

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in July

DATE: Tuesday, July 16, 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
Nancy Gonzalez-Villatoro, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. Please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

D. REPORTS

Geraldine M. Perri, Superintendent/President
Arvid Spor, Vice President of Academic Affairs
Martha McDonald, Vice President of Student Services
Claudette E. Dain, Vice President of Finance and Administrative Services
Robert L. Sammis, Director of Human Resources
Nickawanna Shaw, Academic Senate President
Jorge Cortez, Classified Employees
Nancy Gonzalez-Villatoro, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. **Approval of the Regular Meeting Minutes of June 18, 2019**

F. INFORMATION AND DISCUSSION

1. **Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Ph.D., Superintendent/President (Page 6)**

**Sheila Hatfield, Admissions and Records Technician III
Admissions and Records**

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 7)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 9)
- c. Authorization is requested to ratify A & B Warrants issued during June 2019, totaling \$6,125,835.92. (Page 11)
- d. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 12)
- e. Authorization is requested to ratify purchase orders issued during June 2019. (Page 14)

Personnel Recommendations

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. (Page 26)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 32)
- h. 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)

Fiscal Services

- 2. Authorization is requested to approve the General Unrestricted Fund budget transfers totaling \$27,115.54; the General Restricted Fund budget transfers totaling \$458,237.95; and the General Restricted Fund budget revisions totaling \$270,223.90, for the 2018-2019 fiscal year, and adopt Resolution #2018-19-01 summarizing the transfers and revisions, pursuant to the California Code of Regulations, Title 5, Section 58307. (Page 42)
- 3. Authorization is requested to award Bid #01-1819, Solar PV Construction to MbarC Construction of San Marcos, California, in the amount of \$1,839,198, and authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District. (Page 55)

Academic Affairs

- 4. Authorization is requested for the Vice President of Finance and Administrative Services to execute all related documents and any future amendments of an agreement on behalf of the Southern California Foothills Consortium with the American Institute for Foreign Study (AIFS) to administer a Study Abroad program in Rome, Italy from September 3 through November 28, 2020. Citrus College will receive a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full. (Page 57)

Personnel Recommendations

5. Authorization is requested to approve the employment of Ms. Bheikys Macall effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$66,509.00 annually plus health and statutory benefits. (Page 58)
6. Authorization is requested to approve the second and final reading of, and adopt, the Equal Employment Opportunity (EEO) Plan. (Page 59)

Board Policies

7. Authorization is requested to approve the second and final reading of, and adopt, BP 7108 Tuberculosis, BP 7110 Fingerprinting, BP 7407 Compensation Guide: Academic Administrators, and BP 7507 Compensation Guide: Classified Administrator / Manager / Supervisor / Confidential. (Page 71)
8. Authorization is requested to approve the first reading of BP 2715 Code of Ethics/Standards of Practice. (Page 82)

General

9. Authorization is requested to approve the second and final reading and adopt the new Citrus College mission, vision, and values statements. (Page 87)

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

1. **Per Section 54957: Public Employee Performance Evaluation
Title: Superintendent/President**
2. **Per Section 54957.6: Conference with Labor Negotiator, Susan M. Keith, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**

4. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**
5. **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.**
6. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. INFORMATION AND DISCUSSION – BOARD OF TRUSTEES RETREAT

During the retreat it is anticipated that the Board of Trustees will review its 2018-2019 goals and develop new goals for the 2019-2020 academic year.

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:	July 16, 2019	Resolution	_____
SUBJECT:	Above and Beyond Classified Development (ABCD) Award	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

The *Above and Beyond - Classified Development Award* (ABCD Award) is presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of collaboration, service, dedication, and commitment to the college's mission.

This quarter's recipient is Ms. Sheila Hatfield, Admissions and Records Technician III.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.1.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – July 16, 2019

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ACADEMIC AFFAIRS</u> DeLaTorre-Reed, Lillian	\$225.00 max	District	7/17/19-6/30/20	Translation Services for Catalog and Schedules
<u>ADMINISTRATIVE SERVICES</u> Strata Information Group	\$13,600.00 max	District	7/1/19-6/30/20	Banner Finance Support
<u>CAMPUS SAFETY</u> Henderson, Michael	\$1,500.00 max	Restricted	7/1/19-6/30/20	Administrative Review of Citations
<u>EXTERNAL RELATIONS</u> Photography by Tony Kawashima, Inc.	\$5,000.00 max	District	7/17/19-6/30/20	Professional Photography Services
<u>STUDENT SERVICES</u> Solano, Alberto	\$5,000.00 max	District	8/1/19-12/31/19	Facilitate Guided Pathways Implementation

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

**Use of Facilities
July 16, 2019**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Ben Bollinger Productions	Recording Arts	Equipment Rental	6/14/19	\$800.00 plus additional fees if required
Foothill Church	Performing Arts Center	Church Service	9/29/19	\$3,910.00 plus additional fees if required
Lancaster Baptist Church	Recording Arts	Basic Tracking	6/14/19	\$500.00 plus additional fees if required
Montview Tennis League	Tennis Courts	Tennis Tournament	10/29 and 10/31/19	\$300.00 plus additional fees if required
San Jose Charter Academy	Performing Arts Center	Promotion Ceremony	6/3/20	\$2,750.00 plus additional fees if required
Westwind Musical Productions	Recording Arts	Basic Tracking	6/7/19	\$160.00 plus additional fees if required
Westwind Musical Productions	Recording Arts	Basic Tracking	6/15 and 6/16/19	\$800.00 plus additional fees if required
WhyBeVegan.org	Campus Center Mall and Campus Center	Vegan Education Fair	8/24/19	\$3,620.00 plus additional fees if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 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 June 2019:

	<u>June</u>
Warrants Issued to Vendors	\$2,688,034.93
Warrants Issued to Students	\$203,940.17
Warrants Issued to Employees	<u>\$3,233,860.82</u>
Total	<u>\$6,125,835.92</u>

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

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during June 2019, totaling \$6,125,835.92.

Claudette E. Dain
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.c.

SURPLUS LIST
Board of Trustees Meeting - July 16, 2019

Item #	Description	Manufacturer	Model Number	Serial Number	Tag
1	1 Pallet of E-waste	Various	Various	N/A	N/A
2	Laser jet copier	Hewlett Packard	M806	JPACG4201C	9384
3	Book laminator	Nexgen	Nexgen-2000	130438	9855
4	30 Office chairs	Various	Various	N/A	N/A
5	30 Pieces of furniture	Various	N/A	N/A	N/A
6	20 Virco chairs	Virco	Various	N/A	N/A
7	Microwave oven	Danby	DMW7700B	N/A	N/A
8	2 Pallets of Speakers	Various	Various	N/A	N/A
9	Stadium Sound System	Mackie	N/A	N/A	N/A

Board of Trustees Meeting July 16, 2019					
Purchase Orders Issued June 2019					
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0011587	Oracle America, Inc.	Database Services	General	Technology & Computer Services	\$16,549.32
P0011588	Oracle America, Inc.	Database Services	General	Technology & Computer Services	30,751.74
P0011613	Strata Information Group	Blanket PO-Consultant Fees	Restricted	Financial Aid	30,600.00
P0011745	New York Times	Blanket PO-Subscription	General	Student Publications	750.00
P0011746	Los Angeles Times	Blanket PO-Subscription	General	Student Publications	650.00
P0011755	Blackbaud, Inc.	Software Subscription	Restricted	Financial Aid	8,040.58
P0011785	All Haul Tires	Blanket PO-Services	General	Risk Management	1,000.00
P0011786	ATM Concrete	Blanket PO-Repairs	General	Maintenance	5,000.00
P0011787	Compliance Signs.com	Blanket PO-Supplies	General	Risk Management	800.00
P0011788	GNA-Brook Fire Protection, Inc.	Blanket PO-Services	General	Risk Management	3,000.00
P0011789	Henderson Environmental	Blanket PO-Services	General	Risk Management	4,000.00
P0011790	Lightning Oil Company	Blanket PO-Services	General	Risk Management	6,000.00
P0011791	Marx Bros. Fire Extinguisher Company	Blanket PO-Supplies	General	Risk Management	3,500.00
P0011792	North State Environmental	Blanket PO-Services	General	Risk Management	10,000.00
P0011793	Thermal Combustion Innovators, Inc.	Blanket PO-Services	General	Risk Management	10,000.00
P0011794	West-Lite Supply Co., Inc.	Blanket PO-Services	General	Risk Management	2,000.00
P0011800	Hostmonster	Subscription	General	Student Publications	200.00
P0011806	Apple Computer	Software	Restricted	Physical Science	525.34
P0011824	Office Depot	Blanket PO-Supplies	General	Admissions & Records	2,000.00
P0011825	Paradigm, Inc.	Blanket PO-Supplies	General	Admissions & Records	27,000.00
P0011826	Documedia	Blanket PO-Supplies	General	Admissions & Records	5,000.00
P0011827	Owl Bookshop	Blanket PO-Supplies	General	Admissions & Records	700.00
P0011829	Liberated Syndication	Subscription	General	Student Publications	180.00
P0011834	Primo Graphics, Inc.	Blanket PO-Printing Services	General	Student Publications	8,000.00
P0011837	Costco Wholesale	Blanket PO-Supplies	Restricted	Dean Students	4,000.00
P0011845	Carol Thomas	Travel-UMOJA Conference	Restricted	VP Academic Affairs	1,602.00
P0011859	Evoqua Water Technologies	Blanket PO-Services	General	Biological Science	1,800.00
P0011860	Technical Safety Services	Blanket PO-Services	General	Biological Science	2,000.00
P0011861	Fisher Scientific	Supplies	Restricted	VP Academic Affairs	360.60
P0011862	Glendora Post Office	Blanket PO-Postage Expense	General	Reprographics	1,000.00
P0011879	VWR International	Supplies	Restricted	STEM	51.56
P0011883	Greiner Bio-One	Supplies	Restricted	STEM	488.59
P0011890	Bryan Press	Blanket PO-Supplies	General	Reprographics	49,275.00
P0011891	Calcomp Graphic Solutions	Blanket PO-Supplies	General	Reprographics	7,117.50
P0011892	Duplo USA Corp.	Blanket PO-Supplies	General	Reprographics	4,380.00
P0011897	Strata Information Group	Banner Onsite Finance Support	General	Fiscal Services	11,900.00

P0011899	Catapult Displays & Graphic Supplies	Blanket PO-Supplies	General	Reprographics	5,475.00
P0011906	Azusa Light & Water Dept.	Blanket PO-Utilities-Water	General	Utilities	115,000.00
P0011907	Athens Services	Blanket PO-Utilities-Trash	General	Utilities	50,000.00
P0011908	Southern California Edison Co.	Blanket PO-Utilities-Electricity	General	Utilities	1,400,000.00
P0011909	Southern California Gas Co.	Blanket PO-Utilities-Gas	General	Utilities	155,000.00
P0011910	Sprint	Blanket PO-Utilities-Wireless Phone	General	Utilities	1,300.00
P0011911	Brady Industries	Blanket PO-Supplies	General	Custodial Services	35,000.00
P0011912	Clean Sweep Supply Co., Inc.	Blanket PO-Supplies	General	Custodial Services	35,000.00
P0011913	Denault Commercial Supply	Blanket PO-Supplies	General	Custodial Services	3,000.00
P0011914	Hillyard	Blanket PO-Supplies	General	Custodial Services	70,000.00
P0011915	Maintex, Inc.	Blanket PO-Supplies	General	Custodial Services	20,000.00
P0011916	Aqua-Serv Engineers, Inc.	Service Agreement	General	Maintenance	7,920.00
P0011917	Aqua-Serv Engineers, Inc.	Blanket PO-Services	General	Maintenance	30,000.00
P0011918	Aqua-Serv Engineers, Inc.	Service Agreement	General	Maintenance	3,780.00
P0011919	R&R Custom Signs	Blanket PO-Marquee Repairs	General	Maintenance	5,000.00
P0011920	Baker Commodities	Service Agreement	General	Maintenance	2,070.00
P0011921	California Industrial	Blanket PO-Equipment Repairs	General	Maintenance	10,000.00
P0011922	Carrier Corporation	Service Agreement	General	Maintenance	8,608.00
P0011923	Carrier Corporation	Blanket PO-Services	General	Maintenance	4,000.00
P0011924	Climatec, LLC	Service Agreement	General	Maintenance	29,200.00
P0011925	Climatec, LLC	Blanket PO-Services	General	Maintenance	15,000.00
P0011926	Commercial A Plus Service	Service Agreement	General	Maintenance	8,870.00
P0011927	Commercial A Plus Service	Blanket PO-Services	General	Maintenance	8,000.00
P0011928	Commercial Door Company	Service Agreement	General	Maintenance	5,500.00
P0011929	Commercial Door Company	Blanket PO-Services	General	Maintenance	5,000.00
P0011930	Commercial Roofing Systems, Inc.	Blanket PO-Services	General	Maintenance	15,000.00
P0011931	Foothill Communications, LLC	Blanket PO-Radio Repairs	General	Maintenance	3,500.00
P0011938	Raul Sanchez	Travel-@ONE Online Conference	Restricted	VP Academic Affairs	65.00
P0011939	Inland Empire Tours & Transportation	Transportation	Restricted	VP Academic Affairs	917.08
P0011940	Therese Adams	Travel-CCCAOE Conference	Restricted	Strong Workforce	2,686.00
P0011941	Owl Bookshop	Blanket PO-Supplies	Restricted	DSP&S	1,000.00
P0011943	Central Sanitary Supply/Rancho Janitorial	Blanket PO-Supplies	General	Custodial Services	1,000.00
P0011944	Altaware, Inc.	Service Agreement	General	Technology & Computer Services	2,000.00
P0011945	Dell Computer Corp.	Blanket PO-Supplies	General	Technology & Computer Services	3,000.00
P0011946	Cyberpunch	Blanket PO-Uniform Embroidery	General	Facilities	1,000.00
P0011948	Home Town Exterminator	Blanket PO-Services	General	Maintenance	1,500.00
P0011949	Industrial Technical Services	Service Agreement	General	Maintenance	10,000.00
P0011950	Industrial Technical Services	Blanket PO-Emergency Repairs	General	Maintenance	10,000.00
P0011951	Interra Furnishings	Blanket PO-Services	General	Maintenance	1,000.00
P0011952	KYA Services, LLC	Blanket PO-Services	General	Maintenance	5,000.00
P0011954	Monrovia Reproduction	Blanket PO-Supplies	General	Maintenance	500.00

P0011955	Educause Lock Box	Institutional Membership	General	VP Finance & Admin Services	3,710.00
P0011956	California Colleges for International Education	Institutional Membership	General	VP Finance & Admin Services	450.00
P0011957	National Association of College Stores	Institutional Membership	General	VP Finance & Admin Services	875.00
P0011958	Independent College Bookstore Association	Institutional Membership	General	VP Finance & Admin Services	1,400.00
P0011959	Fisher Scientific	Supplies	Restricted	STEM	135.79
P0011960	Association of Chief Human Resources Officers	Institutional Membership	General	VP Finance & Admin Services	350.00
P0011961	Association of Community College Trustees	Institutional Membership	General	VP Finance & Admin Services	6,681.00
P0011962	Accrediting Commission for Comm and Jr College	Institutional Membership	General	VP Finance & Admin Services	30,105.00
P0011963	Natl Institute for Staff and Organizational Dev	Institutional Membership	General	VP Finance & Admin Services	1,175.00
P0011964	Honors Transfer Council of California	Institutional Membership	General	VP Finance & Admin Services	120.00
P0011965	Global Industrial Equipment Company	Supplies	Restricted	STEM	105.02
P0011966	Fisher Scientific	Supplies	Restricted	VP Academic Affairs	428.64
P0011967	Amazon.com	Supplies	Restricted	STEM	682.07
P0011968	Gallup, Inc.	Supplies	Restricted	DSP&S	525.16
P0011969	Rite in the Rain	Supplies	Restricted	STEM	43.69
P0011970	Normatec	Athletic Supplies	General	Athletics	2,841.53
P0011971	Owl Bookshop	Blanket PO-Supplies	General	Staff Development	400.00
P0011972	Pacific Dining Food Service Management	Food	General	Physical Science	119.08
P0011973	Tangram Interiors	Furniture-CC107	Restricted	Dean Students	2,948.63
P0011974	CDW-G, Inc.	Laptop	Restricted	STEM	2,168.44
P0011975	Inland Empire Tours & Transportation	Transportation	Restricted	VP Academic Affairs	797.90
P0011976	Amazon.com	Supplies	Restricted	STEM	187.49
P0011977	CDW-G, Inc.	Smart Boards	Restricted	Basic Skills	20,182.54
P0011978	Office Depot	Blanket PO-Supplies	General	International Students	1,000.00
P0011979	Snap, Inc.	Snapchat Filter for Commencement	General	External Relations	254.04
P0011980	CDW-G, Inc.	Laptops for Library	Restricted	Basic Skills	27,790.43
P0011981	Ricoh USA, Inc.	Blanket PO-Toner	General	Purchasing & Warehouse	10,000.00
P0011982	J.B. Bostick Company, Inc.	Asphalt Slurry Seal-S1 Parking Lot	Restricted	Campus Safety	39,200.00
P0011983	Ver Sales, Inc.	Blanket PO-Supplies	General	Haugh Performing Arts Center	1,500.00
P0011984	Production Wireless Services	Blanket PO-Repairs	General	Haugh Performing Arts Center	3,000.00
P0011985	Tessitura Network	Blanket PO-Service Contract	General	Haugh Performing Arts Center	7,800.00
P0011986	Costco Wholesale	Blanket PO-Supplies	General	International Students	2,000.00
P0011987	The Shredders	Blanket PO-Shredding Services	General	International Students	300.00
P0011988	Amazon.com	Blanket PO-Supplies	Trust & Fiduciary	International Students	2,000.00
P0011989	Costco Wholesale	Blanket PO-Supplies	Trust & Fiduciary	International Students	3,000.00
P0011990	Walmart	Blanket PO-Supplies	Trust & Fiduciary	International Students	1,000.00
P0011991	Pacific Dining Food Service Management	Blanket PO-Food	Trust & Fiduciary	International Students	3,000.00
P0011992	Albertsons/Safeway-Vons	Blanket PO-Food	Trust & Fiduciary	International Students	750.00
P0011993	B&H Photo-Video-Pro Audio	Blanket PO-Supplies	Trust & Fiduciary	International Students	4,000.00
P0011994	Amazon.com	Blanket PO-Supplies	Trust & Fiduciary	International Students	4,000.00
P0011995	CDW-G, Inc.	RAM for Graphic Designer Computer	General	External Relations	199.32

P0011996	Office Depot	Blanket PO-Supplies	General	Library	4,000.00
P0011997	Radiant Source Technology, Inc.	Blanket PO-Supplies	General	Haugh Performing Arts Center	4,000.00
P0011998	Owl Bookshop	Blanket PO-Supplies	General	Library	400.00
P0011999	Global CTI Group, Inc.	Phone Service Renewal	General	Technology & Computer Services	38,884.00
P0012000	Google, LLC	Blanket PO-Google Analytics	General	International Students	900.00
P0012001	Pacific Dining Food Service Management	Food	General	Dean Language Arts & Library	254.59
P0012003	Sweetman Systems	Braille Note Touch Tablet	Restricted	DSP&S	6,877.81
P0012004	Apple Computer	Software	Restricted	DSP&S	400.00
P0012005	CDW-G, Inc.	Computers	Restricted	DSP&S	6,807.82
P0012006	NCS Pearson, Inc.	Supplies	Restricted	DSP&S	1,453.01
P0012007	Image 2000, Inc.	Copier	Restricted	DSP&S	7,219.86
P0012008	CDW-G, Inc.	Computer	Restricted	DSP&S	4,865.96
P0012009	Houghton Mifflin	Supplies	Restricted	DSP&S	681.03
P0012011	Amazon.com	Supplies	Restricted	DSP&S	1,264.06
P0012012	Maxi-Aids, Inc.	Computers	Restricted	DSP&S	499.72
P0012016	Costco Wholesale	Blanket PO-Supplies	Restricted	Strong Workforce	500.00
P0012017	Marianne Smith	Reimbursement-Food	Restricted	Strong Workforce	100.00
P0012018	City of Industry Post Office	Blanket PO-Postage Expenses	General	External Relations	6,762.30
P0012019	Ford Printing & Mailing	Blanket PO-Postage Expenses	General	External Relations	3,500.00
P0012020	Amazon.com	Supplies	Restricted	DSP&S	1,367.66
P0012021	Mariano Rubio	Blanket PO-Travel	Restricted	Strong Workforce	600.00
P0012022	Bryce Neighbors	Blanket PO-Travel	Restricted	Strong Workforce	600.00
P0012023	Scanning Pens, Inc.	Supplies	Restricted	DSP&S	2,638.63
P0012024	John Morris	Travel-SCFC Member Meeting	General	Study Abroad	269.00
P0012028	Cae Healthcare, Inc.	Warranty for Baby Simulator	General	Nursing	7,316.40
P0012029	Interstate Batteries	Blanket PO-Supplies	General	Facilities	1,000.00
P0012030	Fred Diamond	Travel-CCFC Board Meeting	General	Facilities	425.00
P0012031	Justina Rivadeneyra	Travel-CCDA Workshop	General	Counseling	28.83
P0012032	Maria David	Travel-Sales & Use Tax Seminar	General	Fiscal Services	10.00
P0012033	Lucinda Over	Travel-SEA Meeting	General	Counseling	263.08
P0012034	Claudette Dain	Blanket PO-Travel	General	VP Finance & Admin Services	500.00
P0012035	Claudette Dain	Blanket PO-SWACC Meetings	General	VP Finance & Admin Services	2,500.00
P0012036	Claudette Dain	Blanket PO-PIPS Meetings	General	VP Finance & Admin Services	1,300.00
P0012037	Claudette Dain	Blanket PO-SAFER Board Meetings	General	VP Finance & Admin Services	1,000.00
P0012038	Widespread Electrical Sales, LLC	Replace Electrical Breakers-PA	Capital Outlay	Facilities	2,576.10
P0012039	Amazon.com	Blanket PO-Supplies	Restricted	Campus Safety	5,000.00
P0012040	iParq	Blanket PO-Supplies	Restricted	Campus Safety	8,000.00
P0012041	iParq	Blanket PO-Parking Permits	Restricted	Campus Safety	15,000.00
P0012042	Foothill Communications, LLC	Blanket PO-Radio Supplies	Restricted	Campus Safety	3,000.00
P0012043	Lawrence Doors	PA Smoke Hatches-Service & Test	General	Facilities	2,942.95
P0012044	Ed Mark Graphics	Blanket PO-Supplies	General	Reprographics	3,285.00

P0012045	Grimco, Inc.	Blanket PO-Supplies	General	Reprographics	7,993.50
P0012046	Kelly Paper	Blanket PO-Supplies	General	Reprographics	11,990.25
P0012047	L.A. Grinding	Blanket PO-Service	General	Reprographics	1,095.00
P0012048	Mohawk Paper Mills, Inc.	Blanket PO-Supplies	General	Reprographics	16,425.00
P0012049	Mybinding.com	Blanket PO-Supplies	General	Reprographics	3,285.00
P0012050	Owl Bookshop	Blanket PO-Supplies	General	Reprographics	10,950.00
P0012051	Printware, LLC	Blanket PO-Supplies	General	Reprographics	1,971.00
P0012052	Sigurdson Sales Services, Inc.	Blanket PO-Supplies	General	Reprographics	4,927.50
P0012053	ReadyRefresh by Nestle	Blanket PO-Supplies	General	Reprographics	1,095.00
P0012054	Signworld America, Inc.	Blanket PO-Supplies	General	Reprographics	2,190.00
P0012055	Sonoma Graphic Products	Blanket PO-Supplies	General	Reprographics	3,285.00
P0012056	Southwest Plastic Binding Company	Blanket PO-Supplies	General	Reprographics	5,475.00
P0012057	Spicers Paper, Inc.	Blanket PO-Supplies	General	Reprographics	11,771.25
P0012058	United Industries/UltraBoard	Blanket PO-Supplies	General	Reprographics	6,600.00
P0012059	Xerox Corp.	Blanket PO-Supplies	General	Reprographics	131,400.00
P0012060	Xerox Corp.	Service Agreement	General	Reprographics	153,300.00
P0012061	Xerox Corp.	Service Agreement	General	Reprographics	71,175.00
P0012062	Xerox Corp.	Blanket PO-Supplies	General	Reprographics	21,900.00
P0012063	Xerox Corp.	Service Agreement	General	Reprographics	27,375.00
P0012064	Charnstrom	Blanket PO-Supplies	General	Reprographics	1,095.00
P0012065	City of Industry Post Office	Blanket PO-Bulk Mail Postage	General	Reprographics	7,000.00
P0012066	Federal Express	Blanket PO-Postage	General	Reprographics	12,000.00
P0012067	Pitney Bowes, Inc.	Blanket PO-Meter Lease	General	Reprographics	14,782.50
P0012068	Pitney Bowes, Inc.	Blanket PO-Postage	General	Reprographics	80,000.00
P0012069	Pitney Bowes, Inc.	Blanket PO-Supplies	General	Reprographics	2,737.50
P0012070	Qtrak	Blanket PO-Software	General	Reprographics	3,285.00
P0012071	Whalen Bindery & Mailing Services	Blanket PO-Postage Expenses	General	Reprographics	6,570.00
P0012072	DCL Construction	Blanket PO-Repairs	General	Maintenance	5,000.00
P0012073	Door Tech	Blanket PO-Services	General	Maintenance	15,000.00
P0012074	Empire Floor Machine	Blanket PO-Repairs	General	Custodial Services	5,000.00
P0012075	Frasca Plumbing Company	Blanket PO-Service & Repairs	General	Maintenance	5,000.00
P0012076	Glendora Glass & Mirror	Blanket PO-Services	General	Maintenance	5,000.00
P0012077	Home Town Exterminator	Service Agreement	General	Maintenance	10,800.00
P0012078	Lawrence Doors	Blanket PO-Services	General	Maintenance	3,000.00
P0012079	Odyssey Power	Service Agreement	General	Maintenance	8,600.00
P0012080	Odyssey Power	Blanket PO-Services	General	Maintenance	1,350.00
P0012081	Odyssey Power	Blanket PO-Services	General	Maintenance	3,000.00
P0012082	Ontario Refrigeration Service	Blanket PO-Services	General	Maintenance	3,000.00
P0012083	Pape Material Handling	Service Agreement	General	Facilities	2,000.00
P0012084	Pape Material Handling	Blanket PO-Services	General	Facilities	2,500.00
P0012085	Performance Elevators	Service Agreement	General	Maintenance	31,800.00

P0012086	Performance Elevators	Blanket PO-Services	General	Maintenance	15,000.00
P0012087	Pump Man	Service Agrmt-Cafeteria Services	General	Maintenance	2,436.00
P0012088	Pump Man	Blanket PO-Services	General	Maintenance	2,000.00
P0012089	R.F. MacDonald Company	Service Agreement	General	Maintenance	15,650.00
P0012090	Roto Rooter	Blanket PO-Repairs	General	Maintenance	2,500.00
P0012091	State Chemical Company	Service Agreement	General	Maintenance	2,444.00
P0012092	Total Online Protection	Service Agreement	General	Maintenance	7,325.00
P0012093	Won-Door Corp.	Service Agreement	General	Maintenance	1,814.00
P0012094	United Site Services	Blanket PO-Services	Capital Outlay	Facility Rentals	3,500.00
P0012095	The Shredders	Blanket PO-Shredding Services	General	Fiscal Services	2,000.00
P0012096	Pacific Dining Food Service Management	Blanket PO-Food	General	VP Finance & Admin Services	1,500.00
P0012097	Office Depot	Blanket PO-Supplies	General	Fiscal Services	8,000.00
P0012098	Office Depot	Blanket PO-Supplies	General	VP Finance & Admin Services	4,000.00
P0012099	Montague De Rose and Associates, LLC	Continuing Disclosure Services	Capital Outlay	VP Finance & Admin Services	5,800.00
P0012100	Costco Wholesale	Blanket PO-Supplies	General	VP Finance & Admin Services	1,200.00
P0012101	Electrical Generating Systems Association	Institutional Membership	General	VP Finance & Admin Services	65.00
P0012102	1000Bulbs.com	Blanket PO-Supplies	General	Maintenance	12,000.00
P0012103	Airgas USA, LLC	Blanket PO-Supplies	General	Facilities	1,000.00
P0012104	Allfuses.Com	Blanket PO-Supplies	General	Maintenance	500.00
P0012105	AlphaCard	Blanket PO-Supplies	General	Facilities	500.00
P0012106	Amazon.com	Blanket PO-Supplies	General	Facilities	2,000.00
P0012107	ASAP Industrial Supply	Blanket PO-Supplies	General	Maintenance	500.00
P0012108	Azusa Plumbing & Heating Supply	Blanket PO-Supplies	General	Maintenance	10,000.00
P0012109	Barney's Key Service	Blanket PO-Supplies	General	Maintenance	500.00
P0012110	Battery Sales Unlimited	Blanket PO-Supplies	General	Facilities	1,000.00
P0012111	Colley Auto Cars, Inc.	Blanket PO-Parts & Repairs	General	Facilities	3,000.00
P0012112	Consolidated Electrical Distributors, Inc.	Blanket PO-Supplies	General	Maintenance	10,000.00
P0012114	Construction Hardware	Blanket PO-Supplies	General	Maintenance	1,000.00
P0012115	Daktronics	Blanket PO-Supplies	General	Maintenance	10,000.00
P0012116	DJL Enterprises, Inc.	Blanket PO-Supplies	General	Maintenance	500.00
P0012117	Dunn Edwards Corp.	Blanket PO-Supplies	General	Maintenance	7,000.00
P0012118	Easykeys	Blanket PO-Supplies	General	Maintenance	1,000.00
P0012119	Ernie's Auto Parts	Blanket PO-Parts	General	Facilities	7,000.00
P0012120	Geary Pacific Supply	Blanket PO-Supplies	General	Maintenance	7,000.00
P0012121	W.W. Grainger, Inc.	Blanket PO-Parts & Supplies	General	Maintenance	13,000.00
P0012122	Home Depot	Blanket PO-Supplies	General	Maintenance	17,000.00
P0012123	Hose Man	Blanket PO-Supplies	General	Facilities	1,000.00
P0012124	J.H. Mitchell & Sons Distributors, Inc.	Blanket PO-Fuel Supplies	General	Facilities	3,000.00
P0012125	Lowe's Home Center, LLC	Blanket PO-Supplies	General	Maintenance	500.00
P0012126	Malcolite Corp.	Blanket PO-Supplies	General	Maintenance	200.00
P0012127	McMaster Carr Supply Company	Blanket PO-Supplies	General	Facilities	500.00

