved by the Board of Trustees, Helen Storland (At-Large Community), was appointed for a two-year term, which expires on August 31, 2014. Another member approved by the Board of Trustees, Tyler Hernandez (Student Representative), was appointed to a one-year term which also expires on August 31, 2014.

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

RECOMMENDATION

Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for the terms listed:

- Shauna Pierce – At-Large Community representative – two-year term (September 1, 2014 – August 31, 2016)
- Daniel Celebertti – Student representative – one-year (September 1, 2014 – August 31, 2015)

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.7.

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

June 17, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, June 17, 2014, in the Administration Building Board Room.

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

TRUSTEE ROLL CALL – Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen, and Fariyah Chowdhury, (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette E. Dain, 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: Sara Gonzales-Tapia, Lan Hao, Dana Hester, Martha McDonald, Lucinda Over, Gerald Sequeira, Linda Welz, and Jody Wise

Faculty: David Overly, Rebecca Ruud, and Alfie Swan

Supervisor/Confidential: Tedd Goldstein, Marilyn Grinsdale, Gerald Helm, and Eric Magallon

Classified Staff: Robert Coutts, Rose Ann Manfre-Campillo, and Marian Manfre-Winchester

Adjunct Faculty: Cecil Brower

Students: Cameron Wisdom

Citrus College Foundation: Clarence Cernal, Chris Garcia, and Tom Gerfen

Professional Experts: Monica Christianson

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, thanked all those who contributed to the remodeling of the Administration Building, including the beautiful new boardroom where the meeting was held.

Dr. Perri said the college's 98th Commencement ceremony was an exciting day, with 528 students participating in the ceremony. She said it is always a rewarding day for administrators, faculty and staff. There were a record number of graduates again this year, and she was proud to report that 61 percent of them graduated with honors. Dr. Perri thanked Dr. Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and Ms. Tonya Ryan, Administrative Assistant, for the tremendous amount of effort they contributed to this successful event.

Following Commencement, the Citrus College Foundation hosted 61 guests at the 52nd Annual Distinguished Alumni Awards Luncheon. Dr. Perri said each of the three Distinguished Alumni Award recipients did a great job of sharing their own "Citrus story" with the audience. She thanked Ms. Christina Garcia, Foundation Director, and Mr. Clarence Cernal, Administrative Assistant, for planning a beautiful event.

Dr. Perri introduced Mr. Tedd Goldstein, past president of the Supervisor/Confidential Team, who introduced the Student Worker of the Semester.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that 528 students walked at Commencement. This number was up from last year when 495 students walked, and it set a new college record.

Dr. Spor said, with the Board's approval, Ms. Jennifer D'Amato will be joining the Citrus College Registered Nursing Program as a full-time, tenure track nursing instructor. Ms. D'Amato's career experience includes nursing positions at Kaiser Permanente and Arcadia Methodist Hospitals. She holds a bachelor of science degree in nursing from California State University, Los Angeles, and a master of science degree in nursing from the University of Phoenix.

Claudette Dain, Vice President of Finance and Administrative Services, thanked all those who coordinated and participated in the Administration Building Reopening ceremony. She said a lot of staff time went into getting the building ready to open, and she expressed her appreciation to all those involved.

Ms. Dain said the state budget has been finalized, and it is very similar to the Governor's May Revise. The college's tentative budget for 2014-2015 was on the agenda for Board approval. Any revisions that are needed will be incorporated into the adopted budget in September.

Lisa Villa, Academic Senate President, said the Academic Senate approved 14 APs and BPs at their final meeting of the semester on May 28, 2014. They also installed new officers, with the assistance of Dr. Perri and Dr. Spor, and they distributed certificates of appreciation to the senators and representatives. At the meeting, Ms.

Villa shared the results of a survey of the California community colleges that she conducted over the past year regarding term lengths and structures of all of the local Academic Senate executive boards. Ms. Villa said their goal for the year, "improving communication," was in evidence throughout the year. She thanked her colleagues, staff, students, administrators, Dr. Perri, and the Board of Trustees for an excellent year of good communications, leadership and collaboration.

Robert Coutts, CSEA President, said the CSEA executive board met on June 10, 2014, and approved all of the APs and BPs on the agenda. He thanked Dr. Sammis for meeting with them to clarify BP 3050, Institutional Code of Ethics. Mr. Coutts said the CSEA negotiating committee met and assembled a sub-committee to review modifications to the education and experience requirements on the classified job descriptions. They will gather input from employees and forward it to the negotiating team.

CSEA's delegates to the 2014 CSEA State Conference, Ms. Cathy Day, Administrative Secretary II; Ms. Cynthia Patino, Administrative Assistant; and Mr. Coutts are coordinating with other regional chapters to arrange a pre-meeting to share perspectives on this year's resolutions.

On behalf of the classified staff, Mr. Coutts thanked everyone who participated and helped with the Staff Appreciation Breakfast on May 30, 2014. He said it was reported to be the most entertaining theme in the history of the event.

Fariyah Chowdhury, Student Trustee, said ASCC completed their elections for the fall 2014 executive board. She introduced Mr. Manuel Ramirez, the new ASCC President, who was present at the meeting. The current board is in the process of nominating and appointing new members to fill board positions. ASCC's Centennial subcommittee is planning events for the Centennial, including a halftime show for the football game. Ms. Chowdhury said the ASCC executive board also passed out goodie bags during finals week to over 500 students.

Joanne Montgomery, Vice President, Board of Trustees, reported on several recent college and community events. She said 26 Citrus College students received certificates at the dental assisting graduation ceremony. She has also attended several graduations in the community, and she handed out \$500 Bright Futures scholarships from Citrus College to deserving students.

Trustee Montgomery congratulated Dr. David Kary, Astronomy faculty, on being named distinguished faculty member of the year. She also thanked Dr. Spor and the Commencement Committee for the spectacular ceremony this year. Trustee Montgomery commented on the beautiful new boardroom and said the sound was excellent.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, thanked the Superintendent/President's Office and administration for responding to her inquiries, as she seeks to become better acquainted with the college.

Trustee Dickerson said the many events leading up to Commencement were excellent. She said the staff did an outstanding job, and our students are spectacular. She was especially proud of two Azusa students who had prominent roles in the ceremony, Mr. Tyler Hernandez, who provided the Commencement speech, and Ms. Chowdhury, who lead the procession. She gave kudos to the faculty and students for their outstanding work this year. She also found the Alumni Reception following the event enjoyable and inspiring.

Edward C. Ortell, Member, Board of Trustees, thanked the Legislature for passing the budget on time and giving the college something concrete with which to work. He said, while the budget is not perfect, it is a good budget and it addresses the future funding of state retirement systems.

Susan M. Keith, Member, Board of Trustees, reviewed a variety of end-of-the-year events she has attended. She said she is looking forward to presenting a Certificate of Appreciation to the Active Claremont Association for their support of the college.

Trustee Keith commented on the upcoming meeting of the California Community Colleges Trustees (CCCT) board. She said the topic of accreditation is on the agenda, as she is certain it will be a lively discussion. Trustee Keith also read highlights from a letter from the new CCCT board president.

Trustee Keith wished the college community a safe, relaxing, happy vacation.

Patricia A. Rasmussen, President, Board of Trustees, commented that the Achievement Awards were held in the Haugh Performing Arts Center this year, and it provided a nice, new venue. She said the Classified Staff Appreciation Breakfast was a very fun event. She also enjoyed the college's spring music concert, which featured the orchestra and all of the choirs. She praised Commencement, the Alumni Reception and the Veterans' Ceremony. She added that the speeches at the Veterans Ceremony were wonderful and very moving.

Board President Rasmussen was pleased to see that the *Focus on Student Success* publication from the Chancellor's Office features Citrus College on the first page. She also congratulated the CAPE Owls for getting a lot of good publicity in the press, and she commented that their project is featured in a display in the College Library. She said there is much evidence of student success collegewide.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Ortell to approve the regular meeting minutes of May 27, 2014, as submitted.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen)

- Item 2:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the retreat meeting minutes of May 28, 2014, as submitted.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen)

INFORMATION AND DISCUSSION

Bridges to Success and College Success Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs.

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

Ms. Rebecca Rudd (Bridges to Success Project Director), Ms. Suzanne Martinez (College Success Coordinator), and the following provided a brief update of the programs:

- Jody Fehr-ESL/English Instructor & Lab Supervisor/College Success Center & Writing Café
- David Overly-English Instructor/Supplemental Instruction
- Carsten Dau-English Instructor/Faculty Lead
- Nancy Quinones-Ethnic Studies Instructor/Learning Community Faculty
- Rudy Gonzalez-Math Faculty/New Math 32/142 courses
- Lucinda Over-Counseling Dean/Counselors

Athletics Program Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs.

Citrus College athletics is a student success program and provides unparalleled opportunities for students to develop skills that greatly contribute to their success inside and outside of the classroom.

Dr. Spor introduced Ms. Jody Wise, Dean of Athletics, who presented an update on the athletic program and Title IX. Her report focused on the success rates of Citrus College athletes and some of the requirements and challenges of complying with Title IX. She thanked her Assistant Athletic Directors, Ms. Mary Brawner and Mr. Cliff Wurst and Mr. Andrew Wheeler, Sports Information Coordinator, for their support and contributions to her report.

INDEPENDENT CONTRACTORS

- Item 3:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FACILITIES USE

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve facility rentals and usage.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve A & B Warrants for May 2014.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve purchase orders for May 2014.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2013-2014 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INSTITUTIONAL MEMBERSHIPS

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the 2014-2015 institutional membership list.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BIDS

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to reject all bids received for Bid# 03-1213, PC Dental Modernization Project, and direct the re-bidding of the project.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SURPLUS PROPERTY

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the Student Salary Schedule with a single hourly rate of \$9.00 per hour effective July 1, 2014.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 15:** Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 16:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the 2014-2015 tentative budget.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 17:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve Resolution 2013-14-11 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2014-2015 fiscal year, between District funds whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve Resolution 2013-14-12 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2014-2015 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$52,208,922. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

Item 19: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the continued employment of Mr. Efren Rangel with a start date of July 1, 2014, (original start date was June 3, 2013) as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 3, Step 8, on the Full-Time Faculty Salary Schedule totaling \$71,106.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1, 2014 and June 30, 2015. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 20: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Ms. Jennifer D'Amato effective August 22, 2014, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually plus health and statutory benefits. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – MANAGEMENT

Item 21: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the continued employment of Dr. Marianne Smith with a start date of July 1, 2014 as the categorically funded Grant Project Director Title V RACE to STEM Grant at a salary placement of \$101,825.00 annually, plus health and statutory benefits. The assignment includes 222 contract days between the period of July 1, 2014 and June 30, 2015. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

Item 22: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the second reading of BP 4021 Program Viability and BP 4250 Probation, Dismissal, and Reinstatement. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 23: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the second reading of BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5150 Extended Opportunity Programs and Services, BP 5400 Associated Students Organization, BP 5410 Associated Students Elections and BP 5700 Athletics. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD OF TRUSTEES

Item 24: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the addition of one or more of the following topics to the July 15, 2014, Board agenda (These items may appear as either an information or action item.):

- Protocol about the process of submitting an agenda item
- Percentage of graduates of UCs, Cal States, and private institutions
- Information or conversation about our students who are going into the job market – where do they go?
- Financial Aid – how our students access it and are informed about it
- Online course success rate
- Reporting of sexual abuse cases on our campus
- CTE courses
- Disciplines
- Follow-up on the Education Summit

Trustee Keith amended her motion to read as follows: The issue of “*protocol about the process of submitting an agenda item*” be added to the August 12, 2014, Board Goal Setting Work Session for additional discussion. Motion seconded by Trustee Dickerson.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:20 p.m., Board President Rasmussen adjourned the meeting to closed session 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.

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

Per Section 54957(b)(1): Public Employee Performance Evaluation: Superintendent/President.

Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX42.

RECONVENE OPEN SESSION: At 6:38 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

PUBLIC EMPLOYEE – DISCIPLINE – DISMISSAL – RELEASE

Item 25: The Board of Trustees took action in closed session to suspend a classified employee for nineteen days without pay.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

Item 26: Moved by Trustee Montgomery and seconded by Trustee Dickerson, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student # AXXXXXX42.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of the external survey conducted via Survey Monkey by members of President’s Council. They also reviewed and discussed the results of their self-evaluation survey.

The Board’s ad-hoc committee to “recommend the instrument or process to be used in Board self-evaluation plan” (Board President Rasmussen and Trustee Keith) plan to meet prior to the August 12, 2014, Board Goal Setting Work Session to revise the self-evaluation instruments for next year.

ADJOURNMENT: At 6:59 p.m., it was moved by Trustee Keith and seconded by Trustee Montgomery to adjourn the meeting.

Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees