

AMENDED

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in March

DATE: Tuesday, March 20, 2018

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
Susan M. Keith, Clerk/Secretary
Edward C. Ortell, Member
Barbara R. Dickerson, Member
Yachi Rivas, 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. 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 Academic Affairs
Martha McDonald, Vice President of Student Services
Claudette E. Dain, Vice President of Finance and Administrative Services
Robert L. Sammis, Director of Human Resources
Alfie Swan, Academic Senate President
Kai Wattree-Jackson, Classified Employees
Yachi Rivas, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. **Approval of the Regular Meeting Minutes of February 6, 2018**

F. INFORMATION AND DISCUSSION

1. **Guided Pathways – Arvid Spor, Ed.D., Vice President of Academic Affairs, and Martha McDonald, Ed.D., Vice President of Student Services (Page 6)**
2. **K-14 Outreach and Recruitment Efforts – Martha McDonald, Ed.D., Vice President of Student Services (Page 7)**
3. **Citrus College Foundation Presentation – Christina M. Garcia, Foundation Director (Page 8)**
4. **Student Services Committee – Administrative Procedures Revision – Martha McDonald, Ed.D., Vice President of Student Services (Page 9)**

**AP 5150 Extended Opportunity Programs and Services
AP 5610 Voters Registration**

G. 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 provided in advance to Board members for review. 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 ratify the attached list of Independent Contractor/Consultant Agreements as submitted. (Page 14)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 16)

- c. Authorization is requested to ratify A & B Warrants issued during January and February 2018, totaling \$7,787,615.57. (Page 18)
- d. Authorization is requested to ratify purchase orders issued during January and February 2018. (Page 19)
- e. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 30)

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 and volunteers. (Page 32)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 40)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 43)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

- 2. Authorization is requested to accept the 2018-2019 Budget Calendar that was approved by the Financial Resources Committee on March 7, 2018. (Page 50)
- 3. Authorization is requested to approve the 2017-2018 General Unrestricted Fund budget transfers totaling \$770,981.89 and to approve budget revisions for the following funds:

General Restricted Fund	\$(266,166)
Capital Outlay Fund	132,184
Associated Student Trust Fund	190,000
Student Financial Aid Fund	10,631

Authorization is further requested to adopt Resolution #2017-18-06 summarizing the transfers and revisions, pursuant to the California Code of Regulations, Title 5, Section 58307. (Page 52)

Academic Affairs

4. Authorization is requested for the Vice President of Finance and Administrative Services to execute an agreement with the American Institute of Foreign Study (AIFS) to administer a Study Abroad program in Florence, Italy from January 4, 2019 through February 2, 2019 with Citrus College receiving a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full. (Page 71)
5. Authorization is requested to approve a field trip/conference for three Phi Theta Kappa (PTK) students and one faculty advisor to attend the PTK Honor Society International Catalyst 2018 Conference will take place from April 1, 2018 to April 22, 2018 in Kansas City, Missouri. (Page 78)
6. Authorization is requested to approve a field trip/tour for twelve (12) students from MUSC 204 and one (1) faculty member to perform in New York, New York from May 19, 2018 through May 23, 2018. (Page 80)

Personnel Recommendations

7. Authorization is requested to approve the employment of Mr. Eric Magallon beginning March 21, 2018, as Enterprise Services Manager at a salary placement of Range 21, Step 1 totaling \$98,618 per year, plus health and statutory benefits. (Page 84)

Board Policies

8. Authorization is requested to approve the second and final reading of, and adopt, BP 5055 Enrollment Priorities. (Page 85)

Academic Affairs

9. Authorization is requested to approve a field trip for seven students and one faculty member to compete at the NASA SL Competition in Huntsville, AL, April 3-8, 2018. (Page 91)

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

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

2. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
5. **Per Section 54956.9(a): Conference with Legal Counsel- Existing Litigation (2 cases).**
 - a) **Adrienne Thompson v. Citrus Community College District, Case No. BC 691144.**
 - b) **Crisanta Serrano v. Citrus Community College District, Case No. BC 665977.**

I. ADJOURNMENT

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 or email at "clink@citruscollege.edu" no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

Any writing, related to an open session agenda item at a regular meeting, that is distributed to a majority of the Board less than 72 hours prior to that meeting, shall be available for public inspection in the Office of the Superintendent/President, 1000 W. Foothill Boulevard, Glendora, CA 91741, at the time the writing is distributed to all, or a majority of the Board members.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Guided Pathways	Information	x
		Enclosure(s)	x

BACKGROUND

The California Guided Pathways project was modeled from the American Association of Community Colleges (AACC) Pathways Project and adapted for implementation in California. The model helps students clarify their paths to complete their educational goal, helps them select and stay on path and ensures quality learning. Citrus College assembled a team of faculty, staff, students and administrators to discuss and complete a self-assessment to determine adoption of fourteen key elements deemed necessary to successfully implement Guided Pathways at the college.

Dr. Martha McDonald and Dr. Arvid Spor will provide an update on the creation of the multi-year Guided Pathways plan.

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

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	K-14 Outreach and Recruitment Efforts	Information	X
		Enclosure(s)	_____

BACKGROUND

The Office of School Relations and Outreach is responsible for coordinating and conducting the College’s outreach and recruitment activities throughout the Citrus College’s feeder high school districts and surrounding communities. The program is responsible for implementing student outreach services by encouraging prospective students to choose Citrus College as their first choice college.

Working with a team of completion specialists, outreach liaisons and student ambassadors, the Office of School Relations and Outreach recruits students and facilitates admission of students through various activities such as presentations at high schools and community events, promotion and coordination of the Early Decision Program, College and Career Access Pathways (CCAP) dual enrollment program, campus tours, and coordination of the I Will Complete College Program.

These activities promote access to Citrus College, foster strong relations with the community at large and align with the 2016-2021 Strategic Plan.

Ms. Ivon McCraven, School Relations and Outreach Supervisor, will provide an update on the K-14 Outreach and Recruitment efforts.

This item was prepared by Dr. Martha McDonald, Vice President of Student Services.

RECOMMENDATION

Information only; no action required.

Martha McDonald, Ed.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Citrus College Foundation Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Foundation ended its second quarter of the 2017-2018 fiscal year on December 31, 2017.

Foundation Director, Ms. Christina M. Garcia, is pleased to present significant financial highlights, inaugural Foundation events and future fundraising plans on behalf of the Citrus College Foundation Board of Directors.

Financial highlights that will be provided include major milestones for the Foundation with regard to giving history for the college and investment holdings. The report will include Foundation activities such as gift highlights, and several events, programs and projects that are expanding the outreach efforts of the college.

This item was prepared by Clarence D. Cernal, Administrative Assistant, Citrus College Foundation.

RECOMMENDATION

No action required; information only.

Christina M. Garcia
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Student Services Committee – Administrative Procedures Revision	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedures were revised and approved by constituent groups on various dates and by the Steering Committee on February 26, 2018.

AP 5150 Extended Opportunity Programs and Services

Included with this procedure, for information only, is the related Board Policy.

AP 5610 Voters Registration

This Administrative Procedure does not have a corresponding Board Policy.

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

RECOMMENDATION

Information only; no action required.

Martha McDonald, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.4.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

A program plan is available in the Extended Opportunity Programs and Services (EOP&S) office. The plan is reviewed annually and updated accordingly. At a minimum, the plan addresses the following:

- Staffing and program management
- Documentation and data collection system
- An EOP&S advisory committee
- Full-time director waiver process
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- Orientation services
- Priority registration and registration assistance
- Basic skills instruction waiver process
- Workshops and tutorial assistance
- Counseling and retention services
- Career employment services waiver process
- Transfer services
- Direct aid in the form of supplies and books, ~~and incentive grants~~
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services
- Review and evaluation of the programs and services and submission of related reports
- Other activities and services offered including Cooperative Agencies Resources for Education (CARE)

Board Approved	07/21/09
Revised	06/17/14
<u>Revised</u>	<u>08/04/17</u>

Approvals:

Student Services	09/14/17
Academic Senate	10/25/17
ASCC	10/10/17
CSEA	10/25/17
Management Team	11/01/17
Super/Conf Team	10/18/17

Steering

02/26/18

NOTE – The following procedures are legally advised for BP and AP revisions.

1. New language is indicated by underline
2. Deleted language is indicated by ~~striketrough~~
3. Subsequent changes to language are indicated by **shading**

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References: Education Code Sections 69640 – 69656; Title 5 Sections 56200 et seq.

Support services and programs that are over and above the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOP&S) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, retention, priority registration, and book vouchers.

The Superintendent/President shall assure that the EOP&S program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5150 Extended Opportunity Programs and Services.

Board Approved	07/21/09
Revised	06/17/14
Desk Review	03/08/18

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5610 VOTER REGISTRATION

References: 20 U.S. Code Section 1094(a)(23)(A); 34 CFR Section 668.14(d)(1);
California Elections Code Section 2146

The District will ensure that:

- a good faith effort is made to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution;
- students, during the class registration process, ~~can elect to receive a voter registration form that is preprinted with personal information relevant to voter registration;~~ may apply to register to vote online by submitting an affidavit of voter registration electronically on the Internet Web site of the Secretary of State;
- voter registration forms are widely available to students at the college;
- a person is designated as the contact for the Secretary of State for distribution of voter registration cards; and
- the college website provides a link to the Secretary of State website for voter registration information.

Board Approved	03/02/10
Revised	11/12/13
<u>Revised</u>	<u>04/13/17</u>

Approvals:

Student Services	04/13/17
Academic Senate	09/27/17
ASCC	09/26/17
CSEA	09/22/17
Management Team	10/04/17
Super/Conf Team	09/25/17
Steering	02/26/18

NOTE – The following procedures are legally advised for BP and AP revisions.

1. New language is indicated by underline
2. Deleted language is indicated by ~~strikethrough~~
3. Subsequent changes to language are indicated by **shading**

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

In accordance with BP 6340 Contracts, the attached list of Independent Contractor/Consultant Agreements is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify 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. G.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – March 20, 2018

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>FOSTER CARE EDUCATION</u>				
Iyer, Meena	\$900.00 max	Grant	3/21/18-6/30/18	RFA Trainer
Maldonado, Omar	\$3,780.00 max <i>(Revised – Previously \$1,280.00)</i>	Grant	7/1/17-6/30/18	FKCE Event Assistant
Recendez, Rod	\$3,825.00 max	Grant	3/21/18-6/30/18	FKCE Facilitator
<u>HEALTH SCIENCES</u>				
Alfaro, David DDS (New Vision Dental)	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Au, Brandon DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Bowen, Stephen DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Brookdale Senior Living Solutions	No Fee	No Fee	2/20/18-2/19/23	Clinical Education
Cohen, Jeffrey L. DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Coulter & Mulvehill Family Dentistry	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Covina Dental Arts and Orthodontics	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Furumoto, Michael K. DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Gadberry, Mark DDS (Premier Esthetics)	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Glendora Smiles	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Hoss, Jeremy DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Jeong, Bennett C. DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Kassab, Ziad DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
Mesa Glen Care Center	No Fee	No Fee	3/21/18-3/20/20	Clinical Education
Rolfing, Michael DDS	No Fee	No Fee	3/21/18-3/21/23	Clinical Education
<u>INSTITUTE FOR COMPLETION</u>				
White-Smith, Kimberly	\$300.00 max	Grant	3/21/18-6/30/18	Presentation at Student Centered Teaching Workshops
<u>VISUAL AND PERFORMING ARTS</u>				
Chan Valerio, Celia M.	\$2,000.00 max	District	3/21/18-6/30/18	Musician Services
Demeyer, Lot	\$2,000.00 max	District	3/21/18-6/30/18	Musician Services
Farr-Harkins, Jeanette Diane	\$1,000.00 max	District	3/21/18-6/30/18	Playwright
Hancock, Aaron Bryce	\$8,000.00 max	District	3/21/18-6/30/18	Musician Services
Sparrman, Kelly	\$26.00 per hour	District	3/21/18-6/30/18	Figure Drawing Model

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	Ratification of Facilities Usage/Rentals	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with California Education Code Section 82537, Use of School Property, Public Purposes, and in accordance with BP 6700 Civic Center and Other Facilities Use, the attached list of facilities usage and rental agreements are being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify the attached list of facilities usage and rental agreements.

Claudette E. Dain _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.b. _____

**Use of Facilities
March 20, 2018**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Pacific Road USA, Inc.	Recording Arts Studio	Basic Tracking	2/5, 2/7 and 2/12/18	\$1,500.00
Rusty Miller Tennis	Tennis Courts	Tennis Tournaments	2/10, 2/11, 4/21, 4/22, 5/5, 5/6, 10/14 and 10/28/18	\$1,200.00 plus additional labor if required
Taliesin Nexus	LH102 and LB103	Movie Filming	3/9/18	\$1,300.00 plus additional labor if required
567 Workshops	LB309	Tax and Retirement Workshops	4/26, 5/1, 5/3 and 5/8/18	\$1,350.00 plus additional labor if required
Azusa Pacific University	Tennis Courts	Tennis Tournaments	5/19, 5/20, 5/21, 7/7, 7/8, 7/9, 7/21, 7/22, 7/23, 7/28, 7/29, 7/30, 8/11, 8/12, 8/13, 9/27, 9/28, and 9/29/18	\$2,400.00 plus additional labor if required
Ballet Folklorico Orgullo Mestizo	Performing Arts Center, PA192 and PA193	Dance Show	7/7/18	\$3,850.00 plus additional labor if required
New Beginnings Community Ministries	Performing Arts Center, PA192 and PA193	Conference	7/12, 7/13 and 7/14/18	\$10,200.00 plus additional labor if required
New Beginnings Community Ministries	Performing Arts Center, PA192 and PA193	Church Service	7/15/18	\$2,600.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Ratification of A & B Warrants	Information	_____
		Enclosure(s)	_____

BACKGROUND

Payments to employees are issued on "A" Warrants. All other payments such as payments to vendors and students for financial aid and refunds are issued on "B" Warrants. In accordance with AP 6150 Designation of Authorized Signatures, all warrants have been processed in accordance with established procedures to ensure verification of authenticity of the expenditure. The following warrants were issued during January and February 2018:

	<u>January</u>	<u>February</u>
Warrants Issued to Vendors	\$2,676,823.71	\$2,998,636.33
Warrants Issued to Students	\$144,611.50	\$3,397.00
Warrants Issued to Employees	<u>\$274,366.57</u>	<u>\$1,689,780.46</u>
Total	<u>\$3,095,801.78</u>	<u>\$4,691,813.79</u>

This item was prepared by Todd Owens, Associate Director of Fiscal Services.

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during January and February 2018, totaling \$7,787,615.57.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.c.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Ratification of Purchase Orders	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during January and February 2018 is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify purchase orders issued during January and February 2018.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.d.

Board of Trustees Meeting March 20, 2018					
Purchase Orders Issued Jan - Feb 2018					
PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0007989	Snap-On Industrial	Equipment-Auto Tech	Restricted	Career Technical Education	\$39,003.50
P0007992	Dell Computer Corp.	Computer	General	Engineering & Industrial Tech	910.10
P0008033	Apple Computer	Computer	General	Reprographics	2,238.80
P0008038	Kristen Campbell	Blanket PO-Annual Travel	General	Music	250.00
P0008039	Claudette Dain	Travel-SWACC Annual Conference	General	VP Finance & Admin Services	882.00
P0008040	Sean Osborn	Travel-Ellucian Live Conference	General	Technology & Computer Services	2,146.00
P0008041	Office Depot	Supplies	Restricted	Nursing	689.74
P0008042	Owl Bookshop	Supplies	Restricted	Dean Student Affairs	318.00
P0008043	Elisabeth Garate	Stipend Study Abroad	General	Study Abroad	1,000.00
P0008044	2ndGear, LLC	Computers	Restricted	Career Technical Education	4,540.70
P0008045	San Gabriel Valley Newspaper Group	Legal Ad, Bid 07-1718, Prop 39	Capital Outlay	Facilities	2,687.20
P0008046	Rose Brand, Inc.	Lift Equipment	Capital Outlay	Haugh Performing Arts Center	2,140.73
P0008047	Patterson Dental	Blanket PO-Supplies	General	Dental	900.00
P0008048	Allstage Pro	Lift Equipment	Restricted	Career Technical Education	9,093.56
P0008049	Safetynett, Inc.	Supplies	General	Library	327.41
P0008050	Door Tech	ADA Door Modification-IS 103	General	Facilities	4,070.15
P0008051	Newegg.Com	Supplies	Restricted	Career Technical Education	6,029.12
P0008052	Identification and Security Integrators	Supplies	General	Library	2,367.35
P0008053	Owl Bookshop	Blanket PO-Supplies	General	Veterans Center	4,500.00
P0008054	Sheyla Peinder	Blanket PO-Annual Travel	General	Outreach	250.00
P0008055	Michelle Hernandez	Travel-OnCourse Workshop	Restricted	DSP & S	657.80
P0008056	Jennifer McLeod	Travel-OnCourse Workshop	Restricted	DSP & S	635.00
P0008057	Brandy Davis	Travel-Foundations Workshop	Restricted	DSP & S	365.00
P0008058	Amazon.com	Coffee and Water System Equipment	General	Recording Technology	770.87
P0008059	Platinum Visual Systems	Display Transport Equipment	Restricted	Learning Center	4,141.29
P0008060	B&H Photo-Video-Pro Audio	Photo Equipment	General	Photography	869.85
P0008061	Dell Computer Corp.	Computer	General	Chemistry	910.10
P0008062	DCL Construction	Swing Space Remodel-P1	Capital Outlay	Facilities	14,997.98
P0008063	Promaxima Mfg.	Rack Equipment	Restricted	Athletics	8,713.81
P0008064	Caliber Commercial Pool Service	Repairs-Pump	Capital Outlay	Facilities	3,925.09
P0008065	B&H Photo-Video-Pro Audio	LED Photo Light Equipment	Restricted	Photography	6,036.19

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008066	Academic Superstore	Software	Restricted	Music	726.97
P0008067	Johnstone Supply	Supplies	Restricted	Non Credit	2,086.60
P0008068	Pharmedix	Supplies	Restricted	Health Center	485.52
P0008069	Augusoft, Inc.	Instructional Classes	Comm/Contract Ed	Community Education	122.50
P0008070	Augusoft, Inc.	Instructional Classes	Comm/Contract Ed	Community Education	220.00
P0008071	John Morris	Travel-SCFC College Visits	General	Study Abroad	558.54
P0008072	Gregory Lipp	Travel-NC3 Workshop	Restricted	Career Technical Education	1,535.00
P0008073	Eleanor Tsark	Travel-Biotechnology Symposium	Restricted	Career Technical Education	870.00
P0008074	Christina Mittler	Travel-APAP Conference	Trust & Fiduciary	Haug Performing Arts Center	2,233.40
P0008075	TigerDirect	Computers	Restricted	Career Technical Education	3,111.13
P0008076	Amazon.com	Supplies	General	Staff Development	56.90
P0008077	Amazon.com	Supplies	Restricted	Biotechnology	32.82
P0008078	CDW-G, Inc.	Printer	Restricted	Kinesiology	222.82
P0008079	CDW-G, Inc.	Computer	Restricted	Biotechnology	1,367.73
P0008080	Johnstone Supply	Supplies	Restricted	Non Credit	1,481.03
P0008081	Augusoft, Inc.	Instructional Classes	Comm/Contract Ed	Community Education	247.50
P0008082	Augusoft, Inc.	Instructional Classes	Comm/Contract Ed	Community Education	320.00
P0008083	Kellie Nicholson	Instructional Classes	Comm/Contract Ed	Community Education	100.00
P0008084	Harvard Education Publishing Group	Book/Media	General	Research Planning Effectiveness	36.28
P0008085	Wolters Kluwer Health	Book/Media	General	Nursing	29.90
P0008086	Kanopy, LLC	Subscription	Restricted	Library	3,000.00
P0008087	Waffa's Kitchen	Blanket PO-Food	General	Nursing	300.00
P0008088	Westpointe Refrigeration & HVAC, Inc.	Blanket PO-Freezer Repairs	Capital Outlay	VP Finance & Admin Services	5,000.00
P0008089	Yachi Rivas	Travel-CCLC Conference	General	Board of Trustees	1,443.72
P0008090	Claudette Dain	Travel-SWACC Claims & Coverage Mtg.	General	VP Finance & Admin Services	490.00
P0008091	Grafix Systems	Vehicle Repairs	Restricted	Campus Safety	610.77
P0008092	West Coast Cable, Inc.	Fiber Cable-Bookstore	Capital Outlay	Technology & Computer Services	4,728.84
P0008093	A Tires N Auto Repair	Blanket PO-Patrol Vehicle Repair	Restricted	Campus Safety	3,000.00
P0008095	Knorr Systems, Inc.	Repair Pool Electrical Panel	Capital Outlay	Facilities	1,649.31
P0008096	NAFSA Membership	Institutional Membership	General	VP Finance & Admin Services	459.00
P0008097	BSN Sports	Supplies	Trust & Fiduciary	Athletics	116.41
P0008098	Albertsons / Safeway-Vons	Blanket PO-Food	Trust & Fiduciary	International Students	750.00
P0008099	Conscious Discipline	Supplies	General	Child Development	222.86
P0008100	ebay.com	Supplies	General	Nursing	369.80

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008101	PerkinElmer Informatics, Inc.	Chemistry Software	General	Chemistry	619.00
P0008102	Robert's Rules Made Simple	Training Video	Trust & Fiduciary	Student Life & Leadership	168.53
P0008103	GLS Audio, Inc.	Microphones	General	Music	317.44
P0008104	Uline	Storage Cabinets VPA	General	Music	613.20
P0008105	Elsevier, Inc.	Media	Trust & Fiduciary	Student Life & Leadership	1,445.40
P0008106	Wolters Kluwer Health	Subscription	General	Nursing	19.95
P0008107	SafetyCompany	Supplies	General	Administration of Justice	476.35
P0008108	Kya Services, LLC	Restroom Upgrades-PA	Capital Outlay	Facilities	13,019.89
P0008109	Amazon.com	GoPro Camera Equipment	General	Athletics	383.24
P0008110	Daisy I.T.	External Hard Drives	Restricted	Nursing	952.65
P0008111	Apple Computer	Computer	Restricted	Recording Technology	6,192.25
P0008112	Amazon.com	Blanket PO-Supplies	Trust & Fiduciary	Student Life & Leadership	2,500.00
P0008113	Dell Computer Corp.	Equipment	General	Technology & Computer Services	821.23
P0008114	Office Depot	Time Clock	General	Engineering & Industrial Tech	233.22
P0008115	Sierra School Equipment Company	Partition Panel	Capital Outlay	VP Finance & Admin Services	1,299.56
P0008116	Mouser Electronics	Supplies	Restricted	Computer Science & Info Systems	4,526.73
P0008117	Daisy I.T.	Printer	General	Mathematics	542.03
P0008118	West Coast Cable, Inc.	Network Cable Installation	General	Business	775.00
P0008119	Tamis Systems, Inc.	Software License Renewal	General	Facilities	3,150.00
P0008120	Prestige Golf Cars	Supplies	General	Transportation	358.07
P0008121	CDW-G, Inc.	Monitors	General/Restricted	Engineering & Industrial Tech	1,293.02
P0008122	Carolina Biological Supply	Supplies	General	Sociology	29.57
P0008123	Jeffs Sporting Goods	Supplies	Trust & Fiduciary	Athletics	3,600.00
P0008124	Graybar Electric Company, Inc.	DAS Connectors	Capital Outlay	Technology & Computer Services	775.40
P0008125	Andy's Smog Test Only Center	Blanket PO-Smog Testing	General	Transportation	640.00
P0008126	Gale Group	eBooks	General	Library	1,674.10
P0008127	Amazon.com	Supplies	General	Library	21.25
P0008128	Lincoln Commercial Pool Equipment	Pool Equipment	General	Athletics	2,512.64
P0008129	San Gabriel Valley Tribune	Print Subscription	General	Library	603.67
P0008130	Fisher Scientific	Supplies	General	Chemistry	4,797.32
P0008131	Office Depot	Supplies	Restricted	Student Publications	875.78
P0008132	B&H Photo-Video-Pro Audio	Photo Equipment	Restricted	Student Publications	2,302.79
P0008133	Carolina Biological Supply	Supplies	General	Chemistry	676.98
P0008134	Fisher Scientific	Blanket PO-Supplies	General	Biological Science	2,000.00

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008135	Aldrich Chemical Co.	Supplies	General	Chemistry	425.58
P0008136	Scannx	Maintenance Renewal	General	Library	700.00
P0008137	Western Costume Company	Blanket PO-Costume Rental	General	Music	2,000.00
P0008138	R&H Theatricals	Performance Royalties & Supplies	Restricted	Music	2,317.00
P0008139	Dickey's Barbecue Pit	Blanket PO-Food	Trust & Fiduciary	Student Life & Leadership	360.00
P0008140	Office Depot	Blanket PO-Supplies	Restricted	Basic Skills	500.00
P0008141	Lawrence Doors	Repair Door	General	Maintenance	740.20
P0008142	Amazon.com	iPad Tracking System	General	Reprographics/Mail Room	443.75
P0008143	Proquest	Online Database Subscription	Restricted	Library	1,828.00
P0008144	Compansol	Annual Support Plan	Restricted	STEM	399.00
P0008145	Dell Computer Corp.	Computer	General	VP Academic Affairs	1,578.50
P0008146	B&H Photo-Video-Pro Audio	Cart Equipment	Trust & Fiduciary	Student Life & Leadership	325.20
P0008147	Dell Computer Corp.	Computer	General	Technology & Computer Services	1,199.18
P0008148	VoiceThread	Software Site License	Restricted	Distance Education	7,200.00
P0008149	Bergelectric	Bid 03-1718, DAS Cabling, BOT 9/5/17	Capital Outlay	Technology & Computer Services	129,985.00
P0008150	GlaxoSmithKline	Supplies	Restricted	Health Center	2,925.40
P0008151	Ellucian Company, L.P.	DegreeWorks Consulting, BOT 1/16/18	General	Technology & Computer Services	17,000.00
P0008152	Maryann Tolano-Leveque	Travel-Student Affairs Conference	General	Dean Student Affairs	564.25
P0008153	Melissa Christian	Travel-RP Conference	Restricted	VP Academic Affairs	600.00
P0008154	Marilyn Grinsdale	Travel-Glendora SOCS	General	External Relations	35.00
P0008155	Barbara Dickerson	Travel-CCLC Conference	General	Board of Trustees	1,095.73
P0008156	Marilyn Grinsdale	Travel-CCLC Conference	General	External Relations	1,038.60
P0008157	Yueyi Huang	Travel-RP Conference	Restricted	VP Academic Affairs	616.79
P0008158	Lan Hao	Travel-RP Conference	Restricted	VP Academic Affairs	616.79
P0008159	Claudette Dain	Travel-ACCCA Budget Workshop	General	VP Finance & Admin Services	710.00
P0008160	Susan Keith	Travel-CCCT Conference & Meeting	General	Board of Trustees	1,384.08
P0008161	Ghada Hogan	Blanket PO-Annual Travel	General	English	200.00
P0008162	Rita Barber	Blanket PO-Annual Travel	Trust & Fiduciary	Student Life & Leadership	100.00
P0008163	Chunshan (Bill) Gu	Travel-Ellucian Live Conference	General	Technology & Computer Services	2,298.85
P0008164	SCCCD	2016-17 Member Contribution Adj.	Self Insurance	Risk Management	32,486.00
P0008165	Hampton Tedder Electric	High Voltage Switch PM	Capital Outlay	Facilities	11,785.54
P0008166	California Industrial	Repair HVAC Controls-AD	Capital Outlay	Facilities	4,970.00
P0008167	Climatec, LLC	Blanket PO-Technical Support	General	Maintenance	6,000.00
P0008168	T-Ten Instructor Community	Institutional Membership	General	VP Finance & Admin Services	500.00

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008169	Scorpio Enterprises, dba Airemasters Air Conditioning	Piping System-Dyno Cells	Capital Outlay	Facilities	7,289.60
P0008170	Avram Electric	Electrical Preventative Maintenance	Capital Outlay	Facilities	10,324.83
P0008171	Dell Computer Corp.	Computer	General	Facilities	1,073.11
P0008172	American College Health Association	Institutional Membership	General	VP Finance & Admin Services	762.00
P0008173	Gna-Brook Fire Protection, Inc.	Blanket PO-Fire Extinguishers	General	Risk Management	5,000.00
P0008174	Pacwest Air Filter, LLC	Supplies	General	Facilities	918.65
P0008175	Automatic Transmission Rebuilders Assn.	Institutional Membership	General	VP Finance & Admin Services	425.00
P0008176	Pacific Tank Services	Repairs	General	Maintenance	7,800.00
P0008177	Progressive Surface Solutions, LLC	Lavatory Upgrade-PAC	Capital Outlay	Facilities	13,059.69
P0008178	Gerald Sequeira	Travel-Recruitment	Trust & Fiduciary	International Students	7,050.00
P0008179	Pandora Media	Blanket PO-Advertisement	General	External Relations	30,000.00
P0008180	John Rowe	Consultant, BOT 10/3/17	Restricted	Foster/Kinship Services	900.00
P0008181	Commercial Door Company	Repair Rollup Door-VA	Capital Outlay	Facilities	1,645.50
P0008182	Competitive Aquatic Supply	Supplies	Trust & Fiduciary	Athletics	674.22
P0008183	BSN Sports	Supplies	Trust & Fiduciary	Athletics	6,663.72
P0008184	Carolina Biological Supply	Supplies	Restricted	Biological Science	338.08
P0008185	Daigger	Laboratory Equipment	Restricted	Biological Science	11,420.63
P0008186	BMI General Licensing	Campus Music License	General	Haugh Performing Arts Center	2,784.59
P0008187	Jeffs Sporting Goods	Pitching Equipment	Restricted	Athletics	4,839.68
P0008188	Patterson Dental	Laboratory Equipment	Restricted	Dental	10,421.00
P0008189	Amazon.com	Supplies	Restricted	Biological Science	196.84
P0008190	DHL Express	Blanket PO-Shipping Fees	General	Purchasing & Warehouse	5,000.00
P0008191	Henry Schein	Laboratory Equipment	Restricted	Dental	6,012.65
P0008192	Jeffs Sporting Goods	Supplies	General	Athletics	414.20
P0008193	Medical Shipment	Health Sciences Supplies	Restricted	Nursing	1,290.65
P0008194	Bibliotheca	Service Agreement	General	Library	2,400.91
P0008195	Augusoft, Inc.	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	1,800.00
P0008196	Medic Batteries	Supplies	General	Music	188.50
P0008197	Medical Shipment	Health Sciences Lab Equip	Restricted	Nursing	3,048.00
P0008198	Island Advertising Specialties	Advertisement	Restricted	Other Student Services	1,812.23
P0008199	American Printing & Promotions	Supplies	Restricted	Other Student Services	1,195.41
P0008200	Ellucian Company, L.P.	TeCs Agreement-Ethos ID	General	Technology & Computer Services	36,091.00
P0008201	Mercury Fence	Fence Repair	General	Athletic Facilities	885.00
P0008202	CDW-G, Inc.	Testing Equipment	General	Technology & Computer Services	1,119.33

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008203	SESAC	Music License	General	Haugh Performing Arts Center	400.05
P0008204	Tessitura Network	Service Agreement	Trust & Fiduciary	Haugh Performing Arts Center	1,162.00
P0008205	Laerdal Medical Corp.	Resuscitation Training Equipment	Restricted	Kinesiology	2,102.38
P0008206	Doc Fizzix Products	Supplies	General	Physical Science	218.78
P0008207	Computerland	Software License	Restricted	Career Technical Education	210.00
P0008208	Three B Enterprises	Advertisement	Restricted	Career Technical Education	460.00
P0008209	Marie Callender's	Blanket PO-Food	General	Counseling	1,150.00
P0008210	Neutec Group, Inc.	Blanket PO-Equipment Service	General	Biological Science	2,997.00
P0008211	American Thermoform Corp.	Supplies	General	Purchasing & Warehouse	48.17
P0008212	Amazon.com	Supplies	General	Library	126.98
P0008213	Best Buy Business	Supplies	Restricted	Speech, Debate	6,528.48
P0008214	Home Depot	Supplies	General	Art	606.91
P0008215	Pacific Dining Food Service Management	Blanket PO-Food	General	VP Student Services	2,000.00
P0008216	CDW-G, Inc.	VNX&FC Switch Support	General	Technology & Computer Services	12,844.85
P0008217	Owl Bookshop	Textbooks	Restricted	Outreach	4,267.87
P0008218	Carol Thomas	Blanket PO-Annual Travel	Restricted	Financial Aid	300.00
P0008219	Gene Michael Barrera	Travel-Digital Marketing Workshop	Trust & Fiduciary	Haugh Performing Arts Center	759.00
P0008220	Sara Gonzales-Tapia	Travel-EOPS/CARE Statewide Training	Restricted	Other Student Services	320.45
P0008221	Sara Gonzales-Tapia	Travel-SGT-CW Assoc. Training	Restricted	Other Student Services	951.71
P0008222	Lelaine Arredondo	Travel-LA-CW Assoc. Training	Restricted	Other Student Services	1,355.15
P0008223	Robert Hughes	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	510.00
P0008226	Park Place Technologies	Network Server Maintenance	General	Technology & Computer Services	4,485.12
P0008227	NetSarang, Inc.	Software	General	Technology & Computer Services	752.00
P0008228	Walmart	Supplies	General	Study Abroad	124.81
P0008229	Amazon.com	Audio Equipment	General	Athletics	743.03
P0008230	CDW-G, Inc.	Network Data Storage Upgrade	Capital Outlay	Technology & Computer Services	157,882.03
P0008231	Amazon.com	Supplies	Restricted	Physical Science	1,215.34
P0008232	AC Supply	Supplies	Restricted	Physical Science	632.21
P0008233	Accu Tek Laboratories	Laboratory Equipment	Restricted	Biological Science	2,689.32
P0008234	Amplyus	Laboratory Equipment	Restricted	Biological Science	3,330.00
P0008235	CCCSAA	CCCSAA Membership	Trust & Fiduciary	Student Life & Leadership	75.00
P0008236	CCCSAA	CCCSAA Membership	Trust & Fiduciary	Student Life & Leadership	75.00
P0008237	Daisy I.T.	Printer	General	Dean Career Technical Education	688.76
P0008238	Caster City, Inc.	Supplies	General	Music	138.52

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008239	Azure Biosystems	Laboratory Equipment	Restricted	Biological Science	11,363.16
P0008240	Rudy Gonzalez	Travel-CAP Stats Workshop	General	Staff Development	95.10
P0008241	Patrick Borja	Travel-ATA Midyear Meeting	General	Staff Development	470.78
P0008242	Jeremy Lewis	Travel-College Theatre Festival	General	Staff Development	277.01
P0008243	Rhoda James	Travel-CTCE Conference	General	Staff Development	470.78
P0008244	Elizabeth Cook	Travel-Virtual Campus	General	Staff Development	45.00
P0008245	Dawn Brewster	Travel-CADAT Annual Conference	General	Staff Development	470.78
P0008246	Eric Siberio	Travel-WS Communication Conference	General	Staff Development	277.01
P0008247	Alexis Dea	Travel-Master Class, The Hair Shop	General	Staff Development	277.01
P0008248	CDW-G, Inc.	Computer Equipment	General	External Relations	203.12
P0008249	Cleartech Media	AV Repair	General	Technology & Computer Services	840.00
P0008250	CCPRO	Entry Fees	General	External Relations	350.00
P0008251	Pacific Parking Systems, Inc.	Service Agreement	Restricted	Campus Safety	8,500.00
P0008252	Dell Computer Corp.	Computer	Restricted	Campus Safety	910.10
P0008253	Pinpoint	Supplies	Trust & Fiduciary	Athletics	65.70
P0008255	Grand Stands, Inc.	Ergonomic Equipment	General	Purchasing & Warehouse	766.50
P0008256	BSN Sports	Supplies	General	Athletic Facilities	353.96
P0008257	Myfonts, Inc.	Supplies	General	External Relations	119.88
P0008258	Barney's Blends	Supplies	General	Athletic Facilities	362.55
P0008259	American Button Machines	Supplies	General	Library	470.85
P0008260	Donald Smith	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	471.80
P0008261	Sean Osborn	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	485.42
P0008262	Leigh Buchwald	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	450.00
P0008263	Chunshan (Bill) Gu	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	518.67
P0008264	CDW-G, Inc.	Computer Equipment	General	VP Student Services	2,323.36
P0008265	Patrick Schmiedt	Travel-CAPS Workshop	General	Staff Development	470.78
P0008266	Toby Guebert	Travel-TESOL Annual Conference	General	Staff Development	470.78
P0008267	Rebecca Rudd	Travel-Canvas Conference	General	Staff Development	97.47
P0008268	Nichole Ary	Travel-WS Communication Conference	General	Speech, Debate/Staff Development	1,173.59
P0008269	Margaret O'Neil	Travel-Journalism Conference	General	Staff Development	470.78
P0008270	Rina Gonzales	Travel-CADAT Annual Conference	General	Staff Development	265.00
P0008271	Richard Villagomez	Travel-TESOL Annual Conference	General	Staff Development	95.00
P0008272	Tasha Van Horn	Travel-WS Communication Conference	General	Speech, Debate	700.00
P0008273	Maryann Tolano-Leveque	Travel-Veterans Summit Conference	General	Dean Student Affairs	325.00

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008274	Brian Waddington	Travel-PTK Convention	General	Dean Language Arts	1,890.64
P0008275	Office Depot	Furniture	General	Biological Science	4,368.59
P0008276	Office Depot	Furniture	Restricted	Physical Science	216.13
P0008277	Amazon.com	Supplies	Restricted	Career Technical Education	68.45
P0008278	Ejazzlines.com	Blanket PO-Supplies	General	Music	300.00
P0008279	CDW-G, Inc.	Computers	Restricted	Technology & Computer Services	16,654.95
P0008280	Monoprice, Inc.	Supplies	General	Library	108.53
P0008281	CDW-G, Inc.	Computers	Restricted	Technology & Computer Services	6,939.56
P0008282	BSN Sports	Weight Room Equipment	Restricted	Kinesiology	17,158.62
P0008283	Henry Schein	Supplies	General	Athletics	61.98
P0008284	ICS Service Co.	Fire Intrusion Sys Monitoring	General	Purchasing & Warehouse	788.00
P0008285	Frasca Plumbing Co.	Annual Backflow Testing	General	Facilities	955.00
P0008286	Kya Services, LLC	Stadium Turf, BOT 2/6/18	Capital Outlay	Athletic Facilities	1,177,388.72
P0008287	Salima Allahbachayo	Travel-COADN Conference	Restricted	Nursing	2,500.00
P0008288	Office Depot	Blanket PO-Supplies	General	Nursing	1,800.00
P0008289	Robert Hughes	Travel-Rave Mobile Safety Conference	General	Technology & Computer Services	1,321.36
P0008290	DLT Solutions	Linux Server	General	Technology & Computer Services	7,939.90
P0008291	Mikhail Pantev	Consultant, BOT 2/6/18	General	Technology & Computer Services	3,000.00
P0008292	All American Crane Maintenance	Crane Inspection	General	Engineering & Industrial Tech	673.43
P0008293	Evisions	Reporting Tools Renewal	General	Technology & Computer Services	21,134.00
P0008294	Shauna Bigby	Travel-PESI Behavior Training	Restricted	Health Center	855.00
P0008295	Folsom Lake Ford	Two Replacement Vehicles	Restricted	Campus Safety	65,700.00
P0008296	Audrey Reille	Consultant, BOT 2/6/18	General	VP Student Services	500.00
P0008297	CCCFCA	Institutional Membership	General	VP Finance & Admin Services	120.00
P0008298	Films Media Group	Media	General	Library	187.41
P0008299	JD Fields Lumber Company	Plywood	General	Haugh Performing Arts Center	2,230.88
P0008300	Owl Bookshop	Blanket PO-Supplies	Self-supported Services	Foundation	15,000.00
P0008301	Sierra School Equipment Company	Office Furniture	Self-supported Services	Foundation	3,612.43
P0008302	ebay.com	DVD Box Set	General	Library	221.99
P0008303	Pacific Dining Food Service Management	FLEX Day Catering	General	Superintendent/President's Office	9,178.29
P0008304	CDW-G, Inc.	Computer	General	Technology & Computer Services	680.19
P0008305	CDW-G, Inc.	Battery Backup Equipment	General	Technology & Computer Services	5,981.37
P0008306	CDW-G, Inc.	Software	General	External Relations	1,856.04
P0008307	CCCAAAA	Institutional Membership	General	VP Finance & Admin Services	125.00

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008308	Virco, Inc.	Furniture	General	Purchasing & Warehouse	2,813.66
P0008309	Technical Safety Services	Blanket PO-Calibration Services	General	Biological Science	1,200.00
P0008310	Eppendorf North America	Service Agreement	General	Biotechnology	1,305.00
P0008311	Rave Mobile Safety	Software License	General	Risk Management	85,180.00
P0008312	Production Wireless Services	Blanket PO-Radio Repairs	General	Haugh Performing Arts Center	3,000.00
P0008313	Joshua Halpern	Computer Software	General	Reprographics	125.00
P0008314	Airdraulics	Maintenance/Repair Lifts	General	Engineering & Industrial Tech	4,277.07
P0008315	Pacific Dining Food Service Management	Blanket PO-Food	Self-supported Services	Foundation	20,000.00
P0008316	DiaMedical USA	Supplies	Restricted	Nursing	390.07
P0008317	Tom Cheng	Travel-CISOA/3CBG Conference	General	Technology & Computer Services	538.49
P0008318	Sally Bosler	Travel-CARL Conference	General	Library/Staff Development	556.00
P0008319	Cindy Villegas	Travel-Tax Training	Restricted	Financial Aid	178.82
P0008320	Katrina Hewitt	Travel-Tax Training	Restricted	Financial Aid	178.82
P0008321	Maryann Tolano-Leveque	Travel-CSSO Spring Conference	General	Dean Student Affairs	587.52
P0008322	Maryann Tolano-Leveque	Travel-A2MEND Conference	Restricted	VP Academic Affairs	660.00
P0008323	Rosario Garcia	Travel-A2MEND Conference	Restricted	VP Academic Affairs	620.00
P0008324	Brittany Andrews	Travel-A2MEND Conference	Restricted	VP Academic Affairs	320.00
P0008325	Anaya Jones	Travel-A2MEND Conference	Restricted	VP Academic Affairs	320.00
P0008326	Brian Dean	Travel-CCCApply Annual Workshop	General	Admissions & Records	72.62
P0008327	Gerald Sequeira	Travel-CCCApply Annual Workshop	General	Admissions & Records	72.62
P0008328	Geraldine Perri	Travel-CCLC CEO Symposium	General	Superintendent/President's Office	1,796.81
P0008329	Jonathan Gonzalez	Travel-A2MEND Conference	Restricted	VP Academic Affairs	320.00
P0008330	Image 2000, Inc.	Copier	General	Nursing	4,517.46
P0008331	Elisabeth Ritacca	Travel-A2MEND Conference	Restricted	VP Academic Affairs	620.00
P0008332	Jeslyn Hammonds	Travel-A2MEND Conference	Restricted	VP Academic Affairs	320.00
P0008333	Joan of Arc Godinez	Travel-CO Tech Assistance Training	General/Restricted	Staff Development/Other SS	329.16
P0008334	Michelle Hernandez	Travel-OnCourse Workshop	General/Restricted	Staff Development/DSP & S	657.80
P0008336	Susan Keith	Travel-State of City Lunch	General	Board of Trustees	40.00
P0008337	Sanofi Pasteur, Inc.	Supplies	Restricted	Health Center	706.41
P0008338	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Other Student Services	7,000.00
P0008339	Candid Career	Computer Technology	General	Counseling	1,750.00
P0008340	Student Transportation of America	Blanket PO-Rentals	General	Outreach	6,112.50
P0008341	Oracle America, Inc.	Annual Software Support	General	Technology & Computer Services	16,462.80
P0008342	Oracle America, Inc.	Annual Software Support	General	Technology & Computer Services	30,395.93

PO#	Vendor Name	Description	Funding Source	Department / Division / Program	Amount
P0008343	America Software Corporation	Service Agreement	General	Cosmetology	1,790.00
P0008344	Schutt Reconditioning	Repairs	General	Athletics	3,068.40
P0008345	Enviser	Bid 07-1718, Prop 39, BOT 1/16/18	Capital Outlay	Facilities	734,785.00
P0008346	ALA Store	Supplies	General	Library	168.50
P0008347	California State University Los Angeles	Advertisement	General	External Relations	1,344.00
P0008348	Pasco Scientific	Supplies	General	Physical Science	422.15
P0008349	Jaguar Educational	Supplies	General	Library	32.82
P0008350	Etsy, Inc.	Supplies	General	Library	23.69
P0008351	Therese Adams	Travel-CA Placement Assoc. Conference	Restricted	Career Technical Education	965.00
P0008352	Student Transportation of America	Student Travel	Restricted	VP Academic Affairs	1,500.00
P0008353	Student Transportation of America	Student Travel	Restricted	VP Academic Affairs	1,500.00
P0008354	ALA Store	Supplies	General	Library	282.19
P0008355	Owl Bookshop	Supplies	Restricted	Other Student Services	738.14
P0008356	Winona Van Norman	Supplies	General	Engineering & Industrial Tech	344.71
P0008357	Freestyle Photographic Supplies	Supplies	Restricted	VP Academic Affairs	352.06
P0008358	Foothill Transit	Class Pass	Trust & Fiduciary	Student Life & Leadership	68,266.50
P0008359	Walmart	Desk Replacement	General	Risk Management	478.49
P0008360	Zerbee Business Products	Desk Replacement	General	Risk Management	306.05
				Total Purchase Orders	\$3,272,808.99

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	Disposal of Surplus Property	Information	
		Enclosure(s)	X

BACKGROUND

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

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

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

RECOMMENDATION

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

Claudette E. Dain
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.e. _____

Board of Trustees Meeting
March 20, 2018 Surplus List

Item #	Description	Manufacturer	Model Number	Serial Number	CCD
1	Copier	Ricoh		L9387603089	
2	Copier	Savin		61104167	
3	Copier	Ricoh		50105311	
4	Copier	Ricoh		L9387613505	
5	Copier	Ricoh		50501052	
6	Copier	Ricoh		70401844	
7	Copier	Ricoh		70402290	
8	Copier	Ricoh		50501080	
9	Copier	Ricoh			6278
10	Copier	Ricoh			6024
11	Panel Saw	Dewalt	Model 48		
12	4 Steel Locker Cabinets	Lyon	6W3T Gray		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.f.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
MARCH 20, 2018**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Brewster, Dawn	Dental Coordinator	Hourly as needed	6/25/18	8/17/18	\$55.44/hr.
Brewster, Dawn	Dental Coordinator	Hourly as needed	1/2/19	2/14/19	\$55.44/hr.
Brown, Cherie	Acting Techniques Workshop for Annual Spring Musical	Stipend	3/21/18	5/25/18	\$3,200.00/tl.
Dhillon, Dalvir	Certified Nurse Assistant Coordinator	Hourly as needed	6/25/18	8/17/18	\$55.44/hr.
Dhillon, Dalvir	Certified Nurse Assistant Coordinator	Hourly as needed	1/2/19	2/14/19	\$55.44/hr.
Hadsell, Clifford	Emergency Medical Technician Coordinator	Hourly as needed	6/25/18	8/17/18	\$55.44/hr.
Hadsell, Clifford	Emergency Medical Technician Coordinator	Hourly as needed	1/2/19	2/14/19	\$55.44/hr.
Kibbe, Sonia	Associate Degree in Nursing Coordinator	Hourly as needed	6/25/18	8/17/18	\$55.44/hr.
Kibbe, Sonia	Associate Degree in Nursing Coordinator	Hourly as needed	1/2/19	2/14/19	\$55.44/hr.
Konya, Amanda	Spring Musical Photography Coordinator	Stipend	4/4/18	4/18/18	\$1,000.00/tl.
Tucker, Gail	Licensed Vocational Nursing Coordinator	Hourly as needed	6/25/18	8/17/18	\$55.44/hr.
Tucker, Gail	Licensed Vocational Nursing Coordinator	Hourly as needed	1/2/19	2/14/19	\$55.44/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 20, 2018**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Brown, Malaika	Instructor - Psychology	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Hogenauer, Tyrone	Instructor - Chemistry	Hourly as needed	2/5/18	6/30/18	\$49.07/hr.
Landeros, Robert	Instructor - Administration of Justice	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Levine, Brianne	Instructor - Psychology	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Montgomery, Robert	Instructor - Chemistry	Hourly as needed	3/8/18	6/30/18	\$49.07/hr.
Olson, Jenny	Applied Music Tutor	Hourly as needed	3/21/18	6/30/18	\$49.07/hr.
Parry, Erica	Instructor - Dental	Hourly as needed	3/5/18	6/30/18	\$49.07/hr.
Shaw, Tammie	Instructor - Psychology	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Slaby, Marci	Instructor - Cosmetology	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Thompson, Jeffrey	Instructor - Psychology	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.
Zarate, Gerardo	Instructor - Automotive	Hourly as needed	2/21/18	6/16/18	\$49.07/hr.

**ACADEMIC EMPLOYEES - OVERLOAD
 SPRING 2018
 MARCH 20, 2018**

NAME	AREA	PLACEMENT	LHE RATE
Besancon, Cathrine	Art	4-3	\$1,202.00
Brewster, Dawn	Dental	1-4	\$1,079.00
Brown, Cherie	Theatre Arts	4-7	\$1,415.00
Castillo, Claudia	Counseling	2-7	\$1,298.00
D'Amato, Jennifer	Nursing	2-7	\$1,298.00
Dhillon, Dalvir	Licensed Vocational Nursing	1-7	\$1,239.00
Eisel, Gunnar	Music	2-7	\$1,298.00
Gonzales, Rina	Dental	1-7	\$1,239.00
Hadsell, Clifford	Emergency Medical Technician	4-7	\$1,415.00
Hoehne, William	Music	4-7	\$1,415.00
Jackson, Matt	Art	3-7	\$1,356.00
Konya, Amanda	Photography	4-5	\$1,309.00
McMillian, Gordon	Recording Arts	1-6	\$1,185.00
Munoz, Gino	Music	1-7	\$1,239.00
O'Hara, Stephen	Recording Arts	1-7	\$1,239.00
Rachford, Maryann	Art	4-7	\$1,415.00
Shrope, Douglas	Music	1-7	\$1,239.00
Swan, Alfie	Mathematics	4-7	\$1,415.00
Tucker, Gail	Licensed Vocational Nursing	4-7	\$1,415.00
Volonte, Daniel	Theatre Arts	3-7	\$1,356.00
Wong, Julie	Licensed Vocational Nursing	1-7	\$1,239.00

**ACADEMIC EMPLOYEES - ADJUNCT
SPRING 2018
MARCH 20, 2018**

NAME	AREA	PLACEMENT	LHE RATE
Bonsera, Anthony	Music	3-3	\$1,234.00
Horn, Sabena	Cosmetology	1-1	\$1,121.00
Martinez, Cristian	Mathematics	1-4	\$1,121.00
Moscozo, Raquel	Speech	1-3	\$1,121.00
Wessel, Mark	Art	2-6	\$1,283.00

**ACADEMIC EMPLOYEES - NON-CREDIT
SPRING 2018
MARCH 20, 2018**

Name	Placement	Hourly Rate
Cedillos, Denise	1-1	\$42.00

**ACADEMIC EMPLOYEES - ADJUNCT
SUMMER 2018
MARCH 20, 2018**

NAME	AREA	PLACEMENT	LHE RATE
Del Muro, Michael	Communication Studies	1-1	\$1,121.00

**ACADEMIC VOLUNTEERS
MARCH 20, 2018**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Cellebretti, Daniel	Disabled Students Programs & Services	3/21/18	6/1/18
Maschek, Rick	Natural & Physical Sciences	3/22/18	6/30/18
Olaer, Joyce	Social and Behavioral Sciences	3/21/18	6/16/18

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	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. G.1.g. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
March 20, 2018**

NAME	PCT/CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	MONTHLY RATE
Cortez, Jorge	100% Transportation/ Warehouse Coordinator (Purchasing)	Promotion	3/21/18	31-7	\$5,187.85
Diliberto, Angelo	Custodial Supervisor (Facilities & Support Services)	Temporary Upgrade	2/14/18 thru 2/23/18	7-1	\$4,841.00
Estrada, Edwin	49% Gardener I (Facilities & Support Services)	Employment	3/21/18	25-1	\$1,481.86
Griffin, James	49% Golf Range Shop Assistant (Golf Range)	Employment	3/21/18	24-1	\$1,445.72
Kouba, Gary	Grounds Supervisor (Facilities & Support Services)	Temporary Upgrade	2/9/18 thru 2/15/18	16-1	\$7,510.00
Lopez, Robert	Director of Purchasing (Purchasing)	Temporary Upgrade	3/30/18	29-1	\$8,302.66
Maliglig, Michael	100% Database Administrator (Tec Services)	Employment	3/21/18	60-1	\$7,177.09
Spikes, Bradford	100% Skilled Maintenance Technician (Facilities & Support Services)	Employment	3/21/18	38-1	\$4,168.92

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MARCH 20, 2018**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Gorden, Judith	Admissions & Records Technician III	Retirement	Admissions & Records	7/1/18
Grinsdale, Marilyn	Protocol & Government Relations Officer	Retirement	External Relations	8/1/18
Jennings, Jennifer	Student Services Assistant	Maternity Leave	EOPS/CARE	3/1/18
Macias, Jennifer	Administrative Secretary I	Resignation	External Relations	2/26/18
Parks, Carisha	Financial Aid Technician	Resignation	Financial Aid	3/17/18
Rojas, Judith	Finance & Administrative Services/Facilities Supervisor	Retirement	Administrative Services	11/30/18

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	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, Confidential 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. G.1.h.

**CLASSIFIED SUBSTITUTES
MARCH 20, 2018**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Cruz, Angel	International Student Technician (International Students Center)	Serve as a substitute during recruitment	3/21/18 through 5/20/18	31-1	\$20.23/hr.
Rubio, Elizabeth	Student Services Assistant (EOPS/CARE)	Serve as a substitute during recruitment	3/21/18 through 5/04/18	17-1	\$14.32/hr.

**SHORT-TERM, HOURLY
MARCH 20, 2018**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Renaut, Antoine	Student Services Support	Backstage help	Visual and Performing Arts	\$14.00/hr.	3/21/18 through 6/30/18
Root, Stephen	Student Services Support	Backstage help	Visual and Performing Arts	\$14.00/hr.	3/21/18 through 6/30/18
Vera, Viviana	Student Services Support	Front Desk Help	Admissions & Records	\$14.00/hr.	3/21/18 through 6/30/18

**VOLUNTEERS, NON-ACADEMIC
MARCH 20, 2018**

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Alfaro, Wadwin	Veterans Success Center	3/21/18	6/30/18
Barton, Meghan	Visual and Performing Arts	3/21/18	4/15/18
Cheng, Hailey	Visual and Performing Arts	3/21/18	4/15/18
Corleto, James Daniel	Visual and Performing Arts	3/21/18	4/15/18
Deleon, Ryan	Veterans Success Center	3/21/18	6/30/18
Kapadia, Grace	Visual and Performing Arts	3/21/18	4/15/18
Meiter, Rachel	Visual and Performing Arts	3/21/18	4/15/18
Matthew, Noah	Visual and Performing Arts	3/21/18	4/15/18
Meyer, Robert	Visual and Performing Arts	3/21/18	4/15/18
Nolan, Nicholas	Veterans Success Center	3/21/18	6/30/18
Parsons, Peri	Visual and Performing Arts	3/21/18	4/15/18
Percival, Karter	Visual and Performing Arts	3/21/18	4/15/18
Percival, Kennedy	Visual and Performing Arts	3/21/18	4/15/18
Prescher, Tyler	Visual and Performing Arts	3/21/18	4/15/18
Rainsberry, Caitlyn	Visual and Performing Arts	3/21/18	4/15/18
Tovar, Michael Scott	Visual and Performing Arts	3/21/18	4/15/18

**VOLUNTEERS, NON-ACADEMIC
MARCH 20, 2018**

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Woodruff, Rachel	Visual and Performing Arts	3/21/18	4/15/18
Youngstrom, Ella	Visual and Performing Arts	3/21/18	4/15/18
Youngstrom, Lily	Visual and Performing Arts	3/21/18	4/15/18

**STIPENDS STRS NON-CREDITABLE
MARCH 20, 2018**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Liskey, Renee	Stipend	Choreography for Spring Musical Theatre	Visual & Performing Arts	\$5,550.00/tl.	3/21/18 through 4/14/18

PROFESSIONAL EXPERTS
March 20, 2018

NAME	DESCRIPTION	AREA	BEGIN/END	RATE
Biedka, Alexander	ADN Tutor	Health Sciences	3/21/18 through 6/30/18	\$30.00/hr.
Butler, Jeffrey	Audio Engineer	Visual & Performing Arts	3/21/18 through 6/30/18	\$32.00/hr.
Collins, Michael	Emergency Preparedness Coordinator	Administrative Services	4/2/18 through 6/30/18	\$65.00/hr.
Hernandez, Maria Alvarez	PAGE Coordinator	Race to STEM Grant	3/21/18 through 6/30/18	\$46.00/hr.
Razo, Jorge	Interim Foster/Kinship Education and Resources Planning Supervisor	Foster/Kinship	3/21/18 through 6/30/18	\$5,884.00/mth.
Reiss, Vincent	Football Program Assistant	Kinesiology	3/21/18 through 6/30/18	\$12.00/hr.
Sandoval, John	Football Program Assistant	Kinesiology	3/21/18 through 6/30/18	\$12.00/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 20, 2018
SUBJECT: 2018-2019 Budget Calendar

Action	<u>X</u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u>X</u>

BACKGROUND

Annually the Financial Resources Committee approves the District Budget Calendar. The calendar specifies major goals and target dates for the creation of the Tentative and Adopted Budgets.

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

RECOMMENDATION

Authorization is requested to accept the 2018-2019 Budget Calendar that was approved by the Financial Resources Committee on March 7, 2018.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT
Office of the Vice President of Finance and Administrative Services

BUDGET CALENDAR
FY 2018-2019

- | | |
|--------------------------------|---|
| 3/7/18 | Budget Calendar approved by Financial Resources Committee |
| 3/20/18 | Budget Calendar provided to Board of Trustees |
| 4/4/18 | Preliminary Budget Assumptions approved by Financial Resources Committee |
| 4/27/18 | Budget worksheets distributed to Cost Center Managers |
| 5/15/18 | Preliminary Budget Assumptions provided to Board of Trustees |
| 5/25/18 | Budget worksheets due to Fiscal Services |
| 6/6/18 | Tentative Budget reviewed by Financial Resources Committee |
| 6/14/18 | Tentative Budget Forum |
| 6/19/18 | Adoption of Tentative Budget by Board of Trustees |
| July
and
August | Monitor State Budget developments and make any necessary modifications to Tentative Budget |
| 8/1/18 | Budget reviewed by Financial Resources Committee |
| 8/24/18 | Budget to Reprographics |
| 8/30/18 | Budget Forum |
| 9/4/18 | Adoption of District Budget for 2018-2019 by Board of Trustees |

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	X
SUBJECT:	2017-2018 Budget Transfers/Revisions: General Fund, Capital Outlay Fund, Associated Student Trust Fund, Student Financial Aid Fund	Information	
		Enclosure(s)	X

BACKGROUND

While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached entries represent transfers that affect an increase or decrease to a fund and/or major object code. In each case, a brief explanation is provided. Pursuant to the California Code of Regulations Title 5, Section 58307, transfers may be made between expenditure classifications or from the reserve for contingencies to any expenditure classification, at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

Also attached are budget revision entries to establish, increase, or decrease revenue and expense budgets for the following programs/projects: Regional Alliance in STEM Education, Federal Work Study, Board Financial Assistance Programs, Instructional Support, Strong Work Force-Regional Year 1, Prop 39 Year 5 Stadium Lighting Retrofit, Physical Plant Allocation, Foothill Transit Class Pass, and Federal Supplemental Educational Opportunity Grant.

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

RECOMMENDATION

Authorization is requested to approve the 2017-2018 General Unrestricted Fund budget transfers totaling \$770,981.89 and to approve budget revisions for the following funds:

General Restricted Fund	\$(266,166)
Capital Outlay Fund	132,184
Associated Student Trust Fund	190,000
Student Financial Aid Fund	10,631

Authorization is further requested to adopt Resolution #2017-18-06 summarizing the transfers and revisions, pursuant to the California Code of Regulations, Title 5, Section 58307.

Claudette E. Dain
Recommended by

/
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.3.

Budget Transfers
March 20, 2018

Budget Transfers:

1.	General Unrestricted Fund - Vice President of Student Services			
	Transfer to cover one-time VPSS operational expenses.			
	From: 79200	Discretionary Reserve	(50,000.00)	
	To: 50000	Other Services	50,000.00	
2.	General Unrestricted Fund - Counseling			
	Transfer to cover sabbatical replacement costs.			
	From: 79200	Discretionary Reserve	(31,356.00)	
	To: 14200	Salary Noninstructional Academic Adjunct	31,356.00	
3.	General Unrestricted Fund - Various organizations			
	Transfer to budget discretionary salaries to various organizations.			
	From: 10000	Academic Salaries	(430,402.00)	
	To: 23000	Salary Classified Hourly	430,402.00	
4.	General Unrestricted Fund - Learning Center			
	Transfer to cover adjunct salaries.			
	From: 13860	Salary Adjunct Winter	(151,193.00)	
	To: 13720	Salary Faculty Extra Duty Adjunct	151,193.00	
5.	General Unrestricted Fund - Counseling			
	Transfer to cover one-time reassigned time expenses.			
	From: 13860	Salary Adjunct Winter	(55,000.00)	
	To: 14200	Salary Noninstructional Academic Adjunct	55,000.00	
6.	General Unrestricted Fund - School Relations/Outreach			
	Transfer to cover for Early Decision expenses.			
	From: 79000	Reserve for Contingencies	(15,400.00)	
	To: 43000	Supplies and Materials	10,000.00	
		56100	Rentals and Leases	5,400.00
7.	General Unrestricted Fund - Counseling			
	Transfer to code Administrative Clerk position from Financial Aid to Counseling.			
	From: 21000	Salary Classified Regular-Financial Aid	(17,771.83)	
		30200	Statutory Benefits-Classified-Financial Aid	(1,706.09)
		32200	PERS Noninstructional-Classified-Financial Aid	(2,759.97)
	To: 21000	Salary Classified Regular-Counseling	17,771.83	
		30200	Statutory Benefits-Classified-Counseling	1,706.09
		32200	PERS Noninstructional-Classified-Counseling	2,759.97
8.	General Unrestricted Fund - Financial Aid			
	Transfer to cover other contracted services expenses.			
	From: 43000	Supplies and Materials	(8,925.00)	
	To: 58000	Other Contracted Services	8,925.00	
9.	General Unrestricted Fund - Career Center			
	Transfer to cover the cost of Books.			
	From: 43000	Supplies and Materials	(1,150.00)	
	To: 63000	Book and Media	1,150.00	

10. General Unrestricted Fund - Athletic Facilities

Transfer to cover the cost of repairs.

From:	64000	Equipment	(800.00)
To:	56300	Repairs	800.00

11. General Unrestricted Fund - Nursing Program

Transfer to cover the cost of a department copier.

From:	43000	Supplies and Materials	(1,018.00)
	56000	Rents Leases Repairs	(3,500.00)
To:	64100	Capitalized Equipment	4,518.00

Budget Revisions
March 20, 2018

Budget Revisions:

1. General Restricted Fund - Regional Alliance in STEM Ed-RAISE
Budget Account Code 13105-1585-XXXXX-490000

Expenditures		
23000	Salary Classified Hourly	825.00
23200	Salary Classified Professional Expert	11,200.00
30000	Statutory and Health Benefits	1,153.00
43000	Supplies and Materials	1,975.00
51000	Personal Services Consultant	350.00
52200	Conference and Travel Expense	1,212.00
58000	Other Contracted Services	575.00
72100	Intrafund Transfer Out	1,421.00
76100	Other Student Aid	20,000.00
Total Expenditures		38,711.00
Revenue		
81200	Federal Higher Education Act	38,711.00
Total Revenue		38,711.00

2. General Restricted Fund - Federal Work Study
Budget Account Code 13170-2512-XXXXX-732000

Expenditures		
23000	Salary Classified Hourly	212,682.00
58000	Other Contracted Services	(213,039.00)
72100	Intrafund Transfer Out	(18.00)
Total Expenditures		(375.00)
Revenue		
81200	Federal Higher Education Act	(375.00)
Total Revenue		(375.00)

3. General Restricted Fund - Board Financial Assistance Programs
Budget Account Code 13350-2512-XXXXX-646000

Expenditures		
43000	Supplies and Materials	(14,000.00)
51000	Personal Services Consultant	(35,380.00)
57900	Legal Advertisement	1,600.00
58100	Service Agreements	6,000.00
58400	Computer Technology Related Service	39,000.00
Total Expenditures		(2,780.00)
Revenue		
86130	Other General Apportionment	(2,780.00)
Total Revenue		(2,780.00)

4. General Restricted Fund - Strong Work Force-Regional Year 1
 Budget Account Code 13495-1563-XXXXX-XXXXXX

Expenditures		
14000	Salary Noninstructional Academic	(155,162.00)
23000	Salary Classified Hourly	(40,600.00)
30000	Statutory and Health Benefits	(74,365.00)
43000	Supplies and Materials	(9,433.00)
51000	Personal Services Consultant	(750.00)
52000	Conference and Travel	(2,300.00)
58000	Other Contracted Services	(35,000.00)
64000	Equipment	(133,194.00)
75100	Student Financial Aid	44,000.00
Total Expenditures		(406,804.00)

Revenue		
86900	Other State Revenues	(406,804.00)
Total Revenue		(406,804.00)

5. General Restricted Fund - Instructional Support Allocation
 Budget Account Code 13421-1501-XXXXX-493000
 Budget Account Code 13422-1501-XXXXX-490000

Expenditures		
64000	Equipment	105,082.00
Total Expenditures		105,082.00

Revenue		
86520	Other Reimbursable Categorical Programs	105,082.00
Total Revenue		105,082.00

6. Capital Outlay Fund - Physical Plant Allocation - Holding Account
 Budget Account Code 41430-3521-XXXXX-710000

Expenditures		
60000	Capital Outlay	(750,000.00)
Total Expenditures		(750,000.00)

Revenue		
86270	Other General Categorical Programs	(750,000.00)
Total Revenue		(750,000.00)

7. Capital Outlay Fund - Physical Plant Allocation - Haugh Performing Arts Roofing
 Budget Account Code 41451-3521-XXXXX-710000

Expenditures		
62000	Building and Improvement of Building	400,000.00
Total Expenditures		400,000.00

Revenue		
86270	Other General Categorical Programs	400,000.00
Total Revenue		400,000.00

8. Capital Outlay Fund - Physical Plant Allocation - Administration Building HVAC
 Budget Account Code 41452-3521-XXXXX-710000

Expenditures		
62000	Building and Improvement of Building	75,000.00
	Total Expenditures	75,000.00

Revenue		
86270	Other General Categorical Programs	75,000.00
	Total Revenue	75,000.00

9. Capital Outlay Fund - Prop 39 Year 5 Award for Stadium Lighting Retrofit
 Budget Account Code 41350-3521-XXXXX-710000

Expenditures		
62000	Building and Improvement of Building	407,184.00
	Total Expenditures	407,184.00

Revenue		
86200	Other General Categorical Programs	407,184.00
	Total Revenue	407,184.00

10. Associated Student Trust Fund - Foothill Transit Class Pass
 Budget Account Code 71200-2537-XXXXX-696000

Expenditures		
58000	Other Contracted Services	190,000.00
	Total Expenditures	190,000.00

Revenue		
88810	Parking Services & Public Transportation	190,000.00
	Total Revenue	190,000.00

11. Student Financial Aid Fund - Federal Supplemental Educational Opportunity Grant
 Budget Account Code 74102-2512-XXXXX-732000

Expenditures		
73110	Interfund Transfer to 11	506.00
75100	Student Financial Aid	10,125.00
	Total Expenditures	10,631.00

Revenue		
81500	Federal Student Financial Aid	10,631.00
	Total Revenue	10,631.00



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

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J4130-001	FUND NUMBER 010
FISCAL YEAR 2017-2018	FUND NAME General Unrestricted Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 03/09/18	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999	1000	\$ (399,046.00)
2. Classified Personnel Salaries	2000-2999	2000	430,402.00
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999	4000	(1,093.00)
5. Services, Other Operating Expenses	5000-5999	5000	61,625.00
6. Capital Outlay	6000-6999	6000	4,868.00
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699	7900	(96,756.00)
12. Total Expenditures, Transfers and Other Uses			\$ 0.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
--	---------

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

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

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

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

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

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

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

This is the second revision to the 2017-2018 Adopted Budget for the General Unrestricted Fund. This represents budget transfers for the Counseling, Learning Center, Discretionary Classified Salaries to various organizations, Financial Aid, Career Center, Athletic Facilities, Nursing Program, and a transfer from Reserve for Contingency to the Vice President of Student Services, Counseling and School Relations/Outreach.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 03/20/18	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved: Arturo Delgado, Ed.D. Los Angeles County Superintendent	SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
--	--	------------------------------



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

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J4133-001	FUND NUMBER 013
FISCAL YEAR 2017-2018	FUND NAME General Restricted Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 03/09/18	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299	8100		38,336.00
3. State	8300-8599	8600		(304,502.00)
4. Local	8600-8799			
5. Interfund Transfers In	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ (266,166.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999	1000	\$ (155,162.00)
2. Classified Personnel Salaries	2000-2999	2000	184,107.00
3. Employee Benefits	3000-3999	3000	(73,212.00)
4. Books and Supplies	4000-4999	4000	(21,458.00)
5. Services, Other Operating Expenses	5000-5999	5000	(237,732.00)
6. Capital Outlay	6000-6999	6000	(28,112.00)
7. Other Outgoing	7100-7299	7000	65,403.00
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ (266,166.00)

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

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

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

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

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

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

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

This is the first revision to the 2017-2018 Adopted Budget for the General Restricted Fund. This represents budget revisions for the Regional Alliance in STEM Education, Federal Work Study, Board Financial Assistance Programs, Strong Work Force - Regional Year 1 and Instructional Support.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 03/20/18	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved: Arturo Delgado, Ed.D. Los Angeles County Superintendent	SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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**Budget Adjustment Summary
K-12/ROPs/JPA's**

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J4134-001	FUND NUMBER 41.0
FISCAL YEAR 2017-2018	FUND NAME Capital Outlay Fund	<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 03/09/18	NAME OF SCHOOL DISTRICT Citrus Community College District
------------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599	8600		132,184.00
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 132,184.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999		
6. Capital Outlay	6000-6999	6000	132,184.00
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 132,184.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
 DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

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

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

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

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

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

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

This is the first revision to the 2017-2018 Adopted Budget for the Capital Outlay Fund. This represents budget revisions for the Physical Plant Allocations, and Prop 39 Year 5 Award for Stadium Lighting Retrofit.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 03/20/18	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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**Budget Adjustment Summary
K-12/ROPS/JPA's**

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J4135-001	FUND NUMBER 71.0
FISCAL YEAR 2017-2018	FUND NAME Associated Student Fund	<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 03/09/18	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799	8800		190,000.00
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 190,000.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999	5000	190,000.00
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7830-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 190,000.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

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

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

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

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

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

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

This is the first revision to the 2017-2018 Adopted Budget for the Associated Student Trust Fund. This represents a budget revision for the Foothill Transit Class Pass.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 03/20/18	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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**Budget Adjustment Summary
K-12/ROPs/JPA's**

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J4136-001	FUND NUMBER 74.0
FISCAL YEAR 2017-2018	FUND NAME Student Financial Aid Fund	<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 03/09/18	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299	8100		10,631.00
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 10,631.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299	7000	10,631.00
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 10,631.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

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

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

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

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

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

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

This is the first revision to the 2017-2018 Adopted Budget for the Student Financial Aid Fund. This represents a budget revision for the Federal Supplemental Educational Opportunity Grant.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 03/20/18	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
--	------------------------------

RESOLUTION NO. 2017-18-06

RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES
OF THE CITRUS COMMUNITY COLLEGE DISTRICT
OF LOS ANGELES COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58307; and

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Unrestricted Fund, for fiscal year 2017-2018, pursuant to the California Code of Regulations Title 5, Section 58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

GENERAL UNRESTRICTED FUND:

FROM		TO	
10000	\$430,402.00	13720	\$151,193.00
13860	206,193.00	14200	86,356.00
21000	17,771.83	21000	17,771.83
30200	1,706.09	23000	430,402.00
32200	2,759.97	30200	1,706.09
43000	11,093.00	32200	2,759.97
56000	3,500.00	43000	10,000.00
64000	800.00	50000	50,000.00
79000	15,400.00	56100	5,400.00
79200	<u>81,356.00</u>	56300	800.00
		58000	8,925.00
		63000	1,150.00
		64100	<u>4,518.00</u>
TOTAL	<u>\$770,981.89</u>	TOTAL	<u>\$770,981.89</u>

BE IT FURTHER RESOLVED that the budget revisions listed below are duly and regularly approved.

GENERAL RESTRICTED FUND:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
81000	Regional Alliance in STEM Education	\$38,711.00
81000	Federal Work Study	(375.00)
86000	Board Financial Assistance Programs	(2,780.00)
86000	Instructional Support	105,082.00
86000	Strong Work Force – Regional Year 1	<u>(406,804.00)</u>
		<u>\$(266,166.00)</u>

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10000	Academic Salaries	\$(155,162.00)
20000	Classified Salaries	184,107.00
30000	Statutory and Health Benefits	(73,212.00)
40000	Supplies	(21,458.00)
50000	Other Services	(237,732.00)
60000	Capital Outlay	(28,112.00)
70000	Other Outgo	<u>65,403.00</u>
		<u>\$266,166.00</u>

CAPITAL OUTLAY FUND:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
86000	Prop 39 Year 5 Stadium Lighting Retrofit	\$407,184.00
86000	Physical Plant Allocation	<u>(275,000.00)</u>
		<u>\$132,184.00</u>

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60000	Capital Outlay	<u>\$132,184.00</u>

ASSOCIATED STUDENT TRUST FUND:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
5000	Foothill Transit Class Pass	<u>\$190,000.00</u>

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
50000	Other Services	<u>\$190,000.00</u>

STUDENT FINANCIAL AID FUND:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
81000	Federal Supplemental Educational Opportunity Grant	<u>\$10,631.00</u>

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70000	Other Outgo	<u>\$10,631.00</u>

Passed and Adopted by the Board of Trustees of the Citrus Community College District this 20th day of March 2018, by the following vote:

Trustee Dickerson:	Aye: _____	Nay: _____	Absent: _____
Trustee Keith:	Aye: _____	Nay: _____	Absent: _____
Trustee Montgomery:	Aye: _____	Nay: _____	Absent: _____
Trustee Ortell:	Aye: _____	Nay: _____	Absent: _____
Trustee Rasmussen:	Aye: _____	Nay: _____	Absent: _____

Date: _____

Susan M. Keith
Clerk/Secretary
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	American Institute of Foreign Study (AIFS) Florence, Italy Partnership Agreement January 4-February 2, 2019	Information	
		Enclosure(s)	X

BACKGROUND

The Study Abroad Program offers faculty and students the opportunity to experience community college study in other countries. The Citrus College study abroad program plans to host a 2019 winter intersession in Florence, Italy (depart U.S. on January 4, 2019 and return to U.S. on February 2, 2019). The agreement delineates the partnership between AIFS and Citrus College for the Florence, Italy winter intersession abroad. The study abroad program will recruit approximately 15-40 students, overseeing the application, admission, and registration for all students in this program. Citrus College will also recruit and oversee one or two faculty for this program. AIFS will reimburse the District a \$100.00 administrative fee for each student who participates in the program and pays the AIFS fee in full.

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

RECOMMENDATION

Authorization is requested for the Vice President of Finance and Administrative Services to execute an agreement with the American Institute of Foreign Study (AIFS) to administer a Study Abroad program in Florence, Italy from January 4, 2019 through February 2, 2019 with Citrus College receiving a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.4.



PROPOSAL FOR CITRUS COLLEGE

FOUR WEEK FLORENCE CUSTOMIZED, FACULTY LED PROGRAM – J TERM, 2019

Depart U.S.: Friday, January 4, 2019
Arrive Florence: Saturday, January 5, 2019
Orientation: Sunday, January 6, 2019
Classes begin: Monday, January 7, 2019
Depart Florence: Saturday, February 2, 2019

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE

- Housing in shared apartments in the historical center of Florence. Apartments will have one to three bedrooms with two Citrus College students sharing each bedroom. There will be a shared living room/kitchen and bathroom. Bed linens are provided, as are adequate utilities for the duration of the program. Wireless internet will also be available in the apartments.
- An orientation program in Florence consisting of an orientation meeting with experienced AIFS staff, a student information packet including comprehensive student handbook, essential local area information, a welcome dinner and half-day sightseeing tour of Florence with the services of a professional, English-speaking guide.
- One classroom available Monday to Friday as per the class schedule.
- A full-day excursion to Siena and San Gimignano including round-trip transportation by private bus and the services of a professional, English-speaking guide in Siena.
- A visit to the Uffizi with reserved entrance and the services of a professional, English-speaking guide.
- A 75 Euro (approximately \$90 USD) per student academic fund. This fund can be used by the Citrus College faculty member(s) for visits related to their class. AIFS will make arrangements for these visits and make all payments.
- An Italian cooking class.
- A chianti wine tasting class.

- Access to the wireless-enabled AIFS Student Center and the services of an experienced AIFS Program Coordinator and Student Advisors for information, advice, and 24-hour emergency contact service.
- A farewell dinner.
- \$50 non-refundable application fee.
- Student medical and program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$100,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with Citrus College named as additional insured for the duration of the program.
- Accounting / billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials.
- Advance planning services of the AIFS program headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE

Faculty support services (target enrollment 20 students with 1 faculty member) as listed below:

- Round-trip flights between Los Angeles (LAX) and Florence (FLR) on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse Citrus College faculty the optional student airfare fee once the program has departed the U.S.
- AIFS will provide the Citrus College faculty member with housing in a studio or one-bedroom apartment in Florence.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

- AIFS will provide the College faculty member with access to a shared faculty office and computer and a pay-as-you-go cell phone for use in Florence. *Please note that the cost of calls will be the responsibility of the faculty member.*

Faculty benefits are paid in full for an enrollment of 20 paying students or more, or pro rata for a lower enrollment.

FEES

Based on an enrollment of **20 to 29 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$2745**.

Based on an enrollment of **20 to 29 paying student participants with 2 faculty members**, for the services specified above, the fee per person is **\$2945**.

Based on an enrollment of **30 or more paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$2645**.

Based on an enrollment of **30 or more paying student participants with 2 faculty members**, for the services specified above, the fee per person is **\$2795**.

Should Citrus College wish to run this program with an enrollment below 20 paying student participants, it would be necessary either to add a supplement to the fee above or to remove some components from the program. AIFS would discuss these options with Citrus College.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned check fee on each check returned by the bank for insufficient funds.

WHAT IS NOT INCLUDED?

The above fee does not include the following items:

- × Round-trip airfare and transfers for students - see "Optional Components" below
- × \$125 refundable damage deposit
- × Passport or visa fees if applicable
- × Meals other than those listed
- × Personal expenses
- × Citrus College tuition or administrative fees
- × Textbooks
- × Additional fieldtrips and excursions to those listed
- × Medical Insurance for students and faculty
- × Anything not specified

OPTIONAL COMPONENTS

- On a space-available basis, students may purchase the optional transportation package consisting of round-trip airfare between Los Angeles (LAX) and Florence (FLR) and round-trip transfers overseas between the airport and the housing in Florence for an additional \$To Be Calculated (TBC), excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$TBC) for which students will be billed separately.

The group airfare rate can only be guaranteed for a minimum enrollment of 10 or more students taking this option.

AIFS will reserve spaces at the above prices according to information on the student online enrollment form. Once airline tickets have been issued to students, they can only be changed directly with the issuing agent once overseas – agent and airline-imposed penalties apply.

AIFS cannot arrange airline tickets for students applying after Thursday, October 11, 2018.

AIFS is financially committed to any confirmed airlines seats from Wednesday, September 26, 2018, and therefore an airfare review will take place prior to this date. AIFS requests that Citrus College provide an indication of how many students intend to purchase the transportation package listed above. However, should Citrus College decide not to offer this transportation package to their students, AIFS must be notified before Wednesday, September 26, 2018.

- An optional three day, two night excursion to Rome including round-trip transportation by train, two nights' accommodation in a centrally located tourist class hotel with breakfast, entrance to the Colosseum with the services of a professional, English-speaking guide, entrance to St Peter's, the Vatican Museums and the Sistine Chapel with the services of a professional, English-speaking guide and the assistance of an AIFS representative for the duration of the stay. Based on an enrolment of 15 paying participants the fee per person for the excursion is **\$495** with one free faculty space or **\$525** with two free faculty spaces. Citrus College should select which option they would like to promote prior to the publication of marketing materials.
- A meal plan of 10 vouchers for use in selected restaurants in Florence for lunch or dinner for a supplemental fee of **\$175**.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS insurance brochure.

PROGRAM APPLICATION PROCEDURE AND BILLING

We recommend the promotion of and initial receipt of deposits for this program as early as possible.

Penalties apply to changed program bookings after Thursday, October 11, 2018. Therefore AIFS would require Citrus College to collect the application forms and deposits of \$450 per student and to forward them to AIFS by Thursday, October 11, 2018. AIFS would then bill the individual student for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday, November 9, 2018. Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS also offers an online enrollment option. Online forms must be approved no later than Thursday, October 11, 2018.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Thursday, October 11, 2018, but cannot guarantee program costs after this date.

Students applying after the application deadline date of Thursday, October 11, 2018, can only be accepted on a space-available basis.

REFUND POLICY

If a student withdraws:	S/he receives a refund of:
On or before Thursday, October 11, 2018	All fees paid less a \$150 processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Thursday, October 11, 2018, but on or before Friday, November 9, 2018	All fees paid less the \$450 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Friday, November 9, 2018	No refund, and the total program fee is due.
Once the program has begun	No refund, unless AIFS suspends the program.
Because of covered medical reasons	All fees paid less the \$150 processing fee and \$125 insurance premium.

Please note that any student who is academically withdrawn by his or her home institution after their application has been processed by AIFS is subject to the standard refund policy.

It is understood that Citrus College will not cancel the program if the necessary minimum number of participants have been enrolled by Thursday, October 11, 2018.

In the event of the U.S. State Department issuing a travel warning which advises U.S. Citizens not to travel to Florence, or if they are already in Florence, to leave it, AIFS will:

- If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less a \$150 processing fee, \$125 insurance premium, and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS requires written acceptance of this proposal as soon as possible in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. This will enable us to prepare your program materials accurately.

A confirmation in writing is required by Friday, March 30, 2018. Please sign and date below, and fax or scan and email this document in its entirety to Sharman Hedayati, Director of Admissions and Operations, AIFS Study Abroad in Stamford, CT, at 203-399-5597, or shedayati@aifs.com.

PROPOSAL ACCEPTED BY

Citrus College

PRINTED NAME

DATE

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	Phi Theta Kappa Honor Society Field Trip/Conference, Kansas City, Missouri April 18-22, 2018	Information	
		Enclosure(s)	X

BACKGROUND

This year the Phi Theta Kappa (PTK) Honor Society International Catalyst 2018 Conference will take place from April 18 to April 22, 2018 in Kansas City, Missouri.

One of the chapter officers wishes to run for an international officer position. Two additional chapter officers will attend as representatives of the Citrus College chapter and to assist in the campaign. If the run for office is successful, our student will serve two-year college students throughout the western United States.

The students will attend workshops on leadership, scholarship, and service, and will return, having spent time with some of the top two-year college students throughout the United States.

Participation in the field trip and conference is funded by five sources:

- 1) Citrus College Foundation grant,
- 2) PTK local chapter Beta Nu Eta fundraising activities,
- 3) Personal funding by the participating students,
- 4) Faculty travel support (advisor registration, travel, and accommodations), and
- 5) Associated Students of Citrus College (ASCC).

This item was prepared by Brian Waddington, faculty advisor to PTK and Olivia Canales, PTK administrative support.

RECOMMENDATION

Authorization is requested to approve a field trip/conference for three Phi Theta Kappa (PTK) students and one faculty advisor to attend the PTK Honor Society International Catalyst 2018 Conference which will take place from April 1, 2018 to April 22, 2018 in Kansas City, Missouri.

Arvid Spor, Ed.D.
Recommended by

_____/_____
Moved Seconded

Aye _____ Nay ___ Abstained ___

Approved for Submittal

Item No. G.5.

**Phi Theta Kappa Honor Society
International Catalyst 2018 Conference
April 18-22, 2018**

Estimated Budget

Description	Unit cost	Extended
Conference Registration for 3 students	\$389.00	\$1,167.00
Conference Registration for 1 advisor	\$389.00	\$389.00
Hotel accommodations: 4 nights @ \$235 x 2 rooms		\$1,880.00
Air Travel: Ontario, CA to/from Kansas City, MO	\$384.00	\$1,536.00
Estimated total		\$4,972.00

Roster

Students

1. Phillippe Schicker
2. Keith Bergstrom
3. Ashley Carrillo

Faculty

1. Brian Waddington

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	Vocal Music Field Trip/Tour to New York May 19-23, 2018	Information	
		Enclosure(s)	X

BACKGROUND

Members of the Citrus Singers who are currently enrolled in MUSC 204 will be traveling to New York, New York. The group will depart on May 19, 2018 and will return May 23, 2018.

These students have been invited to perform in an off-Broadway theater for some of New York's most notable casting agents and professionals. While there, they will also participate in workshops and seminars hosted by musical theatre professionals, and have the opportunity to attend Broadway shows followed by backstage tours and Q&A sessions. Additionally, the students will visit Ground Zero, Lincoln Center, Central Park and other historical landmarks.

This travel opportunity will allow these students to apply the skills they have learned during their time in the Citrus Singers program in a highly sought after professional venue. This unique performance experience allows them to hone their skills as musicians and supports their professional development.

Tour expenses will be charged to ASO and Citrus College Foundation accounts, funded from performance fees generated by various Citrus Singers events during the year; ticket sales from Citrus Singers music performances at the Haugh Performing Arts Center; and donations.

There will be twelve (12) Citrus College students participating and one (1) faculty member.

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

RECOMMENDATION

Authorization is requested to approve a field trip/tour for twelve (12) students from MUSC 204 and one (1) faculty member to perform in New York, New York from May 19, 2018 through May 23, 2018.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.6.

**Estimated New York Budget
May 19 – May 23, 2018**

Airfare

Air

Round trip airfare \$482.59 x 13 people **\$ 6,273.67**

Ground Transportation

California transportation

School mini-van arranged for transportation from Citrus College to airport
School mini-van arranged for transportation back to Citrus College

Ground Transportation in Manhattan

Round trip ground transportation between airport & *hotel* \$ 550.00
Estimate for cab, emergencies, and meetings \$ 150.00

Total estimated ground transportation \$ 700.00

Hotel Expenses

Element Times Square, NYC (May 19-23, 2018) Room & tax \$ 6,848.00
Hotel gratuities (4 nights @ \$5.00 per room x 5 rooms) \$ 100.00

Total estimated Accommodations \$ 6,948.00

Excursions, Professional Workshops, Classes & Presentations

Attendance to two Broadway shows (13 @ \$75 per) \$ 975.00
Tour of Lincoln Center 13 @ \$20 per \$ 260.00
Tour of Ground Zero site \$ 0.00
Total projected workshops, classes & presentations cost \$ 150.00

Total estimated excursions \$ 1,385.00

Additional Expenses

Medical, emergency, supplies, dry cleaning & etc. \$ 300.00

Estimated Budget \$ 15,606.67

Roster

Students participating:

1. Sophia Marie Aguilar
2. Elizabeth Sarah Blandino
3. Audrey Annette Conte
4. Cassandra Water Costa
5. Domenique Violet Dominguez
6. Dakota Matthew Goss
7. Daniel Alexander Imsen
8. Israel Lawrence Lacy
9. Gabriella Monet Musquez
10. Erica Ruiz
11. Jacob Christopher Rushing
12. Harrison Kurt Schultz

Faculty participating:

1. Douglas Shrope (Austin)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 20, 2018	Resolution	
SUBJECT:	Student Services Committee – Board Policy Revision – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policy was revised and approved by constituent groups on various dates and by the Steering Committee on November 6, 2017.

BP 5055 Enrollment Priorities

Included with the policy, for information only, is the related Administrative Procedure.

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, BP 5055 Enrollment Priorities.

Martha McDonald, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.8.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5055 ENROLLMENT PRIORITIES

References: Education Code Sections 66025.8 et seq. and 76001; Title 5 Sections 51006, 55000, 55530, 55531, 55532, 56232, 58106, and 58108; 42 U.S. Code Section 12101

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Education Code sections and Title 5 regulations.

See Administrative Procedure 5055 Enrollment Priorities.

Board Approved	07/21/09
Desk Review	12/03/13
<u>Revised</u>	<u>12/06/16</u>

Approvals:

Student Services	05/03/17
Academic Senate	09/13/17
ASCC	10/10/17
CSEA	10/25/17
Management Team	05/03/17
Sup/Conf Team	10/04/17
Steering	11/06/17

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5055 ENROLLMENT PRIORITIES

References: Education Code Sections 66025.8 et seq. and 76001; Title 5 Sections 51006, 55000, 55530, 55531, 55532, 56232, 58106, and 58108; 42 U.S. Code Section 12101

Enrollment in courses and programs may be limited to students meeting established prerequisites and co-requisites (See also Board Policy and Administrative Procedure 4260 Prerequisites and Co-requisites).

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements

The District has established priorities for student registration which enables students to complete their educational goals in a timely manner and allows for special assistance to those students identified in the Education Code and Title 5.

When enrollment must be limited, the order of priority shall be:

- 1) For new students who have completed assessment, completed orientation and developed a student educational plan, and continuing students who are in good standing (not on academic or progress probation for two or more consecutive semesters) and who have not exceeded 100 degree applicable units:
 - a) Verified veterans or members of the armed forces, CalWORKs students, verified foster youth or former foster youth under the age of 24, Disabled Students Programs and Services (DSP&S) students, verified homeless students, and Extended Opportunity Programs and Services (EOP&S) students;
 - b) Students enrolled in the Honors Program and taking the approved number of Honors courses;
 - c) Student athletes;
 - d) Students in the Early Decision Program;
 - e) Officers of Associated Students of Citrus College (ASCC);

- f) Students participating in federal grant programs that require students receive priority registration;
 - g) Continuing students based on units completed; and
 - h) New students based on application date.
- 2) For new students who have not completed assessment, have not completed an orientation, or have not developed a student educational plan, and continuing students who are not in good academic standing or have exceeded the 100-unit limitation:
- a) Verified veterans or members of the armed forces, CalWORKs students, verified foster youth or former foster youth under the age of 24, Disabled Student Programs and Services (DSP&S) students, verified homeless students, and Extended Opportunity Programs and Services (EOP&S) students;
 - b) Students enrolled in the Honors Program and taking the approved number of Honors courses;
 - c) Student athletes;
 - d) Students in the Early Decision Program;
 - e) Officers of Associated Students of Citrus College (ASCC);
 - f) Students participating in federal grant programs that require students receive priority registration;
 - g) Continuing students, based on units completed; and
 - h) New students based on application date.

The requirement that continuing students who are not in good academic standing or who have exceeded the 100-unit limitation receive lower registration priority shall not apply to verified foster youth or former foster youth under the age of 24.

A student may obtain an exemption for assessment and/or orientation if the student has completed an associate degree or higher from a regionally accredited college in accordance with AP 5050 Student Success and Support Program. The exemption must be processed with appropriate documentation on file in the Counseling and Advisement Center. To receive priority registration, a student must complete assessment, orientation, and a student educational plan or obtain an exemption for assessment and/or orientation before registration appointments are generated each term.

Registration priority specified above shall be rescinded at the first registration opportunity after a student:

- 1) Is placed on academic or progress probation or any combination thereof for two consecutive semesters; or
- 2) Has earned one hundred (100) or more degree-applicable units at Citrus College.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230 Grading and Academic Record Symbols. The following exemptions apply:

- 1) Students may petition for a one-time exemption from the 100-unit limit requirement through the Counseling Department.

- 2) The following units do not count toward the 100-unit limit:
 - a) Units for non-degree applicable English as a Second Language, basic skills courses, and special classes as defined in Title 5 Section 55000(x), and
 - b) Units earned through credit by examination, advanced placement, International Baccalaureate, or other similar programs.

The District shall notify students who are placed on academic or progress probation of the loss of enrollment priority after a second consecutive semester on academic or progress probation for as long as the student remains on probation. The District shall also notify students who have earned 75 or more units that enrollment priority will be lost when the student reaches the 100-unit limit.

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Dean of Enrollment Services or his/her designee will determine the appeal in his/her sole discretion.

Students who have demonstrated significant academic improvement may also appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in AP 4250 Probation.

Concurrent enrollment students (K-12) will be assigned a registration appointment in accordance with Education Code Section 76001.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.

Board Approved	07/21/09
Revised	05/01/12
Revised	12/04/12
Revised	12/03/13
Revised	11/24/14
<u>Revised</u>	<u>02/13/17</u>

Approvals:

Student Services	05/03/17
Academic Senate	09/13/17
ASCC	10/10/17
CSEA	10/10/17
Management Team	05/03/17
Super/Conf Team	10/04/17

Steering

11/06/17

ADDITION

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> </u> x
DATE	March 20, 2018	Resolution	<u> </u>
SUBJECT:	Citrus College Rocket Owls Travel and Participation in NASA's Student Launch Program Huntsville, AL, April 3-8, 2018	Information	<u> </u>
		Enclosure(s)	<u> </u> x

BACKGROUND

Students attending colleges and universities in the United States have been given the opportunity by NASA's Office of Education to conduct research while building and testing a power rocket. This is part of NASA's Student Launch (SL) program, which gives aspiring explorers a chance to propose, design, test and launch a reusable rocket to one mile above ground level while carrying a scientific or engineering payload. The launching will take place during the NASA SL Competition in Huntsville, AL. The overall student experience includes scientific research, hands-on experimental design, test operations and educational/public outreach activities.

AB 1887 established a public policy from the State of California to support the LGBTQ community by withholding travel to certain states that have discriminatory laws. On August 3, 2017, the California Community Colleges State Chancellor's Office issued a policy directive - "AB 1887, Out-of-State Travel Restrictions" to Community Colleges on the provisions of AB 1887. Citrus College took the State Chancellor's memo seriously and implemented travel restrictions in compliance with AB 1887.

Recent comments from the State Chancellor's Office, however, suggested that the Chancellor's memo "AB 1887, Out-of-State Travel Restrictions" was not binding on community colleges. After consultation with legal counsel, Citrus College has confirmed that the Chancellor's Office does not have the legal authority to compel community colleges to follow the directives in AB 1887.

While Citrus College supports the policy behind AB 1887, given the Chancellor's Office recent statements and the determination that Citrus College is not legally bound to the Chancellor's memo issued on August 3, 2017, the College has determined that on balance, permitting the Rocket Owls to travel to Huntsville Alabama, to take part in the SL Competition, serves the best interest of the College and its students.

The Citrus College Rocket Owls team is comprised of seven students, one mentor, and one faculty advisor. Their participation in the SL Program April 3-8, 2018 requires the team to:

- a) build and test the rocket and its payload that they proposed in their project;
- b) complete administrative paperwork;
- c) create and maintain a website where all project documentation is hosted
- d) take three exams administered by NASA engineers via teleconference
- e) launch their rocket at the SL competition;
- f) complete outreach to local K-12 schools; and
- g) write and submit a final report to NASA.

Dr. Lucia Riderer, full-time Citrus College faculty member and team advisor will accompany the students to the NASA SL Competition. In addition, NASA requires that all participating teams have an experienced mentor with level 2 or 3 certification from National Association of Rocketry as part of their team, and Mr. Rick Maschek, retired K-12 science teacher and experienced rocketeer, will fulfill the requirement.

RECOMMENDATION

Authorization is requested to approve a field trip for seven students and one faculty member to compete at the NASA SL Competition in Huntsville, AL, April 3-8, 2018.

Arvid Spor, Ed.D. _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. _____

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

February 6, 2018

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, February 6, 2018, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 3:15 p.m. Student Trustee Rivas 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 Yachi Rivas (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Martha McDonald, Vice President of Student Services; Arvid Spor, Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Kai Wattree-Jackson, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS, EMPLOYEES, STUDENTS, AND VISITORS SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Caroline Durdella, Chris Garcia, Lan Hao, Dana Hester, Gina Hogan, Robert Iverson, Eric Rabbitoy, Maryann Tolano-Leveque, John Vaughan, and Michael Wangler

Faculty: Jana Heyman and Justina Rivadeneyra

Supervisors/Confidential: Marilyn Grinsdale, Eric Magallon, and Doug Schultz

Classified Staff: Cathy Day, Jennifer Macias, and Kai Wattree-Jackson

Adjunct: Cecil Brower and Linda Chan

Students: Daniel Bardonner, Favian Fragoso, Samantha Goodsell, Bruno Pescina, and Charity Wang

Visitors: Steve Baker, Austin Barraza, and Shauna Pierce

COMMENTS FROM THE AUDIENCE

Members of the 2017-2018 Rocket Owls team, including Mr. Austin Langrehr, Mr. Josh McGinnis, Mr. Asaad Marcha, Mr. Oscar Martinez, Mr. Michael Mendez and Mr. Philippe

Schicker, described their experiences in the Rocket Owls program and the many challenges they encountered while preparing for NASA's Student Launch Competition. The students spoke about the benefits of the competition, and they expressed their disappointment in not being able to attend.

Mr. John Fincher, speech faculty, commented on the Chancellor's interpretation of AB 1887, a bill that prohibits state-sponsored or state-supported travel to states that have enacted legislation that AB 1887 has determined is discriminatory. Mr. Fincher posed a question about the Chancellor's ability to impose penalties on colleges that do not comply with his decision regarding this matter.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that Citrus College has been awarded two teacher preparation grants totaling \$225,000 over a two-year period. The Los Angeles and Orange County Regional Consortium has awarded \$150,000 of Strong Workforce funding and the California Community Colleges Chancellor's Office (CCCCO) awarded \$75,000 for the Education Futures Grant. These grants are focused on meeting the demand for STEM and CTE teachers in K-12 schools. Dr. Perri thanked Dr. Marianne Smith, director, Institute for Completion and Grants Development/Oversight for facilitating these grants.

Dr. Perri said that in November, Citrus College was notified that it had been designated a Military Friendly[®] School by *GI Jobs* magazine for the eighth consecutive year. Recently, the college learned that *GI Jobs* also ranked Citrus College among the nation's top 10 community colleges in the "large college" category. Dr. Perri praised Dr. Martha McDonald, Vice President of Student Services, the members of her team who oversee the Veteran's Success Center, and all those who provide support services to transitioning veterans.

Dr. Perri was pleased to announce that the men's basketball team has been selected as a California Community College Athletic Association (CCCAA) Scholar Team recipient. This award emphasizes the academic achievement of all members of a team. Dr. Perri said the accomplishment will be honored at the Celebration of Student-Athletes Awards Luncheon this spring. She commended the scholar athletes; the coaches and staff who work with them; and Ms. Jody Wise, Dean of Kinesiology, Health and Athletics.

Dr. Perri presented the new Citrus College Visual and Performing Arts (VPA) program brochure. The brochure was produced by External Relations, with assistance from Ms. Kristen Campbell, Visual and Performing Arts Program Supervisor. Dr. Perri said the team of writers and graphic designers put together a wonderful brochure that highlights the academic aspects of the VPA program.

Arvid Spor, Ed.D., Vice President of Academic Affairs, reported that Ms. Celine Spathias, softball team member, was selected for the 2017 CCCAA Scholar Athlete Honor Roll, and she will also be honored during the Celebration of Student-Athletes Luncheon.

Dr. Spor said the Administration of Justice program will be partnering with the Recruitment Division of the Los Angeles Police Department (LAPD) to host a law enforcement career information session on April 28, 2018. The event will include various activities that will expedite the LAPD employment process by several months, and the LAPD estimates there will be 80 to 100 participants. Dr. Spor said the LAPD will also be featuring Citrus College on their website.

Martha McDonald, Ed.D., Vice President of Student Services, reported that during the 2016-2017 academic year, the number of Citrus College students who were admitted to the University of California system increased by 14 percent from the previous year. In addition, the number of students admitted to the California State University system increased by 13 percent. Dr. McDonald thanked the college's Counseling Department, the Transfer Center and the faculty who supported these efforts.

Dr. McDonald said Student Services will host a training on the topic, "embracing change," on February 8, 2018. She said, given the impending changes that will be implemented by the CCCCO and the college, such as Multiple Measures, Guided Pathways, the Promise Program and Banner 9, the training will benefit all Student Services team members.

In honor of Black History Month, the Office of Student Life will host the Citrus College combo "Like Vinyl" on February 27, 2018. Dr. McDonald said the combo will perform music written by African American artists in the Campus Center Mall. Between performances, students will read poems written by African-American authors, and one student will share her original poems written while enrolled at Citrus College. The Office of Student Life will screen "Black America Since MLK: And Still I Rise," in the Campus Center on February 28, 2018. Following the film, there will be a panel discussion facilitated by Dr. Elisabeth Ritacca, history faculty member.

Dr. McDonald said the Student Health Center will host an Opioid Educational Workshop for students on February 7, 2018.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported that the Prop 39 Energy Program, which was originally a five-year program, was set to expire. She said Citrus College had several very successful projects funded by the program, under the leadership of Mr. Fred Diamond, Director of Facilities and Construction. The Governor did not propose any additional funds for year six, however, the Chancellor's Office has recently announced that because several college districts had not used all of their five-year allocations, these funds will be available to "responsible districts" and will be allocated on a competitive basis. Ms. Dain said Citrus College is a responsible district, and the college is preparing to submit a proposal that will provide a good rate of return on the state's investment.

Robert Sammis, J.D., Director of Human Resources, congratulated all of the faculty members who will be taking another step toward earning tenure, as well as those faculty members who will be earning tenure in 2018. The names of these individuals appear in the agenda.

Dr. Sammis said Human Resources will be recruiting 10 new faculty members for fall 2018. He said all committees are formed and all faculty members and other participants have been selected. This process requires a great deal of effort by Human Resources and the Academic Senate. He said the initial work by the committees will begin in February and the process will conclude in June.

Cathy Day, CSEA Vice President, said the CSEA state organization will conduct officer training at the El Monte field office on February 10, 2018. Ms. Kai Wattree-Jackson, CSEA President; Ms. Day and Ms. Olivia Canales, CSEA Treasurer will attend.

Ms. Day said CSEA's second negotiating meeting with the District took place on February 1, 2018, and their next meeting is scheduled for February 15, 2018.

The CSEA state scholarship program is accepting applications, and the deadline for submissions is March 1, 2018. Ms. Day said the program offers financial awards to the dependents and spouses of CSEA members. In addition, nominations for CSEA Member of the Year are now being accepted. They are due to the state office by March 1, 2018.

Yachi Rivas, Student Trustee, said training for ASCC board members is underway.

Student Trustee Rivas commented that the Community College League of California (CCLC) Annual Legislative Conference was excellent, and she enjoyed participating with Trustee Keith and Trustee Dickerson.

Student Trustee Rivas commended the college's DSP&S program and the EOP&S program for the valuable work they do on behalf of students.

Joanne Montgomery, Vice President, Board of Trustees, said the ScholarBaller® event was wonderful, and she congratulated all of the students who were honored. She also congratulated the men's basketball team on their recognition by CCCAA.

Trustee Montgomery enjoyed the cosmetology and esthetician graduation ceremony. She said the Haugh Performing Arts Center was filled with enthusiastic family and friends of the students.

Trustee Montgomery thanked the Measure G Citizen's Oversight Committee for their work in overseeing the bond project. She said they spend many hours in performing their duties, which is reflected in their annual report.

Ms. Christina M. Garcia, Director of the Foundation, attended the Monrovia Coordinating Council and provided them with an update on the college. Trustee Montgomery said she did a wonderful job of telling Monrovia residents about the great things Citrus College is doing. She encouraged board members to invite Ms. Garcia to their organizations and service groups.

Trustee Montgomery reported that the Foundation is growing and doing extremely well. This year's goal for the board of directors was to raise \$25,000 from the directors, and they raised \$30,000. Based on this year's success, they have set a goal for next year of \$35,000. Trustee Montgomery said the Foundation is also looking for two new directors. Trustee Montgomery added that the Foundation's Anniversary Campaign will begin this spring, and they are already working on the donor wall. She thanked all of the Foundation staff for their efforts.

Susan M. Keith, Clerk/Secretary, Board of Trustees, reported on the joint meeting of the California Community College Trustees (CCCT) and Chief Executive Officers of the California Community Colleges (CEOCCC) Boards of Directors, which took place prior to the CCLC Annual Legislative Conference. She said the Governor's budget proposal for a new funding formula and his proposal for a separate online community college were two of the most thought provoking items under discussion.

During the joint meeting, Trustee Keith said board members were briefed on the federally proposed PROSPER Act. She detailed several aspects of the act that would negatively impact Citrus College students. Trustee Keith advised careful monitoring of federal financial aid proposals contained in the PROSPER Act.

Trustee Keith also provided details of the new funding formula framework, including 50 percent in base funding, 25 percent in funding based on socio-economic factors, and 25 percent in funding based on student success and completion. She said a workgroup was formed to develop recommendations.

Regarding the Governor's proposal for an online community college, she said it continues to be controversial, in spite of the fact that the Governor and the CCCCO have provided a great deal of justification. She said detailed information about the proposal can be found on the California Legislative Analyst's website under "Budget."

Trustee Keith reported that the college's lobbying efforts in the Capitol included advocating for a funding formula that aligns with the mission of community colleges; supporting expansion and availability of online educational resources; streamlining financial aid; and equitably funding Cal Grants for community college students.

Trustee Keith was pleased that the new president of ACCJC met with the CCCT board and pledged to make accreditation more interactive and problem solving and less punitive. She also referenced a document published by the California Acceleration Project called, "Leading the Way," which was made available to CCCT board members. The publication outlines how Cuyamaca College transformed math remediation. She will make it available to board members and others on campus.

Trustee Keith said in her many years on the Board, she cannot recall a time when there have been as many challenges on the horizon.

Edward C. Ortell, Member, Board of Trustees, mentioned two recent news headlines on a topic that will be important to Citrus College. One headline reads, “\$100 million for online community college—faculty concerns remain.” Trustee Ortell said this proposal, which is part of the state’s budget proposal, is of great concern. The funding for this new statewide online-only community college district has already grown from \$100 million to \$200 million. In addition, the state is talking about making the courses and textbooks free to students. Trustee Ortell said this could result in the state “cherry-picking” community college courses. There are also curriculum issues, which would be determined by the new district, as well as job security concerns. The American Federation of Teachers (AFT) and the Faculty Association of California Community Colleges (FACCC) have voiced similar concerns.

Trustee Ortell believes the state is overlooking what the other 114 California community colleges are already doing in terms of online education. He read a second headline, “Citrus College recognized as a top online community college.” Trustee Ortell said local community colleges already have online programs in place, and the state’s \$200 million might be better spent locally to create the types of online programs that are designed to meet the needs of all online students. He advised monitoring the state budget proposal closely between now and the May Revision, as the details that emerge may be cause for even greater concern.

Barbara Dickerson, Member, Board of Trustees, said there was a great deal of discussion at the CCLC conference on the topic of the online community college, and concerns similar to those mentioned by her fellow board members were voiced. Trustee Dickerson said the proposed college targets the 2.5 million working adults who are not currently enrolled in a community college, and the CCCCCO hopes it will be competitive with for-profit colleges. The proposal includes “micro-credentialing,” and Trustee Dickerson said this sounds similar to what colleges are already doing, especially in CTE programs. She said it will be interesting to monitor future discussions. Trustee Dickerson commended the Citrus College faculty for their proactive discussions around CTE and distance education and also for working on Guided Pathways.

Trustee Dickerson also attended a conference session on socio-ethnic data which encouraged colleges to be mindful about grouping ethnic students into large groups with which they have little in common.

Trustee Dickerson thanked the Measure G Citizen’s Oversight Committee for their work, and she said she is looking forward to taking the annual report to her community.

Trustee Dickerson mentioned a letter on which she was copied regarding a Citrus College counselor who goes above and beyond in the Duarte Unified School District. She thanked Dr. Lucinda Over, Dean of Counseling Programs and Services, for the work counselors do in the community.

Trustee Dickerson thanked the TeCS Department for keeping the Board informed about cybersecurity.

Patricia A. Rasmussen, President, Board of Trustees, attended the annual Glendora Chamber of Commerce State of the City and Schools event. She said Dr. Perri was one of four keynote speakers, and she did a great job of promoting Citrus College and the good things the college does.

Board President Rasmussen is looking forward to the campus visit by Supervisor Kathryn Barger on February 9. She said this visit addresses a board goal to invite elected officials to tour the college.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of January 16, 2018, as revised.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INFORMATION AND DISCUSSION

Campaign for College Opportunity Recognition – Geraldine M. Perri, Ph.D., Superintendent/President

Citrus College ranks fifth among California's 114 community colleges for producing associate degrees for transfer (ADT); a fact that once again earned the college recognition from the Campaign for College Opportunity.

A California-based nonprofit research and advocacy organization, the Campaign for College Opportunity works to ensure that all Californians have an equal opportunity to attend and succeed in college. The organization recently honored nine community colleges and four California State University (CSU) campuses for excellence in implementing California's ADT program.

Ms. Linda Vasquez, Regional Affairs Director, from The Campaign for College Opportunity, shared additional information about the award and congratulated the college community.

ADTs were implemented in 2012, two years after the Campaign for College Opportunity and then-Senator Alex Padilla co-sponsored historic transfer reform legislation that created a clearer path for students. A collaborative effort of the California Community Colleges and CSU system, ADTs provide community college students with guaranteed admission to the CSU system and priority admission to a CSU campus. To date, more than 69,000 students in California have earned transfer degrees.

Citrus College currently offers 19 ADTs. The college awarded a total of 2,675 ADTs over the past five years. The college first awarded associate degrees for transfer during the 2011-2012 academic year, with 39 students choosing this

academic path. Five years later, 803 transfer degrees were awarded to the Citrus College class of 2017, a new institutional record.

Upon enrolling at Citrus College, the majority of students indicate that transferring to a four-year college or university is their ultimate goal. One way in which the college helps students reach this goal is with ADTs.

Measure G Citizens' Oversight Committee Annual Report – Claudette E. Dain, Vice President of Finance and Administrative Services

In accordance with Proposition 39, the Measure G Citizens' Oversight Committee, with members representing the various facets of our communities, serve as the "eyes, ears and voices" of local residents and taxpayers to monitor the expenditures of Measure G funds. The Committee's purpose is to inform the public concerning the expenditure of the bond proceeds. As such, the Committee engages in the following activities:

- Actively reviews and reports on the expenditure of taxpayers' money for school construction;
- Advises the public as to whether the district is in compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the California Constitution;
- Ensures that bond revenues are expended only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities; and
- Ensures that no funds are used for any teacher or administrative salaries or other operating expenses.

Ms. Dain introduced the members of the Measure G Citizen's Oversight Committee who were present, including Ms. Shauna Pierce, chair; Ms. Christell Hutchison, member; Mr. Steve Baker, member; and Ms. Samantha Zeigler, student representative. Ms. Pierce provided an overview of the Measure G Citizen's Oversight Committee's Annual Report for 2017.

Student Services Committee – Administrative Procedure Revision – Martha McDonald, Ed.D., Vice President of Student Services

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

The following Administrative Procedure was revised and approved by constituent groups on various dates and by the Steering Committee on November 6, 2017. This Administrative Procedure does not have a corresponding Board Policy.

AP 5075 Course Adds and Drops

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FACILITIES USE

Item 3: Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify the attached list of facilities usage and rental agreements.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 4: 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 and volunteers.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 5: 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 6: Moved by Trustee Montgomery and seconded by Trustee Dickerson 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 7: Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2017, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 8: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the 2017-2018 General Fund transfers and new budget augmentations, netting to the amount of \$17,000, and to adopt Resolution #2017-18-05 summarizing the transfers and augmentations, pursuant to the California Code of Regulations, Title 5, Section 58307.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BIDS

Item 9 Moved by Trustee Montgomery and seconded by Trustee Keith to accept Bid #01-1617, Tech D Engine Dynamometers Modernization to Scorpio Enterprises dba AirMasters Air Conditioning of Santa Fe Springs, California

as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$1,051,796.48.

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

Item 10: Moved by Trustee Ortell and seconded by Trustee Dickerson to accept Bid #14-0708, Hayden Hall Renovation Project to Horizons Construction Company International, Inc. of Orange, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$2,274,270.63.

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

Item 11: Moved by Trustee Ortell and seconded by Trustee Keith to authorize the purchasing staff to utilize the Foundation for California Community Colleges (FCCC) Administrative Services Agreement #CB14-206, under the bid award of Wiseburn School District to KYA Services, and authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District for the procurement and installation of synthetic turf at the Citrus College football stadium, at a cost of \$1,177,388.72.

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

FIELD TRIPS

Item 12: Moved by Trustee Montgomery and seconded by Trustee Keith to approve a 10-day field trip to Boulder, Colorado for the 20 participants and one chaperone in the National Science Foundation GP-EXTRA: Bridge to the Geosciences for Community College Students grant, June 16, 2018 through June 25, 2018.

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

Item 13: Moved by Trustee Keith and seconded by Trustee Dickerson to approve a field trip/tour for forty-four (44) students from MUSC 175 Jazz Ensemble Tour (Blue Note Orchestra), MUSC 179 Concert Promotion Touring (Night Shift), and THEA 295 Summer Concert Touring Production (ETT Program), plus nine (9) staff members and two (2) chaperones to perform in Hawaii from June 22, 2018 through July 10, 2018.

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

Item 14: Moved by Trustee Montgomery and seconded by Trustee Keith to approve a field trip for five students, one faculty, and one mentor to compete at the Battle of the Rockets Competition in Culpeper, Virginia, April 13, 2018 through April 16, 2018.

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

TENURE

Item 15: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the granting of tenure to Ms. Shellyn Aguirre effective as of the beginning of the 2018-2019 academic year.

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

- Item 16:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Jennifer D'Amato effective as of the beginning of the 2018-2019 academic year.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Natalie Desimone effective as of the beginning of the 2018-2019 academic year.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the granting of tenure to Ms. Renee Liskey effective as of the beginning of the 2018-2019 academic year.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 19:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the granting of tenure to Ms. Cheryl Swatek effective as of the beginning of the 2018-2019 academic year.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

- Item 20:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the first reading of BP 5055 Enrollment Priorities.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:32 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 54956.9(a): Conference with Legal Counsel- Existing Litigation (2 cases).

a) Adrienne Thompson v. Citrus Community College District, Case No. BC 691144.

b) Avonte Moore v. Citrus Community College District, et al., Case No. CIVDS1719083.

RECONVENE OPEN SESSION: At 7:15 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:15 p.m., it was moved by Trustee Montgomery and seconded by Trustee Ortell to adjourn the meeting.

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

Date

Susan M. Keith
Clerk/Secretary
Board of Trustees