P0012128	Mission Ace Hardware	Blanket PO-Supplies	General	Maintenance	8,000.00
P0012129	Montgomery Hardware	Blanket PO-Supplies	General	Maintenance	10,000.00
P0012130	MSC Industrial Supply	Blanket PO-Supplies	General	Maintenance	500.00
P0012131	Napa Auto Parts	Blanket PO-Supplies	General	Facilities	3,000.00
P0012132	Association of International Educators	Institutional Membership	General	VP Finance & Admin Services	459.00
P0012133	Schools Excess Liability Fund	SELF Annual Assessment	Self Insurance	Risk Management	2,271.00
P0012134	Office Depot	Blanket PO-Supplies	General	Facilities	2,500.00
P0012135	O'Reilly Auto Parts	Blanket PO-Supplies	General	Facilities	3,000.00
P0012136	Owl Bookshop	Blanket PO-Supplies	General	Facilities	200.00
P0012137	PacWest Air Filter, LLC	Blanket PO-Supplies	General	Maintenance	15,500.00
P0012138	PacWest Air Filter, LLC	Blanket PO-Repairs	General	Maintenance	3,000.00
P0012139	Pat's Tire Service	Blanket PO-Parts	General	Facilities	1,000.00
P0012140	Patton Sales Corp.	Blanket PO-Parts	General	Maintenance	500.00
P0012141	Plasticard Locktech International	Blanket PO-Supplies	General	Facilities	1,000.00
P0012142	Plumbing Wholesale Outlet	Blanket PO-Supplies	General	Maintenance	7,000.00
P0012143	Pom, Inc.	Blanket PO-Repairs	General	Maintenance	1,000.00
P0012144	Natl Assoc of Student Financial Aid Admin	Institutional Membership	General	VP Finance & Admin Services	1,563.00
P0012145	R.E. Michel Company, Inc.	Blanket PO-Parts & Supplies	General	Maintenance	5,000.00
P0012146	Saf-Com Supply, Inc.	Blanket PO-Parts	General	Maintenance	4,000.00
P0012147	Dormakaba USA, Inc.	Blanket PO-Supplies	General	Maintenance	5,000.00
P0012148	SC Fuels	Blanket PO-Fuel/Gas	General	Facilities	50,000.00
P0012149	Sigler Wholesale Distributors	Blanket PO-Supplies	General	Maintenance	10,000.00
P0012150	State Chemical Company	Blanket PO-Supplies	General	Facilities	4,000.00
P0012151	Sullivan Uniform	Blanket PO-Uniforms	General	Facilities	10,000.00
P0012152	United Refrigeration, Inc.	Blanket PO-Supplies	General	Maintenance	15,000.00
P0012153	Walters Wholesale Electric Co.	Blanket PO-Supplies	General	Maintenance	2,000.00
P0012154	Y Tire Sales	Blanket PO-Tires	General	Facilities	5,000.00
P0012155	Hawk Signs & Engraving, Inc.	Blanket PO-Room Signs	General	Maintenance	1,000.00
P0012156	Acosta Growers	Blanket PO-Supplies	General	Grounds	4,500.00
P0012157	Builders Fence Company, Inc.	Blanket PO-Supplies	General	Grounds	2,000.00
P0012158	Commercial Landscape Supply	Blanket PO-Supplies	General	Grounds	2,000.00
P0012159	Glenn B. Dorning, Inc.	Blanket PO-Supplies	General	Grounds	1,000.00
P0012160	Imperial Sprinkler Supply, Inc.	Blanket PO-Supplies	General	Grounds	3,500.00
P0012161	Sata Lawnmower Shop	Blanket PO-Supplies	General	Grounds	6,000.00
P0012162	Stotz Equipment	Blanket PO-Supplies	General	Facilities	6,000.00
P0012163	Sweeper Shop	Blanket PO-Repairs	General	Facilities	2,500.00
P0012164	Target Specialty Products	Blanket PO-Supplies	General	Grounds	2,500.00
P0012165	Turf Star	Blanket PO-Supplies	General	Grounds	5,000.00
P0012166	Association for Institutional Research	Institutional Membership	General	VP Finance & Admin Services	150.00
P0012167	The RP Group	Institutional Membership	General	VP Finance & Admin Services	500.00
P0012168	Scorpio Enterprises, Inc. DBA Airemasters	Repairs to Dyno Machine	Capital Outlay	Facilities	4,820.00

P0012169	Continental West Services	Improvements to Central Plant	Capital Outlay	Facilities	86,384.55
P0012170	Gary Gramling	Travel-Orange Co Water Summit	General	Engineering & Industrial Tech	160.00
P0012172	Nuance Communications, Inc.	Software	Restricted	DSP&S	4,434.76
P0012173	Consulab Educatech, Inc.	Diesel Engine Equipment	Restricted	Strong Workforce	77,416.50
P0012174	Home Depot	Blanket PO-Supplies	General	Athletic Facilities	2,000.00
P0012175	United Fabricare Supply, Inc.	Blanket PO-Supplies	General	Athletic Facilities	5,000.00
P0012176	Fuller Engineering	Blanket PO-Supplies	General	Athletic Facilities	20,000.00
P0012177	IMS Commercial Ice Systems	Blanket PO-Repairs	General	Athletic Facilities	2,000.00
P0012178	Western State Design	Blanket PO-Repairs	General	Athletic Facilities	1,500.00
P0012179	Caliber Commercial Pool Service	Blanket PO-Repairs	General	Athletic Facilities	2,000.00
P0012180	Fitness Mechanics	Blanket PO-Repairs	General	Athletic Facilities	9,000.00
P0012181	Debinaire Company	Blanket PO-Services	General	Athletic Facilities	3,000.00
P0012182	Fitness Mechanics	Blanket PO-Services	General	Athletic Facilities	4,590.00
P0012183	Caliber Commercial Pool Service	Blanket PO-Services	General	Athletic Facilities	21,120.00
P0012184	County of Los Angeles	Public Health Licenses	Bookstore	Bookstore	1,917.00
P0012185	Bank Mobile Technologies, Inc.	Annual Subscription	General	Financial Aid	15,000.00
P0012186	American Fidelity Administrative Services, LLC	ACA Compliance Software	General	Risk Management	25,000.00
P0012187	SOS Survival Products	Blanket PO-EOC Emerg Supplies	Capital Outlay	Risk Management	4,000.00
P0012188	W.W. Grainger, Inc.	Blanket PO-EOC Emerg Supplies	Capital Outlay	Risk Management	8,000.00
P0012189	First Bankcard	Blanket PO-EOC Emerg Supplies	Capital Outlay	Risk Management	10,000.00
P0012190	A-1 Event & Party Rentals	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	4,000.00
P0012191	Mission Ace Hardware	Blanket PO-EOC Emerg Equip	Capital Outlay	Purchasing & Warehouse	3,000.00
P0012192	Mission Ace Hardware	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	3,000.00
P0012193	Walmart	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	2,000.00
P0012194	Smart & Final	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	1,000.00
P0012195	Home Depot	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	5,000.00
P0012196	Costco Wholesale	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	5,000.00
P0012198	Albertsons/Safeway-Vons	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	5,500.00
P0012199	Home Depot	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	5,000.00
P0012200	Stater Bros.	Blanket PO-EOC Emerg Supplies	Capital Outlay	Purchasing & Warehouse	4,500.00
P0012201	Industrial Technical Services	Blanket PO-Repairs	General	Maintenance	10,000.00
P0012202	Bertha Bobadilla	Travel-Sales & Use Tax Seminar	General	Fiscal Services	11.60
P0012203	Amazon.com	Blanket PO-Supplies	Restricted	DSP&S	1,500.00
P0012204	Paper Roll Products, LLC	Blanket PO-Supplies	Restricted	Campus Safety	700.00
P0012205	Better Energy Ideas	Window Security Film-IS107A-B	General	Technology & Computer Services	870.76
P0012206	Laguna Clay Company	Blanket PO-Supplies	General	Art	6,000.00
P0012207	Ceramics & Crafts Warehouse	Blanket PO-Supplies	Self-supported Services	Art	3,000.00
P0012208	Aardvark Clay Supply	Blanket PO-Supplies	General	Art	2,000.00
P0012209	Canon U.S.A., Inc.	Blanket PO-Repairs	General	Photography	2,000.00
P0012210	Freestyle Photographic Supplies	Blanket PO-Supplies	General	Photography	8,400.00
P0012211	Music & Arts Center	Blanket PO-Supplies	General	Music	1,000.00

P0012212	Amazon.com	Blanket PO-Supplies	General	Photography	500.00
P0012213	Nth Generation Computing, Inc.	Blanket PO-Services	General	Technology & Computer Services	17,007.00
P0012214	Midwest Sheet Music	Blanket PO-Supplies	General	Music	2,000.00
P0012215	Nestle Pure Life Direct	Blanket PO-Supplies	General	Theatre Arts	600.00
P0012216	J.W. Pepper & Son, Inc.	Blanket PO-Supplies	General	Music	3,000.00
P0012217	Malmark, Inc.	Blanket PO-Supplies	General	Music	1,500.00
P0012218	Amazon.com	Blanket PO-Supplies	General	Haugh Performing Arts Center	3,000.00
P0012219	The Theatre Company	Blanket PO-Services	General	Music	12,000.00
P0012220	Home Depot	Blanket PO-Supplies	General	Haugh Performing Arts Center	8,000.00
P0012221	Lowe's Home Center, LLC	Blanket PO-Supplies	General	Haugh Performing Arts Center	2,000.00
P0012222	McMaster Carr Supply Company	Blanket PO-Supplies	General	Haugh Performing Arts Center	2,500.00
P0012223	Mission Ace Hardware	Blanket PO-Supplies	General	Haugh Performing Arts Center	1,000.00
P0012224	Patton Sales Corp.	Blanket PO-Supplies	General	Haugh Performing Arts Center	4,000.00
P0012225	Praxair	Blanket PO-Supplies	General	Haugh Performing Arts Center	1,500.00
P0012226	Owl Bookshop	Blanket PO-Supplies	General	Art	500.00
P0012227	Rose Brand, Inc.	Blanket PO-Supplies	General	Haugh Performing Arts Center	5,000.00
P0012228	Robert Hughes	Travel-CISOA Advanced Seminar	General	Technology & Computer Services	625.00
P0012229	Deborah Bishop	CARE-Car Reimbursement	Restricted	Other Student Services	86.90
P0012230	Owl Bookshop	EOP&S SummerTextbooks	Restricted	Other Student Services	22,198.79
P0012231	Computerland	Sophos Email Protection Renewal	General	Technology & Computer Services	59,550.00
P0012232	Coe Lamoureux	Blanket PO-Travel	General	International Students	250.00
P0012233	Mary Mincer	Blanket PO-Travel	General	International Students	150.00
P0012234	Michael Aguilar	Blanket PO-Travel	General	International Students	150.00
P0012235	Michelle Plug	Travel-ASCCC Conference	General	Academic Senate	1,298.00
P0012236	Lan Hao	Blanket PO-Travel	General	Research Planning Effectiveness	300.00
P0012237	Yueyi Huang	Blanket PO-Travel	General	Research Planning Effectiveness	150.00
P0012238	Claire Stallard	Blanket PO-Travel	General	Research Planning Effectiveness	150.00
P0012239	Melissa Christian	Blanket PO-Travel	General	Research Planning Effectiveness	150.00
P0012240	Leigh Buchwald	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012241	Felix Perez	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012242	Manuel Guerrero	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012243	Ryan Tang	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012244	Sean Osborn	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012245	Michael Maliglig	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012246	Robert Sammis	Blanket PO-Travel	General	Human Resources	500.00
P0012247	Brenda Fink	Blanket PO-Travel	General	Human Resources	500.00
P0012248	Sandra Coon	Blanket PO-Travel	General	Human Resources	200.00
P0012249	Robert Hughes	Blanket PO-Travel	General	Technology & Computer Services	300.00
P0012250	Tom Cheng	Blanket PO-Travel	General	Technology & Computer Services	150.00
P0012251	Office Depot	Blanket PO-Supplies	General	Music	3,000.00
P0012252	Home Depot	Blanket PO-Supplies	General	Music	1,000.00

P0012253	Brushstroke Music, Inc.	Blanket PO-Supplies	General	Music	3,000.00
P0012254	Owl Bookshop	Blanket PO-Supplies	General	Music	300.00
P0012255	Woodwind & Brasswind	Blanket PO-Supplies	General	Music	500.00
P0012256	Carl Rowe	Blanket PO-Services	General	Music	1,000.00
P0012257	Brushstroke Music, Inc.	Blanket PO-Repairs	General	Music	1,000.00
P0012258	Amazon.com	Blanket PO-Supplies	General	Music	1,500.00
P0012259	Owl Bookshop	Blanket PO-Supplies	General	Art	1,400.00
P0012260	Demco Supply	Blanket PO-Supplies	General	Library	2,000.00
P0012261	Amazon.com	Blanket PO-Supplies	General	Library	600.00
P0012262	Vivian Zhang	Blanket PO-Services	General	Music	2,000.00
P0012263	Vintage King Audio	Sound Booth-RA	General	Haugh Performing Arts Center	3,441.57
P0012264	Tessitura Network	Blanket PO-Services	General	Haugh Performing Arts Center	1,650.00
P0012265	Office Depot	Blanket PO-Supplies	General	Research Planning Effectiveness	1,000.00
P0012266	Owl Bookshop	Blanket PO-Supplies	General	Research Planning Effectiveness	100.00
P0012267	Stephen O'Hara	Reimbursement-Food	General	Recording Technology	233.60
P0012268	Home Depot	Blanket PO-Supplies	General	Art	400.00
P0012269	The Shredders	Blanket PO-Services	General	Human Resources	1,000.00
P0012270	U.S. Live Scan	Blanket PO-Services	General	Human Resources	10,000.00
P0012271	PowerSchool Group, LLC	Annual ATS Software Renewal	General	Human Resources	32,000.00
P0012272	Office Depot	Blanket PO-Supplies	General	Human Resources	5,000.00
P0012273	Taskstream, LLC	Annual Site License Fee	General	VP Academic Affairs	24,500.00
P0012274	CDW-G, Inc.	Smart Board	Restricted	Basic Skills	1,775.19
P0012275	Pacific Dining Food Service Management	Food	Restricted	Health Center	1,000.00
P0012276	Owl Bookshop	Blanket PO-Supplies	Restricted	Health Center	750.00
P0012277	Owl Bookshop	Blanket PO-Supplies	General	Human Resources	250.00
P0012278	Public Employment Relations Board	Blanket PO-Arbitrator Services	General	Human Resources	200.00
P0012279	Kerry Marsh Vocal Jazz and Beyond	Blanket PO-Supplies	General	Music	1,000.00
P0012280	Sound Music Publications	Blanket PO-Supplies	General	Music	1,000.00
P0012281	Matfal Music	Blanket PO-Supplies	General	Music	1,000.00
P0012282	Jim's Musical Instrument Repair	Blanket PO-Repairs	General	Music	1,000.00
P0012283	Daisy I.T.	Blanket PO-Photo Printer Repairs	General	Photography	1,500.00
P0012284	CDW-G, Inc.	Projector Screen Replacement-CC	General	Technology & Computer Services	3,700.33
P0012285	Stephen O'Hara	Reimbursement-Food	General	Recording Technology	199.01
P0012286	Location Sound Corp.	Blanket PO-Repairs	General	Recording Technology	1,000.00
P0012287	Pacific Radio Electronics	Blanket PO-Supplies	General	Recording Technology	1,500.00
P0012288	Home Depot	Blanket PO-Supplies	General	Recording Technology	1,000.00
P0012289	Office Depot	Blanket PO-Supplies	General	Recording Technology	500.00
P0012290	Computerland	Service Agreement	General	Technology & Computer Services	39,087.00
P0012291	Ecolab Inc.	Blanket PO-Supplies	Self-supported Services	Cafeteria	1,000.00
P0012292	Westpointe Refrigeration & HVAC, Inc.	Blanket PO-Supplies	Self-supported Services	Cafeteria	8,212.50
P0012293	Ricky Lin	Consultant-Photography, BOT 6/18/19	General	External Relations	10,000.00

P0012294	Safeguard	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	547.50
P0012295	Prestige Golf Cars	Blanket PO-Repairs	General	Purchasing & Warehouse	250.00
P0012296	Owl Bookshop	Blanket PO-Supplies	Restricted	Campus Safety	800.00
P0012297	Office Depot	Blanket PO-Supplies	Restricted	Campus Safety	300.00
P0012298	Red Wing Shoe Store	Blanket PO-Supplies	General	Facilities	5,000.00
P0012299	Apple Computer	Software	Restricted	DSP&S	95.88
P0012300	Populas	Motorized Adjustable Desk	General	VP Student Services	3,441.78
P0012301	Maxient, LLC	Software Renewal	General	VP Student Services	8,000.00
					\$4,525,407.61

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2019**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Han, June	Biology Lab Coordinator	Hourly as needed (Not to exceed 75 hours)	6/24/19	8/16/19	\$59.96/hr.
Tate, Erin	Student Centered Teaching Professional Development Series	Stipend	9/4/18	6/28/19	\$500.00/tl.

ACADEMIC EMPLOYEES
LAB SUPERVISORS
2019-2020
JULY 16, 2019

NAME	ADJUNCT OR FULL- TIME	AREA	BEGIN	END	PLCMT	HOURLY RATE
Del Rosario, Arielle	A	Learning Center	7/1/19	12/31/19	1-1	\$32.71

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2019**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Aguirre, Arlene	Instructor - Licensed Vocational Nursing	Hourly as needed	6/24/19	8/17/19	\$53.07/hr.
Canchola, Shannon	Applied Music Tutor	Hourly as needed	7/17/19	12/31/19	\$53.07/hr.
Eikenberry, Donna	Instructor - Cosmetology	Hourly as needed	6/24/19	8/16/19	\$53.07/hr.
Gonzalez, Sophie	Applied Music Tutor	Hourly as needed	8/23/19	6/30/20	\$53.07/hr.
Grijalva, Ambar	Instructor - Biology	Hourly as needed	6/24/19	8/16/19	\$53.07/hr.
Ross, Lisa	Instructor - Political Science	Hourly as needed	4/4/19	6/14/19	\$53.07/hr.
Salazar-Thompson, Matthew	Instructor - Art	Hourly as needed	7/29/19	8/1/19	\$53.07/hr.
Teague, Jeanetta	Instructor - Licensed Vocational Nursing	Hourly as needed	6/24/19	8/17/19	\$53.07/hr.
Yong, Huayong	Instructor - Physics	Hourly as needed	6/24/19	8/16/19	\$53.07/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2019
JULY 16, 2019**

NAME	AREA	PLACEMENT	LHE RATE
Anderson, Gretchen	Counseling	2-5	\$1,324.00
Anderson, Norman	Counseling	3-6	\$1,454.00
Arroyo, Lizzette	Economics	1-1	\$1,212.00
Bertelsen, Michael	Administration of Justice	1-1	\$1,212.00
Broberg, Duane	Music	1-1	\$1,212.00
Caballero, Ladonna	Counseling	2-4	\$1,274.00
Campbell, Robert	Mathematics	1-1	\$1,212.00
Carey, Maryanne	Art	1-1	\$1,212.00
Casillo, Lisa	Business Communication	1-1	\$1,212.00
Herron, Nadiyah	Communications	1-1	\$1,212.00
Hoefflerle, Tyler	Kinesiology	1-1	\$1,212.00
Gonzales, Angelo	Counseling	1-5	\$1,267.00
Gonsalves, Olufemi	Music	1-1	\$1,212.00
Greene, Lakhysa	Cosmetology	1-1	\$1,212.00
Hirst, Kymberly	Counseling	2-6	\$1,387.00
Jones, Terri	Counseling	4-6	\$1,515.00
Kelly, Joseph	Music	1-1	\$1,212.00
Lake-Bain, Carolyn	Counseling	1-1	\$1,212.00
Mcmullen, Matthew	Art	1-1	\$1,212.00
Murray, Tira	Communications	1-1	\$1,212.00
Pablico-Kobayashi, Veneza	ESL	1-1	\$1,212.00
Peterson-Overton, Kristofer	Political Science	1-1	\$1,212.00
Sanzon Perez, Erick	Counseling	3-3	\$1,335.00
Strom, Julie	Anthropology	1-1	\$1,212.00
Wang, Ruby	Music	1-1	\$1,212.00
Ward, Bianca	Counseling	1-1	\$1,212.00
Wills, Christopher	Music	1-1	\$1,212.00

**ACADEMIC EMPLOYEES - ADJUNCT
SUMMER 2019
JUNE 18, 2019**

NAME	AREA	PLACEMENT	LHE RATE
Alameddine, Zein	Social Science	1-6	\$1,323.00
Ayala, Eduardo	Biology	4-6	\$1,515.00
Bilderback, Leslie	Art	1-2	\$1,212.00
Carey, MaryAnne	Art	3-3	\$1,335.00
Dionisio, Mary	Licensed Vocational Nursing	1-4	\$1,212.00
Kimbrough, Pamela	Chemistry	4-6	\$1,515.00
Lopez, Ana	Math	2-6	\$1,387.00
Martinez, Jeannie	Math	3-6	\$1,454.00
Punsalan, Kevin	Math	1-4	\$1,212.00
Truong, Sy	Biology	2-6	\$1,387.00

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JULY 16, 2019**

NAME	PCT/CLASS	REASON	BEGIN/END	RANGE & STEP	MONTHLY RATE
Bilbrey, Michael	Interim Bookstore Services Supervisor	Temporary Upgrade	6/13/19 through 12/31/19	14-3	\$8,123.00
Davis, Brandy	75% Interpreter Specialist	During Unassigned Time	6/24/19 through 6/25/19	49-7	\$45.74/hr.
Gonzalez Vazquez, Juan Martin	100% Campus Safety Officer	Shift Rotation	6/17/19	28-1	\$3,522.21
Luna, Ada	75% Account Clerk III	Employment	7/17/19	34-1	\$3,063.53
Reeves, Matt	49% Skilled Maintenance Technician	Employment	7/17/19	39-1	\$2,264.52
Wilcox, Todd	100% Bookstore Online Coordinator	Temporary Upgrade	4/1/19	35-1	\$4,186.82

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JULY16, 2019**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Capwell, Gerald	Administrative Assistant	Retirement	Instruction	12/30/19
Fonseca, Eileen	Administrative Clerk II	Resignation	Financial Aid	7/10/19
Frazier, Thane	Utility Worker	Retirement	Facilities and Support Services	12/30/19
Hughes, Linda	Human Resources Technician II	Retirement	Human Resources	12/30/19
Jeng, Helen	Program Coordinator	Retirement	Kinesiology	1/31/20
Ramirez, Anna	Admissions and Records Technician III	Retirement	Admissions and Records	12/29/19

**SHORT-TERM, HOURLY
JULY 16, 2019**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Aguilera, Mayra	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	7/1/19 through 7/10/19
Clara, Wiebe	Technical Support	Provide technical assistance	Visual & Performing Arts	\$20.00/hr.	7/17/19 through 12/31/19
Flores, Crystal	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	1/7/19 - 1/25/19, 2/5/19 - 3/15/19, 5/6/19 - 5/24/19, 6/10/19 - 6/30/19
Flores, Crystal	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	7/17/19 - 9/28/19, 11/13/19 - 11/21/19, 12/10/19 - 12/21/19
Gonzalez, Joseph	Fiscal Support	Fall 2019 Rush	Bookstore	\$14.00/hr.	8/5/19 through 9/20/19

**SHORT-TERM, HOURLY
JULY 16, 2019**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Padilla, Maria	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	1/7/19 - 1/25/19, 2/5/19 - 3/15/19, 5/6/19 - 5/24/19, 6/10/19 - 6/30/19, 7/1/19 - 7/10/19
Reyes, Jennifer	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	1/7/19 - 1/25/19, 2/5/19 - 3/15/19, 5/6/19 - 5/24/19, 6/10/19 - 6/30/19, 7/1/19 - 7/10/19
Sanzon, Ivan	Fiscal Support	Fall 2019 rush	Bookstore	\$14.00/hr.	8/5/19 through 9/20/19
Simental, Alma	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	1/7/19 - 1/25/19, 2/5/19 - 3/15/19, 5/6/19 - 5/24/19, 6/10/19 - 6/30/19, 7/1/19 - 7/10/19

**SHORT-TERM, HOURLY
JULY 16, 2019**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Vera, Viviana	Student Services Support	Assist as needed	Admissions and Records	\$14.00/hr.	1/7/19 - 1/25/19, 2/5/19 - 3/15/19, 5/6/19 - 5/24/19, 6/10/19 - 6/30/19, 7/1/19 - 7/10/19

**CLASSIFIED SUBSTITUTES
JULY 16, 2019**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Pineda, Jason	Campus Safety Officer II	Serve as a substitute during rotating absences	7/1/19 through 12/31/19	27-1	\$19.83
Ruiz, Ernesto	Campus Safety Officer II	Serve as a substitute during rotating absences	1/2/19 through 6/30/19	27-1	\$19.83
Ruiz, Ernesto	Campus Safety Officer II	Serve as a substitute during rotating absences	7/1/19 through 12/31/19	27-1	\$19.83
Thayer, Andrea	Operations Assistant	Serve as a substitute during recruitment	6/3/19 through 6/18/19	34-1	\$23.57
Thayer, Andrea	Campus Safety Officer II	Serve as a substitute during rotating absences	7/1/19 through 12/31/19	27-1	\$19.83
Villalobos, Adam	Campus Safety Officer II	Serve as a substitute during rotating absences	7/1/19 through 12/31/19	27-1	\$19.83

**STIPENDS STRS NON-CREDITABLE
JULY 16, 2019**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Buuck, Jason	Stipend	Assistant Director for Summer Theatre Production	Visual & Performing Arts/ Music	\$50.00/hr.	7/17/18 through 7/19/19
Holbrook, Joseph	Stipend	Theatrical Services for Summer Show	Visual & Performing Arts/ Music	\$1,500.00/tl.	7/17/18 through 7/19/19
Holbrook, Joseph	Stipend	Video wall rigging for Citrus Summer Conservatory "The Wiz"	Visual & Performing Arts/ Music	\$1,000.00/tl.	7/17/18 through 7/25/19
Volonte, Daniel	Stipend	Moving Light Design	Visual & Performing Arts/ Music	\$1,500.00/tl.	7/17/18 through 7/25/19

**VOLUNTEERS, NON-ACADEMIC
JULY 16, 2019**

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Arguello, Anthony	Kinesiology	7/17/19	6/30/20
Alvarez, Alexandria	Veterans Success Center	8/19/19	12/14/19
Baldwin, Dave	Kinesiology	7/17/19	6/30/20
Banuelos, Michael	Veterans Success Center	8/19/19	12/14/19
Bentley, Matthew	Veterans Success Center	8/19/19	12/14/19
Brown, Marisa	Kinesiology	7/17/19	6/30/20
Du'Brey, Justina	Veterans Success Center	8/19/19	12/14/19
Glover, Dustin	Veterans Success Center	8/19/19	12/14/19
Gomez, Justin	Kinesiology	7/17/19	6/30/20
Gonzaga, Adam	Kinesiology	7/17/19	6/30/20
Harris, Dallas	Kinesiology	7/17/19	6/30/20
Lockette, Abriana	Kinesiology	7/17/19	6/30/20
Longo, Jonathan	Kinesiology	7/17/19	6/30/20
Padilla-Alvarez, Jonathan	Veterans Success Center	8/19/19	12/14/19
Rebolledo, Pablo	Veterans Success Center	8/19/19	12/14/19
Robles, Louis	Veterans Success Center	8/19/19	12/14/19
Sanchez, Luis	Veterans Success Center	8/19/19	12/14/19
Scott, Jordan	Kinesiology	7/17/19	6/30/20
Vandirveer, Jason	Kinesiology	7/17/19	6/30/20
Viverto, Bill	Kinesiology	7/17/19	6/30/20
Walker, Cody	Veterans Success Center	8/19/19	12/14/19

**PROFESSIONAL EXPERTS
JULY 16, 2019**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE
Buck, Roosevelt	Football Program Assistant	Kinesiology	7/17/19 through 12/20/19	\$12.00/hr.
Carrillo, Priscilla	Academic Support Facilitator	SEAP	7/1/19 through 12/31/19	\$15.00/hr.
Delgadillo, Breana	Academic Support Facilitator	SEAP	6/24/19 through 6/30/19	\$15.00/hr.
Mays, Christopher	Theatrical Services	Musical Theatre	7/19/19 through 12/31/19	\$25.00/hr.
Palomarez, Nicholas	Academic Support Facilitator	SEAP	7/1/19 through 6/30/20	\$15.25/hr.
Ramirez, Emily	Lifeguard	Kinesiology	7/19/19 through 12/21/19	\$12.00/hr.
Ramirez, Emily	Swim Instructor	Kinesiology	7/19/19 through 12/21/19	\$16.00/hr.
Virnala, Shane	Football Program Assistant	Kinesiology	7/17/19 through 12/20/19	\$12.00/hr.
Walleck, Hannah	Academic Support Facilitator	SEAP	7/17/19 through 12/31/19	\$15.00/hr.
Yanez, Michelle	Workforce Development Manager	Career, Technical, and Continuing Education	7/17/19 through 6/30/20	\$56.31/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2019	Resolution	X
SUBJECT:	2018-2019 Budget Transfers/Revisions: General Unrestricted Fund and General Restricted Fund	Information	
		Enclosure(s)	X

BACKGROUND

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

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

Also attached are budget revisions to establish, increase or decrease revenue and expense budgets in the General Restricted Fund for the programs/projects as reflected on the following pages.

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

RECOMMENDATION

Authorization is requested to approve the General Unrestricted Fund budget transfers totaling \$27,115.54; the General Restricted Fund budget transfers totaling \$458,237.95; and the General Restricted Fund budget revisions totaling \$270,223.90, for the 2018-2019 fiscal year, and adopt Resolution #2018-19-01 summarizing the transfers and revisions, pursuant to the California Code of Regulations, Title 5, Section 58307.

Claudette E. Dain
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.2.

Budget Transfers
July 16, 2019

Budget Transfers:

1.	General Unrestricted Fund - Kinesiology/Athletics		
	Transfer from Kinesiology to Athletics to cover expenses.		
	From:	50000 Other Services-Kinesiology	(3,639.93)
		60000 Capital Outlay-Kinesiology	547.49
	To:	40000 Supplies-Athletics	(30,324.55)
		50000 Other Services-Athletics	696.85
		60000 Capital Outlay-Athletics	32,720.14
2.	General Unrestricted Fund - Library		
	Transfer to cover supplies expense.		
	From:	60000 Capital Outlay	(500.00)
	To:	40000 Supplies	500.00
3.	General Unrestricted Fund - Program Review Funds		
	Transfer from Capital Outlay to Supplies to cover expenses.		
	From:	60000 Capital Outlay	(3,000.00)
	To:	40000 Supplies	3,000.00
4.	General Unrestricted Fund - Athletic Facilities		
	To augment budget to Athletic Facilities to match prior year allocations.		
	From:	79000 Reserves for Contingencies	(9,000.00)
	To:	40000 Supplies	1,500.00
		50000 Other Services	1,500.00
		60000 Capital Outlay	6,000.00
5.	General Unrestricted Fund - VP Student Services/Outreach		
	Transfer to cover hourly classified salaries.		
	From:	40000 Supplies	643.01
		60000 Capital Outlay	(6,643.01)
	To:	20000 Classified Salaries	6,000.00
6.	General Unrestricted Fund - NonCredit Counseling		
	To reduce the SSSP NonCredit District Match Prior Year.		
	From:	10000 Academic Salaries	(3,891.44)
		30000 Employee Benefits	(224.14)
		40000 Supplies	2,750.00
	To:	79000 Reserve for Contingencies	1,365.58
7.	General Unrestricted Fund - Counseling/NonCredit Counseling		
	To increase the SSSP NonCredit District Match.		
	From:	79000 Capital Outlay	(1,365.58)
	To:	10000 Salary NonInstructional Faculty Regular	1,365.58
8.	General Unrestricted Fund - Transfer Center		
	Transfer to cover computer technology related services.		
	From:	40000 Supplies	(434.00)
	To:	50000 Other Services	434.00

9.	General Unrestricted Fund - Career Center			
	Transfer to cover supplies and computer technology related services.			
	From:	60000	Capital Outlay	(3,113.00)
	To:	40000	Supplies	2,000.00
		50000	Other Services	1,113.00
10.	General Unrestricted Fund - Technology and Computer Services			
	Transfer to cover supplies, consultant services, and repairs.			
	From:	60000	Capital Outlay	(20,500.00)
	To:	40000	Salary NonInstructional Faculty Regular	5,000.00
		50000	Salary Noninstructional Academic Overload	15,500.00
11.	General Unrestricted Fund - Human Resources			
	Transfer to equipment expenses.			
	From:	50000	Other Services	(4,600.00)
	To:	60000	Capital Outlay	4,600.00
12.	General Restricted Fund - TRIO Project			
	Transfer to cover academic salaries, employee benefits, and capital outlay.			
	From:	50000	Other Services	(15,000.00)
	To:	10000	Academic Salaries	8,000.00
		30000	Employee Benefits	2,000.00
		60000	Capital Outlay	5,000.00
13.	General Restricted Fund - Perkins Title I Part C			
	Transfer to cover capital outlay expenses.			
	From:	10000	Academic Salaries	(5,000.00)
		20000	Classified Salaries	(6,216.36)
		30000	Employee Benefits	(15,491.08)
		40000	Supplies	(22,000.00)
		50000	Other Services	(73,000.00)
	To:	60000	Capital Outlay	121,707.44
14.	General Restricted Fund - National Science Foundation			
	Transfer to cover academic salaries, supplies and capital outlay expenses.			
	From:	50000	Other Services	(23,000.00)
	To:	10000	Academic Salaries	8,000.00
		40000	Supplies	10,000.00
		60000	Capital Outlay	5,000.00
15.	General Restricted Fund - SSSP Credit			
	Transfer to cover conference/travel, other contracted services and computer technology related expenses.			
	From:	10000	Academic Salaries	(100,244.00)
		20000	Classified Salaries	(3,703.75)
		30000	Statutory and Health Benefits	(4,585.27)
		40000	Supplies	(4,134.12)
		60000	Capital Outlay	(2,000.00)
	To:	50000	Other Services	114,667.14

16. General Restricted Fund - SSSP NonCredit			
	Transfer to cover academic salaries, classified salaries, employee benefits and advertisements.		
	From:	40000 Supplies	(75,215.00)
	To:	10000 Academic Salaries	54,900.00
		20000 Classified Salaries	4,536.84
		30000 Employee Benefits	15,304.33
		50000 Other Services	473.83
17. General Restricted Fund - SSSP NonCredit Prior Year			
	Transfer to cover supplies expense.		
	From:	10000 Academic Salaries	(2,750.00)
	To:	40000 Supplies	2,750.00
18. General Restricted Fund - EOP&S			
	Transfer to cover supplies, other services and equipment expenses.		
	From:	70000 Other Outgo	(26,460.00)
	To:	40000 Supplies	24,560.00
		50000 Other Services	1,000.00
		60000 Capital Outlay	900.00
19. General Restricted Fund - CARE			
	Transfer to cover supplies and conference expenses.		
	From:	70000 Other Outgo	(1,240.00)
	To:	40000 Academic Salaries	200.00
		50000 Capital Outlay	1,040.00
20. General Restricted Fund - CalWORKs			
	Transfer to cover conference and capital outlay expenses.		
	From:	20000 Salary Classified Hourly	(2,737.06)
		70000 Other Outgo	(1,000.00)
	To:	50000 Other Services	2,737.06
		60000 Capital Outlay	1,000.00
21. General Restricted Fund - Guided Pathways			
	Transfer to cover on campus printing, computer software and related expenses, consultant services and conference expenses.		
	From:	79000 Reserve for Contingencies	(143,900.00)
	To:	40000 Supplies	91,000.00
		50000 Other Services	52,900.00
22. General Restricted Fund - Enrollment Growth Funds for Nursing			
	Transfer to cover employee benefits, other services and other outgo.		
	From:	10000 Academic Salaries	(4,772.54)
		20000 Classified Salaries	(5,240.00)
		40000 Supplies	(3,654.00)
		60000 Capital Outlay	(1,500.00)
	To:	30000 Employee Benefits	8,198.94
		50000 Other Services	6,966.60
		70000 Other Outgo	1.00

23. General Restricted Fund - Student Equity 17-18

Transfer to cover capital outlay expenses.

From:	20000	Classified Salaries	(166,600.00)
	30000	Statutory and Health Benefits	(68,400.00)
	50000	Other Services	(40,885.95)
To:	60000	Capital Outlay	275,885.95

24. General Restricted Fund - Strong Work Force - Local 17-18

Transfer to cover capital outlay and other outgo expenses.

From:	10000	Salary Classified Hourly	(29,538.00)
	50000	Statutory Benefits Classified	(12,808.00)
To:	60000	Salary NonInstructional Faculty Regular	4,356.00
	70000	Salary Noninstructional Ed Administrator	37,990.00

Budget Revisions
July 16, 2019

Budget Revisions:

1. General Restricted Fund - SETI INVADER Subaward
Budget Account Code 13112-1585-XXXXX-490000

Expenditures		
20000	Classified Salaries	2,000.00
30000	Employee Benefits	554.00
40000	Supplies	3,500.00
50000	Other Services	579.00
70000	Other Outgo	663.00
79000	Reserve for Contingencies	29,401.00
Total Expenditures		36,697.00
Revenue		
81000	Federal Revenues	36,697.00
Total Revenue		36,697.00

2. General Restricted Fund - Hunger Free Campus
Budget Account Code 13359-2530-XXXXX-649900

Expenditures		
20000	Classified Salaries	14,160.00
30000	Employee Benefits	1,360.00
40000	Supplies	17,200.40
60000	Capital Outlay	(2,717.38)
79000	Reserve for Contingencies	53,586.38
Total Expenditures		83,589.40
Revenue		
86000	State Revenue	83,589.40
Total Revenue		83,589.40

3. General Restricted Fund - DSP&S
Budget Account Code 13430-2526-XXXXX-642000

Expenditures		
10000	Academic Salaries	(54,385.64)
20000	Classified Salaries	36,377.22
30000	Employee Benefits	(22,659.76)
40000	Supplies	17,042.60
50000	Other Services	8,290.28
60000	Capital Outlay	65,849.80
Total Expenditures		50,514.50
Revenue		
86000	State Revenue	47,060.00
89830	Transfer from Other Funds	3,454.50
Total Revenue		50,514.50

4. General Restricted Fund - Veteran Resource Center
Budget Account Code 13510-2532-XXXXX-648000

Expenditures		
20000	Classified Salaries	(26,794.00)
30000	Employee Benefits	(5,020.97)
60000	Capital Outlay	(10,000.00)
79000	Reserve for Contingencies	36,280.97
Total Expenditures		(5,534.00)

Revenue		
86000	State Revenue	(5,534.00)
Total Revenue		(5,534.00)

5. General Restricted Fund - Mental Health Support
Budget Account Code 13520-2531-XXXXX-644000

Expenditures		
20000	Classified Salaries	8,330.00
30000	Employee Benefits	2,304.25
40000	Supplies	1,500.00
50000	Other Services	12,000.00
79000	Reserve for Contingencies	80,822.75
Total Expenditures		104,957.00

Revenue		
86000	State Revenue	104,957.00
Total Revenue		104,957.00



**Los Angeles County
Office of Education**

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

Leading Educators • Supporting Students • Serving Communities

Submit to Business Advisory Services -- EC Room 201

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J5760-001	FUND NUMBER 01.0
FISCAL YEAR 2018-19	FUND NAME General Unrestricted Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

**Budget Adjustment Summary
K-12/ROPs/JPAs**

DATE OF SUMMARY 07/16/19	NAME OF SCHOOL DISTRICT Citrus Community College District
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 0.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ (2,525.86)
2. Classified Personnel Salaries	2000-2999		6,000.00
3. Employee Benefits	3000-3999		(224.14)
4. Books and Supplies	4000-4999		(15,365.54)
5. Services, Other Operating Expenses	5000-5999		11,003.92
6. Capital Outlay	6000-6999		10,111.62
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699	7900	(9,000.00)
12. Total Expenditures, Transfers and Other Uses			\$ 0.00

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

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

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

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

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

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

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

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

This is the second revision to the 2018-2019 Adopted Budget for the General Unrestricted Fund. This represents budget transfers for the following organizations: Kinesiology, Athletics, Library, Social Sciences, Psychology, Program Review, Athletic Facilities, VP Student Services, Outreach, Transfer Center, Career Center, Technology and Computer Services, and Human Resources.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 07/16/19	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

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



Leading Educators • Supporting Students • Serving Communities

Submit to Business Advisory Services -- EC Room 201

DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER J5769-001	FUND NUMBER 01.3
FISCAL YEAR 2018-19	FUND NAME General Restricted Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

**Budget Adjustment Summary
K-12/ROPs/JPAs**

DATE OF SUMMARY 07/16/19	NAME OF SCHOOL DISTRICT Citrus Community College District
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299	81000		36,697.00
3. State	8300-8599	86000		230,072.40
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929	89000		3,454.50
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 270,223.90

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ (125,790.18)
2. Classified Personnel Salaries	2000-2999		(145,887.11)
3. Employee Benefits	3000-3999		(86,435.56)
4. Books and Supplies	4000-4999		62,749.88
5. Services, Other Operating Expenses	5000-5999		35,959.96
6. Capital Outlay	6000-6999		463,481.81
7. Other Outgoing	7100-7299		9,954.00
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699	7900	56,191.10
12. Total Expenditures, Transfers and Other Uses			\$ 270,223.90

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

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

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

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

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

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

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

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

This is the second revision to the 2018-2019 Adopted Budget for the General Restricted Fund. This represents budget transfers and revisions for the following programs: TRIO Project, Perkins Title I Part C, National Science Foundation, SSSP Credit, SSSP NonCredit, SSSP NonCredit Prior Year, EOP&S, CARE, CalWORKs, Guided Pathways, Enrollment Growth Funds for Nursing, Student Equity 17-18, Strong Work Force-Local 17-18, SETI INVADER Subaward, Hunger Free Campus, DSP&S, Veteran Resource Center and Mental Health Support.

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 07/16/19	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

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

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

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

RESOLUTION NO. 2019-20-01

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

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

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Unrestricted Fund, for fiscal year 2018-2019, pursuant to the California Code of Regulations Title 5, Section 58307;

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

GENERAL UNRESTRICTED FUND:

FROM		TO	
10000	\$ 2,525.86	20000	\$ 6,000.00
30000	224.14	50000	11,003.92
40000	15,365.54	60000	<u>10,111.62</u>
79000	<u>9,000.00</u>		
TOTAL	<u>\$ 27,115.54</u>	TOTAL	<u>\$ 27,115.54</u>

GENERAL RESTRICTED FUND:

FROM		TO	
10000	\$ 71,404.54	40000	\$ 23,506.88
20000	179,960.33	50000	15,090.68
30000	62,973.08	60000	410,349.39
79000	143,900.00	70000	9,291.00
TOTAL	<u>\$ 458,237.95</u>	TOTAL	<u>\$ 458,237.95</u>

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

GENERAL RESTRICTED FUND:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
81000	SETI INVADER Subaward	\$ 36,697.00
86000	Hunger Free Campus	83,589.40
86000	DSP&S	47,060.00
86000	Veteran Resource Center	(5,534.00)
86000	Mental Health Support	104,957.00
89000	DSP&S District Match	<u>3,454.50</u>
		<u>\$ 270,223.90</u>

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10000	Academic Salaries	\$ (54,385.64)
20000	Classified Salaries	34,073.22
30000	Statutory and Health Benefits	(23,462.48)
40000	Supplies	39,243.00
50000	Other Services	20,869.28
60000	Capital Outlay	53,132.42
70000	Other Outgo	663.00
79000	Reserve for Contingencies	<u>200,091.10</u>
		<u>\$ 270,223.90</u>

Passed and Adopted by the Board of Trustees of the Citrus Community College District this 16th day of July 2019 by the following vote:

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

Edward C. Ortell
Clerk/Secretary
Board of Trustees

Date: _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2019	Resolution	_____
SUBJECT:	Award of Contract for Bid #01-1819, Solar PV Construction	Information	_____
		Enclosure(s)	X

BACKGROUND

On July 2, 2019, the District received two bids for Bid #01-1819, Solar PV Construction. The solar photovoltaic (PV) construction bid included: Base Bid for parking lot E2 and a portion of lot S2; Additive Alternate #1 for the south stadium hillside; and Additive Alternate #2 for an additional area of parking lot S2.

The bids were evaluated based on responsiveness to the bid requirements and contractor responsibility. Upon evaluation of the bids and review of the project budget, the District determined not to proceed with Additive Alternate #1 for the south stadium hillside.

The lowest responsive and responsible bid was submitted by MbarC Construction of San Marcos, California, for Base Bid in the amount of \$1,157,646 and Additive Alternate #2 in the amount of \$681,552; for a total bid amount of \$1,839,198. The project will be funded by the Capital Outlay Fund.

This item was prepared by Shawn Jones, Director of Business Services.

RECOMMENDATION

Authorization is requested to award Bid #01-1819, Solar PV Construction to MbarC Construction of San Marcos, California, in the amount of \$1,839,198, and authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.3.

**Bid Recap for Bid #01-1819, Solar PV Construction
Bid Opening July 2, 2019 at 2:00 p.m.**

Contractor	Baker Electric	MbarC Construction
Base Bid	\$1,394,351.00	\$1,157,646.00
Additive Alternate #1 *	\$1,592,299.00	\$2,830,716.00
Additive Alternate #2	\$784,344.00	\$681,552.00

*** Additive Alternate #1 - not awarded**

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2019	Resolution	_____
SUBJECT:	American Institute for Foreign Study (AIFS) Rome, Italy Partnership Agreement Sept. 3 - Nov. 28, 2020	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Study Abroad Program offers students the opportunity to experience community college study in other countries. Citrus College is the lead college for the Southern California Foothills Consortium and plans to host a 2020 fall semester in Rome, Italy (depart U.S. on September 3, 2020 and return to U.S. on November 28, 2020). The agreement delineates the partnership between AIFS and the Consortium for the Rome fall semester abroad. The Consortium will recruit approximately 45 students for the program, and Citrus College will oversee the application, admission, and registration for all students in this program. Citrus College will also recruit and oversee one or two faculty for this program. AIFS will reimburse the District a \$100.00 administrative fee for each student who participates in the program and pays the AIFS fee in full.

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

RECOMMENDATION

Authorization is requested for the Vice President of Finance and Administrative Services to execute all related documents and any future amendments of an agreement on behalf of the Southern California Foothills Consortium with the American Institute for Foreign Study (AIFS) to administer a Study Abroad program in Rome, Italy from September 3 through November 28, 2020. Citrus College will receive a \$100.00 administration fee from AIFS for each applicant who participates in the program and pays the AIFS fee in full.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2019	Resolution	
SUBJECT:	Human Resources – Equal Employment Opportunity (EEO) Plan – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

Human Resources is responsible for creating, maintaining, and implementing the District's EEO Plan. This plan is essentially the District's Board Policies and Administrative Procedures 7100 – Equal Employment Opportunity and 7101 – Non-Discrimination outlined in a different format.

The EEO Plan was created and presented to the Human Resources Advisory/Staff Diversity Committee for review and approval on March 20, 2019, was made available to the constituent groups for review from March 28, 2019 until May 7, 2019 outlined in a different format, and was presented to the to the Steering Committee for review and approval on June 10, 2019.

The EEO Plan was presented to and approved by the Board of Trustees on June 18, 2019, for the first reading.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, the Equal Employment Opportunity (EEO) Plan.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.6



EQUAL EMPLOYMENT OPPORTUNITY PLAN



Robert L. Sammis
Director of Human Resources
Citrus Community College District
Updated: March 2019

Table of Contents

Introduction	2
Mission Statement.....	2
Vision Statement	2
Equal Employment Opportunity.....	3
Non-Discrimination in Employment	3
General Provisions.....	4
Definitions	5
Adverse Impact.....	5
Diversity	5
Equal Employment Opportunity	5
Equal Employment Opportunity Plan	5
Equal Employment Opportunity Programs.....	6
Ethnic Group Identification.....	6
In-House or Promotional Only Hiring	6
Monitored Group.....	6
Person with a Disability.....	6
Reasonable Accommodation.....	6
Screening or Selection Procedure	6
Significantly Underrepresented Group.....	6
Human Resources Advisory/Staff Diversity Committee.....	7
Recruitment and Selection Procedures	7
Job Analysis	7
Recruitment	8
Applicant Pool.....	8
Screening and Selection.....	9
Annual Evaluation	9

Introduction

Citrus Community College District's (hereafter Citrus College or the District) commitment to equal employment and diversity is reflected in its mission and vision statements, as well as Board Policy (BP) and Administrative Procedure (AP) 7100 - Equal Employment Opportunity.

This Equal Employment Opportunity Plan brings together relevant board policies and administrative procedures to provide the college community with a clear description of the District's process designed to provide for diversity and equal opportunities for employment among our faculty, staff, management, and supervisor/confidential positions.

Board Policy (BP) 7100 and Administrative Procedure (AP) 7100 – Equal Employment Opportunity, outline the District's commitment to diversity and equal opportunities for employment. Board Policy (BP) 7101 – Non-Discrimination, AP 7101 – Discrimination Complaint Procedure: Employees and Job Applicants, and AP 7101.1 – Discrimination Complaint Procedure: Students, sets forth the District's non-discrimination policies and procedures which are designed to ensure a legal and equitable process for filing complaints concerning allegations of discrimination.

Every three years, the Board of Trustees will review and approve the Equal Employment Opportunity Plan.

Mission Statement

Citrus College provides innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency. The college fosters personal and professional success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning community. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Vision Statement

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Equal Employment Opportunity

According to BP and AP 7100, Citrus College is committed to employ qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board of Trustees is committed to hiring and staff development processes that support the goals of equal employment opportunity and diversity, and provide equal consideration for all qualified applicants.

Non-Discrimination in Employment

Citrus College's commitment to non-discrimination in its employment activities is set forth in BP and AP 7101, and AP 7101.1.

These policies and procedures indicate:

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 Regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

General Provisions

The Office of Human Resources shall be responsible for overseeing the District's Equal Employment Opportunity Plan. The Manager of Human Resources/Staff Diversity/Title IX Officer shall oversee the day-to-day implementation of the District's Equal Employment Opportunity Plan. The District's policy and administrative regulation concerning equal employment opportunity and the discrimination complaint procedure shall be disseminated to all employees.

The Manager of Human Resources/Staff Diversity/Title IX Officer, in implementing this regulation shall:

- oversee the District's Equal Employment Opportunity Plan and work with appropriate staff in ensuring that the District's program receives the broadest possible commitment from the administration, faculty, staff, and students;
- work closely with District personnel and appropriate committees to ensure achievement of equal employment opportunity requirements;
- prepare and publish a workforce analysis to ensure the District meets its equal employment opportunity requirements;
- review job templates, job postings, job descriptions, job specifications, and other job related statements in cooperation with appropriate staff to ensure compliance with equal employment opportunity requirements;
- review selection, retention, tenure, and promotion criteria to ensure that neither qualified nor qualifiable candidates are excluded from consideration;
- help increase the applicant pool by assisting with recruitment and devising ways and means of helping the District to increase the number of qualified members of historically underrepresented groups;
- assist in developing in-service and Equal Employment Opportunity Plans for administration, faculty, staff, and students;
- receive and seek resolution of unlawful discrimination complaints;
- publicize complaint procedures, receive, investigate, and seek resolution of affirmative action and unlawful discrimination complaints, working with appropriate staff; and,
- provide an annual written notice to appropriate community-based and professional organizations concerning the District's Annual Report and the need for assistance from such organizations in identifying qualified applicants.

Definitions

Adverse Impact

"Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionately negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Diversity

"Diversity" means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.

Equal Employment Opportunity

"Equal employment opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service maintenance. Equal employment opportunity also involves:

- (a) identifying and eliminating barriers to employment that are not job related; and,
- (b) creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code Section 12940.

Equal Employment Opportunity Plan

An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs

"Equal Employment Opportunity Programs" means the various methods by which equal employment opportunities are ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Title 5, Section 53006.

Ethnic Group Identification

"Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Title 5, Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

In-House or Promotional Only Hiring

"In-house or promotional only hiring" means that only existing District employees are allowed to apply for a position.

Monitored Group

"Monitored group" means those groups identified in Title 5, Section 53004(b) for which monitoring and reporting are required pursuant to Title 5, Section 53004(a).

Person with a Disability

"Person with a disability" means any person who: (1) has a physical or mental impairment as defined in Government Code Section 12926, which limits one or more of such person's major life activities; (2) has a record of such an impairment; or, (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Reasonable Accommodation

"Reasonable accommodation" means the efforts made on the part of the District in compliance with Government Code Section 12926.

Screening or Selection Procedure

"Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including, but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

Significantly Underrepresented Group

"Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the District in any job

category listed in Title 5, Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

Human Resources Advisory/Staff Diversity Committee

The Human Resources Advisory/Staff Diversity Committee (“Advisory Committee”) shall serve as the equal employment opportunity advisory committee to assist and advise the District in implementing the District’s Equal Employment Opportunity Plan.

The Advisory Committee shall consist of the following composition, and shall include a diverse membership whenever possible: District Administrators – 3, Full-Time Faculty – 2, Part-Time Faculty – 2, Supervisor/Confidential – 2, Classified Staff – 2, and Students – 2.

The responsibilities of the Advisory Committee shall include, but shall not be limited to, the following:

- review and advise on recruitment efforts, interview protocols, retention efforts and other aspects that impact the District’s ability to attract and retain a diverse faculty and staff;
- advise on implementation of the District’s obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
- develop communications among departments to foster understanding of the District’s Equal Employment Opportunity Plan;
- advise on special training or staff development needs;
- review the Equal Employment Opportunity Plan and monitor its progress;
- recommend any changes needed in the Equal Employment Opportunity Plan; and,
- review and approve the annual written report submitted to the Superintendent/President, Board of Trustees, and the California Community Colleges Chancellor’s Office.

Recruitment and Selection Procedures

The following shall apply to all hiring procedures:

Job Analysis

The Manager of Human Resources/Staff Diversity/Title IX Officer shall assure that a proper job analysis is performed for every academic position filled by the District to determine and validate the knowledge, skills, abilities and characteristics an employee must possess to perform the job satisfactorily. A statement of essential functions and minimum qualifications shall be developed

for all positions. For classified positions, it shall be the responsibility of the Director of Human Resources to assure that a proper job analysis is performed and a statement of essential functions and minimum qualifications are completed for each classified position.

Recruitment

All job templates and job postings shall contain a statement in substantially the following form: "The District is an equal opportunity employer." It is the policy of the District not to discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will conduct an open recruitment for all new full-time and part-time positions. Interim hires may be utilized provided the interim hire appointment shall not exceed one year.

Recruitment for administrative and faculty positions (full- and part-time) shall include, as appropriate: advertisement in professional journals, job registries, websites, and newspapers of general circulation; distribution of job postings to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where candidates might be enrolled; recruitment at conferences, fairs and professional meetings; and, notices to institutions and professional organizations that primarily serve members of the monitored groups that are underrepresented in the District. For classified positions, the Office of Human Resources shall be encouraged to advertise for classified positions as broadly as appropriate and should include sending job postings to the California Employment Development Department.

All employment applications shall afford each applicant an opportunity to identify himself or herself voluntarily as to gender, ethnicity and, if applicable, his or her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the Equal Employment Opportunity Plan, or as authorized by law. The identification information of an individual applicant shall not be shared with members of a screening/selection committee.

Applicant Pool

After the application deadline for a position has passed, the initial applicant pool shall be analyzed to determine whether the projected representation has been achieved for monitored groups. If these projections have not been met, the District shall immediately determine whether the failure to meet the projected representation of monitored groups in the initial pool was due to discriminatory

practices. If not, the hiring process may continue to the next level. If, however, the District determines that discriminatory practices caused the underrepresentation, the District shall immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required and/or permitted by law.

Screening and Selection

The screening, selecting, and interviewing of candidates for all positions shall include thorough and fair procedures that are sensitive to the issues of diversity. The process shall require that a reasonable number of candidates are identified for an interview and selection shall be based solely on the stated job criteria.

Screening and selection committees shall include a diverse membership when possible, and no one who has provided a candidate with a written letter of recommendation shall be permitted to serve on the screening and selection committee.

Annual Evaluation

The Manager of Human Resources/Staff Diversity/Title IX Officer shall, in cooperation with the Human Resources Advisory/Staff Diversity Committee, conduct an annual survey of District employees and applicants in order to evaluate progress in implementing the District's Equal Employment Opportunity Plan and to provide data needed for the analyses required pursuant to Title 5, Sections 53003, 53006, 53023, and 53024. The results of the annual survey shall be forwarded to the California Community Colleges Chancellor's Office.

The annual report shall identify each employee as belonging to one of the following seven job categories:

1. executive/administrative/managerial;
2. faculty and other instructional staff;
3. professional non-faculty;
4. secretarial/clerical;
5. technical and paraprofessional;
6. skilled crafts; and,
7. service maintenance.

Each employee and applicant shall be afforded the opportunity to identify his/her gender, ethnicity, and, if applicable, disability. An employee and/or applicant may designate

multiple ethnic groups with which he/she identifies. However, an employee or applicant may be counted only in one group for reporting purposes. For purposes of this report, Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian, Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories. In determining whether additional steps are necessary to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate subgroups is not necessary.

The District will review the annual survey to determine to what degree, if any, monitored groups are underrepresented in comparison to the number of persons from such groups whom the California Community Colleges Chancellor determines to be available and qualified to perform the work required of each such job category, and whether or not the underrepresentation is significant.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more of the job categories as set forth above, the District shall take the following steps:

1. review the recruitment procedure and identify, and implement any additional measures, which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. consult with legal counsel to determine whether there are other, additional measures that may be undertaken that are required and/or permitted by law;
3. consider various other means of reducing the underrepresentation, which do not involve taking monitored group status into account, and implement any such techniques that are feasible; and,
4. if significant underrepresentation persists, monitor on an on-going basis, review each locally established job qualification (i.e. any requirements beyond the minimum qualifications established by the Chancellor's Office) to determine if it is job related and consistent with business necessity; discontinue the use of any non-job related local qualification; and continue using job related local qualifications only if no alternative standard is reasonably available.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2019	Resolution	
SUBJECT:	Human Resources – 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 the 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 June 10, 2019.

BP 7108 Tuberculosis
BP 7110 Fingerprinting
BP 7407 Compensation Guide: Academic Administrators
BP 7507 Compensation Guide: Classified Administrator/Manager
and Supervisor/Confidential

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

These Board Policies were presented to and approved by the Board on June 18, 2019, for the first reading.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, BP 7108 Tuberculosis, BP 7110 Fingerprinting, BP 7407 Compensation Guide: Academic Administrators, and BP 7507 Compensation Guide: Classified Administrator / Manager / Supervisor / Confidential.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.7.

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

BP 7108 Tuberculosis

References: Education Code Sections 87408, 87408.6, and 88021

General Provision

The District, consistent with applicable provisions of the Education Code and Administrative Procedure 7108, will administer a tuberculosis risk assessment for all employees, volunteer aides and when applicable, student employees.

Board Approved: 05/04/10

Desk Review: 10/17/12

Revised:

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7108 Tuberculosis

References: Education Code Sections 87408, 87408.6, and 88021

General Provisions

Prior to employment, all newly hired employees are required to complete a tuberculosis risk assessment form as developed by the California State Department of Public Health.

In the event that the risk assessment form indicates that tuberculosis risk factors are present, then the employee shall be required to undergo an approved intradermal tuberculin test (skin test).

Anyone whose skin test is positive, or who has a previously known positive skin test, will be required to submit a statement by a medical doctor or by the Los Angeles County Health Department that she/he is free of the disease, with a substantiating report of a chest X-ray done within the previous 60 days. Any expenses will be the employee's responsibility.

Employees who at the time of employment did not have risk factors based on the tuberculosis risk assessment or who were skin test negative, shall every four years complete a new tuberculosis risk assessment form and based on the results of the form a skin test or x-ray as may be required. An employee who at the time of employment tested positive based on a skin test and had a follow-up chest x-ray will no longer be required to complete a tuberculosis risk assessment form.

Employees may go to the District's Health Services Office for a skin test, if required.

The report of any skin test or chest x-ray shall be sent to the District's Health Services Office.

Board Approved: 05/04/10
Desk Review: 10/17/12
Revised:

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

BP 7110 Fingerprinting

References: Education Code Sections 87013 and 88024; Penal Code Section 11077.1

General Provision

All new employees, including temporary faculty and professional experts, are required to be fingerprinted to be eligible for employment. Short-term and substitutes may be fingerprinted to be eligible for employment. Fingerprinting will be done in accordance with all applicable laws and consistent with AP 7110.

Board Approved: 05/04/10
Desk Review: 06/01/11
Desk Review: 10/17/12
Desk Review: 04/19/17
Revised:

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7110 Fingerprinting

References: Education Code Sections 87009, 87010, 87011, 87013, 87405, 88022 and 88024; Penal Code Section 11077.1

General Provisions

All applicants shall be required to disclose any criminal conviction as part of the application process. If an applicant lists a conviction, the Office of Human Resources will evaluate the conviction and determine if the applicant should be disqualified from the hiring process. A plea of guilty or a finding of guilt by a court in a trial without a jury is deemed to be a conviction, including convictions for controlled substances and sex offenses as defined under Education Code Section 87010 and 87011, irrespective of a subsequent order under the provisions of Penal Code Section 1203.4.

No person may be employed who has been convicted of any sex offense as defined under Education Code Section 87010 or any controlled substance offense as defined under Education Code Section 87011 absent evidence of rehabilitation for at least five years or the person has received a certificate of rehabilitation and pardon pursuant to Title 6 of Part 3 of the Penal Code or if the accusation or information against the person has been released from all disabilities and penalties resulting from the offense pursuant to Section 1203.4 of the Penal Code.

In determining whether an applicant should be disqualified from the hiring process or dismissed from employment based on the results of fingerprints, the District shall consider the nature and gravity of the offense, the time that has elapsed since the date of the offense, the nature of the position sought or held and any other factors that reasonably relate to the person's fitness for the specific position.

All new employees of the District, including those hired as academic temporary employees or professional experts are required, within 10 days of employment, to have fingerprints taken by a District authorized Live Scan provider.

The electronic fingerprints shall be forwarded to the Department of Justice or any other required government agency to ascertain if the employee has any record of previous convictions.

The Department of Justice, or other reporting agency, will forward its findings to the Office of Human Resources. The District will contract with the Department of Justice to receive subsequent conviction reports. The Office of Human Resources will evaluate all such reports and where a conviction is indicated, determine if the offense for which the employee was convicted is cause to disqualify the employee from continued employment.

In the event that a newly hired person fails to disclose any conviction on his/her application, and it is later discovered through the fingerprinting process that the employee has a conviction that is cause to disqualify the individual from employment, it shall be deemed that the employee has not been legally employed and will be immediately released.

The District may require volunteers, interns, substitutes, and student employees to submit to fingerprinting by a District authorized Live Scan provider as set forth above.

Board Approved: 05/04/10

Desk Review: 06/11/11

Desk Review: 10/17/12

Desk Review: 10/19/16

Revised:

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

BP 7407 Compensation Guide: Academic Administrators

Reference: Education Code Section 87801

General Provision

The District shall maintain a salary schedule for management positions. The salary schedule shall reflect the responsibility of each academic administrator position.

In determining the management salary schedule, the Board of Trustees may consider the management salaries in comparable community college districts.

Board Approved: 02/07/12
Desk Review: 08/26/13
Desk Review: 03/15/17
Revised:

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7407 Compensation Guide: Academic Administrators

Reference: Education Code Section 87801

Each academic administrator position shall be assigned to a specific range on the management salary schedule. The salary schedule shall include at least eight (8) steps at each range.

A newly hired academic administrator will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may authorize an initial salary placement up to step 3.

Effective July 1 of each fiscal year, an academic administrator shall move up one step on the designated range of the salary schedule provided the academic administrator served in his/her current position for at least six (6) months prior to July. If the academic administrator has not served six months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

A two and one-half percent (2.5%) increase will be provided to those academic administrators who have a verified earned Doctorate from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned Doctorate by the Office of Human Resources.

Academic administrators shall receive health and welfare benefits at the same level and conditions as offered to full-time faculty. In order to be eligible for retiree benefits, academic administrators must actually retire from STRS or PERS and meet all other requirements as specified for full-time faculty.

Board Approved: 02/07/12
Desk Review: 08/26/13
Desk Review: 03/15/17
Revised:

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

**BP 7507 Compensation Guide: Classified Administrator/Manager
and Supervisor/Confidential**

Reference: Education Code Section 87801

General Provision

The District shall maintain salary schedules for classified administrator/manager and supervisor/confidential employee positions. The salary schedules shall reflect the responsibility of each classified administrator/manager and supervisor/confidential position.

In determining the classified administrator/manager and supervisor/confidential salary schedules, the Board of Trustees may consider the classified administrator/manager and supervisor/confidential salaries in comparable community college districts.

Board Approved: 12/06/11
Desk Review: 08/26/13
Desk Review: 03/15/17
Revised:

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7507 Compensation Guide: Classified Administrator/Manager and Supervisor/Confidential

Reference: Education Code Section 87801

Each classified administrator/manager and supervisor/confidential position shall be assigned to a specific range either on the management salary schedule or on the supervisor/confidential salary schedule. The management salary schedule shall include at least eight (8) steps at each range. The supervisor/confidential salary schedule shall include at least seven (7) steps at each range, and shall include a longevity provision.

A newly hired classified administrator/manager and supervisor/confidential employee will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may authorize an initial salary placement up to step 3.

Effective July 1 of each fiscal year, a classified administrator/manager employee shall move up one step on the designated range of the management salary schedule provided the classified administrator/manager employee has served in his/her current position for at least six (6) months prior to July. If the classified administrator/manager has not served six (6) months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

Each January 1 or July 1, depending on the supervisor/confidential employee's date of hire, a supervisor/confidential employee shall move up one step on the designated range of the supervisor/confidential salary schedule. For step movement and longevity award purposes, a supervisor/confidential employee hired between July 1 and December 31 will have a July anniversary, and a supervisor/confidential employee hired between January 1 and June 31 will have a January anniversary.

A two and one-half percent (2.5%) increase will be provided to those classified administrator/manager employees who have verified an earned Doctorate from an accredited institution. Such salary increase will be effective on the first of the month following receipt of verification of the earned Doctorate by the Office of Human Resources.

Classified administrator/manager and supervisor/confidential employees shall receive health and welfare benefits at the same level and conditions as offered to full-time classified staff. In order to be eligible for retiree benefits, classified administrator/manager and supervisor/confidential employees must actually retire from STRS or PERS and meet all other requirements as specified for full-time classified staff.

Board Approved: 12/06/11
Desk Review: 08/26/13
Desk Review: 03/15/17
Revised:

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References: Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standards IV.C.II, Community College League of California "The Ethical and Lawful Board of Trustees."

One of the most basic tenets of effective trusteeship is the recognition that the governing authority rests with the entire Board, not with any individual trustee. As individuals, trustees have no authority to direct staff, determine programs or procedures, or speak for the college, and ethical trustees do not try to do so.

The Board's voice is expressed through the policies and actions it takes in its official meetings. Once the board has decided on a policy or position, a trustee must be prepared to support it publicly. It is unethical to try to use authority independently from the board, to speak out against, or try to sabotage a board decision.

Board members are responsible to:

- hold the educational welfare of all students of the District as a primary concern;
- ensure open, mutually supportive and accountable participation of students, faculty and staff in the governing process;
- devote time, thought, and study to the duties and responsibilities of a community college Board so that they may render effective and creditable service;
- work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;
- base decisions upon all available facts in each situation; vote by honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision of the Board;
- remember at all times that an individual Board member has no legal authority outside the meetings of the Board and conduct relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact;
- resist every temptation and outside pressure to use their position as a community college Board member to personally benefit or benefit any other individual or agency apart from the total interest of the community college district;
- prevent conflicts of interest;
- recognize that it is as important for the Board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;
- bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the community college is to be administered;

- welcome and encourage active cooperation by citizens, organizations, and the media with respect to establishing policy on current college operations and proposed future developments;
- support state and national community college trustees associations;
- act as advocate on behalf of the entire community to which it is accountable;
- clearly define and articulate its role as a Governing Board;
- use appropriate channels of communication;
- create and maintain a spirit of true cooperation and a mutually supportive relationship with its Superintendent/President;
- strive to differentiate between external and internal processes in the exercise of its authority;
- engage in a regular and ongoing process of in-service training and continuous improvement;
- debate issues fully and openly and vote their conscience to support the decision or policy made;
- exemplify ethical behavior and conduct that is above reproach;
- maintain the confidentiality of closed sessions;
- ensure public input regarding matters that come before the Board while adhering to the law and spirit of the open meeting laws and regulations; ~~and~~
- submit requests for information directly to the Superintendent/President, rather than college staff;
- recognize that requests for information requiring staff time likely to exceed 4 hours will be referred to the Board for consideration;
- abide by Board Policies, Administrative Procedures and Board-approved protocols; and
- strive, step-by-step, toward ideal conditions for the most effective community college board service to the community, in the spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

(Violations of BP 2715 are addressed under AP 2715)

Board Approved	04/07/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13
Board Review	09/09/14
Board Review	12/08/15
Board Review	12/06/16
Board Review	12/05/17
Board Review	12/04/18
Desk Review	03/14/19
Revised	

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

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

Violations of Board Policy 2715: Code of Ethics/Standards of Practice will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board President may appoint an ad hoc committee composed of two Board members to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers (or committee) and may include a recommendation to the Board of Trustees to censure the Board member. If the President of the Board of Trustees is perceived to have violated BP 2715, the Vice President of the Board of Trustees is authorized to pursue resolution. The Board may issue a public statement at a Board meeting to express concern of an individual trustee's behavior. The Board may vote to censure a trustee's behavior. The Board President will state the expectations and standards of Board behavior and the Board member's action that failed to comply with Board policy.

The Superintendent/President and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of BP 2715, including but not limited to conflicts of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General. Board members that violate BP 2715 are subject to sanctions and censure.

The Board of Trustees will review its Code of Ethics policy at its annual organizational meeting.

Board Approved	05/19/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13
Board Review	03/14/19

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2019	Resolution	
SUBJECT:	Citrus College Mission, Vision, and Values Statements – Second and Final Reading	Information	
		Enclosure(s)	X

BACKGROUND

In concert with the college’s Integrated Planning Model, the time has come for the college to review and re-affirm its mission, vision, and values statements.

The mission, vision, and values statements are the result of a collegewide survey conducted in spring 2019. They have been reviewed and approved by the Steering Committee on May 20, 2019 and later presented to and approved by the Board of Trustees, for the first reading, on June 18, 2019.

This item was prepared by Jody Barrass, Administrative Secretary II, on behalf of the Office of Institutional Research, Planning and Effectiveness.

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, the new Citrus College mission, vision, and values statements.

Dr. Lan Hao
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.9.

Mission, Vision, and Values Statements

Mission

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Vision

Citrus College is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet and exceed challenges as active participants in shaping the future of our world.

Values

1. **Student Success and Completion:** Meeting student needs by creating an educational environment in which students can attain a variety of goals.
2. **Excellence:** Maintaining a high standard of integrity and performance leading to the achievement of academic and career goals.
3. **Collaboration:** Seeking input from all sectors of the college and the community.
4. **Diversity:** Fostering a learning community in which the diverse values, goals, and learning styles of all students are recognized and supported.
5. **Life-Long Learning:** Encouraging enthusiastic, independent thinkers and learners striving for personal growth.
6. **Integrity:** Behaving ethically in all interactions at all levels.
7. **Technological Advancement:** Implementing cutting-edge technology that enhances instruction and prepares students for life-long success.

Please note: The above revised Mission, Vision, and Values statements are the result of a collegewide survey conducted in spring 2019. They have been reviewed and approved by the Steering Committee on May 20, 2019 and later presented to and approved by the Board of Trustees, for the first reading on June 18, 2019.

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

June 18, 2019

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, June 18, 2019, in the Administration Building Board Room.

Board President Keith called the meeting to order at 4:15 p.m. Student Trustee Gonzalez-Villatoro 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 Nancy Gonzalez-Villatoro (Student Trustee). Absent: None.

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

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

Management Team: Junior Domingo, Chris Garcia, Lan Hao, Gina Hogan, Bob Hughes, Melissa Utsuki and Michael Wangler

Faculty: Dave Brown and Greg Lipp

Supervisors/Confidential: Chris Clarke, Doug Schultz and Dan Vilter

Classified: Jorge Cortez, Manuel Guerrero, Felix Perez, Jr. and Kai Wattree

Adjunct: Cecil Brower

Professional Experts: My Chau

Guests: Nicole Smith

Geraldine M. Perri, Ph.D., Superintendent/President, invited Ms. Ivon McCraven, Outreach Supervisor; and Mr. Daniel Vilter, Performing Arts Technical Supervisor; to present the Student Worker of the 2019 Spring Semester to Ms. Megan Patterson, who works in biological sciences. She was nominated by Dr. Eric Rabitoy, Dean of Natural, Physical and Health Sciences. Dr. Perri also offered her congratulations to Ms. Patterson.

On Saturday the college celebrated commencement with close to 600 graduates walking across the platform. Dr. Perri also noted that close to 1,400 students were awarded degrees this year. She thanked Dr. Martha McDonald, Vice President of Student Services; Dr. Gerald Sequeira, Dean of Enrollment Services; and Ms. Christina Garcia, Administrative Assistant; and members of the commencement committee for planning, organizing and participating in this important event. She thanked the Board members who attended, and extended congratulations to faculty and staff who contributed to the success and completion of the graduates. She then thanked the commencement speakers for their inspiring words - Ms. Makayla Pedroza, student speaker; and Dr. Ana Afzali, the 2019 distinguished faculty member.

Dr. Perri mentioned the Alumni Reception, and thanked Ms. Chris Garcia, Director of the Foundation; and Mr. Clarence Cernal, Administrative Assistant; the Foundation; and the Alumni and Friends Organization for a wonderful event to honor this year's distinguished alumni - Dr. Martin Gundersen and Mr. Sal Medina. Dr. Perri also thanked Ms. Claudette E. Dain, Vice President of Finance and Administrative Services, and her team for the informative Tentative Budget Forum held last Tuesday.

Dr. Perri concluded her report talking about 2018-19 as a great year of accolades, particularly the AACCC Award of Excellence for Student Success.

Arvid Spor, Ed.D., Vice President of Academic Affairs, reported that 43 Citrus Singers, along with faculty members Mr. Doug Austin, music faculty; Ms. Renee Liskey, dance faculty; and, Mr. John Vaughan, Dean of Visual and Performing Arts; completed their New York City tour on June 12th. The students performed three concerts, attended two Broadway shows and took several walking tours including the 9/11 Memorial. Additionally, they participated in an audition workshop led by industry professionals currently working on Broadway. The graduating third-year students also participated in an off-Broadway showcase attended by casting directors and theatrical agents. Dr. Spor also announced that on Wednesday, June 19th, the Registered Dental Assisting ceremony will be held at 6:30 p.m.

Martha McDonald, Ed.D., Vice President of Student Services, reported that on Friday, June 7th the Director of Campus Safety along with the Glendora Police Department conducted an emergency preparedness table top exercise involving approximately 60 members of the management team and staff. The scenario involved a 6.5 earthquake that impacted the college and surrounding area. In the scenario, Citrus College had to rely on its own personnel and resources as first responders were not initially available. The goals of the training were to provide practical application of the Emergency Operations Plan (EOP) and discuss the team's response to this type of emergency. The three-hour training was considered a success as goals were attained, knowledge was increased, and emergency preparation was enhanced.

Claudette E. Dain, Vice President of Finance and Administrative Services, spoke about the tentative budget forum held on June 11th. She thanked Board President Keith,

Trustee Montgomery and Trustee Rasmussen for attending the forum. She also thanked Jayne Sjodin, Web Page Specialist, Online Education, for videotaping the forum and incorporating the presentation with an online link that will be available at a later date. Since the forum, the State Budget Conference Committee resolved issues with the Student Centered Funding Formula. The changes include: a 10% funding cap on growth in the student success component, transfer data will be based on publicly available information, and additional relief for CalSTRS and CalPERS employer rate contributions. Ms. Dain announced that the annual Measure G Citizens Oversight Committee meeting, luncheon and tour will be held on Friday, June 21st.

Robert L. Sammis, J.D., Director of Human Resources, reported that during the fall semester the HR department began a review of Board Policies and Administrative Procedures that will be presented to the Board at this and the next Board meeting.

Nickawanna Shaw, Academic Senate President, was not present, but submitted a written report. See attachment.

Jorge Cortez, CSEA Chapter President, started by sharing that the chapter had its final meeting last week for the current fiscal year. He indicated that the college's shared governance committee has kept staff informed. He thanked the District, trustees, and committee members for including staff on committees, and observed that their input is good for the college. He is looking forward to continued success in the next fiscal year. Mr. Cortez also noted that the CSEA scholarship deadline was on June 17th and he thanked everyone for supporting their scholarship program. He said that he will share who will receive the scholarships at a future meeting.

Nancy Gonzalez-Villatoro, Student Trustee, commented on the beautiful commencement ceremony. She reported that the Dreamer Ally Training had good attendance and was well done. She thanked Ms. Amayrani Ochoa, Inter-Club Council Advisor, for her support of the Dreamers. Ms. Gonzalez-Villatoro then thanked the people who attended the ICC-ASCC dinner on May 29th. She also gave an update on her fellowship with the Southern California College Access Network, and highlighted the orientation she attended and her activities with the "change-makers" who serve as advocates for community colleges and universities.

Barbara R. Dickerson, Vice President, Board of Trustees, spoke about commencement and how she especially enjoyed it when Dr. Perri invited the honors recipients, transferring graduates, and Veterans to stand and be recognized. Trustee Dickerson mentioned that she was able to present a diploma to her neighbor's daughter. She gave kudos to the Logos team for their most recent edition. She also thanked Ms. Garcia, and the Foundation team for the Distinguished Alumni reception. She noted the Clarion had printed a retraction regarding the timeline and cost of construction for the remodel of the Campus Center, and said she appreciated the journalists correcting the story. For those interested, Trustee Dickerson announced a new documentary film that features a man from Azusa who takes in foster children who are terminally ill. The film will

be at the Citrus Crossroads Theater on Saturday, June 22nd. She also thanked the faculty for all of the time they spend updating their classes for the next semester.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, advised the trustees to monitor closely the evolution of the state's new online college, and how it might affect Citrus College.

Joanne Montgomery, Member, Board of Trustees, commented on commencement and the alumni luncheon, and thanked everyone who helped with those events. She attended the Duarte Bright Futures event where she presented scholarships to Duarte students and said they were very appreciative. She was not able to attend the event when it was held for Monrovia this year, but she thanked Steve Baker, Foundation Board President, for presenting the scholarships there. She commended the community and non-credit education staff for producing a great program for local youth during the summer. Noting that the Board agenda was full of Human Resources policies, she thanked Dr. Sammis and the Human Resources staff for all of their work.

Patricia A. Rasmussen, Member, Board of Trustees, indicated that she attended the San Gabriel Valley Public Affairs Network meeting on May 29th. U.S. Congresswoman Judy Chu was at the meeting, and expressed concern for Veterans and the rising costs of veteran healthcare. The congresswoman also mentioned preserving the resources of the San Gabriel Mountains and how HR 2215 was going to help if it passes. She also said she supports the Gold Line extending to the airport, and maintaining our transportation infrastructure. Trustee Rasmussen mentioned the Foundation meeting held on June 3rd which brought in new members, Ms. Diane Wilkinson, Ms. Stacy Arena, and as the new Citrus CSEA liaison, Ms. Briceyda Torres, Human Resources Technician II. She said they are planning to add two more members this fall. She encouraged everyone to "buy a brick" in support of the Foundation. She attended the spring music concert on May 31st featuring the wind ensemble, jazz ensemble, and vocal groups including the Citrus Singers and the men's barbershop quartet. She reported that the Drifters and Allie Cats performed on June 9th and packed the Haugh with an audience that was predominately age 60, plus. Trustee Rasmussen commented on the beautiful Logos magazine and its wonderful stories, especially the one about Shawna Cook, a previous Citrus Singer and dancer. She also presented two Bright Futures scholarships to Glendora students who both had 4.0 GPAs. She then read an excerpt from an article about how to choose a college.

Susan M. Keith, President, Board of Trustees, also attended the concert featuring the Allie Cats, and she indicated that one of them in the first act was a former Citrus Singer. She attended the Bright Futures event in Claremont and presented some of the scholarships to high school seniors. She said that she attended a lot of events this year like the rest of the trustees. She particularly enjoyed the Automotive Technology recognition event with David Brown, automotive faculty, and with lots of families in attendance. She also enjoyed the Alumni Reception and commended Ms. Garcia for a sweet event that truly honored the distinguished alumni. Trustee Keith concluded her

remarks by once again remembering the national Award of Excellence in Student Success and commenting on the great progress the college made this year.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery and seconded by Trustee Ortell 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 Ortell to ratify the attached list of facilities usage and rental agreements. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Montgomery and seconded by Trustee Ortell to ratify A & B Warrants issued during May 2019, totaling \$10,889,072.17. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SURPLUS PROPERTY

Item 5: Moved by Trustee Montgomery and seconded by Trustee Ortell 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).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 6: Moved by Trustee Montgomery and seconded by Trustee Ortell to ratify purchase orders issued during May 2019. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 7: Moved by Trustee Montgomery and seconded by Trustee Ortell 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 8: Moved by Trustee Montgomery and seconded by Trustee Ortell 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 9: Moved by Trustee Montgomery and seconded by Trustee Ortell 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 10: Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the 2019-2020 Tentative Budget and to set a public hearing for September 3, 2019, at the Citrus College Administration Building Board Room, 1000 W. Foothill Blvd., Glendora, California 91741, at or about 4:15 p.m., pursuant to Section 58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to adoption. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 11: Moved by Trustee Montgomery and seconded by Trustee Dickerson to allow the Los Angeles County Office of Education to make all necessary appropriation transfers at the close of the 2018-2019 fiscal year, in order to permit payment of obligations incurred by the District during the fiscal year. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve Resolution 2018-19-06 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2019-2020 fiscal year, between District funds, as needed for cash flow purposes and to permit payment of obligations. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

Item 13: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the 2021-2022 through 2024-2025 Five-Year Construction Plan priority list of projects, in the following order: Hayden Hall Renovation, Campus Center Modernization and Educational Development Center. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INSTITUTIONAL MEMBERSHIPS

Item 14: Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve a \$650.00 new institutional membership to the National Council for Marketing and Public Relations. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INSURANCE

Item 15: Moved by Trustee Dickerson and seconded by Trustee Montgomery to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) 2019-2020 at the estimated amount of \$567,745. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policies on behalf of the District. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 16:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2019-2020 at the estimated amount of \$832,919. Further authorization is requested for the Vice President, Finance and Administrative Services to execute the insurance policy on behalf of the District.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BIDS

- Item 17:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to accept Bid #01-1718, Campus Center Renovation Project awarded to Horizons Construction Company International, Inc. of Orange, California as complete, and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$3,851,002.92.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CURRICULUM

- Item 18:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PLANS

- Item 19:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the Student Equity Plan.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

- Item 20:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the employment of Mr. Russ Alizadeh effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Information Technology/Information Systems/Computer Information Systems Instructor, at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$63,393.00 annually plus health and statutory benefits.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – MANAGEMENT

- Item 21:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the hiring of Dr. Nicole Smith beginning July 1, 2019, as Dean of Counseling Programs and Services at a salary placement of Range 78, Step 2 totaling \$154,639 per year (\$12,886/month), plus health and statutory benefits.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PLANS

Item 22: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to review and approve the first reading of the Equal Employment Opportunity (EEO) Plan. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

MISSION STATEMENT

Item 23: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the first reading of the new Citrus College mission, vision, and values statements.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

Item 24: Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the second and final reading of, and adopt, BP 6320 Investments and BP 6330 Purchasing.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 25: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the first reading of BP 7108 Tuberculosis, BP 7110 Fingerprinting, BP 7407 Compensation Guide: Classified Administrator/Manager and Supervisor/Confidential, and BP 7507 Compensation Guide: Academic Administrators. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOND

Item 26: Moved by Trustee Rasmussen and seconded by Trustee Dickerson to appoint the following individuals to the Measure G Oversight Committee for the terms listed:

- Stephen R. Baker – Citrus College Foundation member – two-year term (September 1, 2019 – August 31, 2021)
- James (Jim) Sinnema – At-Large Community member – two-year term (September 1, 2019 – August 31, 2021)

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

BOARD OF TRUSTEES

Item 27: Moved by Trustee Rasmussen and Trustee Montgomery to select Barbara R. Dickerson as the annual representative to the Los Angeles County School Trustees Association from July 1, 2019, through June 30, 2020. The representative shall perform duties as described in the Los Angeles County School Trustees Association's Standing Rule #6: (a) vote on all association matters; and (b) communicate between the Executive Board, the Association, and the local Board.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:25 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957: Public Employee Performance Evaluation
Title: Superintendent/President**

Per Section 54957.6: Conference with Labor Negotiator, Susan M. Keith, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.

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)(1): Conference with Legal Counsel – Pending Litigation, Hernandez v. Citrus Community College District, Case No. KC069856.

Student Grievance/Grade Appeal (AP 5530; Education Code sections 72112, 76224, 76232, 76243).

RECONVENE: At 7:21 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

STUDENT GRIEVANCE

Item 28: Trustee Ortell moved that the Board uphold the Superintendent/President's determination upholding the Grievance Review Board's recommendation regarding the appeal by Student No. AXXXXXX12. Seconded by Trustee Rasmussen. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SETTLEMENT

Item 29: In closed session, the Board of Trustees approved a settlement agreement and general release related to Hernandez v. Citrus College, Case No. KC069856. The lawsuit relates to allegations by the plaintiff concerning an allegation of pregnancy discrimination. The agreement provides:

1. The District denied and continues to deny the allegations in the lawsuit and does not admit to any wrongdoing concerning the plaintiff.

2. Plaintiff will dismiss the lawsuit with prejudice.
3. In order to settle fully and finally all differences between the District and the Plaintiff, the District will pay plaintiff.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of their self-evaluation survey.

The trustees look forward to the July 16, 2019 retreat where they will develop goals for the 2019-2020 academic year.

ADJOURNMENT: At 7:34 p.m., it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

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

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees