

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in March

DATE: Tuesday, March 19, 2019

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

Susan M. Keith, President
Barbara R. Dickerson, Vice President
Edward C. Ortell, Clerk/Secretary
Joanne Montgomery, Member
Patricia A. Rasmussen, 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
Gerald Sequeira, Acting Vice President of Student Services
Claudette E. Dain, Vice President of Finance and Administrative Services
Robert L. Sammis, Director of Human Resources
Nickawanna Shaw, Academic Senate President
Jorge Cortez, Classified Employees
Yachi Rivas, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. **Approval of the Regular Meeting Minutes of February 5, 2019**

F. INFORMATION AND DISCUSSION

1. **Student Services Update: K-12 Outreach, Early Decision, Dual Enrollment, I Will Complete College Program (IWCC) and Citrus College Promise Program – Gerald Sequeira, J.D., Acting Vice President of Student Services, and Ivon McCraven, School Relations and Outreach Supervisor (Page 7)**
2. **Guided Pathways – Gerald Sequeira, J.D., Acting Vice President of Student Services; Arvid Spor, Ed.D., Vice President of Academic Affairs; Victoria Dominguez, Mathematics faculty; and Natalie Desimone, Counselor (Page 8)**
3. **Citrus College Foundation Presentation – Christina M. Garcia, Director of the Foundation (Page 9)**

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 10)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 12)
- c. Authorization is requested to ratify purchase orders issued during January and February 2019. (Page 14)

- d. Authorization is requested to ratify A & B Warrants issued during January and February 2019, totaling \$14,734,262.62. (Page 24)

Personnel Recommendations

- e. 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 25)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 32)
- g. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 35)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

- 2. In accordance with the California Community College Budget and Accounting Manual and in accordance with §84030 and §84040 of the Education code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is recommended that the Board approve the attached updated Certification of Signatures for Citrus Community College business functions. (Page 43)

Academic Affairs

- 3. 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 2019 Conference which will take place from April 3, 2019 through April 6, 2019 in Kissimmee, Florida. (Page 45)
- 4. Authorization is requested to approve an 8-day field trip to Boulder, Colorado for 20 student participants and one chaperone in the National Science Foundation GP-EXTRA: Bridge to the Geosciences for Community College Students grant, June 15, 2019 through June 22, 2019. (Page 47)
- 5. Authorization is requested to approve a field trip/tour for forty-two (42) 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), to perform in Hawaii,

plus six (6) faculty/staff members, two (2) consultants and one (1) professional expert to accompany them, from June 27, 2019 through July 9, 2019. (Page 50)

Personnel Recommendations

6. Authorization is requested to continue a five percent (5%) salary stipend to Dr. Gerald Sequeira, Dean of Enrollment Services, for the purpose of assuming additional duties and responsibilities as the Acting Vice President of Student Services, effective March 19, 2019 through the date of the Vice President of Student Services' return from a leave of absence. (Page 54)
7. Authorization is requested to approve the granting of tenure to Mr. Peter Cross effective as of the beginning of the 2019-2020 academic year. (Page 55)
8. Authorization is requested to approve the granting of tenure to Dr. Jennifer Guzman effective as of the beginning of the 2019-2020 academic year. (Page 56)
9. Authorization is requested to approve the granting of tenure to Ms. Eun Kang effective as of the beginning of the 2019-2020 academic year. (Page 57)
10. Authorization is requested to approve the granting of tenure to Mr. Gordon McMillan effective as of the beginning of the 2019-2020 academic year. (Page 58)
11. Authorization is requested to approve the granting of tenure to Dr. Jennifer Miller-Thayer effective as of the beginning of the 2019-2020 academic year. (Page 59)
12. Authorization is requested to approve the granting of tenure to Mr. Henry Provencher effective as of the beginning of the 2019-2020 academic year. (Page 60)
13. Authorization is requested to approve the granting of tenure to Dr. Elisabeth Ritacca effective as of the beginning of the 2019-2020 academic year. (Page 61)
14. Authorization is requested to approve the granting of tenure to Mr. Patrick Schmiedt effective as of the beginning of the 2019-2020 academic year. (Page 62)

15. Authorization is requested to approve the granting of tenure to Ms. Eileen Sin effective as of the beginning of the 2019-2020 academic year. (Page 63)
16. Authorization is requested to approve the granting of tenure to Dr. Nora Sullivan effective as of the beginning of the 2019-2020 academic year. (Page 64)
17. Authorization is requested to approve the granting of tenure to Ms. Flora Yee effective as of the beginning of the 2019-2020 academic year. (Page 65)
18. Authorization is requested to approve the granting of tenure to Mr. Luai Zawahreh effective as of the beginning of the 2019-2020 academic year. (Page 66)
19. Authorization is requested to approve the employment of Ms. Melissa Utsuki beginning April 1, 2019, as Executive Director of Communications and External Relations at a salary placement of Range 73, Step 1 totaling \$133,494 per year, plus health and statutory benefits. (Page 67)

Board Policies

20. Authorization is requested to approve the second and final reading of, and adopt, BP 3515 Reporting of Crimes and BP 3530 Weapons on Campus. (Page 68)

Board of Trustees

21. Authorization is requested to select up to seven individuals from the list of candidates for election to the California Community College Trustees Board of Directors of the Community College League of California as presented by the Community College League of California. (Page 77)

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, (CAFF) Local 6352.**

3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
5. **Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation, Serrano v. Citrus Community College District, Case No. BC665977.**
6. **Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX46.**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

1. Authorization is requested, per Section 72122 of Education Code and Administrative Procedure 5520, for the members of the Governing Board to uphold the expulsion of Student #AXXXXXX46

J. EDUCATIONAL AND FACILITIES MASTER PLAN (EFMP) BOARD STUDY SESSION

K. 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 19, 2019	Resolution	
SUBJECT:	Student Services Update: K-12 Outreach, Early Decision, Dual Enrollment, I Will Complete College Program (IWCC) and Citrus College Promise Program	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 Citrus College's feeder high school districts and surrounding communities. The program is responsible for implementing student outreach services to promote Citrus College as the first choice for perspective high school students.

Working with a team of completion specialists, outreach liaisons and student ambassadors, the Office of School Relations and Outreach recruits students and facilitates the admission of new students through various activities: presentations at high schools and community events, and the promotion and coordination of Early Decision, College and Career Access Pathways (Dual Enrollment/Early College), I Will Complete College Program (IWCC) and the Citrus College Promise.

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

Dr. Gerald Sequeira and Ms. Ivon McCraven, School Relations and Outreach Supervisor, will provide an update on the aforementioned items.

This item was prepared by Christina M. Garcia, Administrative Assistant, Student Services.

RECOMMENDATION

Information only; no action required.

Gerald Sequeira, J.D.
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye___Nay___Abstained___

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 19, 2019	Resolution	_____
SUBJECT:	Guided Pathways	Information	X _____
		Enclosure(s)	_____

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 pathways to complete their educational goal, select and stay on course and ensures quality learning. Citrus College assembled a team of faculty, staff, students and administrators to discuss and complete a self-assessment tool to facilitate implementation of a Guided Pathways model at the college.

Dr. Gerald Sequeira, Acting Vice President of Student Services; Dr. Arvid Spor, Vice President of Academic Affairs; Ms. Victoria Dominguez, Mathematics faculty; and Ms. Natalie Desimone, Counselor will provide an update on the progress of the multi-year Guided Pathways plan.

This item was prepared by Christina M. Garcia, Administrative Assistant, Student Services.

RECOMMENDATION

Information only; no action required.

Gerald Sequeira, J.D.
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 19, 2019	Resolution	_____
SUBJECT:	Citrus College Foundation Presentation	Information	X
		Enclosure(s)	_____

BACKGROUND

The Citrus College Foundation ended its second quarter of the 2018-19 fiscal year on December 31, 2018.

Foundation Director, Ms. Christina M. Garcia, is pleased to present significant highlights and updates as well as future fundraising plans on behalf of the Citrus College Foundation Board of Directors. Information being provided will include new additions to the Foundation board, financial holdings, outreach efforts, campaign highlights and major grants awarded that support the educational mission of Citrus 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	X
DATE:	March 19, 2019	Resolution	
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

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 Lori Amato, 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
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS

Board of Trustees Meeting – March 19, 2019

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>FINANCIAL AID</u>				
FATV Career America, LLC	\$47,220.00 max	Grant	12/1/18-11/30/21	AI Chatbot
Strata Information Group	\$30,600.00 max	Grant	7/1/19-6/30/20	Embedding Services and Support Support for Banner Financial Aid Upgrades
<u>FOSTER CARE EDUCATION</u>				
Montiel, Lelia	\$11,250.00 max <i>(Revision-previously \$9,250.00)</i>	Grant	7/1/18-6/30/19	FKCE Trainer
<u>HUMAN RESOURCES</u>				
R2WP	\$10,000.00 max	District	9/5/18-6/30/19 <i>(Revision- Previously 12/31/18)</i>	Assist with Disability Accommodation Issues
<u>VISUAL & PERFORMING ARTS</u>				
De Alba, Jonathan Christian	\$2,500.00 max	District	3/20/19-6/30/19	Musician Services
Guitron, Ericka	\$2,500.00 max	District	3/20/19-6/30/19	Guest Artist
Lotz, Phillip Nathan	\$2,500.00 max	District	3/20/19-6/30/19	Guest Artist
Raymond, John	\$2,500.00 max	District	3/20/19-6/30/19	Guest Artist

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 19, 2019	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 Lori Amato, 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
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.b.

**Use of Facilities
March 19, 2019**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Apartment Manager Nightmare, LLC	MA, TE, VA, CC Quad, LI, Exterior Areas	Film Crew	2/9 and 2/10/19	\$7,471.00 plus additional fees if required
Azusa Pacific University	Stadium	Pro-Day for Football Scouts	3/21/19	\$600.00 plus additional fees if required
Azusa Pacific University	Stadium	Football Intra-Squad Scrimmage	3/30/19	\$1,000.00 plus additional fees if required
Azusa Pacific University	Tennis Courts	Tennis Tournament	6/22/19	\$150.00 plus additional fees if required
Azusa Pacific University	Tennis Courts	Tennis Tournaments	7/6, 7/20, 7/27, 8/10 and 12/21/19	\$750.00 plus additional fees if required
DDK Productions	Performing Arts Center	Dance Show	6/27 and 6/29/19	\$3,848.00 plus additional fees if required
FLS International	CI159	Graduation	5/24, 6/21, 8/16, 9/13, 10/11, 11/8/19; 1/3/20 and 1/31/20	\$800.00 plus additional fees if required
Gladstone High School	Stadium and Locker Rooms	Football Games	8/23, 9/6, 10/4 and 11/1/19	\$10,800.00 plus additional fees if required
Glendora High School	Stadium and Locker Rooms	Football Games	8/30, 9/13, 9/19, 10/11 and 10/25/19	\$13,000.00 plus additional fees if required
Glendora High School	Stadium and Parking Lots	Graduation	5/29/19	\$5,500.00 plus additional fees if required
JUCO MADE	Stadium	Football Camp	5/18/19	\$1,548.00 plus additional fees if required
Michael Castaneda	Recording Arts Studio	Equipment Rental	1/23/19	\$50.00 plus additional fees if required
San Dimas High School	Stadium and Locker Rooms	Football Game	9/14/19	\$3,946.00 plus additional fees if required
Taiko Project	Recording Arts Studio	Basic Tracking	1/26 and 1/27/19	\$2,100.00 plus additional fees if required
Thirty Saints Productions	Recording Arts Studio	Basic Tracking	1/17, 1/18 and 2/1/19	\$1,700.00 plus additional fees if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Ratification of Purchase Orders	Information	<u> </u>
		Enclosure(s)	X

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during January and February 2019 is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify purchase orders issued during January and February 2019.

Claudette E. Dain
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.c.

		Board of Trustees Meeting March 19, 2019			
		Purchase Orders Issued Jan - Feb 2019			
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0010885	Voicethread	Software Site License	Restricted	Online Education	\$10,080.00
P0010886	Boxcast, Inc.	Service Agreement	General	Athletics	990.00
P0010887	CDW-G, Inc.	Computers	Capital Outlay	Technology & Computer Services	8,773.55
P0010888	Jeff's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	5,369.34
P0010889	Costco Wholesale	Blanket PO-Supplies	Restricted	Strong Workforce	1,000.00
P0010890	Office Depot	Blanket PO-Supplies	Restricted	Strong Workforce	800.00
P0010891	Claremont Courier	Blanket PO-Advertising	General	External Relations	4,759.00
P0010892	Owl Bookshop	Blanket PO-Supplies	Restricted	Strong Workforce	500.00
P0010893	A Tires N Auto Repair	Vehicle Repairs	General	Purchasing & Warehouse	7,597.74
P0010895	San Gabriel Valley Examiner	Blanket PO-Advertising	General	External Relations	6,600.00
P0010896	CDW-G, Inc.	Computers	Capital Outlay	Technology & Computer Services	59,022.74
P0010897	University Corp for Atmospheric Research	Sub Grantee Award-NSF Grant	Restricted	STEM	30,000.00
P0010898	LANAIR Group, LLC	Subscription	General	Technology & Computer Services	2,400.00
P0010899	Virco, Inc.	Furniture	Restricted	Basic Skills	13,336.99
P0010900	CDW-G, Inc.	Supplies	Restricted	Basic Skills	109.34
P0010901	CDW-G, Inc.	Supplies	Capital Outlay	Technology & Computer Services	1,178.22
P0010902	Mercury Fence Co., Inc.	Repairs-Fence and Gate	General	Grounds	775.00
P0010903	CDW-G, Inc.	Computer	General	Technology & Computer Services	1,339.61
P0010904	School News Roll Call, LLC	Blanket PO-Advertising	General	External Relations	1,650.00
P0010905	J-Dub	Supplies	Trust & Fiduciary	Athletics	1,815.02
P0010906	Ken's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	10,175.29
P0010907	Jan Osborn	Consultant, BOT 12/4/18	Restricted	VP Academic Affairs	1,000.00
P0010908	Michael E Powers & Associates, Inc.	Furniture	Restricted	Basic Skills	581.45
P0010909	Maria Cruz	Travel-Veterans Summit	General	Veterans Center	1,215.44
P0010910	Marianne Smith	Travel-NISOD Conference	Restricted	VP Academic Affairs	2,060.00
P0010911	Alessa Mejia	Travel-Road to Teaching Conference	Restricted	STEM	20.00
P0010912	John Morris	Travel-SCFC Conference	General	Study Abroad	354.25
P0010913	Carol Thomas	Travel-ACISA Conference	Restricted	Financial Aid	425.03
P0010914	Julie Martinez	Travel-CISOA Conference	Restricted	Financial Aid	379.00
P0010915	Monique Mozov	Travel-Strong Workforce Regional Project	Restricted	Strong Workforce	900.00
P0010916	Michael Wangler	Travel-Great Deans Conference	General	Dean Math Business	1,535.00
P0010917	Victoria Dominguez	Travel-NISOD Conference	Restricted	VP Academic Affairs	1,916.00
P0010918	Gwendylon Harris	Travel-Guided Pathways Conference	General	VP Academic Affairs	58.60
P0010919	Martha McDonald	Travel-CSSO Conference	General	VP Student Services	1,622.50
P0010920	Stephanie Perez	Travel-Road to Teaching Conference	Restricted	STEM	20.00
P0010921	Christopher Clarke	Blanket PO-Travel	General	External Relations	500.00
P0010922	Amazon.com	Blanket PO-Supplies	Trust & Fiduciary	International Students	4,000.00

P0010923	ESRI	Software Maintenance Agreement	General	Biological Science	547.50
P0010924	Eastbay Team Services	Supplies	Trust & Fiduciary	Athletics	262.80
P0010925	Snap On Industrial	Torque Wrench	General	Engineering & Industrial Tech	211.07
P0010926	Eva's Esthetics	Blanket PO-Supplies	Restricted	Cosmetology	6,000.00
P0010927	San Gabriel Valley Newspaper Group	Blanket PO-Advertising	General	External Relations	79,200.00
P0010928	Kanopy, LLC	Online Video Subscription	General	Library	6,040.00
P0010929	Moore Medical Corp.	Blanket PO-Supplies	Restricted	Nursing	3,000.00
P0010930	Pacific Dining Food Service Management	Catering Event for Financial Aid	Restricted	Financial Aid	713.82
P0010931	Print Manager	Service Maintenance	General	Technology & Computer Services	600.00
P0010932	Glendora Chamber of Commerce	Advertisement	General	Haugh Performing Arts Center	175.00
P0010933	Epic Sports, Inc.	Supplies	Trust & Fiduciary	Athletics	227.65
P0010934	Stotz Equipment	Service-Sharpen Mower Blades	General	Athletic Facilities	574.63
P0010935	Salima Allahbachayo	Blanket PO-Travel	General	Nursing	2,000.00
P0010936	Three B Enterprises	Advertisements	Restricted	Career Technical Education	520.00
P0010937	Gregory Lipp	Travel-NC3 Train the Trainer Conference	Restricted	Strong Workforce	2,655.00
P0010938	Southern California Truck Bodies	Repair-BoxTruck #139	Trust & Fiduciary	Music	3,285.00
P0010939	Shawn Jones	Travel-SWACC Conference	General	VP Finance & Admin Services	825.00
P0010940	CDW-G, Inc.	Software Subscription	General	Facilities	4,220.18
P0010941	Competitive Edge Software	Omnigo Annual License	Restricted	Campus Safety	4,968.00
P0010942	Amazon.com	Supplies	Restricted	Basic Skills	27.36
P0010943	Amazon.com	Blanket PO-Supplies	Trust & Fiduciary	International Students	4,000.00
P0010944	Bank Mobile Technologies, Inc.	Annual License	General	Financial Aid	15,000.00
P0010945	Pacific Parking Systems, Inc.	Supplies	Restricted	Campus Safety	87.60
P0010946	ProQuest	Online Database Subscription	Restricted	Library	1,882.84
P0010947	Pacific Dining Food Service Management	Food-HS Counselor Breakfast	General	Counseling	1,160.70
P0010948	Sweeper Shop	Blanket PO-Repairs	General	Facilities	2,500.00
P0010949	BSN Sports	Supplies	Trust & Fiduciary	Athletics	1,385.54
P0010950	Aqua-Serv Engineers, Inc.	Service Agreement	General	Maintenance	1,890.00
P0010951	1000Bulbs.com	Blanket PO-Supplies	General	Maintenance	5,000.00
P0010952	Azusa Plumbing & Heating Supply	Blanket PO-Supplies	General	Maintenance	5,000.00
P0010953	Consolidated Electrical Distributors, Inc.	Blanket PO-Supplies	General	Maintenance	6,000.00
P0010954	United Refrigeration, Inc.	Blanket PO-Supplies	General	Maintenance	10,000.00
P0010955	Plumbing Wholesale Outlet	Blanket PO-Supplies	General	Maintenance	5,000.00
P0010956	ESRI	Software Maintenance Agreement	General	Physical Science	547.50
P0010957	American Nurses Association	Institutional Membership	General	VP Finance & Admin Services	275.00
P0010958	Michael E Powers & Associates	Furniture	General	Admissions & Records	466.43
P0010959	Pinpoint Industries	Supplies	Trust & Fiduciary	Athletics	3,247.61
P0010960	Paton Group	Laser System for Architecture	Restricted	Engineering & Industrial Tech	50,237.00
P0010961	Carrier Corporation	Repairs-Parts and Control Software	Capital Outlay	Facilities	3,544.25
P0010962	Scantron	Supplies	General	Biological Science	378.61
P0010963	The Chronicle of Higher Education	Book	Restricted	VP Academic Affairs	196.01

P0010964	Tamis Systems, Inc.	Software License Renewal	General	Facilities	3,150.00
P0010965	Gas Control Technologies, Inc.	Repair-Gas Leak at AP Bldg	Capital Outlay	Facilities	10,740.00
P0010966	Fisher Scientific	Blanket PO-Supplies	General	Biotechnology	2,000.00
P0010967	Paton Group	Software	Restricted	Strong Workforce	1,281.16
P0010968	L.A.J.E. Concrete Company	Repairs-Concrete at Stadium	Capital Outlay	Facilities	6,400.00
P0010969	Avram Electric	Upgrades-Electrical and HVAC at CC	Capital Outlay	Facilities	6,354.00
P0010970	Jeff's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	493.71
P0010971	Alertus	Alertus Notification Renewal	General	Technology & Computer Services	9,950.00
P0010972	Salem Press, Inc.	Books	General	Library	587.12
P0010973	Scannx	Maintenance Renewal	General	Library	700.00
P0010974	Bibliotheca	Service Agreement	General	Library	2,520.96
P0010975	Amazon.com	Supplies	Restricted	DSP & S	2,745.26
P0010976	Alberto Solano	Consultant, BOT 12/04/18	Restricted	Career Center	6,000.00
P0010977	Michael E Powers & Associates	Desk Chair	General	Superintendent/President's Office	310.76
P0010978	Amazon Web Services, Inc.	Blanket PO-Off-Site Storage Backups	General	Technology & Computer Services	3,000.00
P0010979	Alan Waddington	Reimbursement-Kenshu Supplies	Self-supported Services	Dean Visual & Performing Arts	96.82
P0010980	Joseph Holbrook	Reimbursement-Kenshu Supplies	Self-supported Services	Dean Visual & Performing Arts	176.32
P0010981	Lucinda Over	Travel-SEA Meeting	General	Counseling	256.84
P0010982	Maryann Tolano-Leveque	Travel-CSSO Conference	General	Dean Students	1,200.56
P0010983	David Rodriguez	Travel-CCC Veterans Summit	General	Counseling	1,208.97
P0010984	Gerald Sequeira	Travel-IEPI Workshop	General	Admissions & Records	165.00
P0010985	Gerald Sequeira	Travel-CSSO Conference	General	Admissions & Records	1,081.00
P0010986	Michael Maliglig	Travel-CISOA Conference	General	Technology & Computer Services	542.08
P0010987	Gerald Sequeira	Travel-CISOA Conference	General	Admissions & Records	661.68
P0010988	Brian Dean	Travel-CISOA Conference	General	Admissions & Records	526.90
P0010989	Eleanor Tsark	Travel-CSU Biotech Conference	Restricted	Career Technical Education	345.00
P0010990	Fe Lopez	Travel-CASBO Payroll Concepts Wksp	General	Payroll	445.00
P0010991	Kimberly Calderon	Travel-CASBO Payroll Concepts Wksp	General	Payroll	475.39
P0010992	Amber Quick-Cone	Travel-CASBO Payroll Concepts Wksp	General	Payroll	445.00
P0010993	Sean Osborn	Travel-CISOA Conference	General	Technology & Computer Services	565.17
P0010994	PaperDirect	Supplies	General	Staff Development	158.59
P0010995	Kerry Marsh, Vocal Jazz and Beyond	Blanket PO-Supplies	General	Music	500.00
P0010996	Sara Gonzales-Tapia	Travel-CCC CalWORKs Training	Restricted	Other Student Services	1,436.74
P0010997	Joel Cheng	Travel-CISOA Conference	General	Technology & Computer Services	579.88
P0010998	Susan Keith	Travel-CCLC Legislative Conference	General	Board of Trustees	1,456.07
P0010999	Christopher Clarke	Travel-CCLC Legislative Conference	General	External Relations	1,548.78
P0011000	Victoria Dominguez	Travel-Guided Pathways Conference	Restricted	Career Center	465.44
P0011001	Ernie's Auto Parts	Blanket PO-Supplies	General	Engineering & Industrial Tech	7,500.00
P0011003	Mercury Fence Co., Inc.	Repair-Stadium Gates and Fence	General	Facilities	2,350.00
P0011004	Claudette Dain	Travel-SWACC Meetings	General	VP Finance & Admin Services	2,500.00
P0011005	Claudette Dain	Travel-PIPS Meetings	General	VP Finance & Admin Services	1,300.00

P0011006	Claudette Dain	Travel-SAFER Meetings	General	VP Finance & Admin Services	1,000.00
P0011007	Fred Diamond	Travel-CCC-IOU Management Team Mtg	General	Facilities	890.00
P0011008	D&R Office Works, Inc.	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	500.00
P0011009	Ana Afzali	Spain Study Abroad Supplies	General	Study Abroad	1,000.00
P0011010	Amazon.com	Supplies	General	Engineering & Industrial Tech	262.31
P0011011	Gas Control Technologies, Inc.	Gas Line-Campus Center	Capital Outlay	Facilities	34,270.38
P0011012	Petra-1	Supplies	Restricted	Cosmetology	1,444.09
P0011013	McMaster Carr Supply Company	Supplies	General	Engineering & Industrial Tech	396.72
P0011014	Owl Bookshop	Blanket PO-Supplies	General	Counseling	200.00
P0011015	Robotshop, Inc.	Supplies	Restricted	Physical Science	1,816.61
P0011016	B&H Photo-Video-Pro Audio	Equipment	Restricted	Student Publications	2,370.99
P0011017	Doc Fizzix Products	Supplies	Restricted	Physical Science	328.17
P0011018	AC Supply	Supplies	Restricted	Physical Science	1,674.57
P0011019	LANAIR Group, LLC	Server HDrive Replacements	General	Technology & Computer Services	1,131.90
P0011020	Cardiac Direct	EKG Simulator	Restricted	Dental	1,552.53
P0011021	A.S.A.P. Mobile Car Wash & Detailing	Blanket PO-Service	General	Purchasing & Warehouse	2,500.00
P0011022	Michael Kessler	Consultant, BOT 1/17/19	General	Technology & Computer Services	15,000.00
P0011023	Victoria Dominguez	Travel-IEPI Workshop	General	VP Academic Affairs	141.04
P0011025	Barbara Dickerson	Travel-CCLC Legislative Conference	General	Board of Trustees	1,192.46
P0011026	Excel Plumbing & Rooter	Water Bottle Filling Station Installation	Capital Outlay	Facilities	1,800.00
P0011027	Patterson Dental	Supplies	Restricted	Dental	3,199.37
P0011028	CDW-G, Inc.	Computers	Restricted	Dental	9,656.47
P0011030	Office Depot	Copy Paper	General	Purchasing & Warehouse	25,895.20
P0011031	National Athletic Trainers Association	Institutional Membership	General	VP Finance & Admin Services	783.00
P0011032	Hampton Tedder Electric	Electrical Upgrades	Capital Outlay	Facilities	14,012.67
P0011033	Fitness Mechanics	Reupholster Training Tables	General	Athletic Facilities	1,400.84
P0011034	Virco, Inc.	Installation Fee for Furniture	Restricted	VP Academic Affairs	3,108.88
P0011035	International Business Machines	Software Renewal	General	Research Planning Effectiveness	1,134.42
P0011036	Vector Resources, Inc.	Outdoor Wireless (Aruba)	Capital Outlay	Technology & Computer Services	26,307.00
P0011037	Westberg + White, Inc.	EFMP Consultant, BOT 1/17/19	General	VP Finance & Admin Services	320,000.00
P0011038	Owl Bookshop	Blanket PO-Supplies	Restricted	Career Technical Education	250.00
P0011039	CDW-G, Inc.	Software	General	Technology & Computer Services	30,951.86
P0011040	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Strong Workforce	2,000.00
P0011041	Spring Cleaners	Blanket PO-Dry Cleaning Services	General	Music	3,500.00
P0011042	Competitive Aquatic Supply	Supplies	Trust & Fiduciary	Athletics	327.61
P0011043	Conejo Swimworks	Supplies	General	Athletics	2,223.14
P0011044	Amazon.com	Supplies	Restricted	Physical Science	1,405.58
P0011045	Jeff's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	82.27
P0011046	BSN Sports	Supplies	Restricted	Kinesiology	27,352.05
P0011047	Pocket Nurse	Supplies	Restricted	Nursing	12,508.63
P0011048	Dick's Sporting Goods	Supplies	Restricted	Biological Science	49.23

P0011049	Michael Wangler	Reimbursement-Supplies	General	Mathematics	105.58
P0011050	Owl Bookshop	Blanket PO-Supplies	Restricted	VP Academic Affairs	1,000.00
P0011051	Patrick Schmiedt	Travel-JACC Conference	General	Student Publications	1,339.92
P0011052	Linda Vick	Consultant-Costume Supply Reimbursement	General	Music	300.00
P0011053	School News Roll Call, LLC	Advertisement	General	External Relations	514.00
P0011054	Performance Health Supply, Inc.	Service Agreement	General	Athletics	219.95
P0011055	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Strong Workforce	1,500.00
P0011056	Cleartech Media	Equipment	Restricted	Technology & Computer Services	636.30
P0011057	Laguna Clay Company	Blanket PO-Supplies	Self-supported Services	Art	2,000.00
P0011058	Automatic Transmission Rebuilders Assoc	Institutional Membership	General	VP Finance & Admin Services	425.00
P0011059	Amazon.com	Blanket PO-Supplies	General	Career Center	300.00
P0011060	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Career Center	1,750.00
P0011061	McKesson Medical Surgical, Inc.	Supplies	Restricted	Health Center	409.12
P0011062	Sanofi Pasteur, Inc.	Supplies	Restricted	Health Center	376.85
P0011063	Tangram Interiors	Furniture-Campus Center	Capital Outlay	Facilities	126,768.24
P0011064	Sean Osborn	Travel-CISO Certification Conference	General	Technology & Computer Services	1,699.00
P0011065	CDW-G, Inc.	Computer for Auto Lab	Restricted	Engineering & Industrial Tech	1,099.96
P0011066	Pacific Dining Food Service Management	Food-NPHS Division Meeting Breakfast	General	Physical Science	134.14
P0011067	BPS Truck Parts, Inc.	Blanket PO-Supplies	General	Engineering & Industrial Tech	5,000.00
P0011068	Owl Bookshop	Blanket PO-Supplies	General	Dean Students	500.00
P0011069	Praxair	Blanket PO-Supplies	General	Art	1,800.00
P0011070	LANAIR Group, LLC	Dell Server Hardware Support	General	Technology & Computer Services	22,111.28
P0011071	Home Depot	Supplies	General	Library	420.30
P0011072	Global Industrial Equipment Company	Utility Cart & Cabinet	Restricted	Career Technical Education	674.53
P0011073	Pharmedix	Supplies	Restricted	Health Center	191.04
P0011074	Smith-Sharpe Fire Brick Supply	Ceramic Kiln Equipment	Restricted	Art	5,141.95
P0011075	Palm Springs Public Library	Replacement-Lost Book	General	Library	29.95
P0011076	Jackie Boxley	Travel-CCCAA Conference	General	Kinesiology	1,375.00
P0011077	Andrew Wheeler	Travel-CCCAA Conference	General	Kinesiology	1,375.00
P0011078	Toby Guebert	Travel-TESOL 2019 Convention	General	Staff Development	850.00
P0011079	Jackie Boxley	Travel-CCCAA Spring Convention	General	Staff Development	850.00
P0011080	Amazon.com	Supplies	General	Physical Science	119.81
P0011081	Andrew Wheeler	Travel-CCCAA Spring Convention	General	Staff Development	850.00
P0011082	Patrick Schmiedt	Travel-JACC Conference	General	Staff Development	675.00
P0011083	E.G. Brennan & Company	Blanket PO-Repairs	General	Fiscal Services	2,000.00
P0011084	Gwendylon Harris	Travel-Guided Pathways Conference	General	VP Academic Affairs	285.00
P0011085	Bradford Spikes	Training-Electrical Meter Training	General	Facilities	170.00
P0011086	Claudette Dain	Travel-ACCJC Institutional Report Training	General	VP Finance & Admin Services	440.00
P0011087	Amazon.com	Blanket PO-Supplies	Bookstore	Bookstore	1,500.00
P0011088	Par West Turf Services, Inc.	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	2,847.00
P0011089	Cynthia Cross	Travel-TESOL 2019 Convention	General	Staff Development	850.00

P0011090	Maya Alvarez-Galvan	Study Abroad-Supplies	General	Study Abroad	228.96
P0011091	StorageContainer.com	Storage Container	Capital Outlay	Facility Rentals	4,818.00
P0011092	Steve Odrich	Travel-Math Council Spring Conference	General	Staff Development	140.00
P0011093	O'Reilly Auto Parts	Engine Stands	Restricted	Strong Workforce	70,474.20
P0011094	LKQ Valley Truck Parts	Diesel Engines	Restricted	Strong Workforce	12,497.50
P0011095	COMEVO, Inc.	Software	Restricted	Career Center	50,000.00
P0011096	Bound Tree Medical	Supplies	Restricted	Nursing	2,809.33
P0011097	Amazon.com	Supplies	Restricted	Physical Science	1,978.70
P0011098	Amazon.com	Supplies	Restricted	Biological Science	228.52
P0011099	United Parcel Service	Blanket PO-Shipping Services	General	Purchasing & Warehouse	2,500.00
P0011100	Barney's Blends	Supplies	General	Athletic Facilities	1,151.20
P0011101	Pasco Scientific	Digital Oscilloscopes	Restricted	Physical Science	4,043.84
P0011102	Daigger	Pipette Controllers	Restricted	Biological Science	3,641.36
P0011103	Daktronics	Blanket PO-Supplies	General	Maintenance	4,000.00
P0011104	GlaxoSmithKline	Supplies	Restricted	Health Center	1,306.50
P0011105	W.W. Grainger, Inc.	Supplies	General	Engineering & Industrial Tech	2,180.46
P0011106	Proforma Quality Printing	Advertisements	Restricted	Other Student Services	995.71
P0011107	Mover Services, Inc.	Moving Classroom Furniture	General	Dean Language Arts & Library	768.00
P0011108	Ricky Lin	Blanket PO-Photography Service	General	External Relations	13,690.00
P0011109	Pasco Scientific	Supplies	General	Physical Science	120.45
P0011110	Vintage King Audio	Recording Studio Equipment	Restricted	Recording Technology	7,223.90
P0011111	Amazon.com	Supplies	Restricted	Strong Workforce	875.78
P0011112	Continental West Services	HVAC Equipment at Central Plant	Capital Outlay	Facilities	36,901.50
P0011113	DATATEL Wiring Products, Inc.	AV Equipment at Campus Center	Capital Outlay	Facilities	70,396.35
P0011114	CCCSDCA	Institutional Membership	General	VP Finance & Admin Services	200.00
P0011115	Geraldine Perri	Travel-CCLC CEO Symposium	General	Superintendent/President's Office	1,576.35
P0011116	Nathalie Miramontes	Travel-EOPS Pacific Clinics Conference	Restricted	Other Student Services	161.27
P0011117	EOP&S Region VIII	Travel-CARE Region 8 Conference	Restricted	Other Student Services	1,225.00
P0011118	D&R Office Works, Inc.	Supplies-Furniture	General	Fiscal Services	7,250.00
P0011119	Bravo Sign & Design	Boardroom Plaque	General	External Relations	2,461.51
P0011120	Maryann Tolano-Leveque	Travel-Connecting the Dots Conference	General	Dean Students	160.84
P0011121	Safeguard Southern California	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	328.50
P0011122	Signarama	Banners	General	External Relations	24,160.85
P0011123	Jeremy Clark	Travel-Toyota T-Ten Conference	Restricted	Career Technical Education	750.00
P0011124	David Brown	Travel-Toyota T-Ten Conference	Restricted	Career Technical Education	750.00
P0011125	Cummins Sales and Service	Instructional Software-Diesel	Restricted	Strong Workforce	681.91
P0011126	Amazon.com	3-D Printer	Restricted	Physical Science	4,399.70
P0011127	B&H Photo-Video-Pro Audio	Equipment	Restricted	Photography	19,980.36
P0011127	B&H Photo-Video-Pro Audio	Equipment	Restricted	Recording Technology	15,009.12
P0011128	CDW-G, Inc.	Computers	Restricted	Library	40,481.37
P0011129	Student Transportation of America	Transportation	General	Outreach	5,481.25

P0011130	Carolina Biological Supply	Supplies	Restricted	Biological Science	1,472.56
P0011131	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	VP Academic Affairs	500.00
P0011132	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	STEM	250.00
P0011133	J.D. Fields Lumber Company	Scene Shop Lumber	General	Haugh Performing Arts Center	6,979.24
P0011134	Tessitura Network	Blanket PO-Service	Trust & Fiduciary	Haugh Performing Arts Center	350.00
P0011135	Alertus Technologies	Alertus Beacon Renewal	General	Technology & Computer Services	10,472.58
P0011136	Open Education Consortium	Institutional Membership	General	VP Finance & Admin Services	650.00
P0011137	TouchPoint Medical	Computer	Restricted	Nursing	1,793.61
P0011138	Jennifer Schutza	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	110.00
P0011139	Sherri Bausch	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	1,100.00
P0011140	Brian Clough	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	780.00
P0011141	Michelle Jackson	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	260.00
P0011142	LeLand Simpliciano	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	335.00
P0011143	Margaret Pappas	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	295.00
P0011144	Gina Carlson	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	640.00
P0011145	Craig Fucile	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	700.00
P0011146	Quayum Abdul	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	800.00
P0011147	Frances Ortiz	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	275.00
P0011148	Elizabeth Strowbridge	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	1,300.00
P0011149	Londo Welding, Inc.	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	2,000.00
P0011150	Leeanne Krusemark	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	300.00
P0011151	Rosario Garcia	Blanket PO-Travel	Trust & Fiduciary	Student Life & Leadership	50.00
P0011152	Edward Yoon	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	300.00
P0011153	Kellie Nicholson	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	1,300.00
P0011154	Ricson Chude	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	250.00
P0011155	Voices For All, LLC	Blanket PO-Continuing Ed Classes	Comm/Contract Ed	Community Education	200.00
P0011156	Patrick Del Rosario	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	300.00
P0011157	A-1 Event & Party Rentals	Tent Rental-Commencement	General	VP Student Services	743.30
P0011158	Malmark, Inc.	Citrus Singers-Supplies	General	Music	327.69
P0011159	Amazon.com	Instructional Lab Equipment	Restricted	Dental	256.72
P0011160	Pizza Hut	Food-VPA Open House	General	VP Academic Affairs	2,414.48
P0011161	Sound Music Publications	Blanket PO-Supplies	General	Music	400.00
P0011162	Natalie Desimone	Travel-@one Online Conference	General	Counseling	65.00
P0011163	Jessica Lopez Jimenez	Travel-RP Group SSS Conference	General	Counseling	166.79
P0011164	Gerald Sequeira	Travel-IEPI Workshop	General	Admissions & Records	177.00
P0011165	Lelaine Arredondo	Travel-CCC CalWORKs Training	General	Staff Development	1,362.53
P0011166	Toni Billiet	Travel-CCC CalWORKs Training	General	Staff Development	1,435.02
P0011167	Coe Lamoureux	Travel-ISC Conference	General	International Students	7,738.00
P0011168	Michael Wangler	Travel-ACCCA Conference	General	Dean Math Business	240.00
P0011169	Michael Wangler	Travel-Connecting the Dots Conference	General	Dean Math Business	106.00
P0011170	PowerSchool Group, LLC	Annual ATS Software Renewal	General	Human Resources	30,000.00

P0011171	Rancho Janitorial Supplies	Emergency Supplies	Capital Outlay	Risk Management	5,875.00
P0011172	Gerald Sequeira	Blanket PO-NAFSA Conference	Trust & Fiduciary	International Students	3,700.00
P0011173	Coe Lamoureux	Blanket PO-NAFSA Conference	Trust & Fiduciary	International Students	3,400.00
P0011174	Otto Systems	Chain for Stage Hoist	General	Haugh Performing Arts Center	662.91
P0011175	Baudville, Inc.	Supplies	General	Admissions & Records	137.30
P0011176	Brandy Davis	Travel-Sign Language Interpreter Conf	Restricted	DSP & S	1,092.15
P0011177	Marianne Smith	Travel-NSF PI Meeting	Restricted	STEM	1,825.00
P0011178	Denise Beatty	Travel-CCCSFAAA Conference	Restricted	Financial Aid	960.28
P0011179	Guillermo Miranda Castrejon	Travel-CCCSFAAA Conference	Restricted	Financial Aid	678.04
P0011180	Carol Thomas	Travel-All Financial Aid Directors Meeting	Restricted	Financial Aid	701.44
P0011181	Denise Beatty	Travel-2019 Tax Training	Restricted	Financial Aid	226.00
P0011182	Irma Rios	Travel-2019 Tax Training	Restricted	Financial Aid	190.00
P0011183	Denise Luna	Travel-2019 Tax Training	Restricted	Financial Aid	199.68
P0011184	Rita Barber	Blanket PO-Travel	General	Outreach	250.00
P0011185	Teresa Gonzalez	Blanket PO-Travel	General	Outreach	250.00
P0011186	Pacific Parking Systems, Inc.	APS Maintenance Contract	Restricted	Campus Safety	8,500.00
P0011187	Coe Lamoureux	Blanket PO-Travel	Trust & Fiduciary	International Students	5,000.00
P0011188	Brian Waddington	Travel-PTK 2019 Catalyst Convention	General	Dean Language Arts & Library	2,074.82
P0011189	Susan Keith	Travel-CCCT, To Be Reimbursed	General	Board of Trustees	672.61
P0011190	Brian Dean	Travel-CACCRAO Conference	General	Admissions & Records	1,312.49
P0011191	Barry Kuan	Travel-CACCRAO Conference	General	Admissions & Records	1,312.49
P0011192	Amberly Durfield	Travel-JACC Conference	General	Student Publications	870.00
P0011193	W.W. Grainger, Inc.	Supplies	General	Art	494.48
P0011194	Rogue Fitness	Exercise Machine	Restricted	Kinesiology	2,583.08
P0011195	Pocket Nurse	Supplies	Restricted	Nursing	1,959.18
P0011196	CDW-G, Inc.	Laptop	Restricted	Physical Science	1,736.24
P0011197	Jeff's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	4,273.79
P0011198	DLT Solutions	Linux Server Renewal	General	Technology & Computer Services	9,205.30
P0011199	Global CTI Group, Inc.	Blanket PO-Telephone Support	General	Technology & Computer Services	1,000.00
P0011200	CDW-G, Inc.	Projectors	Restricted	Technology & Computer Services	12,103.60
P0011201	The Lifeguard Store, Inc.	Supplies	General	Athletics	963.92
P0011202	Harbor Freight	Supplies	General	Engineering & Industrial Tech	312.89
P0011203	Western Audio Visual Corp.	Blanket PO-Repairs	General	Technology & Computer Services	5,000.00
P0011205	Fisher Scientific	Blanket PO-Supplies	General	Biotechnology	2,000.00
P0011206	Owl Bookshop	Rocket Owl-Supplies	Restricted	Physical Science	210.68
P0011207	Evisions	Software Renewal Agreement	General	Technology & Computer Services	21,980.00
P0011208	Melissa Christian	Travel-RP Group Conference	Restricted	Career Center	1,465.00
P0011209	Yueyi Huang	Travel-RP Group Conference	Restricted	Career Center	1,450.00
P0011210	Michael Wangler	Travel-RP Group Conference	Restricted	Career Center	1,480.00
P0011211	Victoria Dominguez	Travel-GP CISOA Conference	Restricted	Career Center	605.56
P0011212	Natalie Desimone	Travel-Guided Pathways Conference	Restricted	Career Center	418.98

P0011213	Flickr.com	Software	General	Technology & Computer Services	50.00
P0011214	Student Transportation of America	Transportation	Restricted	Counseling	518.75
P0011215	Owl Bookshop	Blanket PO-Supplies	Restricted	Strong Workforce	2,750.00
P0011216	Boxcast, Inc.	Service Agreement	General	Athletics	83.85
					\$1,858,944.64

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	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 2019:

	<u>January</u>	<u>February</u>
Warrants Issued to Vendors	\$3,184,052.64	\$2,055,625.03
Warrants Issued to Students	\$269,344.00	\$5,098.13
Warrants Issued to Employees	<u>\$4,506,580.47</u>	<u>\$4,713,562.35</u>
Total	<u>\$7,959,977.11</u>	<u>\$6,774,285.51</u>

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

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during January and February 2019, totaling \$14,734,262.62.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.d.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
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DATE: March 19, 2019

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
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Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.e.



**ACADEMIC EMPLOYEES FOR REHIRE
MARCH 19, 2019 BOARD MEETING**

Approve entering into a second (one-year) contract for the academic year 2019-2020 for the following academic employees:

Berberyan, Toros – Mathematics
Edwards, Kenneth – Music
Fitzpatrick, Sean – Music
Galich, Jennifer – Nursing
Holbrook, Joseph – Theatre Arts
Kinnaman, Laura – Physics
Macready, Kristin – Licensed Vocational Nursing
Neighbors, Bryce – Automotive
Saikali, Leina – Counseling
Yoo, JiHee – Licensed Vocational Nursing

Approve entering into a third (two-year) contract for the academic years 2019-2020 and 2020-2021 for the following academic employees:

Arredondo, Lelaine – CalWORKs
Cook, Elizabeth – Library
Dingman, Jamie – English
Durfield, Amberly – English
Gonzales, Rina – Dental
Gramling, Gary – Water Technology
Gutierrez, Raquel – Counseling
Kibbe, Sonia – Nursing
Miramontes, Nathalie – Counseling
Tate, Erin – Psychology
Tsark, Eleanor – Biology
Valderrama Perez, Frida – Mathematics
Wheeler, Andrew – Kinesiology

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
MARCH 19, 2019**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Anderson, Brian	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
Brown, Cherie	Acting Techniques Workshop	Stipend	3/20/19	5/24/19	\$3,200.00/tl.
Everest, Robert	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
Gutierrez, Jesus	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
Han, June	Biology Lab Coordinator	Hourly as needed	2/20/19	6/15/19	\$59.96/hr.
Lauer, Brett	Instructor - Kinesiology	Hourly as needed	1/2/19	2/14/19	\$59.96/hr.
Swatzel, James	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
Trad, Mohamad	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
White, Sheila	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.
Zhuang, Eagle	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$59.96/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 19, 2019**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Aguirre, Arlene	Instructor - Licensed Vocational Nursing	Hourly as needed	3/20/19	6/14/19	\$53.07/hr.
Ascencio Vazquez, David	Instructor - Architecture/Drafting	Hourly as needed	2/20/19	6/15/19	\$53.07/hr.
Bordewich, Wendy	Instructor - Dental	Hourly as needed	3/20/19	6/14/19	\$53.07/hr.
Dean, Rebecca	Instructor - Kinesiology	Hourly as needed	1/2/19	2/14/19	\$53.07/hr.
Dean, Rebecca	Instructor - Kinesiology	Hourly as needed	3/20/19	6/15/19	\$53.07/hr.
Deets, Kristen	Instructor - Speech	Hourly as needed	3/5/19	6/15/19	\$53.07/hr.
Estrada de Figueroa, Irma	Instructor - Cosmetology	Hourly as needed	3/4/19	6/15/19	\$53.07/hr.
Farwell, Tanner	Instructor - Kinesiology	Hourly as needed	1/2/19	2/14/19	\$53.07/hr.
Farwell, Tanner	Instructor - Kinesiology	Hourly as needed	3/20/19	6/15/19	\$53.07/hr.
Ho, Huong	Counselor	Hourly as needed	3/20/19	6/30/19	\$53.07/hr.
Holm, Daniel	Instructor - Cosmetology	Hourly as needed	2/25/19	6/15/19	\$53.07/hr.
Khair, Sara	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$53.07/hr.
Lewis, Jeremy	Acting Coach, American College Theatre Festival	Stipend	3/20/19	3/22/19	\$500.00/tl.
Martinez, Cristian	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$53.07/hr.
Navarro, Monique	Instructor - Dental	Hourly as needed	3/20/19	6/14/19	\$53.07/hr.
Nguyen, Allyn	Instructor - Biology	Hourly as needed	3/4/19	6/18/19	\$53.07/hr.
Norris, Casey	Instructor - Kinesiology	Hourly as needed	2/19/19	6/15/19	\$53.07/hr.
Pham, Calvin	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$53.07/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MARCH 19, 2019**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Qasqas, Areej	Instructor - History	Hourly as needed	12/3/18	12/19/18	\$51.52/hr.
Ramos-Bernal, Natasha	Instructor - Political Science	Hourly as needed	2/20/19	6/15/19	\$53.07/hr.
Slaby, Marci	Instructor - Cosmetology	Hourly as needed	1/16/19	2/1/19	\$53.07/hr.
Slaby, Marci	Instructor - Cosmetology	Hourly as needed	2/25/19	6/15/19	\$53.07/hr.
Sterling, Jerica	Mathematics AB 705 Project	Hourly as needed	3/20/19	6/30/19	\$53.07/hr.
Valdez, Antonio	Instructor - Cosmetology	Hourly as needed	2/28/19	6/15/19	\$53.07/hr.
Wang, Claire	Assistant Music Director for Concert Choir	Stipend	3/20/19	4/24/19	\$1,500.00/tl.

ACADEMIC EMPLOYEES - ADJUNCT
SPRING 2019
MARCH 19, 2019

NAME	AREA	PLACEMENT	LHE RATE
Arefin, Shamsul	Mathematics	3-6	\$1,454.00
Battle, Anne	Photography	4-6	\$1,515.00
Boyden, Pixie	Office Technology	2-5	\$1,324.00
Khair, Sara	Mathematics	1-1	\$1,212.00
Lopez, Diego	Kinesiology	1-4	\$1,212.00
Mason, Clair	Office Technology	1-1	\$1,212.00
Nguyen, Cynthia	Mathematics	2-6	\$1,387.00
Ramirez Javier, Odilon	Mathematics	2-6	\$1,387.00
Scott, Arkova	Office Technology	1-1	\$1,212.00
Sterling, Jerica	Mathematics	1-1	\$1,212.00

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
2018-2019
MARCH 19, 2019**

NAME	ADJUNCT OR FULL- TIME	AREA	BEGIN	END	PLCMT	HOURLY RATE
Chen, Robert	A	Mathematics	2/18/19	6/15/19	2-3	\$38.65
Farias, Cristian	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Jacinto, Christopher	A	Mathematics	2/18/19	6/15/19	2-3	\$38.65
Khair, Sara	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Martinez, Cristian	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Martinez, Jeannie	A	Mathematics	2/18/19	6/15/19	3-3	\$40.72
Pham, Calvin	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Punsalan, Kevin	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Sterling, Jerica Rae	A	Mathematics	2/18/19	6/15/19	1-3	\$36.53
Villa Jr., Arthur	A	Learning Center	3/20/19	6/30/19	1-1	\$32.71

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
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DATE: March 19, 2019

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 and Karen Giles, 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
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Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.f.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MARCH 19, 2019**

NAME	PCT/CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	MONTHLY RATE
Alvarado, Claudia	100% Human Resources Technician I (Human Resources)	Temporary Upgrade	3/1/19 through 4/30/19	36-1	\$4,291.49
De Los Santos, Berta	100% Operations Assistant (Facilities)	Promotion	3/20/19	36-2	\$4,503.34
Franks, Lawrence	Interim Custodial Supervisor	Temporary Upgrade	1/18/19 through 6/30/19	8-2	\$5,772.00
Garcia, Ashley	49% Administrative Clerk II (CalWORKs)	Employment	3/20/19	22-1	\$1,488.22
Gascon, Genaro	100% Senior Graphic Designer (External Relations)	Promotion	3/20/19	50-1	\$6,063.79
Ordonez, Marcos	49% Instructional Lab Assistant (Visual and Performing Arts)	Employment	3/20/19	21-1	\$1,451.92
Perez, Michelle	100% Transcript Evaluator (Admissions and Records)	Employment	3/20/19	36-1	\$4,291.49
Tunno, Julie	Interim Continuing Education Supervisor	Temporary Upgrade	3/20/19 through 6/30/19	9-1	\$5,772.00

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MARCH 19, 2019**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Bottari, Lois	100% Administrative Secretary II	Retirement	Career Technical Education	9/6/19
BurrueI, James	100% Custodian	Retirement	Facilities	3/29/19
Fehr, Jody	100% Instructional Lab Technician III	Resignation	Learning Center	3/8/19
Ramos, Ana	49% Administrative Clerk I	Resignation	Campus Center	3/1/19
Reed, Linda	49% Administrative Clerk II	Retirement	Continuing Education	3/30/19

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	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 Briceyda Torres, Human Resources Technician II.

RECOMMENDATION

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

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.g.

CLASSIFIED SUBSTITUTES
MARCH 19, 2019

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Armenta Sr., Jose	Custodian	Serve as a substitute during rotating absences	3/20/19 through 6/30/19	22-1	\$17.52/hr.
Swadener, Dereck	Custodian	Serve as a substitute during rotating absences	3/20/19 through 6/30/19	22-1	\$17.52/hr.

SHORT-TERM, HOURLY
MARCH 19, 2019

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Aguilera, Mauricio	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	3/20/19 through 6/30/19

STIPENDS STRS NON-CREDITABLE
MARCH 19, 2019

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Allegaier, Jennifer	Stipend	Costume design for Spring Dance Concert (annual event)	Visual and Performing Arts/Dance ASO	\$3,000.00/tl.	3/20/19 through 5/22/19
Buuck, Jason	Stipend	Fight Choreography for Spring Show	Visual and Performing Arts/ASB Theatre	\$500.00/tl.	3/20/19 through 3/25/19
Dominguez, Victoria	Stipend	A guest speaker for the Student-Centered Teacher Sessions, a Professional Development Series	Institute for Completion	\$58.21/hr.	3/20/19 through 6/30/19
Gutierrez, Raquel	Stipend	Trio file review and grad checks	Institute for Completion	\$59.96/hr.	3/20/19 through 6/30/19
Lubisich, Senya	Stipend	A guest speaker for the Student-Centered Teacher Sessions, a Professional Development Series	Institute for Completion	\$58.21/hr.	3/20/19 through 6/30/19
Mixson, Vonetta	Stipend	Assistant Director for Pop Rock Ensemble Intermediate	Visual and Performing Arts/Music	\$2,000.00/tl.	3/20/19 through 4/24/19

STIPENDS STRS NON-CREDITABLE
MARCH 19, 2019

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Rudd, Rebecca	Stipend	A guest speaker for the Student- Centered Teacher Sessions, a Professional Development Series	Institute for Completion	\$58.21/hr.	3/20/19 through 6/30/19
Volonte, Daniel	Stipend	Moving Light Design (Spring Theatre)	Visual and Performing Arts/ASB Theatre	\$1,000.00/tl.	3/20/19 through 3/25/19

VOLUNTEERS, NON-ACADEMIC
MARCH 19, 2019

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Balcom, Drew	DSP&S	3/20/19	6/30/19
Chavez, Meiry	Veterans Success Center	3/1/19	6/30/19
Dellner, Tom	External Relations	3/1/19	6/30/19
Hancock, Aaron	Visual & Performing Arts	3/20/19	6/30/19
Jaramillo, Erinn	Kinesiology	3/20/19	6/30/19
Sandoval, Luis	Veterans Success Center	3/1/19	6/30/19
Virnala, Shane	Kinesiology	3/20/19	6/30/19

**PROFESSIONAL EXPERTS
MARCH 19, 2019**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE
Aldrete, Marcos	Baseball Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Carmody, Jordan	Women's Water Polo & Swim Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Curinga, Antonella	Cross Country Program Assistant	Kinesiology	3/26/19 through 6/30/19	\$12.00/hr.
Daniels, Don	Football Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Dean, Rebecca	Volleyball Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
DeRazo, Daniel	Interpreter I	DSP&S	3/20/19 through 9/20/19	\$23.80/hr.
Diaz, Alondra	PAGE Coordinator	Teacher Preparation Pipeline	7/1/19 through 7/31/19	\$46.00/hr.
Diaz, Alondra	PAGE Coordinator	Teacher Preparation Pipeline	6/1/19 through 6/30/19	\$46.00/hr.
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Garcia-Barragan, Miguel	Men's Water Polo Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Gillard, Melissa	Women's Basketball Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Harrison, Heather	Softball Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Hayashi, Brandon	Football Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
La Pointe, Nicholas	Football Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Norris, Casey	Men's Basketball Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Ordaz, Vanessa	Interpreter IV	DSP&S	3/20/19 through 9/20/19	\$46.59/hr.

**PROFESSIONAL EXPERTS
MARCH 19, 2019**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE
Pena, Ricardo	Academic Support Facilitator	Student Equity	3/20/19 through 6/30/19	\$14.00/hr.
Puckett, Kevin	Football Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Stover, Reginal	Football Program Assistant	Kinesiology	7/1/19 through 12/31/19	\$12.00/hr.
Uribe, Evelyn	STEM TRiO Facilitator	TRiO	3/20/19 through 6/30/19	\$5,500.00
Williams, Martha	PAGE Instructor	Teacher Preparation Pipeline	6/1/19 through 6/30/19	\$43.00/hr.
Williams, Martha	PAGE Instructor	Teacher Preparation Pipeline	7/1/19 through 7/31/19	\$43.00/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	
SUBJECT:	Authorization of Specified Signatures for Business Functions	Information	
		Enclosure(s)	X

BACKGROUND

Pursuant to §84030 and §84040 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts.

At the December 4, 2019 meeting, the Board of Trustees approved the Certification of Signatures for the District. However, at that time Trustee Montgomery was absent due to illness. Therefore, an update to the certification form is now necessary to add Trustee Montgomery to the Certification of Signatures form.

This item was prepared by Lori Amato, Administrative Assistant, Administrative Services.

RECOMMENDATION

In accordance with the California Community College Budget and Accounting Manual and in accordance with §84030 and §84040 of the Education code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is recommended that the Board approve the attached updated Certification of Signatures for Citrus Community College business functions.

Claudette E. Dain
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye Nay Abstained

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT
DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: March 20, 2019 to December 17, 2019

In accordance with governing board approval dated March 19, 20 19.

Signature _____
Clerk (Secretary) of the Board

Typed Name Edward C. Ortell
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE	INITIALS
TYPED NAME Susan M. Keith	
President of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME Edward C. Ortell	
Clerk/Secretary of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME Barbara R. Dickerson	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME Joanne Montgomery	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME Patricia A. Rasmussen	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	
SIGNATURE	INITIALS
TYPED NAME	
Member of the Board of Trustees/Education	

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE	INITIALS
TYPED NAME Geraldine M. Perri, Ph.D.	
TITLE Superintendent/President	
SIGNATURE	INITIALS
TYPED NAME Claudette E. Dain	
TITLE Vice President of Finance and Administrative Services	
SIGNATURE	INITIALS
TYPED NAME Robert Lopez	
TITLE Interim Director of Purchasing and Warehouse	
SIGNATURE	INITIALS
TYPED NAME Rosalinda Buchwald	
TITLE Director of Fiscal Services	
SIGNATURE	INITIALS
TYPED NAME Robert L. Sammis	
TITLE Director of Human Resources	
SIGNATURE	INITIALS
TYPED NAME Shawn Jones	
TITLE Interim Accounting Manager	
SIGNATURE	INITIALS
TYPED NAME	
TITLE	

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	
SUBJECT:	Phi Theta Kappa Honor Society Field Trip / Conference, Kissimmee, Florida, April 3-6, 2019	Information	
		Enclosure(s)	X

BACKGROUND

This year the Phi Theta Kapa (PTK) Honor Society Catalyst 2019 Convention will take place in Kissimmee, Florida from April 3 to April 6, 2019. Three chapter officers plan to represent Citrus College.

The students will attend workshops on leadership, scholarship, and service along 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) Associated Students of Citrus College (ASCC),
- 2) Citrus College Foundation grant,
- 3) PTK local chapter Beta Nu Eta fundraising activities,
- 4) Personal funding by the participating students, and
- 5) Faculty travel support (advisor registration, travel, and accommodations).

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 2019 Conference which will take place from April 3, 2019 through April 6, 2019 in Kissimmee, Florida.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.3.

**Phi Theta Kappa Honor Society
International Catalyst 2019 Conference
April 3-6, 2019
Estimated Budget**

Transportation

Round trip airfare (Ontario-Orlando @ \$664.00 x 4 people	\$ 2,656.00
Airport parking (Ontario) – 4 days @ \$18.00	\$ 72.00
Airport Shuttle (Orlando) – round trip	<u>\$ 80.00</u>
<i>Total estimated transportation costs</i>	<i>\$ 2,808.00</i>

Hotel Accommodations

3 nights @ 252.21 x 2 rooms	<u>\$ 1,513.26</u>
<i>Total estimated hotel costs</i>	<i>\$ 1,513.26</i>

Conference Registration

Conference registration for 3 students @ \$359.00	\$ 1,077.00
Conference registration for 1 advisor @ \$359.00	<u>\$ 359.00</u>
<i>Total conference registration</i>	<i>\$ 1,436.00</i>

Estimated Budget	\$ 5,757.26
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Roster

Students

1. Logan Burton
2. Kara Elder
3. Amanda Gutierrez

Faculty

1. Brian Waddington

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE:	March 19, 2019	Resolution	
SUBJECT:	National Science Foundation Grant Field Trip to Boulder, Colorado, June 15 - June 22, 2019	Information	
		Enclosure(s)	x

BACKGROUND

The Citrus College “GP-EXTRA: Bridge to the Geosciences for Community College Students” project requires annual field trips that will introduce students to the geosciences, build their understanding of issues in the geosciences and how academe, government, and non-profits work to answer pressing questions in geoscience areas, and give them an opportunity to explore how their disciplinary interests fit into the geoscience workforce. The project will be implemented with two collaborating institutions in 2019: The Jet Propulsion Laboratory (JPL) and the University of Colorado, Boulder, CIRES Education & Outreach Center.

The 2019, 8-day field trip to Boulder, CO is an opportunity for Citrus College participants to work with scientists at the University of Colorado, Boulder as well as scientists from local state and federal agencies. The 2019 cohort will focus their study on forest ecology including the effects of fire and flood. Students will engage in work in the field and classroom, receive mentoring and professional development, and build their science communication skills. Each participant will complete a small research project.

This field trip is funded by the GP-EXTRA: Bridge to the Geosciences for Community College Students grant.

Participants will be accompanied by Dr. Smith and joined in Colorado by JPL and University of Colorado grant co-leads who will plan and conduct the 8-day experience and accompany students on field experiences. Participants will be housed at the University of Colorado, Boulder dormitories.

This item was prepared by Dr. Marianne Smith, Director of the Institute for Completion and Grants Oversight.

RECOMMENDATION

Authorization is requested to approve an 8-day field trip to Boulder, Colorado for 20 student participants and one chaperone in the National Science Foundation GP-EXTRA: Bridge to the Geosciences for Community College Students grant, June 15, 2019 through June 22, 2019.

Arvid Spor, Ed.D.
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.4.

Estimated Field Trip Budget
Bridge to the Geosciences for Community College Students
Boulder, Colorado
June 15 – June 22, 2019

Description	Estimated Cost
Transportation	
Roundtrip Airfare @ \$400/person (20 students + Dr.Smith).....	\$ 8,800.00
Roundtrip Shuttle from Denver airport to Boulder.....	\$ 850.00
Transportation between dorms and UC Boulder.....	\$ 2,000.00
Car Rental.....	\$ 600.00
 Accommodations and Per Diem	
Dorm rooms, 20 students x 7 nights, includes some meals.....	\$ 8,900.00
Dr. Smith housing 7 nights.....	\$ 2,500.00
Per Diem (partial)*.....	\$ 3,500.00
 TOTAL.....	<hr/> **\$27,150.00

*per diem includes students' daily lunches plus Smith daily meals

****All funding is provided by the National Science Foundation GP-EXTRA: Bridge to the Geosciences for Community College Students grant.**

Roster

NSF Bridge to the Geosciences Cohort #4
student participants will be named by April 1, 2019.

Chaperone:

National Science Foundation Bridge to the Geosciences Principal Investigator -
Marianne Smith, Ph.D.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>x</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Instrumental Music and Technical Theatre Field Trip/Tour to Hawaii June 27 – July 9, 2019	Information	<u> </u>
		Enclosure(s)	<u>x</u>

BACKGROUND

Members of the instrumental music program and the technical theater program will travel to Hawaii leaving June 27, 2019 and returning July 9, 2019. While in Hawaii, the MUSC 175 Jazz Ensemble Tour (Blue Note Orchestra), MUSC 179 Concert Promotion Touring (Night Shift), and THEA 295 Summer Concert Touring Production (Technical Theatre students) will perform at the Sheraton Waikiki Resort and the Royal Hawaiian Hotel. The series will feature Johnny Valentine and a tribute to Jimmy Borges in concert at the Royal Hawaiian ballroom. The students will also have master classes with Johnny Valentine. Students perform 6-8 hours each day at various venues throughout the hotels and grounds. These travel opportunities give Citrus College students the opportunity to experience the reality of touring, and this unique, intense performance schedule hones their professional skills as musicians and technicians.

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

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

This item was prepared by John Vaughan, Dean of Visual and Performing Arts; Kristen Campbell, Supervisor of Visual and Performing Arts; and Autumn Esparza, Secretary for Visual and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for forty-two (42) 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), to perform in Hawaii, plus six (6) faculty/staff members, two (2) consultants and one (1) professional expert to accompany them, from June 27, 2019 through July 9, 2019.

Arvid Spor, Ed.D.
Recommended by

/
Moved Seconded

Aye_____Nay___Abstained___

Approved for Submittal

Item No. G.5.

**Estimated Hawaii Budget
June 27 – July 9, 2019**

Air Transportation

Round trip airfare (\$700 x 51 people)	\$ 35,700.00
Baggage charges LAX to HNL	\$ 2,500.00
Baggage charges HNL to LAX	\$ 2,500.00
Estimated change fees	\$ 700.00
Estimated equipment shipping charges	\$ 1,600.00
<i>Total estimated airline transportation costs</i>	\$ 43,000.00

Ground Transportation

California Transportation

Charter bus arranged for transportation from Citrus College to airport
Charter bus arranged for transportation back to Citrus College

Ground Transportation in Hawaii

Round trip ground transportation between airport & hotel	\$ 2,000.00
Fuel	\$ 500.00
Vehicle Rental (Rental Cars)	\$ 2,800.00
<i>Total estimated ground transportation costs</i>	\$ 5,300.00

Hotel Expenses

Sheraton Waikiki

Rooms complimentary Value: 13 nights @\$230x20 rooms (\$59,800)

***Total estimated hotel costs* \$ 0**

Student Per Diem and Additional Food Costs

42 students @ \$300 total	\$ 12,600.00
Meals/Extra Per Diem (back up signatures provided)	\$ 3,300.00
<i>Total estimated per diem & additional food costs</i>	\$ 15,900.00

Excursions, Professional Workshops, Classes & Presentation

Educational Excursions	\$ 3,500.00
Fee for Johnny Valentine to perform with the groups	\$ 1,000.00
Masterclass fee with Johnny Valentine	\$ 200.00
<i>Total estimated excursions costs</i>	\$ 4,700.00

Additional Expenses

Prep for tour, additional equipment, supplies & costumes	\$ 6,000.00
Tips & Parking	\$ 1,200.00
<i>Total estimated additional expenses</i>	\$ 7,200.00

Shipping/Freight Charges

Dependable Hawaiian Express Round Trip Costs	\$ 17,000.00
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Estimated Budget \$ 93,100.00

Roster

Students participating:

1. ETT (TBD)
2. ETT (TBD)
3. ETT (TBD)
4. ETT (TBD)
5. ETT (TBD)
6. ETT (TBD)
7. Nick Bruno
8. Jenny Carlson
9. Briana Chavez
10. Stephanie Chavez
11. Eric Croissant
12. Aaron J. Curtin
13. Elliot Diaz
14. Timmy Dodd
15. Dominique Dominguez
16. Amanda Enriquez
17. Ethan Fuller
18. Peter Garcia
19. Vicente Gonzalez
20. Peter Gutierrez
21. Clinton Hampton
22. Ben Harris
23. Jesse Hernandez
24. Frank Juarez
25. Junior Leyvallergo
26. Victor Lopez
27. Peter Manzo
28. Gabriel Martinez
29. Joseluis Maya
30. Gabriella Musquez
31. Valerie Olivas
32. Danielle Potestad
33. Greg Ramirez
34. Daziel Rodriguez
35. Lukas Romero
36. Desiree Sandoval
37. Yuka Shibata
38. John Stone
39. Connie Tan
40. Daniel Verdugo
41. Phillip Williams
42. Mason Wood

Faculty/Staff:

1. Kristen Campbell
2. Michael LeBrun
3. Vonetta Mixson
4. Gino Munoz
5. Dan Volonte (6/27-7/3)
6. Alan Waddington (7/1-7/9)

Consultants:

1. Jeff Butler
2. Gabriel Mora

Professional Expert:

1. Alan Everman

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Additional Duties Stipend – Dean of Enrollment Services (extension)	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

On February 5, 2019, the Board of Trustees authorized a five percent (5%) salary stipend to Dr. Gerald Sequeira, Dean of Enrollment Services, for the purpose of assuming additional duties and responsibilities as the Acting Vice President of Student Services.

The stipend was approved through March 19, 2019, the expected end date of the Vice President of Student Services' leave of absence. The Vice President of Student Services' leave of absence has been extended. As a result, authorization is requested to extend the five percent (5%) salary stipend to Dr. Gerald Sequeira until the actual date of the Vice President of Student Services' return from a leave of absence.

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

RECOMMENDATION

Authorization is requested to continue a five percent (5%) salary stipend to Dr. Gerald Sequeira, Dean of Enrollment Services, for the purpose of assuming additional duties and responsibilities as the Acting Vice President of Student Services, effective March 19, 2019 through the date of the Vice President of Student Services' return from a leave of absence.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye Nay Abstained

Item No. G.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Peter Cross	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Mr. Peter Cross began his employment in a tenure track position as a biology instructor in the 2015-2016 academic year. His fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Peter Cross effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. H.7.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Jennifer Guzman	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Dr. Jennifer Guzman began her employment in a tenure track position as a nursing instructor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Dr. Jennifer Guzman effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.8.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Eun Kang	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Ms. Eun Kang began her employment in a tenure track position as an English instructor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Ms. Eun Kang effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.9.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
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DATE: March 19, 2019

Resolution

SUBJECT: Authorization to Grant Tenure
Gordon McMillan

Information

Enclosure(s)

BACKGROUND

Mr. Gordon McMillan began his employment in a tenure track position as a recording arts instructor in the 2015-2016 academic year. His fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Gordon McMillan effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye__Nay__Abstained__

Item No. G.10.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Jennifer Miller-Thayer	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Dr. Jennifer Miller-Thayer began her employment in a tenure track position as an anthropology instructor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Dr. Jennifer Miller-Thayer effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.11.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Henry Provencher	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Mr. Henry Provencher began his employment in a tenure track position as an administration of justice instructor in the 2015-2016 academic year. His fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Henry Provencher effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.12.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Elisabeth Ritacca	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Dr. Elisabeth Ritacca began her employment in a tenure track position as a history instructor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Dr. Elisabeth Ritacca effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.13.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	_____
SUBJECT:	Authorization to Grant Tenure Patrick Schmiedt	Information	_____
		Enclosure(s)	_____

BACKGROUND

Mr. Patrick Schmiedt began his employment in a tenure track position as a communications instructor in the 2015-2016 academic year. His fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Patrick Schmiedt effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.14.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Eileen Sin	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Ms. Eileen Sin began her employment in a tenure track position as a counselor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 30, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Ms. Eileen Sin effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.15.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	_____
SUBJECT:	Authorization to Grant Tenure Nora Sullivan	Information	_____
		Enclosure(s)	_____

BACKGROUND

Dr. Nora Sullivan began her employment in a tenure track position as a biology instructor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Dr. Nora Sullivan effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.16.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Flora Yee	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Ms. Flora Yee began her employment in a tenure track position as a counselor in the 2015-2016 academic year. Her fourth year of contract employment will end on June 30, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Ms. Flora Yee effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.17.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 19, 2019	Resolution	<u> </u>
SUBJECT:	Authorization to Grant Tenure Luai Zawahreh	Information	<u> </u>
		Enclosure(s)	

BACKGROUND

Mr. Luai Zawahreh began his employment in a tenure track position as an economics instructor in the 2015-2016 academic year. His fourth year of contract employment will end on June 15, 2019.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Luai Zawahreh effective as of the beginning of the 2019-2020 academic year.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.18.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	
SUBJECT:	Employment of Ms. Melissa Utsuki Executive Director of Communications and External Relations	Information	
		Enclosure(s)	

BACKGROUND

Ms. Melissa Utsuki has been selected through the hiring process as the recommended candidate to serve as Executive Director of Communications and External Relations.

This item was prepared by Karen Giles, Human Resources Technician II.

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Melissa Utsuki beginning April 1, 2019, as Executive Director of Communications and External Relations at a salary placement of Range 73, Step 1 totaling \$133,494 per year, plus health and statutory benefits.

Robert L. Sammis
Recommended by

Moved	/	Seconded
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Aye__Nay__Abstained__

Approved for Submittal

Item No. G.19.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	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 Policies were revised and reviewed by constituent groups on various dates and the Steering Committee on November 26, 2018 and December 10, 2018, respectively.

BP 3515 Reporting of Crimes
BP 3530 Weapons on Campus

Included with the policies, for information only, are the corresponding Administrative Procedures.

These Board Policies were presented to and approved by the Board on January 17, 2019, for the first reading.

This item was prepared by Christina M. Garcia, Administrative Assistant, Student Services.

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, BP 3515 Reporting of Crimes and BP 3530 Weapons on Campus.

Gerald Sequeira, J.D.
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye Nay Abstained

Item No. G.20.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3515 REPORTING OF CRIMES

References: Education Code Sections 212, 67380, 67383, and 87014; Penal Code Sections 245 and 422.55; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 United States Code Section 1232g; 34 Code of Federal Regulations Parts 99.31(a) (13), (14) and 668.46; Campus Security Act of 1990

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the Citrus Community College District Department of Campus Safety (Department of Campus Safety) of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

See Administrative Procedure 3515 Reporting of Crimes.

Board Approved	05/18/10
Revised	12/03/13
Revised	10/04/16
<u>Revised</u>	<u>04/11/18</u>

Reviewed by:	
Student Services	04/12/18
Academic Senate	05/23/18
ASCC	05/08/18
CSEA	05/30/18
Management Team	05/02/18
Super/Conf Team	05/07/18
Steering	11/26/18

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3515 REPORTING OF CRIMES

References: Education Code Sections 212, 67380, 67383, and 87014; Penal Code Sections 245 and 422.55; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 United States Code Section 1232g; 34 Code of Federal Regulations Parts 99.31(a) (13), (14) and 668.46; Campus Security Act of 1990

Citrus Community College District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to the Citrus Community College District Department of Campus Safety (Department of Campus Safety).

If an employee is assaulted, attacked, or menaced by a student, it shall be the duty of that employee, and/or the duty of the employee's supervisor or the dean of students, to promptly report the incident to the Department of Campus Safety. If an employee is assaulted, attacked, or menaced by another employee, the employee shall notify either Human Resources or the Department of Campus Safety as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the incident to Human Resources or the Department of Campus Safety. If the alleged assailant is the employee's supervisor, the employee shall notify the Department of Campus Safety who will report the complaint to Human Resources if the employee is unable or unwilling to do so. Reporting a complaint to the Department of Campus Safety and/or other local law enforcement authorities will not relieve the District of its obligation to investigate all complaints of harassment.

Definition of Campus

For purposes of this policy, "campus" shall mean: (1) Any building or property owned or controlled by the District within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, its educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the District, that is owned by the District but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). For purposes of this policy, "non-campus building or property" shall mean: (1) any building or property owned or controlled by a student organization that is officially recognized by the District; or (2) any building or property owned or controlled by the District that is used in direct support of, or in relation to its educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. For purposes of this policy,

“public property” shall mean all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the District campus, or immediately adjacent to and accessible from the campus.

Timely Warning

In the event that a situation arises, either on or off campus, that in the judgment of the vice president of student services or his/her designee constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The vice president of student services shall, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community the following crimes that have been reported to the Department of Campus Safety that occurred on campus, in or on non-campus building or property, and on public property:

- arson;
- assault offenses;
- burglary;
- criminal homicide – manslaughter by negligence;
- criminal homicide – murder and non-negligent manslaughter;
- domestic violence, dating violence and stalking;
- motor vehicle theft;
- robbery;
- sex offenses – forcible and non-forcible;
- arrests for liquor law violations, drug law violations, and illegal weapons possession;
- persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- those that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- those reported to the Department of Campus Safety or the Glendora Police Department; and
- those that are considered to represent a continuing threat to other students and employees.

Timely warnings will be issued through the college e-mail system to students, faculty, staff; and may also be issued through open postings; and the college web site. Information regarding a timely warning shall be disseminated by the Department of Campus Safety

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the vice president of student services or the Department of Campus Safety supervisor may also post a notice on the campus-wide electronic bulletin board on the college website at

www.citruscollege.edu, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all employees, students, and other members of the community. Anyone with information that may require a timely warning should report the circumstances to the Department of Campus Safety by phone at (626) 914-8611 or in person at the Department of Campus Safety, building CS.

The District shall not be required to provide a timely warning with respect to crimes reported to a campus professional counselor. For purposes of this policy, campus “professional counselors” are District employees whose official responsibilities include providing mental health counseling to members of the District community and who are functioning within the scope of their license or certification. This definition includes Student Health Center, Mental Health Therapists, and does not include academic counselors. When acting as such, professional counselors are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the District’s annual crime statistics.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures as outlined in Administrative Procedure 3505 Emergency Response Plan. When the District follows its emergency notification procedures, it is not required to issue a timely warning based on the same circumstances; however, it shall provide adequate follow-up information to the community as needed.

Annual Reporting

The District shall annually collect and publish statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations, as described above, for the three most recent calendar years. The Annual Security Report shall include, among other things, policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Department of Campus Safety at (626) 914-8611 or at:

<http://www.citruscollege.edu/stdntsrv/security>

Recommended Procedures for Reporting a Crime or Other Emergency:

- For Life Threatening/Emergency Situations: Dial 911 (*911 from a campus phone*) and the Department of Campus Safety immediately after at (626) 914-8611 (*8611 from a campus phone*). Be prepared to provide official address, building name and room number.
- For Non-Life Threatening/Non-Emergency Situations: Call the Department of Campus Safety at (626) 914-8611 (*8611 from a campus phone*).

Any suspicious activity or person should be reported to the Department of Campus Safety. Reports can be made by calling the Department of Campus Safety at (626) 914-8611, dialing 8611 from a campus phone, or via text by utilizing the text-a-tip function on the Department of Campus Safety Mobile App, Citrus Guardian. In addition, reports of a crime may be made to the following individuals:

- Vice President of Academic Affairs (626) 914-8881
- Vice President of Student Services (626) 914-8532
- Dean of Students (626) 914-8602
- Student Health Center (626) 914-8671
- Director of Human Resources (626) 914-8550

Confidential Reporting

If the victim of a crime does not want to pursue action within the District's system or the criminal justice system, they may still make a confidential report. With the victim's permission, the Department of Campus Safety can file a report on the details of the incident without revealing their identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Department of Campus Safety encourages anyone who is the victim or witness to a crime to promptly report the incident to the Department of Campus Safety or the Glendora Police Department. However, because police reports are public records under state law, the Department of Campus Safety cannot guarantee the confidentiality of law enforcement's reports. Confidential reports of crime may also be made to the Student Health Center at (626) 914-8671.

The District may disclose the final results of a disciplinary proceeding to a victim or survivor of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District shall also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated District policy with

respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- arson;
- assault offenses;
- burglary;
- criminal homicide – manslaughter by negligence;
- criminal homicide – murder and non-negligent manslaughter;
- destruction, damage, or vandalism of property;
- kidnapping or abduction;
- robbery; and
- sex offenses – forcible and non-forcible.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the District or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

Board Approved	05/18/10
Revised	10/16/12
Revised	11/12/13
Revised	10/04/16
Revised	04/11/18
Revised	01/17/19

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3530 WEAPONS ON CAMPUS

References: Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited at the college or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

See Administrative Procedure 3530 Weapons On Campus.

Board Approved	05/18/10
Desk Review	07/17/13
<u>Revised</u>	<u>04/05/17</u>

Reviewed by:

Student Services	04/13/17
Academic Senate	11/28/18
ASCC	04/25/17
CSEA	06/06/17
Management Team	05/03/17
Super/Conf Team	05/01/17
Steering	

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3530 WEAPONS ON CAMPUS

References: Penal Code Sections 626.9 and 626.10

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited at the college, or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. The prohibition of firearms on campus or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Activities involving firearms or other weapons conducted under the direction of Citrus College officials or as authorized by an official law enforcement agency shall be reported before taking place to the Department of Campus Safety who will notify the Glendora Police Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or other facility of the District must promptly notify the Department of Campus Safety supervisor.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches at the college is forbidden, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by the Department of Campus Safety to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Board Approved	05/18/10
Revised	11/12/13
Revised	04/05/17
Revised	01/17/19

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	March 19, 2019	Resolution	
SUBJECT:	California Community College Trustees (CCCT) Board Election – 2019	Information	
		Enclosure(s)	X

BACKGROUND

The election of members of the CCCT board of the Community College League of California (League) takes place between March 10th and April 25th. There are seven seats up for re-election on the board, with three incumbents running, two vacancies due to the three-term limit, and two trustees not seeking re-election.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term.

The thirteen trustees who have been nominated for election to the board are listed on the copy of the official ballot for the election. A copy of the ballot, as well as copies of the statement of candidacy and biographic sketch from each of the candidates were mailed to each community college district governing board and are available on the League's website (www.ccleague.org).

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

RECOMMENDATION

Authorization is requested to select up to seven individuals from the list of candidates for election to the California Community College Trustees Board of Directors of the Community College League of California as presented by the Community College League of California.

Geraldine M. Perri, Ph.D.
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye Nay Abstained

Item No. G.21.

CCCT 2019 BOARD OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's February 1, 2019 random drawing.

- ☐ Raymond Macareno, Sequoias CCD
- ☐ Thomas J. Prendergast, III, South Orange County CCD
- ☐ Michael Baldini, Napa Valley CCD
- ☐ *Kenneth A. Brown, El Camino CCD
- ☐ *Sally Biggin, Redwoods CCD
- ☐ Greg Bonaccorsi, Ohlone CCD
- ☐ Mark Evilsizer, Palomar CCD
- ☐ Tracey Vackar, Riverside CCD
- ☐ Michelle R. Jenkins, Santa Clarita CCD
- ☐ Gary Chow, Mt. San Antonio CCD
- ☐ *Linda S. Wah, Pasadena Area CCD
- ☐ Mary Jane Sanchez, Desert CCD
- ☐ Brigitte Davila, San Francisco CCD

* Incumbent

WRITE-IN CANDIDATES

List each qualified trustee's name and district on the lines provided below.

[illegible]

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

UNAPPROVED
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES

February 5, 2019

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, February 5, 2019, in the Administration Building Board Room.

Board President Keith 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; Gerald Sequeira, Acting Vice President of Student Services; Arvid Spor, Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Nickawanna Shaw, Academic Senate President; Jorge Cortez, CSEA President; and Christine Link, Recording Secretary.

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

Management Team: Rosalinda Buchwald, Rocky Cifone, Junior Domingo, Chris Garcia, Lan Hao, Dana Hester, Gina Hogan, Bob Hughes, Robert Lopez, Eric Magallon, Eric Rabitoy, Marianne Smith, John Vaughan and Michael Wangler

Faculty: Terry Miles, Dave Ryba and Nickawanna Shaw

Supervisors/Confidential: Lori Amato, Chris Clarke and Doug Schultz

Classified Staff: Jorge Cortez, Cathy Day, Manuel Guerrero, Darlene Herrera, Denise Luna, Felix Perez and Bricyeda Torres

Students: James Duffy and Makayla Pedroza

Adjunct: Cecil Brower

Guests: Steve Baker, Brian Bowcock and Jim Sinnema

CAMPUS VISIT – Automotive

At 3:15 p.m., the Board, as a group departed AD 109 and went to TE 101 to visit Automotive. Members of the public were invited to join the Board during the campus visit.

At 4:18 p.m., the Board returned to AD 109 and continued the meeting.

COMMENTS FROM THE AUDIENCE

Mr. Terry Miles, Chemistry faculty and CCFA president, remarked on the return of Trustee Montgomery, and said that he was pleased to see her in good health. CCFA reaction to the Governor's budget proposal included an observation that the 3.46% COLA increase is solid; and that the \$3 billion injection into CalSTRS is helpful. The CCFA's assessment of the January 15, 2019, lockdown is that overall the preparation for lockdowns was good, they would like to encourage more training on what to do during a lockdown to address students' medical needs, safety equipment needed, and also compensation for faculty during lockdowns. He also thanked Dr. Shauna Bigby, and the Student Services staff for helping to deescalate the situation during the lockdown.

Geraldine M. Perri, Ph.D., Superintendent/President, began her remarks by thanking Mr. James Sinnema, chair of the Measure G Citizens' Oversight Committee, and the other members of the committee for their attendance at the Board meeting, and their work on behalf of the college and citizens of the District.

She then invited Mr. Dan Vilter, Performing Arts Technical Supervisor and President of Supervisors/Confidential (S/C) Team, to announce the student worker of the semester award. After his presentation, she congratulated Mr. Jesus Klenn Sabate on his award and scholarship.

Mr. Vilter presented the student worker of the Fall semester (nominated by a supervisor, and then selected by a committee of the S/C Team, chaired by Ms. Ivon McCraven, Outreach Supervisor). He made honorable mentions of three student workers: Ms. Marina Cuccio, Ms. Natasha Diaz and Ms. Megan Patterson. Then he announced the student worker of the Fall semester scholarship award winner, Mr. Jesus Klenn Sabate. He commented on his enthusiasm, impressive politeness, fun attitude and hard work. He also mentioned his skills in fixing equipment, and preparing materials to assist staff and faculty.

Dr. Perri extended accolades to Dr. Arvid Spor, Vice President of Academic Affairs, Ms. Roberta Eisel, retired English faculty member, and the members of the accreditation team for their successful completion of the mid-term report to ACCJC which has been accepted. She then thanked the Student Health Center, and specifically Dr. Shauna Bigby, Health Center Nurse, for coordinating debriefing sessions with the county following the January 15, 2019 college lockdown. She also thanked Dr. Martha McDonald, Vice President of Student Services, for distributing the emergency preparedness protocol letter; Mr. Bob Hughes, Chief Information Services Officer, for including a reminder to sign-up for the Citrus Alert in the TeCS' monthly newsletter; and Mr. Ben Macias, Director

of Campus Safety, for planning the Crisis Action Team Training that is scheduled for this week, and the emergency preparedness training on FLEX Day. In addition, Dr. Perri mentioned the two Campus Community Forums scheduled for February 14, 2019, where faculty, staff and students will have a chance to hear a follow-up report from Mr. Macias, and participate in further discussions and feedback regarding the lockdown. She also encouraged members of the college community to take the online survey to provide any additional feedback regarding the lockdown.

Dr. Perri shared accolades from *Diverse: Issues in Higher Education* that have been announced featuring Citrus College in the top rankings of many categories. She acknowledged Citrus College faculty, staff, students, and management for earning these accolades. She also mentioned that Citrus College is going to be featured as one of the nation's Top Community Colleges for Hispanics overall in the upcoming issue of *The Hispanic Outlook in Higher Education Magazine*. She said that last year we were in the top 25, and we are looking forward to seeing where we wind up this year. Dr. Perri proudly announced that Citrus College has again received the 2019-20 Military Friendly School designation. She congratulated the Student Services department and the Veterans Center for making this possible.

Thanks were expressed to Ms. Chris Garcia, Director of the Foundation, and the Foundation board members for hosting a Citrus College retiree reception on February 1, 2019. She thanked Board President Keith for attending. The retirees were given an update on what's happening at the college, and a snapshot of current college statistics.

Arvid Spor, Ed.D., Vice President of Academic Affairs, thanked the automotive program faculty and dean for the tour and presentations earlier in the meeting. Citrus College's Noncredit and Community Education Program is offering noncredit basic skills training at Mt. Olive Innovation & Technology (MIT) high school to promote a college-going culture and encourage enrollment at Citrus College. On January 31, 2019, the Cosmetology and Esthetician programs held their winter 2019 graduation. Board President Keith attended the ceremony that honored 42 students who graduated from the Cosmetology program and 28 from the Esthetician program. The most recent statistics from October 1 to December 31, 2018 show that Citrus College had 96% of its cosmetology graduates pass the state license exam, and 100% of the esthetician graduates passed their license exams. Dr. Spor also reported that Citrus College has a former summer research experience student, Mr. Efren Gonzalez, who is now working as a research assistant at the Carnegie Institution for Science at Stanford University. He said that Mr. Gonzalez cited his previous experience at Citrus College as being instrumental in preparing him for this new responsibility.

Gerald Sequeira, J.D., Acting Vice President of Student Services, reported that the Financial Aid department is piloting a financial aid texting service, and sent a text message to 6,627 financial aid applicants inviting them to opt into receiving financial aid related text messages. They will be sending monthly messages to those who opted in. Dr. Sequeira also mentioned that Ms. Rosa Moncada will be starting her work at the college as a Veteran Services Technician on February 11, 2019.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported that the Campus Center Modernization Project is now in the commissioning of equipment phase and is 99% complete. New furniture has been ordered. She announced that the Educational Development Center space planning is underway, and the construction document phase will begin soon. She also explained that the implementation of the Talk-A-Phone beacons (or blue light emergency phones) is proceeding in accordance with the college's Strategic Plan and is being facilitated by Student Services and the Physical Resources committee. Her final announcement indicated that the Retro-commissioning Phase III Implementation Project being done with Southern California Edison is 100% complete.

Robert L. Sammis, J.D., Director of Human Resources, reported that several years ago the college changed procedures on the handling of Title IX student complaints in accordance with colleague letters that came from the U.S. Department of Education (DOE). The DOE has recently announced that they are proposing new regulations that are significantly different than the colleague letters. He is currently assessing what changes we may need to make to our procedures if these new regulations go into effect.

Nickawanna Shaw, Academic Senate President, acknowledged that she had been abroad during the last term, and is well rested. She has been catching up on six weeks of emails, mostly regarding campus safety following the lockdown. Most of the discussions she has had with Dr. Spor and Dr. Sequeira about the issues have been positive and she is hopeful that this trend will continue. She also mentioned that she is waiting to see what happens in the new legislative cycle regarding educational issues such as funding for tutoring and faculty obligation numbers.

Jorge Cortez, CSEA President, reported that he is working with CSEA leaders to fill committee assignments. He said that CSEA is gearing up for some fundraising projects in the late spring or early summer for the chapter's scholarship fund.

Barbara R. Dickerson, Vice President, Board of Trustees, extended kudos to students from Phi Beta Kappa who were chosen to participate on the California Academic Teams. She mentioned she reviewed the plans for FLEX Day and said that it looks like a broad program. She is excited about the work being done in STEM, with Juniors and Seniors in the high schools, and she added kudos to our accreditation team. She was pleased with the report on foster youth indicating that the county supervisor is seeking to identify foster youth and encourage their college participation (targeting 50% participation). She attended the Duarte Culinary Arts Opening and realized that we still have some work to do to change the perception of people in the community about community colleges. She attended the Community College League of California (CCLC) Legislative Conference and noted that she attended sessions addressing support for low-income students in addressing their total cost of education (which included statewide survey results indicating that 25% of community college students use credit cards to help pay for college, and 33% are working more than 30 hours per week); eligibility barriers to CalGrants; and the need to improve the diversity of college faculty as it relates to race and ethnicity.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, commended the work done by the Measure G Citizens Oversight Committee. He said that he appreciates the FOCUS CSEA publication provided in the Board packets. He mentioned that he is concerned about the availability of financial aid to students and the complicated FAFSA forms. Trustee Ortell said that he is looking forward to revisions of the HEA legislation being considered in congress this year.

Patricia A. Rasmussen, Member, Board of Trustees, reported that she attended the Les Ballets Trockadero de Monte Carlo ballet, at the Haugh Performing Arts Center and thought it was a great show! She congratulated Dr. Rocky Cifone, Dean of Curriculum, Career, Technical and Continuing Education, for his speech at the Cosmetology and Esthetician graduation ceremony. She said he was very motivational. She noted that a recent L.A. Times article indicated that UC applications have recently dropped, and that the high school graduation rate is topping out in the next six years. She also read an article by George Kelton championing free community college and mentioned that Assemblymember Miguel Santiago (D) is introducing a bill to extend the College Promise to two years.

Joanne Montgomery, Member, Board of Trustees, thanked everyone for their prayers and support as she recovers.

Susan M. Keith, President, Board of Trustees, reported that she had also attended the CCLC Legislative Conference in Sacramento, and a CCCT meeting. At that meeting, Chancellor Eloy Oakley said that he was looking forward to working with the new governor, especially regarding equity and workforce/economic development. He also spoke of more focus on data, accountability, and outcomes; drafting plans for an intersegmental organizing body at the state level; and working with the fiscal affairs workgroup, department of finance, and the governor's office on the student centered funding plans. Chancellor Oakley said that AB 705 regulations are expected to be adopted in March by the board of directors. He also mentioned the issue of faculty diversity. Board President Keith attended a session with a representative of the state's department of finance, where he suggested that the student funding formula was not working well. He also indicated that the student success task force (from about 10 years ago) did not agree with a performance based funding formula. She thanked Mr. Chris Clarke, Protocol, Government and Community Relations Supervisor, for accompanying her and Trustee Dickerson at the CCLC conference and setting up meetings with both Senators Susan Rubio and Anthony Portantino, and Assemblymembers Blanca Rubio and Chris Holden, in Sacramento. The things that were advocated during those meetings included: increasing the formula funding rates; support for general maintenance funding; support for state assistance by paying down the CalSTRS unfunded liabilities; equitable funding of CalGrants for community college students; maintaining flexibility in the College Promise program to meet local needs; and, to protect dual enrollment pathways by supporting AB 30. Board President Keith said that she recently met with the Superintendent of Claremont USD and others from the district to encourage support for dual enrollment.

MINUTES

- Item 1:** Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the regular meeting minutes of January 17, 2019, as presented.
5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

INFORMATION AND DISCUSSION

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

VP Dain introduced the members of the Measure G Citizens Oversight Committee, including Ms. Makayla Pedrosa, student representative; Mr. Brian Bowcock; Ms. Christell Hutchison; Mr. Wesley Menard; Mr. Stephen Baker; and Mr. James Sinnema, committee chair. She thanked them for the work they do throughout the year reviewing the bond projects, receiving status updates, and going on tours of the projects as representatives of the community. She also thanked Mr. Doug Schultz, Digital Communications and Publications Supervisor, and the External Relations team who produced the annual report as the oversight committee directed. She then asked Mr. Sinnema to present his report. He reported that the recent audit came out unmodified, with no findings to report. They are pleased with the progress made on the Campus Center Modernization Project which is nearing completion, and the Educational Development Center space planning. The committee has also learned more about the college's programs and services. He thanked Dr. Spor, Dr. Sequeira, and Dr. McDonald for their overview of the college's dual enrollment program and companion transfer successes. The annual report highlighted the completion of the Hayden Hall project, Visual Arts building, Technician Development Center, Student Services building, Mathematics/Science building, Center for Innovation, and the upcoming completion of the Campus Center and future renovation of the Education Development Center building. They are pleased to report that these facilities have been improved to facilitate student achievement and college completion. Mr. Sinnema thanked the Board of Trustees and Dr. Perri for their leadership and support of the Measure G projects. He also thanked the great support staff assigned to the committee: VP Dain; Mr. Fred Diamond, Director of Facilities and Construction; Ms. Lori Amato, Facilities Rental Supervisor; and Ms. Judy Rojas, recently retired Facilities Rental Supervisor.

AB 705 Update – Dr. Arvid Spor, Vice President of Academic Affairs, and Dr. Gerald Sequeira, Acting Vice President of Student Services

Dr. Spor introduced the AB 705 presentation given by Dr. Gina Hogan, Dean of Language Arts and Library Services, and Mr. Michael Wangler, Dean of Mathematics and Business. They gave background information on AB 705 and outlined three areas of emphasis: Multiple Measures and Assessment, Placement Rules, and Co-requisite Support. They indicated that at Citrus College the ACCUPLACER tests have been discontinued, and that placement is now

determined by high school experience and GPA. The curriculum redesign was outlined for the math and English departments. Statistics from the first year of implementation showed improvements in both college level math and English completion. The ESL program has also been compressed from 9 to 6 classes which can now be completed in 12 to 18 months. The AB 705 implementation team has been presenting at conferences and consulting with other colleges on how to implement AB 705 and is ahead of the goals established by AB 705 for California Community Colleges.

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).

SURPLUS PROPERTY

Item 4: Moved by Trustee Montgomery and seconded by Trustee Dickerson to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 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 academic employees and volunteers. 5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

Item 6: 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 7: 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 8: Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve the Quarterly Financial Status Report for the fiscal quarter ended December 30, 2018, 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 9: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the General Unrestricted Fund budget transfers totaling \$164,808.90, the General Restricted Fund budget transfers totaling \$781,041.51, and the General Restricted Fund budget revisions totaling \$104,932.00, for the 2018-2019 fiscal year.

Further approval was provided to adopt Resolution #2018-19-03 summarizing the transfers and revisions, pursuant to the California Code of Regulations, Title 5, Section 58307, was provided.

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

TUITION

Item 10: Moved by Trustee Dickerson and seconded by Trustee Rasmussen to set the non-resident tuition fee for the 2019-20 school year at \$265 per-unit with an additional charge for capital outlay of \$17 per-unit, pursuant to Education Code §76140 and §76141, effective for all course terms beginning or ending on or after July 1, 2019.

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

BIDS

Item 11: Moved by Trustee Ortell and seconded by Trustee Dickerson to adopt the new bid threshold of \$92,600 effective January 1, 2019, for the procurement of equipment, materials, supplies, non-construction services, maintenance and repairs. 5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept the 2019-2020 Budget Calendar that was approved by the Financial Resources Committee on January 9, 2019.

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

CONSTRUCITON – CAPITAL PROJECTS

Item 13: Moved by Trustee Ortell and seconded by Trustee Dickerson to accept Bid #10-1718, Performing Arts Center Roof Project awarded to Best Contracting Services of Gardena, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$857,892.62.

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

CURRICULUM

- Item 14:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.
5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

MANAGEMENT PERSONNEL RECOMMENDATIONS

- Item 15:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to provide a five percent (5%) salary stipend to Dr. Gerald Sequeira, Dean of Enrollment Services, for the purpose of assuming additional duties and responsibilities as the Acting Vice President of Student Services, effective January 30, 2019 through March 19, 2019.
5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

- Item 16:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to eliminate the position of Campus Safety Supervisor, currently on the Supervisor/Confidential Salary Schedule (Range S-13: \$84,180 - \$112,836 annually), and create a new management position, Director of Campus Safety, which will be placed on the Management Salary Schedule (Range M-21: \$106,655 - \$140,352 annually), effective February 1, 2019. The Director of Campus Safety will be responsible for managing the day-to-day activities of Campus Safety, and for maintaining the comprehensive emergency preparedness program.

Further approval was provided to promote the Campus Safety Supervisor incumbent, Mr. Benjamin Macias, to the new Director of Campus Safety position, effective February 1, 2019. He would be placed on Range M-21, Step 3 (\$115,356 annually) on the Management Salary Schedule.

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

BOARD OF TRUSTEES

- Item 17:** Moved by Trustee Ortell and seconded by Trustee Dickerson for the Board of Trustees to adopt Resolution #2018-19-04 authorizing payment to Trustee Joanne Montgomery for the January 17, 2019 special meeting of the Board of Trustees.
5 Yes. (Dickerson, Keith, Montgomery Ortell, Rasmussen).

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(d)(2): Conference with Legal Counsel -
Pending Litigation pursuant to 54956.9(e)(1)(5) (2 cases).**

Per Section 72122 of the Education Code and District Administrative Procedure 5520 Consideration of Student Discipline (Suspension / Expulsion / Other Action), Student #AXXXXXX54.

RECONVENE IN OPEN SESSION: At 6:05 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

STUDENT EXPULSION – SUSPENSION – DISCIPLINE

Item 18: Moved by Trustee Dickerson and seconded by Trustee Rasmussen, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student #AXXXXXX54.

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

SETTLEMENT

Item 19: In closed session, the Board approved a settlement agreement with a former employee concerning entitlement to retiree health benefits. The agreement provides for a payment of \$2,500 and a release of all claims against the District. The vote of the Board follows:

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

ADJOURNMENT: At 6:10 p.m., it was moved by Trustee Ortell and seconded by Trustee Dickerson to adjourn the meeting.

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

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees