

## CITRUS COMMUNITY COLLEGE DISTRICT

### AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

**MEETING:** Regular Meeting in July

**DATE:** Tuesday, July 21, 2020

**TIME:** 4:15 p.m.

**\*(This meeting will be held via Zoom meeting for the public.)**

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The Board will be functioning in accordance with recent orders from the Governor of California, the Health Officer of the County of Los Angeles and guidelines of the Centers for Disease Control related to maintaining public health and safety at this time. Consistent with these orders and guidelines, this meeting will be held via Zoom meeting only for members of the public as follows:

#### **Regular Board Meeting**

Topic: July 21, 2020 Citrus Community College District Board of Trustees Meeting

Time: July 21, 2020 04:15 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/96657922438>

Or iPhone one-tap (US Toll): +16699006833,96657922438# or  
+12532158782,96657922438#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 966 5792 2438

International numbers available: <https://cccconfer.zoom.us/u/asFrBs324>

Or Skype for Business (Lync):

<SIP:96657922438@lync.zoom.us>

For this meeting, **there will be no physical meeting location open to the public.** The Board of Trustees encourages members of the public to join the meeting electronically.

Copies of agenda materials are ***available online only during periods of campus closure:***

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2020%20Agendas/07.21.2020.pdf>

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Patricia A. Rasmussen, President  
Susan M. Keith, Vice President  
Joanne Montgomery, Clerk/Secretary  
Barbara R. Dickerson, Member  
Edward C. Ortell, Member  
Austin Riggs, Student Trustee

**C. COMMENTS: MEMBERS OF THE AUDIENCE**

For this meeting, the Board will accept Public Comments **electronically only**.

Public Comments will be accepted beginning at 3:00 p.m. on Tuesday, July 21, 2020, until the agenda item is taken up for consideration by the Board. A staff member will facilitate the reading of public comment submissions.

Public comment will be accepted via email submission to Christine Link, Recording Secretary to the Board of Trustees, at [clink@citruscollege.edu](mailto:clink@citruscollege.edu). In the alternative, you can contact Ms. Link via telephone at 626-914-8821.

Each public comment will be read for 3 timed minutes, and comments will be limited to a total of 20 minutes per topic if there are multiple people submitting comments. Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

## **D. REPORTS**

### **Geraldine M. Perri, Superintendent/President**

#### **Arvid Spor, Vice President of Academic Affairs**

The annual Pre-Algebra, Algebra, Geometry Enrichment (PAGE) summer mathematics program for local youth was conducted June 15 through July 10, 2020 for the first time in an online only format. A total of 124 rising 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students applied for the 2020 program and 104 students were enrolled in one of the five, grade-level classes. Enrolled students represented 13 school districts as well as local private and charter schools.

All classes were taught by fully credentialed and highly successful middle and high-school mathematics teachers. Over the course of the four weeks, teachers reviewed content from students' previous math class ensuring mastery of critical concepts. They then previewed the coming year's concepts giving students a head-start on content mastery for their next grade level. The program provided rigorous and engaging math enrichment in a low-stress environment, making math fun and accessible while building students' math confidence.

An additional component of the program is the inclusion of Citrus College students who aspire to a career in teaching. This work-based learning experience provides future teachers with both observation hours required to enter a credential program as well as opportunities to understand how experienced teachers employ a variety of pedagogical strategies to engage students and ensure learning occurs and, to confirm their career interests.

Program persistence was robust with **ninety-seven percent** (101/104) of the students completing the entire four week program. Statistical analyses on the pre-post assessments will be conducted and added to the full report. Early feedback indicates that the objectives of the program were met despite the shift to remote delivery.

#### **Martha A. McDonald, Vice President of Student Services**

Student Services has been busy supporting student success by providing a variety of resources. For example, the Student Life and Leadership Development Office is working hard to process approximately 500 new basic needs applications received over the summer. This includes requests for funding, technology grants, and grocery gift cards.

The Admissions and Records Office processed over 5,000 student requests utilizing Formstack, a cloud based software program. This new process has been well received by students especially in this remote environment and students report that they find the process very useful. Counseling Programs and Services (CPS) has also been busy providing assistance to more than 2,600 students with respect to Express Counseling, Early Decision, and fall enrollment. The Counseling Office

also created various informational videos for students that cover topics such as adding classes, obtaining instructor contact information, looking up office hours, and strategies to help with job or internship searches during the COVID-19 pandemic. The Disabled Student Programs and Services (DSPS) Department informed Guardian Scholars about DSPS services during an orientation in July, where incoming students learned about support services for foster youth, campus resources, and important steps for successfully transitioning to college.

**Claudette E. Dain, Vice President of Finance and Administrative Services**

**Fiscal Services** – Fiscal Services is busy working on the year-end closing process to close out the 2019-20 fiscal year. This includes reviewing and reconciling all District funds and accounts. All grants and categorical programs are also undergoing this same process, to provide an assessment of any carryover balances to be available in the 2020-21 fiscal year. This is also in preparation for the external audit, which is currently scheduled for early October.

**Budget** – On June 30, 2020, Governor Newsom signed the 2020 Budget Act which included components of the May Revise and a different plan adopted by the Legislature on June 15, 2020. While the Budget Act prevented immediate cuts to community college apportionments, it increased the amount of community college deferrals, bringing the total proposed deferrals to \$1.5 billion. It is important to note that this deferral level is significantly larger than what the community college system experienced during the last recession, which totaled just under one billion dollars. Other highlights of the Budget Act include: no funded COLA, no Growth funds, reversal of the previously proposed cuts to the SEAP and Strong Workforce programs, continued buy-down of the PERS and STRS employer contribution rates as previously proposed, and a system-wide block grant of \$120 million to provide funds to support COVID-19 expenses incurred by districts.

**Facilities** – Southern California Edison (SCE) has secured Division of State Architect (DSA) approval for the EV charging stations in parking lot S2. Construction will commence soon and is expected to continue throughout the summer. In addition, the IS Modular Server project is underway with the DSA review and approval process.

**Robert L. Sammis, Director of Human Resources**

I am pleased to let you know that the Human Resources staff continues in this remote environment to be able to handle all HR related activities. The HR staff will soon begin working on a plan to implement an electronic personnel file system using the Banner document management tool. The HR newsletter continues through the summer months providing faculty and staff with online professional development opportunities as well as information concerning the employee assistance plan through EASE.

**Gino Munoz, Academic Senate President**

Good afternoon Board of Trustees, Superintendent Perri, and all those present today.

My name is Gino Munoz, music instructor, and am pleased to serve as the Academic Senate President for Citrus College for the next two years. I am eager to do all I can to help with the changing tide.

At this point, Academic Senate has not met, however, I would like to report about the newly formed Diversity, Equity, and Inclusion Task Force, a newly formed task force to address and understand how we, faculty, staff and students, as an institution, can actively influence the social change needed to make an impactful difference in eliminating structural racism while also promoting diversity, equity and inclusion. The Diversity, Equity and Inclusion Task Force will focus on developing and implementing a wide array of initiatives and measures designed to lead to an improved college culture of equity, diversity and inclusion.

Lead by Dr. Martha McDonald, Dr. Dana Hester, and past Academic Senate President, Nickawanna Shaw, we had our first meeting on Friday, June 26. The meeting was the beginning of a much needed conversation addressing these issues and was quite successful in getting the dialogue started. Our next meeting will be July 24 via Zoom.

**Jorge Cortez, Classified Employees**

Good Afternoon Dr. Perri, Members of the Board, and those in attendance.

I'm pleased to report that while our members continue to work remotely and our essential workers are coming onto campus we're all staying safe and healthy including our families. I continue to get updates from our District and share it with our members to keep everyone informed.

We will not be having a chapter meeting this month but we're focusing on our annual conference that will be taking place July 20, and 21. Due to the accessibility through Zoom, CSEA has made it possible for any member to participate as a visitor along with our delegates that our chapter selected.

**Austin Riggs, Student Trustee****Members of the Board of Trustees****E. MINUTES****1. Approval of the Regular Meeting Minutes of June 16, 2020**

## **F. INFORMATION AND DISCUSSION**

- 1. Above and Beyond Classified Development (ABCD) Award – Dr. Geraldine M. Perri, Superintendent/President (Page 10)**

Mr. Chuong Tran  
Information Technician Support Specialist II  
Online Education

- 2. California School Employees Association and its Citrus College Chapter 101 (CSEA) Initial Proposal for a Successor Agreement – Robert L. Sammis, J.D., Director of Human Resources (Page 11)**

- 3. Program Review – Student Services Comprehensive Report – Martha A. McDonald, Ed.D., Vice President of Student Services (Page 13)**

### **Financial Aid**

#### *Executive Summary:*

The Financial Aid Office (FAO) provides access to financial aid to all Citrus College students. In addition, the FAO assists foster youth and homeless students with access to financial resources and financial literacy. Approximately 57% of Citrus College students receive financial aid in the form of grants, waivers, loans, work-study, and scholarships. Demographic data indicate that students receiving financial reflect the overall demographics of the college and are in line with the percentage of students completing a degree or certificate.

Over the last five years, the FAO has implemented new grant programs, added new technology, and improved services. New programs include the Full-Time Student Success Grant, Community College Completion Grant, and the Student Success Completion Grant. Technology improvements include the implementation of BankMobile electronic refund disbursements, the launch of an online Chabot which provides students access to financial aid information 24 hours a day in a question and answer format. The FAO automated the importing and exporting of the Institutional Student Information Records (ISIR) for FAFSA applicants. The FAO partnered with Educational Credit Management Corporation (ECME) to decrease the college's cohort default rate for student loans, which declined from 17% to 10% from 2017 to 2020. The most current cohort default draft rate for 2017 released February 2020, declined to 4%.

- 4. College Information Technology Committee – Administrative Procedures Revision – Robert Hughes, Chief Information Services Officer (Page 32)**

AP 3720 Acceptable Computer and Network Use  
AP 3721 Computer and Network Account Password Management

## **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 are 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 44)
- b. Authorization is requested to ratify A & B Warrants issued during June 2020, totaling \$9,648,727.84. (Page 46)
- c. Authorization is requested to ratify purchase orders issued during June 2020. (Page 47)

#### **Personnel Recommendations**

- d. 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 56)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 73)
- f. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 76)

## **END OF CONSENT AGENDA**

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## **G. ACTION (continued)**

### **Business Services**

- 2. Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2020-2021, in

an aggregate amount of \$123,785 effective August 1, 2020. Further authorization is requested for the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District. (Page 83)

### **Board of Trustees**

3. Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for the term listed:
  - Brian Bowcock – Taxpayer Association representative – two-year term (September 1, 2020 – August 31, 2022)
  - Elaina Phillips – Business Member representative – two-year term (September 1, 2020 – August 31, 2022)
  - Wesley A. Menard – At-large Representative – two-year term (September 1, 2020 – August 31, 2022)
  - Jorge A. Rosales – Senior Citizens Group representative – two-year term (September 1, 2020 – August 31, 2022)

(Page 85)

### **Personnel Recommendation**

4. Authorization is requested to approve the employment of Ms. Martha Delgadillo effective August 21, 2020, 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 1, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,154.00 annually plus health and statutory benefits. (Page 87)

## **H. BOND FEASIBILITY STUDY SESSION**

A presentation will be provided to share highlights of the recently completed community survey, present environment/demographics information, and financial and legal considerations, regarding a resolution ordering an election to authorize the issuance of general obligation bonds in an amount not to exceed \$298,000,000, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 3, 2020. (Page 88)

## **I. ACTION**

### **Business Services**

1. Authorization is requested to approve Resolution 2020-21-01 for the District to call an election to request the voters of the District to authorize the issuance of the District's general obligation bonds in an amount not to exceed \$298,000,000, setting forth the specifications of the election order and requesting consolidation with the general election scheduled for November 3, 2020. Further authorization is requested for the Secretary of the Board to file the election order with the County of Los Angeles Registrar of Voters and the County Board of Supervisors, and for the Vice



President, Finance and Administrative Services to execute and deliver a Tax Rate Statement in compliance with the Elections Code. (Page 88)

**J. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODE**

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

**K. RECONVENE IN OPEN SESSION**

**The Board will report closed session action, as appropriate.**

**L. ADJOURNMENT**

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to access, provide public comment during, or otherwise participate in a meeting should direct such request to the Superintendent/President's Office at 626-914-8821. Additionally, any person lacking access to an Internet-enabled device and requiring assistance to access, provide public comment during, or otherwise participate in a meeting, should contact Christine Link, Recording Secretary to the Board of Trustees, at 626-914-8821 or e-mail her at [clink@citruscollege.edu](mailto:clink@citruscollege.edu). Timely notification prior to a meeting will enable the District to make reasonable arrangements to ensure accessibility.

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2020%20Agendas/07.21.2020.pdf>

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 21, 2020	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 Mr. Chuong Tran, Information Technician Support Specialist II, Online Education.

This item was prepared by Christine Recendez, 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. \_\_\_\_\_

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 21, 2020	Resolution	_____
SUBJECT:	California School Employees Association and its Citrus College Chapter 101 (CSEA) Initial Proposal for a Successor Agreement	Information	X
		Enclosure(s)	X

### BACKGROUND

The current agreement with the California School Employees Association and its Citrus College Chapter 101 (CSEA) expires on December 31, 2020. At this time, CSEA is submitting its initial proposal for negotiations for a successor agreement.

It is anticipated that the District's initial proposal will be presented at the August 18, 2020 Board Meeting. It is further anticipated that a public hearing concerning CSEA's and the District's initial proposals will be held during the August 18, 2020 Board Meeting.

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

### RECOMMENDATION

Information only; no action required.

Robert L. Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye\_\_\_Nay\_\_\_Abstained\_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ F.2. \_\_\_\_\_

**California School Employees Association and its Citrus College Chapter 101  
(CSEA)**

**Initial Proposals**

**2021-2023 Successor Negotiations**

**May 2020**

Pursuant to Article 21 Duration the California School Employees Association and its Citrus College Chapter #101 (CSEA) hereby provide the Citrus Community College District (District) with notice of its intent to negotiate the following articles for the successor agreement

Article 4 Organizational Rights- CSEA seeks to add language to address long term vacant positions and add language that addresses Professional experts.

Article 8 Duty Hours- CSEA seeks to add language with regards to the 4/10 workweek during summer session

Article 10 Salaries- CSEA seeks to negotiate a cost of living increase, address salary schedule as it pertains to minimum wage, add language regarding working out of class, modify language promotion, and triggers for negotiating compensation and benefits during the term of the contract.

Article 13 Vacation- CSEA seeks to add language regarding the approval process for vacation

Article 15 Leaves- CSEA seeks to modify language with regards to catastrophic leave

Article 17 Professional Growth- CSEA seeks to add language about job shadowing

Article 21 Duration- CSEA seeks to negotiate a new term to the agreement

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 21, 2020	Resolution	_____
SUBJECT:	Program Review – Student Services Comprehensive Report	Information	X
		Enclosure(s)	X

### BACKGROUND

Citrus College conducts comprehensive program reviews throughout the institution to ensure responsiveness to the needs of the college community and to ensure students have the opportunity to successfully achieve outcomes in areas of institutional core competencies.

Programs in the areas of Student Services, Academic Support, and Institutional Support complete a comprehensive report on a five-year cycle. In spring 2020, Financial Aid completed a five-year comprehensive program report.

This report was reviewed by representatives of the Program Review Committee using the rubrics developed to assess completeness of responses, analysis of data, and consistency within discussion. Suggestions and comments from the rubric have been forwarded to the programs for consideration and improvement.

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

### RECOMMENDATION

Information only; no action required.

Martha A. McDonald, Ed.D.  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ F.3. \_\_\_\_\_



# FINANCIAL AID Comprehensive Program Review 2014-2019

March 25, 2020

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## **Executive Summary**

The Financial Aid Office (FAO) provides access to financial aid to all Citrus College students. In addition, the FAO assists foster youth and homeless students with access to financial resources and financial literacy. Approximately 57% of Citrus College students receive financial aid in the form of grants, waivers, loans, work-study, and scholarships. Students who receive financial aid reflect the overall college demographics, as 52% of the recipients are female and 62% are Hispanic. A majority of financial aid recipients range in age between 20 to 24 years old, closely followed by recipients 19 years or younger. The latest college scorecard from 2012-2013 shows that financial aid recipients make up 28% of the students who complete a degree or certificate.

### **Commendations:**

Over the course of the last five years, the FAO has implemented new grant programs, added new technology, and improved services. New Programs include the addition of the Full-Time Student Success Grant, Community College Completion Grant, and the Student Success Completion Grant. In 2017 the FAO launched year-round Pell awards which allows students to receive additional Pell Grant funds in the summer term.

Technology improvements include the implementation of BankMobile electronic refund disbursements, which shortened the time it takes for a student to receive their financial aid refund. The FAO launched an online Chabot which provides students access to financial aid information 24 hours a day in a question and answer format. The online Financial Aid TV Videos and Chatbot were later expanded to add support in Spanish, as Citrus College is designated by the United States Department of Education as a Hispanic serving institution. Hispanic students make up 62% of the college demographics and receive 73% of the grants awarded. The online CCCApply California College Promise Grant application was implemented so students could expedite payment of tuition and fees, which made it easier for students to avoid being dropped for non-payment of fees. The FAO automated the importing and exporting of the Institutional Student Information Records (ISIR) for Free Application for Federal Student Aid (FAFSA) applicants and integrated Banner data with a new scholarship software platform. The Cal Grant roster process as well as the satisfactory academic progress process were both automated.

Over the past five years, the FAO improved services provided to students, ensuring students receive comprehensive financial aid services. The office increased the number of outgoing phone calls and emails sent to students. In addition, the FAO began sending monthly text messages. The FAO worked with TeCS to setup a phone tree to queue incoming phone calls, allowing students to leave voice messages and staff to return calls within 24 hours. The FAO conducted several outreach activities, serving over 2,347 current students, prospective students, and their parents over the last five years. The financial aid webpage was redesigned and made more intuitive for users. An annual staff development training was implemented, and topics discussed included customer service, program review, financial aid procedures, and building relationships. The FAO partnered with Educational Credit Management Corporation (ECME) to decrease the college's cohort default rate for student loans, which declined from 17% to 10% from 2017 to 2020. The most current cohort default draft rate for 2017 released February 2020, declined to 4%. The official 2017 cohort default rate scheduled to be released August 2020 is projected to be 4%.

### **Challenges:**

The Financial Aid Office does not have an electronic document submission process. Students must currently submit financial aid documents in person or by mail. Therefore, most students physically come to the Financial Aid Office and wait in line to submit their required documents in order to receive financial aid.

Financial aid is complex, highly regulated, technical, and always changing. The office requires staff with technical skills to keep programs up-to-date with the frequent software changes. The lack of a dedicated Financial Aid Systems Technician has meant that the college must hire a Banner Consultant on an



annual basis to complete the necessary technical work to setup financial aid for each academic year and implement required technical updates.

The Director of Financial Aid spends a significant amount of time on clerical duties due to not having an Administrative Secretary. In addition, with the full staffing of the office and reduction in office space, office space has become an issue that will limit opportunity for expansion.

Student access and persistence is greatly dependent on students receiving their financial aid funds in a timely manner and having access to the most cost-effective books and supplies. With the implementation of BankMobile in fall 2018, the wait time for students to receive their funds was reduced from 21 days to 14 days. BankMobile also enabled electronic deposits to student bank accounts. Although students have their financial aid funds sent to the college bookstore during the first week of each semester, students who chose to buy their books and supplies from third parties, and students who use financial aid resources to pay for room, board, and transportation costs, must wait 14 days for the college's first disbursement to have the funds deposited into their bank account, placing substantial financial burdens upon students. In addition, subsequent disbursements, after the first disbursement, are too infrequent, reducing student's access to financial aid. The FAO will continue to work on efforts to decrease the wait time for receipt of funds and increased frequency of disbursements.

### **Recommendations:**

Over the next five years, the FA Office plans to improve customer service and access to financial aid by adding additional online resources. This change will provide students with the ability to conduct all financial aid processes electronically.

Although it would be more cost effective to continue using a Banner consultant for maintenance and updates, a Financial Aid Systems Technician position should be created to maintain consistency and perform routine electronic updates and troubleshooting. The addition of an Administrative Secretary would enable the Director of Financial Aid to spend more time providing leadership to the office.

Reducing the wait time for disbursement of refunds and adding additional disbursement dates will give students greater access to their financial aid funds, increasing access and persistence through the elimination of financial hardships.

### **Program Mission/Description**

#### **Program Mission:**

The Financial Aid Office (FAO) and its staff are committed to providing quality support services and removing financial barriers for all students pursuing academic excellence, economic opportunity, and educational achievement by administering financial aid programs. In this manner the FAO supports the college's mission by providing support services that lead to the successful completion of degrees, transfer, certificates and career/technical education.

#### **ProgramDescription:**

The Financial Aid Office participates in Title IV federal student financial aid programs such as the Pell Grant and state financial aid programs like the Cal Grant, as well as other campus based programs such as Citrus College scholarships. The FAO must comply with many federal and state regulations, policies, and procedures. The office administers and delivers over \$23 million in federal and state aid to students each year, assists eligible students with applying for financial aid and ensures students remain eligible for financial aid.

**Committee Members:**

Felicia Adamiak	Greer Baker	Denise Beatty
Denise Luna	Katrina Hewitt	Julie Martinez
Guillermo Miranda	Leilani Piernas	Irma Rios
Carol Thomas	Cindy Villegas	

**Organizations Chart:****Staffing:****1) Staff Preparation and training:**

The Director of Financial Aid, Coordinator, Advisors, Technicians, and Clerk attend annual conferences and federal and state workshops for training. The staff receive additional ongoing training to stay abreast of federal, state, and local regulatory and program changes by participating in staff meetings and online webinars.

**Key Functions:**

- Administer federal work-study aid
- Assess student's satisfactory academic progress
- Award and package student aid
- Administer college scholarships
- Comply with state and federal financial aid regulations and reporting requirements
- Provide financial aid information and outreach
- Provide specific services to former foster youth
- Provide specific services to homeless students
- Verify student eligibility for financial aid

**Service Demographics:**

MIS Data shows that the number of federal Pell Grant recipients at Citrus College has remained fairly consistent from year to year. The national FAFSA application volume declined each year from 2001 to 2011 except in the 2017-2018 academic year, which was due to the FAFSA application cycle increasing from 18 to 21 months. In addition, the federal government reported a nationwide 2.3% decrease in the number of FAFSA applications for 2018-2019 compared to the 2017-2018 award year. That trend seems to have continued into the 2019-2020 academic year as the number of 2019-2020 FAFSA applications

submitted nationwide was down 4.3% through December 2019. Despite the nationwide decline in FAFSA applicants, Citrus College began the 2019-2020 award year with a 32% increase in the initial number of students disbursed Pell Grants compared to the 2018-2019 award year.

Over the past five years, the number of Pell Grant students at Citrus College decreased by 5%, whereas the amount awarded increased by 5%. Over the same five-year period the amount of aid given to all students increased from \$28.6 million to \$31 million, an increase of 8%, while the number students receiving a financial aid awards decreased by less than 1%. The increase in amount of aid awarded was driven by the introduction of the CCCG Completion Grant, the Full-Time Student Success Grant, and the Community College Completion Grant as well as increases to award size for the state Cal Grant B program.

Award	Annual 2013-2014		Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018	
	Students	Aid Amount	Students	Aid Amount	Students	Aid Amount	Students	Aid Amount	Students	Aid Amount
<b>California College Promise Grant Total</b>	11,191	\$8,849,848	11,063	\$8,960,202	11,343	\$9,176,885	10,989	\$8,291,155	11,093	\$8,275,515
Cal Grant B	769	\$883,899	812	\$1,057,221	1,026	\$1,378,206	1,089	\$1,480,834	1,293	\$1,735,553
Cal Grant C	26	\$9,234	29	\$10,945	46	\$18,538	40	\$15,258	53	\$36,795
CARE Grant	28	\$30,289	28	\$21,939	35	\$75,761	29	\$75,667	19	\$44,997
Chafee Grant	19	\$67,500	31	\$124,093	38	\$151,355	23	\$80,000	25	\$86,175
Completion Grant (CCCG)									183	\$211,895
CNG EAAP (National Guard Ed Assistance Award Program)							1	\$835	1	\$1,672
EOPS Grant	584	\$304,592	554	\$279,000	680	\$523,962	751	\$556,593	763	\$471,540
Full-time Student Success Grant					799	\$391,310	909	\$443,000	956	\$785,500
Pell Grant	5,207	\$16,132,756	5,044	\$15,989,001	4,943	\$16,304,575	4,792	\$15,863,996	4,950	\$16,959,285
SEOG (Supplemental Educational Opportunity Grant)	471	\$174,411	664	\$233,770	692	\$242,012	650	\$231,000	738	\$264,750
<b>Grants Total</b>	5,309	\$17,602,681	5,153	\$17,715,969	5,081	\$19,085,719	4,953	\$18,747,183	5,103	\$20,598,162
Federal Direct Student Loan - subsidized	322	\$986,082	323	\$994,039	254	\$781,448	275	\$842,986	249	\$784,188
Federal Direct Student Loan - unsubsidized	257	\$754,618	249	\$758,173	190	\$524,613	228	\$853,059	208	\$812,890
PLUS loan: parent loan for undergraduate student	14	\$81,264	13	\$66,355	16	\$78,176	12	\$77,613	15	\$86,217
<b>Loans Total</b>	357	\$1,821,964	356	\$1,818,567	285	\$1,384,237	305	\$1,773,658	280	\$1,683,295
Scholarship: institutional source	97	\$59,375	123	\$72,500	110	\$63,050	182	\$113,686	169	\$106,150
Scholarship: non-institutional source	56	\$95,374	74	\$92,732	80	\$209,514	72	\$79,002	51	\$50,320
Scholarship: Osher Scholarship	11	\$11,000	26	\$18,376	16	\$14,000	15	\$15,000	15	\$14,500
<b>Scholarship Total</b>	161	\$165,749	211	\$183,608	194	\$286,564	258	\$207,688	226	\$170,970
California State Work Study (SWS)	19	\$59,186								
Federal Work Study (FWS) (Federal share)	74	\$140,446	60	\$162,062	72	\$177,390	61	\$193,386	76	\$208,610
Other Work Study and matching funds			19	\$88,966	19	\$81,524	32	\$99,575	28	\$115,804
<b>Work Study Total</b>	93	\$199,632	78	\$251,028	90	\$258,914	91	\$292,961	101	\$324,414
<b>Citrus College Total</b>	<b>11,422</b>	<b>\$28,639,874</b>	<b>11,302</b>	<b>\$28,929,374</b>	<b>11,561</b>	<b>\$30,192,319</b>	<b>11,218</b>	<b>\$29,312,645</b>	<b>11,322</b>	<b>\$31,052,356</b>

Source: California Community College Chancellor's Office Datamart

## Student Eligibility Requirements:

To receive financial aid, students must meet the following criteria:

- Demonstrate financial need, except for some loan and scholarship programs
- Have a high school diploma or equivalent
- Be enrolled as a regular student working towards a program that leads to an associate degree or certificate; programs must be approved on the college's federal Program Participation Agreement
- Maintain satisfactory academic progress

## Facilities/Location:

The FAO is located on the first floor of the Student Services building. The area houses four staff offices, six front counter spaces (including one accessible station), seven cubicles, and three student work stations. Over the last five years the Financial Aid Office lost one office space, which was given to Fiscal Services to expand the Cashier's Office.

**Coordination:**

The FAO works closely with the Admissions and Records Office, Fiscal Services, School Relations and Outreach, TeCS, Veterans Success Center, Foster & Kinship Office, Counseling and Advisement, Career/Transfer Center, Disabled Student Programs and Services (DSPS), Extended Opportunities Program and Services (EOP&S), Student Life and Leadership Development, and individual faculty to ensure students are informed about financial aid and complete the financial aid process. Financial Aid staff train employees from programs such as EOP&S, DSPS and Counseling and Advisement Center, conduct workshops, promote financial literacy, and collaborate on activities that contribute toward greater access to financial aid resources.

**Business Office:**

The FAO staff works closely with Fiscal Services to set up disbursement calendars, disburse financial aid, process Return to Title IV overpayments, implement Banner upgrades and testing, and troubleshoot technical issues. The offices meet monthly to reconcile financial aid programs against fiscal accounting records. The FAO and Fiscal Services worked together to implement BankMobile electronic disbursements and the online California College Promise Grant application. The Director of Financial Aid works with the Director of Fiscal Services to complete year-end reporting for the federal Fiscal Operations Report and Application to Participate report and the state Student Services Automated Reporting for Community Colleges report. The FAO also works with payroll to process monthly federal work-study time sheets. The FAO coordinates efforts each year with the college bookstore on the availability of Pell Grant awards at the college bookstore.

**TeCS:**

TeCS and the FAO work closely to ensure annual Banner upgrades are installed, software for new programs and processes are implemented, and technical issues are resolved in a timely manner. The offices also collaborate on text and email communications sent out to students and staff.

**Links to Planning:**

Program goals and Student Learning Outcomes (SLO's) are linked to the Strategic Plan, specifically Focus Area 5, and to the Annual Implementation Plan (AIP) activities. Financial aid goals also align with the Chancellor's Office Vision for Success and the College's Student Equity and Achievement Plan (SEAP), which supports disproportionately impacted student groups such as foster youth. Additionally, financial aid services are aligned with the Guided Pathways model by removing financial barriers for students to enter and stay on the path and by requiring a comprehensive Student Education Plan for students who do not meet satisfactory academic progress standards. Financial literacy and financial aid workshops are offered throughout the year to ensure that students maintain financial aid.

**Program Service Learning Outcomes:**

Outcome	Mapping
Financial Aid SLO 1 The Financial Aid Office will implement and complete annual federal and state regulatory requirements by the published deadlines.	<b>Strategic Plan Focus Areas: 5.3</b> Effective student support
Financial Aid SLO 2 Current and prospective students will be made aware of financial aid resources.	<b>Strategic Plan Focus Areas: 5.6</b> Diversity methods to connect
Financial Aid SLO 3 Current and prospective students will successfully apply for financial aid.	<b>Strategic Plan Focus Areas: 5.5</b> Increase participation <b>Student Services EFMP 2011-2020:</b> Financial Aid EFMP Goal

**Program Self-Evaluation: A – Access**

Financial aid is open to all demographic populations. The FAO disburses grants, loans, waivers, and vouchers to all eligible students. The office works closely with DSPS, ensuring students with disabilities receive assistance with the financial aid process. The office also conducts classroom and program specific financial aid presentations.

**Financial Aid Awards by Demographics**Methodology

Utilizing 2017-2018 annual data from the Chancellor's Office Data Mart, the percentage of financial aid awards is disaggregated based on gender, age, ethnicity, as well as students with disabilities. Financial awards include the following: California College Promise Grant (CCPG) fee waivers, grants, loans, scholarships and work-study. Because Data Mart only provides unduplicated demographic breakdown for recipients under each financial aid sub-type (e.g., Pell Grant, subsidized loan, CCPG method C) as opposed to all recipients, the number of financial aid awards is used instead of headcounts. Also, using number of awards avoids the issue of double counting students who received more than one type of financial aid.

Findings

In general, financial aid awards by different demographic subgroups closely reflect the college's student body composition. Compared to the Citrus College student population, a higher percentage of awards are given to women and Hispanic students. In terms of age groups, students who are of traditional college age, age groups 19 or younger and 20-24, account for 73% of the student population and 73% of all financial aid awards. Students who are 19 or younger represents 34% of the population and 38% of all awards while the next oldest group, age 20-24, represent a slightly larger portion of the student body (39%) but a smaller percentage of awards (37%).

Table 1 2017-18 Final Aid Award Count by Demographics

Annual 2017-2018	Number of Awards	Percent of Awards	Percent College Headcount
<u>Ethnicity</u>			
African-American	1,762	5%	4%
Asian	1,950	5%	9%
Hispanic	26,557	72%	62%
White	4,663	13%	16%
Multi-Ethnicity	1,051	3%	3%
Other	873	2%	3%
Unknown	163	0.4%	4%
<b>Ethnicity Total</b>	<b>37,019</b>	<b>100%</b>	<b>100%</b>
<u>Gender</u>			
Female	22,089	60%	52%
Male	14,462	39%	45%
Unknown	468	1%	3%
<b>Gender Total</b>	<b>37,019</b>	<b>100%</b>	<b>100%</b>
<u>Age</u>			
19 or younger	14,220	38%	34%
20 to 24	13,008	35%	39%
25 to 29	5,126	14%	14%
30 to 39	3,120	8%	8%
40 or older	1,545	4%	6%
<b>Age Total</b>	<b>37,019</b>	<b>100%</b>	<b>100%</b>
<u>DSPS</u>			
<b>DSPS Total</b>	<b>2,363</b>	<b>6%</b>	<b>5%</b>

Table 2 disaggregates demographic data by financial aid award types. Some interesting patterns are observed among subgroups and aid types. For example, African Americans make up 4% of the college population while they account for 19% of loan awards. Women represent 52% of the population and 79% of the work-study awards.

Table 2 2017-18 Financial Aid Awards by Aid Type and Demographics

	California College Promise Grant	Grants	Loans	Scholarships	Work- study	Citrus College Population
<b>Total Awards=37,019</b>	<b>20,242</b>	<b>15,513</b>	<b>697</b>	<b>411</b>	<b>156</b>	<b>19,948</b>
<u>Ethnicity</u>						
African-American	5%	4%	19%	2%	1%	4%
Asian	5%	6%	3%	7%	3%	9%
Hispanic	72%	73%	51%	64%	80%	62%
White	13%	12%	20%	20%	11%	16%
Multi-Ethnicity	3%	3%	4%	5%	5%	3%
Other	3%	2%	2%	3%	1%	3%
Unknown	0%	0%	1%	0%	0%	4%
<u>Gender</u>						
Female	58%	62%	56%	56%	79%	52%
Male	41%	37%	43%	43%	21%	45%
Unknown	1%	1%	1%	1%	0%	3%
<u>Age</u>						
19 or younger	31%	49%	18%	29%	15%	34%
20 to 24	40%	29%	27%	41%	43%	39%
25 to 29	16%	11%	18%	16%	21%	14%
30 to 39	9%	7%	23%	10%	17%	8%
40 or older	4%	4%	14%	4%	4%	6%

Underrepresented students are, for the most part, proportionally or slightly overrepresented in the number of students receiving financial aid. The data indicates that the FAO does a good job ensuring that the financial need of underrepresented students is not a barrier to those students' access to a college education.

Although the implementation of BankMobile significantly increased access to financial aid funds, there remains challenges in having students' funds delivered directly to the students' account sooner, versus the funds going to the bookstore and being held for 14 days during the initial disbursement. Furthermore, increased frequency in the number of disbursements would improve access by allowing students who miss the initial disbursement to get their disbursement sooner.

### Program Self-Evaluation: B - Students Success

#### Methodology

To provide a longitudinal perspective and have a consistent measure across outcome areas, student success scorecard data is used to measure student success. Students in the scorecard cohort are first-time Citrus College students with six or more units who attempted a Math or English course in the first three years of enrollment. Students are given six years to report outcomes in degree and certificate completion, transfer preparedness (e.g., successful completion of 60 UC/CSU transferrable units with a GPA of 2.0 or above), and transfer.

The most recent scorecard cohort is the 2012-2013 cohort and outcomes are reported for a six-year tracking period through 2017-2018. In addition, MIS referential data is used to identify students who received financial aid during the six-year period.

#### Findings

There are 2,025 students in the 2012-2013 college-wide cohort and the MIS referential data reported 1,287 students received financial aid between 2012-2013 and 2017-2018 (table 3). Outcomes among financial aid recipients are comparable to the overall cohort in all three areas: degree/certificate completion, transfer preparedness, and transfer. In all three areas, financial aid recipients fall just below the performance of the overall cohort. Without the receipt of financial aid many students may not be able to attend college. Financial resources ensure students in need do not miss out on the opportunity to attend and be successful in college.

*Table 3 Comparing Educational Goal Completion for Financial Aid Recipients*

2012-2013 Scorecard Cohort	Financial Aid Recipients		All Students in Cohort	
	<b>N=1,287</b>		<b>N=2,025</b>	
	Number	Percent	Number	Percent
Degree/Cert Completion	363	28%	583	29%
Transfer Prepared	454	35%	734	36%
Transfer	370	29%	657	32%

All financial aid students are required to be enrolled in an eligible educational degree or certificate program and maintain satisfactory academic progress in order to receive financial aid. The office monitors student progress each academic term ensuring students are informed of services available to help them meet their educational goals.

#### **Program Self-Evaluation: C – Non-Credit Goals N/A**

Noncredit students are not eligible to receive financial aid.

#### **Program Self-Evaluation: D – Exemplary Practices and Services**

In addition to disbursing much needed funding to students, the FAO also offers several means of outreach to educate students about financial resources available to assist them in meeting their educational goals. The FAO has offered an annual literacy awareness fair since 2013 that aims to increase student awareness of financial resources and inform students of changes to financial aid programs. Fair attendance ranges between 400 to 550 participants each year. Several college departments and outside organizations host information tables at the fair. College departments have included EOP&S, DSPS, Counseling and Advisement Center, Admissions and Records Office, Associated Students of Citrus College (ASCC), Student Life, Veterans Success Center, Citrus College Foundation, Career/Transfer Center, and Study Abroad. Outside organizations have included the IRS, California Franchise Tax Board, H&R Block, Schools First Federal Credit Union, Options Child Development Center, Foothill Federal Credit Union, and the Los Angeles County Department of Public Social Services-Health & Nutrition Office. The fair receives positive feedback each year. Based on survey results, an overwhelming majority of students who participated in the fair indicated that the fair was useful and increased their awareness of financial aid.

#### **Program Self-Evaluation: E – Compliance**

The FAO is heavily regulated by state and federal law. The office follows the U.S. Department of Education Code of Federal Regulations, the Federal Student Aid Handbook, and Dear Colleague letters issued by the U.S. Department of Education. The office also follows the policies and regulations outlined in the State Chancellor's Cal Grant manual. The FAO receives an internal annual college audit of federal programs as required by U.S. Department of Education. The FAO routinely reviews and makes recommended changes to Board Policy and Administrative Procedure 5130. The FAO director ensures compliance with the Family Educational Right and Privacy Act (FERPA).



### **Program Self-Evaluation: F – Environmental Impact**

The Financial Aid Office has an automated electronic process for receiving student FAFSA applications. The office sends email notifications for required information and makes available required documents online. The office processes a large volume of CCPG grants (formerly known as the Board of Governors Fee Waiver) in a paperless electronic download process from the FAFSA application and also through the online CCCApply CCPG application. The FAO recycles folders and used paper, and scans documents. The FAO has a paperless online scholarship application and purchased power saving computer monitors for all staff. The FAO launched BankMobile electronic disbursements in the fall 2018, reducing the number of paper checks mailed to students.

### **Program Self-Evaluation: G – Data Reporting**

The Financial Aid Office must collect and submit data for federal, state, and local programs. The office relies on several electronic programs for data extraction and submission. The number and variety of electronic programs used to collect and report financial aid data presents an ongoing challenge. Annual technical and program specific training is necessary to stay abreast of technology requirements. Each technology solution is subject to routine upgrades and technical changes. The office regularly uses a Banner consultant to assist with annual Banner financial aid program upgrades and with implementation of new processes. The college TeCS department also provides technical assistance. The following are some of the required programs and processes that require data gathering and submission:

**Federal Processes:** Banner Financial Aid for processing student financial aid, Fiscal Operations Report and Application to Participate (FISAP) for Federal Work-study (FWS), Supplemental Educational Opportunity Grant (SEOG), Return to Title IV (R2T4) student overpayment and institutional debt calculations, R2T4 reimbursement of college institutional debt payments for Federal "Return to Title IV" Student Financial Aid Programs, Student Aid Internet Gateway (SAIG) to process and perform various regulatory financial aid functions, National Student Loan Data System (NSLDS) for various financial aid regulatory reporting and processing, AmeriCorps Online Payment system, Federal Student Aid Access (FAA) and Central Processing Center (CPS) online for FAFSA transactions, Common Origination and Disbursement (COD) for Direct Loan and Pell disbursements and reconciliations, EdConnect for COD processing interface, Integrated Postsecondary Education Data System (IPEDS) for various financial aid data reporting, International Structural Engineers (ISE) for transmission of data, Net Price Calculator disclosures, Application for Approval to Participate in Federal Student Financial Aid Programs (PPA) and the Eligibility and Certification Approval Report (ECAR) listing eligible certificate programs.

**State Processes:** California Community College Chancellor's Office Management Information Systems (MIS) for various financial aid data collection and reporting, Osher Foundation for scholarship distribution, California Student Aid Commission (CSAC), Web Grant portal for Cal Grant processing and reconciliation, Chafee Grant reporting and reconciliation, CSAC California Institutional Student Information Record for AB540 students, Board Financial Assistance Program (BFAP), Student Services Automated Reporting for Community Colleges (SSARCC) budget reporting, CSAC Institutional Participation Agreement (IPA) for administration of the Cal Grant program, CSAC Web Grants College Cost of Attendance reporting, California Licensure Passage Rates disclosures, and [icanaffordcollege.com](http://icanaffordcollege.com) website for event posting.

**District Processes:** Banner is used for processing of requisitions and purchase orders and for budget extraction. Xtender is used for imaging documents.

### **Program Self-Evaluation: H – Technology Needs**

In addition to ongoing and frequent software updates for financial aid programs and changes/implementation of new programs, the Financial Aid Office has the following technology needs:

Automated reconciliation between all programs and agencies necessary for Pell and Direct Loan reconciliation. These programs and agencies include: COD, People Soft, Banner Financial Aid, U.S. Department of Education Grants Management System (G5), and Los Angeles County Treasury.

Electronic student document review and submission platform: Software that allows students to submit their required financial aid documents electronically.

GetSAP Online Counseling: Literacy tool where students can learn about satisfactory academic progress, Lifetime Pell eligibility and maximum loan limits.

### **Program Self-Evaluation: I – Interaction**

The FAO works closely and collaborates with faculty, administrators, staff and students. The office conducts financial aid presentations in classrooms, at staff workshops, at outreach events, and at various meetings, and serves students on a daily basis in person or via phone. In addition, the office has significant online resources through the Financial Aid Chatbot and Financial Aid TV, which provide students with 24-hour access to ask questions and the ability to watch information videos on various financial aid webpages.

### **Awards and Special Recognitions:**

The Financial Aid Office is committed to providing excellent customer service and efficiency. In fall 2018 the FAO launched BankMobile electronic disbursements, resulting in a decrease in the time it takes students to access their financial aid refunds and a reduction in the issuance of paper checks. Over 92% of students selected electronic disbursements in the first year of the program. Consequently, the FAO received the 2019 BankMobile ACE Award. The ACE Award honors institutions committed to efficiency, security and student service. In addition, the FAO received thank you cards, emails, and positive anecdotal comments from students and various college departments for services rendered. In 2015 one technician received the ABCD award. The ABCD award recognizes outstanding classified employees. In addition, one technician was recognized by the Monrovia Unified School District Pro-Active Tutoring program for their role in supporting students in Monrovia and Citrus College while helping them become successful as student tutors in the FWS program.

**Summary of Past Recommendations/Goals:**

Outcome	Mapping	Status	Completed
<p>Financial Aid Recommendation 1 2009-2014</p> <p>Explore options to simplify the disbursement and reconciliation process and decrease the wait time for students to receive all financial aid disbursements by determining if a refund disbursement process is feasible.</p>	<p>Strategic Plan 2018 5.5</p>	<p>The FAO worked with a Banner Consultant, Fiscal Services and TeCS, and partnered with BankMobile Disbursements to offer more options for delivering financial aid refunds to students. Beginning fall 2018 students had the option to choose a refund delivery preference to receive their financial aid disbursement. A total of 7,836 students selected electronic disbursement and 16,916 electronic refund disbursements were made in the 2018-2019 academic year.</p>	<p>July 2018</p>
<p>Financial Aid Recommendation 2 2009-2014</p> <p>Automate Satisfactory Academic Progress (SAP) by extracting required data elements from Banner and populating SAP fields with the correct SAP status for each downloaded Financial Aid Intuition Student Information Record (ISIR).</p>		<p>The FAO worked with a Banner consultant and TeCS to automate the SAP review process. The process extracts required data elements from Banner and populates the SAP fields with the correct SAP status for each downloaded ISIR.</p>	<p>July 2015</p>
<p>Financial Aid Recommendation 3 2009-2014</p> <p>Continue providing professional development training to staff. Training will include participation in workshops, conferences, seminars, staff meetings, and webinars including U.S. Department of Education Training, California Community College Student Financial Aid Administrators Association (CCCSFAAA) Conference, Western Association of Student Financial Aid Administrators (WASFAA), and California Chancellors All Directors Training.</p>	<p>Citrus College Strategic Plan 2015 1.2.2 Educational Facilities Master Plan 2015 pg. 347</p>	<p>FAO staff attended professional development training workshops with various organizations including the California Association of Student Financial Aid Administrators (CASFAA), California Community College Student Financial Aid Administrators Association (CCCSFAAA), California Student Aid Commission, Federal Student Aid, and the California Community College Chancellor's Office. The FAO developed an annual staff training retreat that focuses on customer service and reduction of work related stress.</p>	<p>June 2016</p>

### **Summary of Past Learning Outcomes:**

The FAO has three Service Learning Outcomes.

Outcome: FAO SLO #1: The Financial Aid Office will implement and complete annual federal and state regulatory requirements by the published deadlines.

The FAO worked to ensure CIP codes, majors, and program lengths were entered correctly in Banner in order to meet new federal regulations for 2014-2015 limiting direct loans to a maximum of 150% of the program length. The FAO worked with Admissions and Records Office staff, articulation officer, and TeCS staff to identify correct CIP codes, enter required information in Banner, and report the program length, meeting the federal regulatory requirements by the required deadline.

Outcome: FAO SLO #2: Current and prospective students will be made aware of financial aid resources.

The FAO hosted an annual literary awareness fair in which students were surveyed. Each year, students reported an increased awareness of available financial aid resources through participation in the annual fair.

Outcome: FAO SLO #3: Current and prospective students will successfully apply for financial aid.

The FAO reached out to students via phone calls and emails to encourage them to complete the FAFSA and California Dream Act Application (CDAA) and inform them about the availability to receive additional Pell Grant funds for the year through enrollment in summer, subject to the maximum Pell eligibility limits. As a result, there was a 2.6% increase in the number of summer Pell recipients from 1,021 recipients in summer 2018 to 1,048 recipients in summer 2019.

## Long Term Recommendations/Goals

### Financial Aid Recommendations/Goals 2019-2024

Outcome	Mapping
<p><b>Financial Aid Recommendation/Goal 1 2019-2024:</b></p> <p>Increase the number of Pell recipients by 5%.</p> <p><b>Persons Responsible:</b> director</p> <p><b>Estimated Completion Date:</b> June 2024</p>	<p><b>Strategic Plan Focus Areas:</b> 5.3 Effective student support.</p>
<p><b>Financial Aid Recommendation/Goal 2 2019-2024:</b></p> <p>Revise financial aid consumer information disclosures to students.</p> <p><b>Persons Responsible:</b> director, public information officer, and web master</p> <p><b>Estimated Completion Date:</b> June 2020</p>	<p><b>Strategic Plan Focus Areas:</b> 5.3 Effective student support.</p>
<p><b>Financial Aid Recommendation/Goal 3 2019-2024:</b></p> <p>Increase students' understanding of financial aid resources at transfer institutions.</p> <p><b>Persons Responsible:</b> director</p> <p><b>Expected Completion Date:</b> June 2020</p>	<p><b>Strategic Plan Focus Areas:</b> 5.3 Effective student support.</p> <p>2019 - 2020 AIP: 5.5.1 Student Support</p> <p>2019 - 2020 Student Equity Plan Page 3 Transfer</p>
<p><b>Financial Aid Recommendation/Goal 4 2019-2024:</b></p> <p>Increase the percentage of Foster Youth students who receive financial aid by 5%.</p> <p><b>Persons Responsible:</b> director and technicians</p> <p><b>Estimated Completion Date:</b> June 2020</p>	<p><b>Strategic Plan Focus Areas:</b> 5.3 Effective student support services, 5.5 Increase participation in support programs</p> <p>2019 - 2020 Student Equity Plan - Student Support</p>
<p><b>Financial Aid Recommendation/Goal 5 2019-2024:</b></p> <p>Implement Campus Logic, an online student verification system, which allows students to submit required forms online.</p> <p><b>Persons Responsible:</b> director and coordinator</p> <p><b>Estimated Completion Date:</b> August 2020</p>	<p><b>Strategic Plan Focus Areas:</b> 5.1 Enhance services through technology</p>

<b>Financial Aid Recommendation/Goal 6 2019-2024:</b>  Partner with International Structural Engineers (ISE) to electronically load Common Origination and Disbursement (COD) data files through a scheduler.  <b>Persons Responsible:</b> director and technicians  <b>Estimated Completion Date:</b> June 2022	<b>Strategic Plan Focus Areas: 5.1</b> Enhance services through technology
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### SLO Evaluations Plan:

The Financial Aid Office has three Service Learning Outcomes (SLOs). The assessments indicated below will be used to determine the success of each SLO.

Program Learning Outcome	Assessment	Criteria for Success
SLO 1: The Financial Aid Office will implement and complete annual federal and state regulatory requirements by the published deadlines.	Review staff assignments related to federal and state training workshops and conferences compared to regulatory requirements and review audit reports for any related findings and/or recommendations.	Ninety percent of the staff will attend an external federal and/or state training each year and there will be no audit findings.
SLO 2: Current and prospective students will be made aware of financial aid resources and program requirements.	Identify the number of students who complete the new online Satisfactory Academic Progress (SAP) counseling via the GetSAP module and evaluate the success rate of the online quiz.	Students who appeal will pass the online quiz with a score of at least 89%.
SLO 3: Current and prospective students will successfully apply for financial aid.	Evaluate the percentage of students who complete a Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA).	There will be a 2% increase each year over the next five years in the number of FAFSA or CADAA applications completed.

### Past Budget Summary

The Financial Aid Office receives general funds and categorical funds. These funds increased over the past five years, allowing the office to complete all items requested in the annual program reviews with the exception of hiring an administrative secretary and hiring of a technical staff person. The FAO was able to use both funds to: hire a Banner consultant to automate SAP; send staff to professional development, training conferences and workshops; implement Cal Grant roster export, scholarship software, BankMobile, and an ISIR scheduler; launch a Chatbot; and purchase outreach and marketing supplies.

## **Budget Planning**

Over the next five years the FAO plans on implementing an online SAP module, Common Origination and Disbursement (COD) scheduler, and an automated online verification system such as Campus Logic using existing funds (general funds from the college, and technology and categorical funds from the state). An online SAP module will help inform students about academic factors which impact their financial aid eligibility and help them remain eligible for funding. An automated COD scheduler will streamline the import and export process for staff and reduce processing time. Adding Campus Logic or a similar automated online verification system will increase completion by decreasing manual processing of financial aid files and streamline the verification process for students.

The FAO is in need of a full-time administrative secretary and a full-time technical staff person. The two positions would increase efficiency and customer service. Hiring an administrative secretary to assist the director with daily clerical tasks and hiring a technical staff person to complete various technical task would require \$195,299 in additional general funds.

### Salary Estimate for Systems Technician and Secretary

<b>Cost</b>	<b>FT Systems Technician</b>	<b>FT Administrative Secretary</b>
<b>Salary</b>	\$67,194	\$46,426
<b>Benefits</b>	\$18,586	\$12,841
<b>Health</b>	\$25,126	\$25,126
<b>Total</b>	<b>\$110,906</b>	<b>\$84,393</b>

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 21, 2020	Resolution	_____
SUBJECT:	College Information Technology Committee – Administrative Procedures Revision	Information	X
		Enclosure(s)	X

### BACKGROUND

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

The following Administrative Procedures were revised and reviewed by constituent groups on various dates and the Steering Committee on June 1, 2020:

AP 3720	Acceptable Computer and Network Use
AP 3721	Computer and Network Account Password Management

Included with Administrative Procedure 3720, for information only is the corresponding Board Policy (AP 3721 does not have a corresponding Board Policy).

This item was prepared by Millie Franco, Administrative Secretary II, Technology and Computer Services Department.

### RECOMMENDATION

Information only; no action required.

Robert Hughes  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ F.4. \_\_\_\_\_



# **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

## **AP 3720 ACCEPTABLE COMPUTER AND NETWORK USE**

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Family Educational Rights and Privacy Act of 1974; Gramm-Leach-Bliley Act (GLBA). ACCJC Accreditation Standard III.C

### **Purpose**

In support of its mission, Citrus Community College District provides computing facilities, networking, and information technology resources for use by all individuals, including but not limited to faculty and visiting faculty, staff, students, alumni, the Board of Trustees, visitors or external individuals and organizations. The District encourages the use of its computing facilities to manage and share information, to improve communication, and to develop and exchange ideas.

### **Scope**

This procedure applies to all users of computing resources owned or managed by the District. Individuals covered by the policy include (but are not limited to) faculty and visiting faculty, staff, students, alumni, the Board of Trustees, guests or external individuals and organizations accessing network services via the District's computing facilities.

Computing resources include all District owned, licensed, or managed hardware, software and websites that use the District network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. This procedure applies to technology administered in individual departments, resources administered by central administrative departments, personally owned computers and devices connected by wire or wireless to the District network, and off- District computers that connect remotely to the District's network services.

### **Procedures**

#### **User Rights and Responsibilities**

Computers and networks can provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all

relevant laws, regulations, and contractual obligations.

Those that use District computing resources are expected to do so responsibly and to comply with state and federal laws and regulations, and District policies and administrative procedures. In all instances, users are expected to comply with the District's Institutional Code of Ethics and the Students Standard of Conduct.

Users of District systems have the responsibility to:

- Use the systems in compliance with the procedures presented.
- Comply with all applicable laws.
- Access systems only as authorized.
- Keep passwords secret and maintain password and account security.
- Prevent use of their account by others.
- Use the system with proper etiquette and respect for other users.
- Refrain from acts that are discriminatory, defamatory, harassing, or illegal.
- Report perceived vulnerabilities to the District's services or hosted applications.

## **Acceptable Use**

Acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all related license and contractual agreements. The application of this principle to District computing resources includes the following for each user:

- Use only the computers, computer accounts, and computer files for which authorization has been provided. Do not use another individual's account or attempt to capture or guess other users' passwords.
- Be responsible for appropriate use of all resources assigned including the computer, the network address or port, software, and hardware.
- Guard against unauthorized users access to the network by using a District computer or a personal computer that is connected to the District network.
- Comply with all such agreements when using such resources, as the District is bound by its contractual and license agreements respecting certain third party resources.
- Make a reasonable effort to protect passwords and to secure resources against unauthorized use or access.
- Comply with the policies and guidelines for any specific set of resources to which access has been granted. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

In contrast, misuses include but are not limited to:

- Using an unauthorized computer account.
- Using the District network to gain unauthorized access to any computer systems or information.

- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security vulnerabilities.
- Violating terms of applicable licensing agreements.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials ~~on electronic bulletin boards~~ online that violate existing local, state and federal laws or District policies.
- Attempting to maliciously monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software.
- Using District resources for commercial purposes or for personal financial gain.
- Using District resources for creation or distribution of unauthorized promotional materials or other forms of solicitation.
- Accessing restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- Developing or using programs that may disrupt other computer or network users or that damage software or hardware components of a system.
- Downloading and/or using tools that are normally used to assess security or to attack computer systems or networks (e.g., password "crackers," vulnerability scanners, network sniffers, etc.) unless specifically authorized to do so by the Technology and Computer Services Department.
- Connecting unapproved devices to the network.

## **Adherence with Federal, State and Local Laws**

All existing laws (federal, state and local) and District policies and administrative procedures apply, including not only those laws, policies and procedures that are specific to computers and networks, but also those that may apply generally.

All computer and information technology equipment, including software and data communication links owned by the District, are District property.

## **Privacy and Personal Rights**

Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District reserves the right to monitor all use of the District network and computer resources to assure compliance with

these policies. The District will exercise this right for only legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

District employees and others are prohibited from “seeking out, using, or disclosing” personal information contained in electronic records without authorization. All users are required to take necessary precautions to protect the confidentiality of personal information encountered in the performance of their duties or otherwise. If personal information is inadvertently encountered, the individual encountering the information shall not further disclose this information to another individual unless this information reveals a possible violation of laws or regulations, in which case that individual shall report the situation to his or her supervisor.

This procedure does not address the ownership of intellectual property that has been created by employees of the District for use in performing their job responsibilities or intellectual property that has been created by employees using District technology resources. Ownership of intellectual property is governed by law and other District policies, procedures, and contracts.

## **User Compliance**

Misuse of computing, networking, or information technology resources may result in the loss of access to computing resources. Users may be held accountable for their conduct under any applicable District policies, procedures, or collective bargaining agreements, as well as federal, state and local laws. Complaints alleging misuse of District resources will be directed to the appropriate supervisor or administrator.

Board Approved	05/04/10
Board Revised	05/03/16

Adjunct Faculty Union	04/17/2020
ASCC	04/21/2020
CSEA	04/22/2020
Supervisor/Confidential	04/30/2020
CCFA	05/01/2020
Academic Senate	05/13/2020
Management Team	05/13/2020

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 GENERAL INSTITUTION**

### **BP 3720    COMPUTER AND NETWORK USE**

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Family Educational Rights and Privacy Act of 1974; Gramm-Leach-Bliley Act (GLBA). ACCJC Accreditation Standard III.C

All individuals, including but not limited to faculty, staff, students, alumni, the Board of Trustees, visitors or external individuals and organizations who use Citrus Community College District computers and networks, the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines for the appropriate use of information technologies.

Board Approved	05/04/2010
Board Revised	05/03/2016
Desk Reviewed	03/09/2020

## **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

### **AP 3721    COMPUTER AND NETWORK ACCOUNT AND PASSWORD MANAGEMENT**

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Family Educational Rights and Privacy Act of 1974; Gramm-Leach-Bliley Act (GLBA). ACCJC Accreditation Standard III.C

#### **Purpose**

The purpose of this procedure is to establish a standard for the administration of computer and network accounts that facilitate access or changes to Citrus Community College District's institutional data and the requirements for acceptable password selection and maintenance related to those accounts. Accounts that access electronic computing and information resources require prudent oversight. An account, at minimum, consists of a user ID and a password that grant access to some set of services and resources.

Passwords are the most frequently utilized form of authentication for accessing a computing resource. Due to the use of weak passwords, the proliferation of automated password-cracking programs, and the activity of malicious hackers and spammers, passwords are very often also the weakest link in securing data. Password use must therefore follow the guidelines listed within this procedure.

This procedure establishes guidelines for issuing accounts, creating password values, and managing accounts. It provides guidance on creating and using passwords in ways that maximize security of the password and minimize misuse or theft of the password.

#### **Scope**

This procedure applies to anyone accessing systems that hold or transmit District data. Systems include, but are not limited to: personal computers, laptops, tablets, cell phones, small factor computing devices and District electronic services, systems and servers.

This procedure also applies to those responsible for the management of user accounts or management of access to shared information, network devices or information that can be held within a database, application or shared file space. This procedure covers departmental accounts as well as those managed centrally.

## **Procedure**

### **Issuing Computer and Network Accounts**

The custodians of District data shall make decisions regarding access to their respective data ~~(e.g., the Dean of Admissions and Records will determine who has access to registration data,~~ and the type of access granted to each user). Account setup and modification shall require the signature of the requestor's supervisor.

Managers shall make written requests to the Technology and Computer Services (TeCS) Department for employee access to District computer resources. To maintain system security, managers shall immediately notify the TeCS Department in writing when system access is no longer required or authorized for an employee. Managers shall be responsible to provide general supervision of departmental employee adherence to the rules and procedures presented herein.

The TeCS Department shall issue a unique account to each individual authorized to access that networked computing and information resource. The TeCS Department is also responsible for the prompt deactivation of accounts when necessary, i.e., accounts for terminated individuals shall be deactivated at the end of the individual's employment or when continued access is no longer required. Also, the accounts of transferred individuals may require deactivation or modifications to ensure changes in access privileges are appropriate to the change in job function or location.

When establishing accounts, standard security principles of "least required access" to perform a function must always be used, where administratively feasible. For example, a root or administrative privileged account must not be used when a non-privileged account will do. Account passwords shall not be emailed. The date when the account was issued should be recorded in an audit log.

The identity of users must be authenticated before providing them with account and password details. If an automated process is used, then the account holder should be asked to provide several information items that in totality could only be known by the account holder.

### **Managing Accounts**

The data owner shall review all accounts at least annually to ensure that access and account privileges are commensurate with job function, need-to-know, and employment status. The TeCS Department may also conduct periodic reviews for any system connected to the District network.

All visitor accounts (for those who are not official members of the District community) with access to District computing resources shall contain an expiration date of one year or the work completion date, whichever occurs first. All guest accounts must be

sponsored by the appropriate authorized member of the administrative entity managing the resource.

## **Password Creation and Maintenance**

All passwords (i.e., email, web, desktop computer, etc.) should be strong passwords and should follow the guidelines below. In general, a password's strength will increase with length, complexity and frequency of changes.

Greater risks require a heightened level of protection. Stronger passwords augmented with alternate security measures such as multi-factor authentication, should be used in such situations. High-risk systems include but are not limited to: systems that provide access to critical or sensitive information, controlled access to shared data, a system or application with weaker security, and administrator accounts that maintain the access of other accounts or provide access to a security infrastructure.

All passwords must meet the following guidelines, except where technically infeasible:

- Be at least eight alphanumeric characters long.
- Contain digits or punctuation characters as well as letters (e.g., 0-9, !@#\$%^&()\_~-=`{}`.'").
- Contain both upper and lower case characters (e.g., a-z, A-Z).
- Not be solely based on easily guessed personal information, names of family members, pets, etc.

To help prevent identity theft, personal or fiscally useful information such as Social Security or credit card numbers must never be used as a user ID or a password. All passwords are to be treated as sensitive information and should never be written down or stored online unless adequately secured. Do not use the password storage feature offered on Windows or other operating systems as this feature creates a password file that is vulnerable to hackers.

The following guidelines describe password usage.

- Passwords should not be inserted into email messages or other forms of electronic communication.
- Passwords that could be used to access sensitive information must be encrypted in transit.
- It is recommended that passwords be changed at least every six months and some District systems will enforce a password change.
- Individual passwords should not be shared with anyone, including administrative assistants or Department staff. Necessary exceptions must have a primary responsible contact person. Shared passwords used to



protect network devices, shared folders or files require a designated individual to be responsible for the maintenance of those passwords, and that person will ensure that only appropriately authorized employees have access to the passwords.

- If a password is suspected to have been compromised, it should be changed immediately and the incident reported to the TeCS Department.
- The TeCS Department or its delegates, with the cooperation and support from the appropriate system administrator, may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the password owner will be required to change it immediately.

### Desktop Administrator Passwords

In addition to the password guidelines listed above in this procedure, the following apply to desktop administrator passwords, except where technically and/or administratively infeasible:

- These passwords must be changed at least every six months.
- Where technically and administratively feasible, attempts to guess a password should be automatically limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes.
- Failed attempts should be logged, unless such action results in the display of a failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities or compromises should be immediately reported to the TeCS Department.

### Server Administrator Passwords

In addition to the general password guidelines listed in this procedure, the following apply to server administrator passwords, except where technically and/or administratively infeasible:

- Passwords for servers must be changed as personnel changes occur.
- If an account or password is suspected to have been compromised, the incident must be reported to the TeCS Department and potentially affected passwords must be changed immediately.
- Attempts to guess a password should be limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes.
- Uniform responses should be provided for failed attempts, producing simple error messages such as "access denied." A standard response minimizes clues that could result from hacker attacks.

- Failed attempts should be logged, unless such action results in the display of the failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities such as suspected attacks should be reported to the TeCS Department.

### Guest Passwords

Guest users who do not have accounts on District computers may have accounts, including email accounts, assigned to them for use in conducting District business. Guest passwords shall be issued by the TeCS Department and will be given an expiration date.

### Departmental Accounts

For access to sensitive information managed by a department, account management should comply with the standards outlined above. In addition, naming conventions must not cause contention with centrally managed email addresses or usernames. Should the potential for contention arise, the applicable system(s) shall not be connected to the District network until a mutually satisfactory arrangement is reached.

Managers shall have the right to impose additional departmental rules or procedures. In the event of conflict, the rules and procedures presented herein shall take precedence over departmental rules and procedures.

### Shared Accounts

Use of shared accounts is not allowed except when necessary to support the functionality of a process, system, device (such as servers, switchers or routers) or application (e.g., management of file shares). Such exceptions will require documentation, which justifies the need for a shared account; a copy of the documentation will be shared with the TeCS Department.

Each shared account must have a designated owner who is responsible for the management of access to that account. The owner is also responsible for the above-mentioned documentation, which should include a list of individuals who have access to the shared account. The documentation must be available upon request for an audit or a security assessment.

## Application and System Standards

Applications developed at District or purchased from a vendor should contain the following security precautions:

- Where technically or administratively feasible, shared ID authentication should not be permitted.
- Authentication should occur external to an application, preferably utilizing the districts single sign on. ~~i.e., applications should NOT implement their own authentication mechanism. Instead, external authentication services should be relied upon, provided by the host operating system, the web server, or the servlet container. [In general, applications programmers are not necessarily familiar with the techniques associated with security protocols, and may inadvertently create security holes. Security services available from these external environments are much more likely to provide a high level of security.]~~
- Passwords must not be stored in clear text or in any easily reversible form.
- Role-based access controls should be used whenever feasible, in order to support changes in staff or assigned duties.
- Systems should allow for lockouts after a set number of failed attempts (ten is the recommended number). Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes. Lockouts should be logged unless the log information includes password information.

Board Approved	05/04/2010
Board Revised	05/03/2016

Adjunct Faculty Union	04/17/2020
ASCC	04/21/2020
CSEA	04/22/2020
Supervisor/Confidential	04/30/2020
CCFA	05/01/2020
Academic Senate	05/13/2020
Management Team	05/13/2020

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

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	Resolution	
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

## BACKGROUND

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

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

## RECOMMENDATION

Authorization is requested to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.

Claudette E. Dain  
Recommended by

Moved	/	Seconded
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Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.1.a.

# INDEPENDENT CONTRACTOR AGREEMENTS

## Board of Trustees Meeting – July 21, 2020

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Citiguard	\$119,322.00 <i>(Revision-Previously \$85,000.00)</i>	District	3/20/20-Project Completion	Security Services due to COVID-19 Closure
<u>CAMPUS SAFETY</u>				
Henderson, Michael	\$750.00	District	7/22/20-6/30/21	Administrative Review of Citations
<u>CAREER TECHNICAL EDUCATION</u>				
Solano, Alberto	\$17,500.00	Grant	8/1/20-12/31/20	Support to Plan and Implement Strong Workforce Program Career Pathways Model and Integrate with Guided Pathways
<u>CONTINUING EDUCATION</u>				
Ed4Career	50% of Fees	Fees	7/22/20-7/22/23	Online Career Training Classes
<u>FOSTER CARE EDUCATION</u>				
Edwards, Pamela	\$2,520.00 <i>(Revision – Previously \$2,200.00)</i>	Grant	7/1/19-6/30/20	FKCE Trainer
Montiel, Leila	\$16,900.00 max <i>(Revision-Previously \$15,700.00)</i>	Grant	7/1/19-6/30/20	FKCE Trainer
<u>HEALTH SCIENCES</u>				
Glendora Canyon Transitional Care Unit	No Fee	No Fee	7/22/20-7/21/22	Clinical Educational
<u>LIBRARY</u>				
OCLC	\$5,644.58	District	7/1/20-6/30/21	Cataloging and Metadata Subscription
<u>STUDENT SERVICES</u>				
Singer, Emily	\$1,300.00	District	6/9/20-6/24/20	Call to Action Facilitator
Solano, Alberto	\$5,000.00	Grant	7/1/20-12/31/20	Facilitate Guided Pathways Implementation
TierFive, Inc.	\$22,230.07 <i>(Revision-Previously \$8,483.00)</i>	District	4/30/20-4/29/25	Document Scanning
Williams, Azizi	\$1,300.00	District	6/9/20-6/24/20	Call to Action Facilitator
<u>VISUAL AND PERFORMING ARTS</u>				
Cortes, Cesar D.	\$7,500.00 <i>(Revision-Previously \$4,500.00)</i>	District	7/1/19-6/0/20	Videographer

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

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	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 2020:

	<u>June</u>
Warrants Issued to Vendors	\$2,119,485.77
Warrants Issued for Students Financial Aid	\$2,573,532.00
Warrants Issued to Employees	\$4,955,710.07
Total	<u>\$9,648,727.84</u>

This item was prepared by Wade W. Ellis, CPA, Director of Fiscal Services.

### RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during June 2020, totaling \$9,648,727.84.

Claudette E. Dain  
Recommended by

/

Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.1.b.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	Resolution	
SUBJECT:	Ratification of Purchase Orders	Information	
		Enclosure(s)	X

## BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during June 2020 is being submitted to the Board of Trustees for review and ratification.

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

## RECOMMENDATION

Authorization is requested to ratify purchase orders issued during June 2020.

Claudette E. Dain  
Recommended by

Moved	/	Seconded
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Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.1.c.

		Board of Trustees Meeting July 21, 2020			
		Purchase Orders Issued June 2020			
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0014132	Gloria Ramos	Reimbursement-Online Course	Restricted	Physical Science	\$65.00
P0014133	Sanaa Saykali	Travel-CAP Conference	Restricted	Mathematics	419.76
P0014134	Amanda Van Leersum-Morano	Reimbursement-Online Course	Restricted	Biological Science	65.00
P0014135	Pocket Nurse	Blanket PO-Supplies	General	Nursing	3,000.00
P0014136	Maria Morrish	Reimbursement-Supplies	General	Cosmetology	54.74
P0014137	Wildan Energy Solutions	Solar PV Project, BOT 12/6/16	Capital Outlay	Facilities	7,500.00
P0014138	Monica Hernandez	Reimbursement-Tuition	General	Staff Development	1,000.00
P0014139	Jennifer Jennings	Reimbursement-Tuition	General	Staff Development	1,000.00
P0014141	Full Compass Systems, Ltd.	Microphone Parts	General	Haugh Performing Arts Center	6,055.04
P0014142	Sonja Stump Photography	Photography	General	Board of Trustees	300.00
P0014143	Chuck Stephens	Reimbursement-Supplies	General	Music	110.59
P0014144	CDW-G, Inc.	Document Scanner	Restricted	DSP&S	7,807.29
P0014145	Kristen Campbell	Reimbursement-Supplies	General	Music	205.19
P0014146	Owl Bookshop	Blanket PO-Supplies	Restricted	DSP&S	5,000.00
P0014147	Pacific Dining Food Service Management	Staff Dev Training-Food	General	VP Student Services	1,908.70
P0014149	Computerland	Azure Service Agreement	General	Technology & Computer Services	4,000.00
P0014150	sCOMM	Text to Speech Devices	Restricted	DSP&S	31,469.46
P0014151	Gas Control Technologies, Inc.	Gas Pipeline Assessment	Capital Outlay	Facilities	2,670.00
P0014152	BAACAL, Ltd.	Supplies	Restricted	STEM	3,087.00
P0014153	Nth Generation Computing, Inc.	VMWare Software Maintenance	General	Technology & Computer Services	906.00
P0014154	Nth Generation Computing, Inc.	VMWare Software Renewal	General	Technology & Computer Services	9,459.00
P0014155	CDW-G, Inc.	Computer	General	Music	991.00
P0014156	Tinker Glass Contractors	Glass Replacement-CL,SS	General	Maintenance	2,183.00
P0014157	Olivia Canales	Reimbursement-Supplies	General	Dean Language Arts & Library	43.48
P0014158	Proactive Consulting Group, LLC	CARB 2019 Annual Report	Capital Outlay	Facilities	1,800.00
P0014159	Claremont Unified School District	Claremont HS-Credit Recovery Program	General	Non Credit	31,139.00
P0014160	Norris Duckett	Travel-@ONE Online Training	Restricted	Strong Workforce	85.00
P0014161	Pasco Scientific	Supplies	General	Chemistry	218.30
P0014162	Kyle George	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	200.00
P0014163	Brian Clough	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	600.00
P0014164	Sonocent, LLC	Audio/Notetaker Software	Restricted	VP Academic Affairs	2,205.00
P0014165	Turtle Sea Group, LLC	Blanket PO-Development Workshop	Restricted	Health Center	500.00
P0014166	BSN Sports	Supplies	Restricted	Dean Kinesiology/Athletics	7,556.05
P0014167	NCS Pearson, Inc.	Software for LD Testing	Restricted	DSP&S	854.58



P0014168	Scanning Pens, Inc.	Supplies	Restricted	VP Academic Affairs	2,656.44
P0014169	iPROMOTEu	Blanket PO-Supplies	General	Admissions & Records	5,000.00
P0014170	Multicard	Service Agreement-ID Cards	General	Library	2,031.00
P0014171	Climatec, LLC	HVAC VAV Controls-SS	Capital Outlay	Facilities	7,592.85
P0014172	Olivia Canales	Reimbursement-Supplies	General	Dean Language Arts & Library	70.37
P0014173	Jennifer Thayer	Reimbursement-Supplies	General	Sociology	142.21
P0014174	Owl Bookshop	EOPS/CARE Spring Textbooks	Restricted	Other Student Services	125,352.95
P0014175	Dynamism	Ultimaker S5 Printer	Restricted	DSP&S	7,236.81
P0014176	Owl Bookshop	Supplies	Restricted	Health Center	2,800.33
P0014177	Avram Electric	Parking Lot Entrance Bollards	Capital Outlay	Risk Management	9,600.00
P0014178	Elizabeth Cook	Library-Online Learning Course	General	Staff Development	139.00
P0014179	Office Depot	Blanket PO-Supplies	General	English	1,500.00
P0014180	Owl Bookshop	Blanket PO-Supplies	General	English	500.00
P0014181	Office Depot	Blanket PO-Supplies	General	English as a Second Language	1,000.00
P0014182	Office Depot	Blanket PO-Supplies	General	Foreign Language	1,000.00
P0014183	Office Depot	Blanket PO-Supplies	General	Speech, Debate	1,000.00
P0014184	Valley Printers	Blanket PO-Printing	General	Student Publications	22,000.00
P0014185	Primo Graphics	Blanket PO-Printing	General	Student Publications	8,000.00
P0014186	New York Times	Subscription	General	Student Publications	750.00
P0014187	Los Angeles Times	Subscription	General	Student Publications	650.00
P0014188	Hostmonster	Subscription	General	Student Publications	300.00
P0014189	Liberated Syndication	Subscription	General	Student Publications	180.00
P0014190	Oracle America, Inc.	Renewal Oracle Support	General	Technology & Computer Services	17,221.30
P0014191	Oracle America, Inc.	Renewal Oracle Services	General	Technology & Computer Services	31,981.79
P0014192	Amazon.com	Blanket PO-Supplies	Restricted	Campus Safety	5,000.00
P0014193	iParq	Blanket PO-Services	Restricted	Campus Safety	8,000.00
P0014194	iParq	Blanket PO-Supplies	Restricted	Campus Safety	15,000.00
P0014195	Sprint	Blanket PO-Services	Restricted	Campus Safety	6,500.00
P0014196	Keystone Uniform Depot	Blanket PO-Supplies	Restricted	Campus Safety	3,000.00
P0014197	Rave Mobile Safety	License Renewal	Restricted	Campus Safety	4,999.00
P0014198	Foothill Communications, LLC	Blanket PO-Radio Supplies	Restricted	Campus Safety	3,000.00
P0014199	Foundation for California Community Colleges	FUSION License Fee 20-21	Capital Outlay	VP Finance & Admin Services	13,296.26
P0014200	Keenan & Associates	Blanket PO-Claims Admin Fee	Self Insurance	Risk Management	10,000.00
P0014201	All Haul Tires	Blanket PO-Tire Disposal	General	Risk Management	1,000.00
P0014202	ATM Concrete	Blanket PO-Repairs	General	Risk Management	5,000.00
P0014203	Goldak, Inc.	Water Leak Detection-FH,GH	General	Facilities	450.00
P0014204	Burlington Safety Laboratory	Blanket PO-Services	General	Risk Management	1,000.00
P0014205	Compliance Signs.com	Blanket PO-Compliance Signage	General	Risk Management	800.00

P0014206	Frasca Plumbing Company	Blanket PO-Services	General	Risk Management	8,000.00
P0014207	Fuel Serv	Blanket PO-Services	General	Risk Management	5,000.00
P0014208	GNA-Brook Fire Protection, Inc.	Blanket PO-Services	General	Risk Management	6,500.00
P0014209	Lightning Oil Company	Blanket PO-Haz Mat Removal	General	Risk Management	9,000.00
P0014210	North State Environmental	Blanket PO-Haz Mat Disposal	General	Risk Management	14,000.00
P0014211	Redi-Relief First Aid & Safety, Inc.	Blanket PO-Supplies	General	Risk Management	1,000.00
P0014212	Ridelinks, Inc.	SCAQMD Survey 2020	General	Risk Management	18,000.00
P0014213	Veolia North America	Blanket PO-Bio Waste Removal	General	Risk Management	10,000.00
P0014214	Foothill Communications, LLC	Service Agreement	General	Maintenance	1,530.00
P0014215	Foothill Communications, LLC	Blanket PO-Repairs	General	Maintenance	2,000.00
P0014216	Sectorpoint, Inc.	Sharepoint Premium Services	General	Technology & Computer Services	16,788.00
P0014217	Tamis Systems, Inc.	Software License Renewal	General	Maintenance	3,150.00
P0014218	1000Bulbs.com	Blanket PO-Supplies	General	Maintenance	15,000.00
P0014219	Acosta Growers	Blanket PO-Supplies	General	Grounds	4,500.00
P0014220	Airgas USA, LLC	Blanket PO-Supplies	General	Facilities	1,000.00
P0014221	Allfuses.com	Blanket PO-Supplies	General	Maintenance	500.00
P0014222	AlphaCard	Blanket PO-Supplies	General	Facilities	500.00
P0014223	Amazon.com	Blanket PO-Supplies	General	Facilities	5,000.00
P0014224	ASAP Industrial Supply	Blanket PO-Supplies	General	Maintenance	500.00
P0014225	Azusa Plumbing & Heating Supply	Blanket PO-Supplies	General	Maintenance	14,000.00
P0014226	Barney's Key Service	Blanket PO-Supplies	General	Maintenance	500.00
P0014227	Battery Sales Unlimited	Blanket PO-Vehicle Batteries	General	Facilities	1,500.00
P0014228	Brady Industries	Blanket PO-Supplies	General	Custodial Services	40,000.00
P0014229	Builders Fence Company, Inc.	Blanket PO-Supplies	General	Grounds	500.00
P0014230	Office Depot	Blanket PO-Supplies	General	Financial Aid	4,000.00
P0014231	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Financial Aid	5,000.00
P0014232	Monrovia Unified School District	Federal Work Study Contract	Restricted	Financial Aid	30,000.00
P0014233	Citrus Clarion	Advertisement	Restricted	Financial Aid	2,600.00
P0014234	ECMC Solutions	Service Agreement	Restricted	Financial Aid	6,000.00
P0014236	Office Depot	Blanket PO-Supplies	General	Learning Center	1,500.00
P0014237	Clean Sweep Supply Co., Inc.	Blanket PO-Supplies	General	Custodial Services	35,000.00
P0014238	Colley Auto Cars, Inc.	Blanket PO-Parts & Repairs	General	Facilities	3,000.00
P0014239	Commercial Landscape Supply	Blanket PO-Supplies	General	Grounds	2,000.00
P0014240	Consolidated Electrical Distributors, Inc.	Blanket PO-Supplies	General	Maintenance	14,000.00
P0014241	Construction Hardware	Blanket PO-Supplies	General	Maintenance	1,000.00
P0014242	Rancho Janitorial Supplies	Blanket PO-Supplies	General	Grounds	1,000.00
P0014243	Cyberpunch	Blanket PO-Uniform Embroidery	General	Facilities	1,000.00
P0014244	Daktronics	Blanket PO-Marquee Repair	General	Maintenance	10,000.00

P0014245	DJL Enterprises, Inc.	Blanket PO-Supplies	General	Maintenance	500.00
P0014246	Dormakaba USA, Inc.	Blanket PO-Supplies	General	Maintenance	5,000.00
P0014247	Dunn Edwards Corp.	Blanket PO-Supplies	General	Maintenance	7,000.00
P0014248	Easykeys	Blanket PO-Supplies	General	Maintenance	1,000.00
P0014249	Ernie's Auto Parts	Blanket PO-Supplies	General	Facilities	7,000.00
P0014250	Geary Pacific Supply	Blanket PO-Supplies	General	Maintenance	10,000.00
P0014251	Glenn B. Dorning, Inc.	Blanket PO-Supplies	General	Grounds	1,000.00
P0014252	W.W. Grainger, Inc.	Blanket PO-Supplies	General	Maintenance	15,000.00
P0014253	Hillyard	Blanket PO-Supplies	General	Custodial Services	75,000.00
P0014254	Home Depot	Blanket PO-Supplies	General	Maintenance	17,000.00
P0014255	Hose Man	Blanket PO-Supplies	General	Facilities	1,000.00
P0014256	Imperial Sprinkler Supply, Inc.	Blanket PO-Supplies	General	Grounds	4,000.00
P0014257	Interstate Batteries	Blanket PO-Supplies	General	Facilities	1,000.00
P0014258	J.H. Mitchell & Sons Distributors, Inc.	Blanket PO-Supplies	General	Facilities	3,000.00
P0014259	Maintex, Inc.	Blanket PO-Supplies	General	Custodial Services	25,000.00
P0014260	Malcolite Corp.	Blanket PO-Supplies	General	Maintenance	200.00
P0014261	McMaster Carr Supply Company	Blanket PO-Supplies	General	Facilities	1,000.00
P0014262	Mission Ace Hardware	Blanket PO-Supplies	General	Maintenance	10,000.00
P0014263	Montgomery Hardware	Blanket PO-Supplies	General	Maintenance	15,000.00
P0014264	MSC Industrial Supply	Blanket PO-Supplies	General	Maintenance	500.00
P0014265	Napa Auto Parts	Blanket PO-Supplies	General	Facilities	5,000.00
P0014266	O'Reilly Auto Parts	Blanket PO-Supplies	General	Facilities	5,000.00
P0014267	Owl Bookshop	Blanket PO-Supplies	General	Facilities	150.00
P0014268	Office Depot	Blanket PO-Supplies	General	Facilities	2,000.00
P0014269	National Council for Marketing & Public Relations	Institutional Membership	General	VP Finance & Admin Services	725.00
P0014270	YBP Inc.	Blanket PO-Books	General	Library	25,000.00
P0014271	Pat's Tire Service	Blanket PO-Supplies	General	Facilities	1,000.00
P0014272	Patton Sales Corp.	Blanket PO-Supplies	General	Maintenance	500.00
P0014273	Plasticard Locktech International	Blanket PO-Supplies	General	Facilities	1,000.00
P0014274	Plumbing Wholesale Outlet	Blanket PO-Supplies	General	Maintenance	10,000.00
P0014275	R.E. Michel Company, Inc.	Blanket PO-Supplies	General	Maintenance	5,000.00
P0014276	Red Wing Shoe Store	Blanket PO-Supplies	General	Facilities	5,000.00
P0014277	Saf-Com Supply, Inc.	Blanket PO-Repairs	General	Facilities	5,000.00
P0014278	Sata Lawnmower Shop	Blanket PO-Supplies	General	Grounds	6,000.00
P0014279	SC Fuels	Blanket PO-Supplies	General	Facilities	50,000.00
P0014280	Sigler Wholesale Distributors	Blanket PO-Supplies	General	Maintenance	10,000.00
P0014281	State Chemical Company	Blanket PO-Supplies	General	Facilities	4,000.00
P0014282	Stotz Equipment	Blanket PO-Repairs	General	Grounds	6,500.00

P0014283	Sullivan Uniform	Blanket PO-Uniforms	General	Facilities	10,000.00
P0014284	Sweeper Shop	Blanket PO-Repairs	General	Grounds	500.00
P0014285	Target Specialty Products	Blanket PO-Supplies	General	Grounds	2,500.00
P0014286	Turf Star	Blanket PO-Supplies	General	Grounds	6,000.00
P0014287	United Refrigeration, Inc.	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014288	Walters Wholesale Electric Co.	Blanket PO-Supplies	General	Maintenance	2,000.00
P0014289	West Coast Arborists	Blanket PO-Services	Capital Outlay	Facilities	10,000.00
P0014290	United Rentals	Blanket PO-Rentals	General	Facilities	10,000.00
P0014291	Y Tire Sales	Blanket PO-Supplies	General	Facilities	6,000.00
P0014293	Glendora Trophy	Blanket PO-Supplies	General	Superintendent/President's Office	1,000.00
P0014294	Glendoran Magazine	Subscription	General	Superintendent/President's Office	25.00
P0014295	San Gabriel Valley Tribune	Subscription	General	Superintendent/President's Office	275.00
P0014296	Claremont Courier	Subscription	General	Superintendent/President's Office	60.00
P0014297	Amazon.com	Blanket PO-Supplies	General	Superintendent/President's Office	1,000.00
P0014298	Aqua-Serv Engineers, Inc.	Service Agreement-CP	General	Maintenance	8,000.00
P0014299	A-1 Event & Party Rentals	Blanket PO-Rentals	General	Superintendent/President's Office	3,095.90
P0014300	Aqua-Serv Engineers, Inc.	Blanket PO-Repairs	General	Maintenance	30,000.00
P0014301	Aqua-Serv Engineers, Inc.	Service Agreement-TD	General	Maintenance	3,840.00
P0014302	Baker Commodities	Service Agreement	General	Maintenance	2,070.00
P0014303	California Industrial	Blanket PO-Repairs	General	Maintenance	10,000.00
P0014304	Carrier Corporation	Service Agreement	General	Maintenance	8,868.00
P0014305	Carrier Corporation	Blanket PO-Repairs	General	Maintenance	4,000.00
P0014306	Climatec, LLC	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014307	Commercial A Plus Service	Service Agreement	General	Maintenance	8,915.66
P0014308	Commercial A Plus Service	Blanket PO-Repairs	General	Maintenance	8,000.00
P0014309	Commercial Door Company	Service Agreement	General	Maintenance	5,500.00
P0014310	Commercial Door Company	Blanket PO-Repairs	General	Maintenance	5,000.00
P0014311	Commercial Roofing Systems, Inc.	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014312	DCL Construction	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014313	Door Tech	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014314	Frasca Plumbing Company	Blanket PO-Repairs	General	Maintenance	5,000.00
P0014315	Home Town Exterminator	Service Agreement	General	Maintenance	11,040.00
P0014316	Home Town Exterminator	Blanket PO-Services	General	Maintenance	1,500.00
P0014317	Industrial Technical Services	Service Agreement	General	Maintenance	10,000.00
P0014318	Interra Furnishings	Blanket PO-Repairs	General	Maintenance	1,000.00
P0014319	KYA Services, LLC	Blanket PO-Repairs	General	Maintenance	5,000.00
P0014320	Lawrence Doors	Service Agreement	General	Maintenance	3,254.00
P0014321	Odyssey Power	Service Agreement	General	Maintenance	9,651.50

P0014322	Odyssey Power	Service Agreement	General	Facilities	2,025.00
P0014323	Odyssey Power	Blanket PO-Repairs	General	Maintenance	3,000.00
P0014324	Ontario Refrigeration Service	Blanket PO-Repairs	General	Maintenance	3,000.00
P0014325	Pape Material Handling	Service Agreement	General	Maintenance	1,200.00
P0014326	Pape Material Handling	Blanket PO-Repairs	General	Facilities	10,000.00
P0014327	Performance Elevators	Service Agreement	General	Maintenance	36,000.00
P0014328	Performance Elevators	Blanket PO-Repairs	General	Maintenance	15,000.00
P0014329	Pump Man	Service Agrmt-Cafeteria Services	General	Maintenance	2,436.00
P0014330	Pump Man	Blanket PO-Services	General	Maintenance	10,000.00
P0014331	R.F. MacDonald Company	Service Agreement	General	Maintenance	6,800.00
P0014332	R&R Custom Signs	Blanket PO-Repairs	General	Maintenance	5,000.00
P0014333	Roto Rooter	Blanket PO-Services	General	Maintenance	5,000.00
P0014334	State Chemical Company	Service Agreement	General	Maintenance	2,463.00
P0014335	Total Online Protection	Service Agreement	General	Maintenance	7,500.00
P0014336	Won-Door Corp.	Service Agreement	General	Maintenance	1,814.00
P0014337	PacWest Air Filter, LLC	Blanket PO-Supplies	General	Maintenance	15,500.00
P0014339	Climatec, LLC	Service Agreement	General	Maintenance	30,660.00
P0014340	Industrial Technical Services	Blanket PO-Repairs	General	Maintenance	10,000.00
P0014341	American Fidelity Administrative Services, LLC	ACA Compliance Services	General	Risk Management	25,000.00
P0014342	Cordoba Corporation	Consult-Const Mgmt, BOT 6/16/20	Capital Outlay	Facilities	20,000.00
P0014343	Costco Wholesale	Blanket PO-Supplies	General	VP Finance & Admin Services	1,200.00
P0014344	Eide Bailly, LLP	Prop 39 Audit Services	General	Fiscal Services	6,000.00
P0014345	Eide Bailly, LLP	District Audit Services	General	Fiscal Services	74,000.00
P0014346	Fagen Friedman & Fulfroost, LLP	2020-21 Legal Services	General	VP Finance & Admin Services	100,000.00
P0014347	Montague DeRose & Associates, LLC	Continuing Disclosure Services	Capital Outlay	VP Finance & Admin Services	5,800.00
P0014348	Orbach Huff Suarez & Henderson, LLP	2020-21 Legal Services	General	VP Finance & Admin Services	50,000.00
P0014349	Office Depot	Blanket PO-Supplies	General	Fiscal Services	8,000.00
P0014350	Office Depot	Blanket PO-Supplies	General	VP Finance & Admin Services	3,000.00
P0014351	Owl Bookshop	Blanket PO-Supplies	General	VP Finance & Admin Services	500.00
P0014352	Pacific Dining Food Service Management	Blanket PO-Food	General	VP Finance & Admin Services	1,500.00
P0014353	The Shredders	Blanket PO-Shredding Services	General	Fiscal Services	2,000.00
P0014354	ACCJC Accrediting Commission for California Junior Colleges	Institutional Membership	General	VP Finance & Admin Services	30,105.00
P0014355	United Fabricare Supply, Inc.	Blanket PO-Supplies	General	Athletic Facilities	5,000.00
P0014356	Fuller Engineering	Blanket PO-Supplies	General	Athletic Facilities	20,000.00
P0014357	Home Depot	Blanket PO-Supplies	General	Athletic Facilities	2,000.00
P0014358	Merle Cannon	5-Year Construction Plan, BOT 6/16/20	General	VP Finance & Admin Services	12,500.00
P0014359	Merle Cannon	Space Inventory Reporting	General	VP Finance & Admin Services	6,000.00
P0014360	School Services of California	Subscription	General	VP Finance & Admin Services	5,000.00

P0014361	Office Depot	Blanket PO-Supplies	Restricted	Other Student Services	400.00
P0014362	Tinker Glass Contractors	Blanket PO-Services	General	Maintenance	5,000.00
P0014363	Owl Bookshop	Blanket PO-Supplies	Restricted	Other Student Services	150.00
P0014364	Office Depot	Blanket PO-Supplies	Restricted	Other Student Services	3,000.00
P0014365	Owl Bookshop	Blanket PO-Supplies	Restricted	Other Student Services	2,000.00
P0014366	Office Depot	Blanket PO-Supplies	Restricted	Other Student Services	1,250.00
P0014367	Caliber Pool & Spa Service	Blanket PO-Services	General	Athletic Facilities	21,120.00
P0014368	Photography by Tony Kawashima, Inc.	Photographer, BOT 5/19/20	General	External Relations	10,000.00
P0014369	Bank Mobile Technologies, Inc.	Subscription	General	Financial Aid/Fiscal Services	13,000.00
P0014371	Owl Bookshop	Blanket PO-Supplies	Restricted	Other Student Services	500.00
P0014372	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Other Student Services	700.00
P0014373	The Shredders	Blanket PO-Shredding Services	Restricted	Other Student Services	400.00
P0014374	Pacific Dining Food Service Management	Blanket PO-Food	Restricted	Other Student Services	500.00
P0014375	Owl Bookshop	Blanket PO-Meal Tickets	Restricted	Other Student Services	1,500.00
P0014376	Pacific Dining Food Service Management	Blanket PO-Meal Tickets	Restricted	Other Student Services	1,500.00
P0014377	The Shredders	Blanket PO-Shredding Services	General	Human Resources	500.00
P0014378	U.S. Live Scan	Blanket PO-Services	General	Human Resources	5,000.00
P0014379	PowerSchool Group, LLC	ATS Software Renewal	General	Human Resources	34,283.00
P0014380	Evoqua Water Technologies	Blanket PO-Services	General	Physical Science	1,000.00
P0014381	NISOD	Institutional Membership	General	VP Finance & Admin Services	1,425.00
P0014383	Computerland	Adobe License Renewal	General	Technology & Computer Services	39,087.00
P0014387	The RP Group	Institutional Membership	General	VP Finance & Admin Services	500.00
P0014388	Interact Communications	Advertisement	General	External Relations	37,000.00
P0014390	CDW-G, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	6,000.00
P0014391	Amazon.com	Blanket PO-Supplies	General	Technology & Computer Services	2,000.00
P0014392	Mission Ace Hardware	Blanket PO-Supplies	General	Technology & Computer Services	200.00
P0014393	Owl Bookshop	Blanket PO-Supplies	General	Technology & Computer Services	200.00
P0014394	Catalyst Education, LLC	Software License	Restricted	VP Academic Affairs	1,080.00
P0014395	Costco Wholesale	Blanket PO-Supplies	General	Technology & Computer Services	500.00
P0014396	Office Depot	Blanket PO-Supplies	General	Technology & Computer Services	500.00
P0014397	Graybar Electric Company, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	1,000.00
P0014398	Amazon Web Services, Inc.	Blanket PO-Off-Site Storage Backups	General	Technology & Computer Services	18,000.00
P0014399	Global CTI Group, Inc.	Blanket PO-Services	General	Technology & Computer Services	1,000.00
P0014402	Vector Resources, Inc.	Aruba Support Renewal	General	Technology & Computer Services	11,345.84
P0014404	Augusoft, Inc.	Community Ed Online Provider	Comm/Contract Ed	Community Education	1,973.00
P0014405	Global CTI Group, Inc.	Phone Services	General	Technology & Computer Services	38,884.00
P0014406	Mt. San Antonio College	Reimbursement-Spring 2020	General	Study Abroad	12,000.00
P0014407	MiraCosta Community College	Reimbursement-Fall 2019	General	Study Abroad	12,000.00

P0014411	Paradigm, Inc.	Blanket PO-Services	General	Admissions & Records	27,000.00
P0014412	Office Depot	Blanket PO-Supplies	General	Admissions & Records	2,000.00
P0014413	Career America, LLC	Chatbot for Admissions and Records	Restricted	Outreach	6,000.00
P0014423	Brady Industries	Blanket PO-COVID19-Supplies	General	Emergency/Natural Disaster	500.00
P0014424	Hillyard	Blanket PO-COVID19-Supplies	General	Emergency/Natural Disaster	500.00
P0014425	Gale Group	Blanket PO-Books	General	Library	1,700.00
P0014426	Solid State Logic, Inc.	Service Agreement	General	Recording Technology	8,362.61
P0014427	ISE, Inc.	License Renewal	General	Technology & Computer Services	1,517.40
P0014428	Statewide Assoc of Community Colleges	Member Contribution 20-21, BOT 6/16/20	Self Insurance	Risk Management	544,373.00
P0014429	B&H Photo-Video-Pro Audio	Supplies	Restricted	Dean Visual & Performing Arts	15,203.76
P0014430	CDW-G, Inc.	Blanket PO-COVID19-Tech Equip	Capital Outlay	Technology & Computer Services	20,000.00
P0014431	Foundation for California Community Colleges	Adobe Creative Cloud License	General	Fiscal Services	2,399.40
P0014432	Maximus Federal Services, Inc.	1098-T Processing	General	Fiscal Services	6,595.81
P0014433	Claremont Chamber of Commerce	Institutional Membership	General	VP Finance & Admin Services	600.00
P0014434	Southern Calif Community College District	Member Contribution 20-21, BOT 6/16/20	Self Insurance	Risk Management	874,100.00
P0014435	Hampton Tedder Electric	High Voltage Cabling	Capital Outlay	Facilities	10,103.75
P0014436	Owl Bookshop	Blanket PO-Supplies	General	External Relations	500.00
P0014437	Office Depot	Blanket PO-Supplies	General	External Relations	1,000.00
P0014438	Amazon.com	Blanket PO-Supplies	General	External Relations	1,000.00
P0014439	United Rentals	Rental of Lift	General	Facilities	2,018.26
					<b>\$3,720,921.38</b>

# CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
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DATE: July 21, 2020

## Resolution

SUBJECT: Academic Employees

## Information

Enclosure(s) X

## BACKGROUND

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

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II, and Amber Quick-Cone, Human Resources Technician II.

## RECOMMENDATION

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

Robert L. Sammis  
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No. G.1.d.



**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
JULY 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Dingman, Jamie	Assessment Workshop	Stipend	8/1/20	10/30/20	\$61.16/hr.
Kibbe, Sonia	ADN Coordinator	Stipend	6/22/20	8/14/20	\$61.16/hr.
Rudd, Rebecca	Assessment Workshop	Stipend	8/1/20	10/30/20	\$61.16/hr.

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY**  
**SUMMER 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>AREA</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Guzman, Jennifer	Nursing	5-10	\$1,810
Morrish, Maria	Cosmetology	4-14	\$1,973

**ACADEMIC EMPLOYEES  
LEAVE/SEPARATIONS  
JULY 21, 2020**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>AREA</b>	<b>REASON</b>	<b>DATE OF SEPARATION</b>
Spor, Arvid	Vice President	Academic Affairs	Retirement	4/5/21
Van Horn, Tasha	Instructor	English	Redeem Banked LHE	8/21/20 - 12/12/20

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JULY 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Beatty, David	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Beltran, Marius	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Bonsera, Anthony	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Canchola, Shannon	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Carden, Dave	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Converse, Mark	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Cotter, Steve	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Dea, Alexis	Instructor - Cosmetology	Hourly as needed	6/11/20	12/31/20	\$54.13/hr.
Galvan, Alexander	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Gardels, Carlos	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Gasio, Kevin	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Gonzalez, Sophie	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Hackworth, Catherine	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Hamilton, Kristen	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Honda, Marissa	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Jackson, Joseph S.	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Joel, Kristen	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JULY 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Kelly, Joseph	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Krause, Sandra	Librarian	Hourly as needed	7/1/20	12/31/20	\$54.13/hr.
Maloney, Ryan	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Milliken, Keely	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Mixson, Vonetta	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
O'Neal, J. Michael	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Praniuk, Ingrid	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Rivera, Rebecca	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Shaw, Brandon	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Silva, Dan	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Stetson, Stephanie	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Taylor, Bryan	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Valverde, Frank	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Waddington, Seungah	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Wilcove, Jennifer	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Yi, Tammy Sue	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.
Zukovsky, Michele	Applied Music Tutor	Hourly as needed	8/24/20	12/31/20	\$54.13/hr.

**ACADEMIC EMPLOYEES - ADJUNCT**  
**SUMMER 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Chen, Kristi	Registered Nursing	1-1	\$1,232.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Alameddine, Zein	Political Science	1-6	\$1,349.00
Alexander, Jennifer	Biology	1-6	\$1,349.00
Ali, Alefiyah	Biology	2-6	\$1,415.00
Allgaier, Jennifer	Dance	4-6	\$1,545.00
Alverson, David	Music	1-6	\$1,349.00
Amaya, Hector	History	3-6	\$1,483.00
Anderson, Norman	Counseling	3-6	\$1,483.00
Andreoli, Bethel	English	2-6	\$1,415.00
Anfiteatro, Antonio	Architecture	4-6	\$1,545.00
Anson, Melanie	Speech	4-6	\$1,545.00
Ascencio Vazquez, David	Drafting	1-2	\$1,236.00
Attebery, Dana	Photography	2-6	\$1,415.00
Au, Susanna	Drafting	2-6	\$1,415.00
Bagheri, Maryam	Psychology	2-1	\$1,299.00
Barrett, Sean	Music	2-6	\$1,415.00
Bartelt, John	Child Development	4-6	\$1,545.00
Bartelt, Linda	Child Development	1-6	\$1,349.00
Beatty, David	Recording Arts	1-6	\$1,349.00
Beltran, Marius	Music	1-2	\$1,236.00
Berkley, Matthew Robert	History	1-3	\$1,236.00
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,545.00
Boldt, Spencer Todd	Automotive Technology	1-3	\$1,236.00
Botello, Rochelle	Art	3-6	\$1,483.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Bradley, Ann-Marie J.	Sociology	2-6	\$1,415.00
Brown, Malaika Monai	Psychology	4-6	\$1,545.00
Brown, Ryan	Music	1-1	\$1,236.00
Brown, Yuka Goto	Foreign Language	1-6	\$1,349.00
Bruce-Oliver, Fred U.	Kinesiology	1-6	\$1,349.00
Buuck, Jason Brian	Theatre	3-6	\$1,483.00
Byerly, Charles D.	Real Estate	1-5	\$1,292.00
Camacho, Steven E.	English	2-6	\$1,415.00
Carmody, Jordan Ashley	Kinesiology	1-1	\$1,236.00
Castro, Wendy	Psychology	1-6	\$1,349.00
Cayem, Daniel Robert	Psychology	4-5	\$1,456.00
Celello, Shawna Tadessa	Administration of Justice	1-1	\$1,236.00
Chammas, Michael Samir	Accounting	1-2	\$1,236.00
Choppi, Ronald Paul	Chemistry	2-6	\$1,415.00
Christensen, Niel Daniel	Political Science	4-6	\$1,545.00
Cotter, Steven M.	Music	1-6	\$1,349.00
Cowgill, Darian Craig	Recording Arts	2-6	\$1,415.00
Culliver- Carter, Katherine Esther	Speech	4-6	\$1,545.00
Curran, Keith	English	1-6	\$1,349.00
Curran, Sean	English	1-6	\$1,349.00
Davis, Victor C.	Automotive Technology	1-6	\$1,349.00
Dea, Alexis Maria	Esthetician	1-5	\$1,292.00
DeAngelis, Gail M.	Art	2-6	\$1,415.00



**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Deatrick, Steven W.	Recording Arts	1-6	\$1,349.00
Delgado, Daniel Helaman	Biology	4-4	\$1,427.00
Delmuro, Michael M.	Communications	1-6	\$1,349.00
Dreisbach, David Michael	Physics	1-6	\$1,349.00
Duckett, Norris Lee	Photography	3-3	\$1,362.00
Eastmond, Daniel Jonas	Earth Science	4-3	\$1,427.00
Entus, Robert M.	Chemistry	4-6	\$1,545.00
Estrada, Veronica Emily	Psychology	4-6	\$1,545.00
Fanai-Khayat, Sara	Biology	4-4	\$1,427.00
Ferrelli, Rebecca Arielle	Counseling	2-2	\$1,299.00
Gallo, Michelle Sharon	Child Development	1-6	\$1,349.00
Galvez, Laryssa Kathleen	English	2-6	\$1,415.00
Garcia, Victor Marino	Foreign Language	1-6	\$1,349.00
Gardels, Carlos Evan	Music	1-6	\$1,349.00
Gaw, Melissa	Language Arts	1-1	\$1,236.00
Gerrard, Amanda Lee	Biology	2-6	\$1,415.00
Gibson, Gail L.	Psychology	4-6	\$1,545.00
Godoy, David Roberto	English	2-6	\$1,415.00
Gold, Peter Steven	Administration of Justice	1-6	\$1,349.00
Gomez, Cristina	Psychology	4-1	\$1,427.00
Gonsalves, Olufemi Alvorada	Music	2-6	\$1,415.00
Gonzalez, Michael James	English	1-5	\$1,292.00
Graham, Trevor Arthur	Psychology	1-2	\$1,236.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Gregoire, Monique	Administration of Justice	4-6	\$1,545.00
Grijalva, Ambar	Biology	2-4	\$1,299.00
Guillen, Nelida Rosa	Foreign Language	3-6	\$1,483.00
Hall, James P.	English	1-6	\$1,349.00
Hamawi, Izzat M.	Public Works	1-6	\$1,349.00
Handa, Shea C.	English	3-6	\$1,483.00
Hanna, Loren	Speech	1-5	\$1,292.00
Hanson, Shanyyn Nichole	English	2-6	\$1,415.00
Harris, Kalimba	Biology	3-6	\$1,483.00
Hernandez, Adrianna	English	1-6	\$1,349.00
Hill - West, Jami Lynn	Child Development	1-5	\$1,292.00
Hoefflerle, Tyler Forrest	Kinesiology	1-1	\$1,236.00
Hogenauer, Tyrone J.	Chemistry	4-6	\$1,545.00
Hollenshead, Marcia Gail	Biology	4-6	\$1,545.00
Holmes, Alison Lynn	Art	1-6	\$1,349.00
Huber, Linda	Administration of Justice	1-4	\$1,236.00
Jefferson, Rolanda Elaine	Political Science	4-6	\$1,545.00
Johnson, David M.	Earth Science	2-6	\$1,415.00
Johnson, Steven L.	Chemistry	2-6	\$1,415.00
Jones Herron, Nadiyah Jeelan	Communications	2-5	\$1,350.00
Jones, Jamison	Theatre	1-1	\$1,236.00
Jung, Shinsuck	Kinesiology	1-6	\$1,349.00
Kamara, Abdul K.	Engineering	4-5	\$1,456.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Kang, Eun Suk	Astronomy	1-6	\$1,349.00
Keenan, Ryan James	Drafting	1-2	\$1,236.00
Keithly, Dana Marie	Anthropology	4-6	\$1,545.00
Kelly, Donna R.	English	4-6	\$1,545.00
Kennelley, Erika F.	Speech	1-6	\$1,349.00
Kimbrough, Pamela Seed	Chemistry	4-6	\$1,545.00
King, Clara Jo Anette	Biology	2-6	\$1,415.00
Ko, Sandy	Foreign Language	1-6	\$1,349.00
Kuroki, Mikage	English	4-6	\$1,545.00
Lam, Wood C.	English as a Second Language	2-6	\$1,415.00
Leeper, Robert James	Earth Science	1-1	\$1,236.00
Lewis, David Charles	History	1-6	\$1,349.00
Lewis, Pamela	American Sign Language	1-1	\$1,236.00
Limon, Maurice Mikel	Music	4-6	\$1,545.00
Linville, Brian Scot	English	4-6	\$1,545.00
Long, Stacy Katherine	Communications	1-6	\$1,349.00
Lopez, Eric D.	Sociology	2-6	\$1,415.00
Malette, Jacqueline	Chemistry	1-6	\$1,349.00
Malik, Huma	Biology	2-6	\$1,415.00
Martinez, Cristian Steve	Mathematics	1-6	\$1,349.00
Matthews, Lisa Janeen	History	2-6	\$1,415.00
Mccabe, Dale C.	Biology	3-6	\$1,483.00
Mendoza, Stefanie Dimayuga	Earth Science	1-3	\$1,236.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Meredith, Stephanie Carol	Art	3-6	\$1,483.00
Miller, David Eric	Theatre	3-6	\$1,483.00
Mitchell, Michelle Diane	Child Development	2-6	\$1,415.00
Montes, Monica Michelle	Biology	2-6	\$1,415.00
Moscozo, Raquel Daniela	Speech	1-6	\$1,349.00
Mozzini, Adriane Susan	Sociology	2-6	\$1,415.00
Muehlmann, Sarah Rose	English	3-6	\$1,483.00
Muller, Axel	Chemistry	1-5	\$1,292.00
Musallet, Omar A.	Speech	1-6	\$1,349.00
Nahabedian, Steven A.	Speech	1-6	\$1,349.00
Naiyer, Zakaria H.	English	2-6	\$1,415.00
Nasr, Elhami	Public Works	1-1	\$1,236.00
Nelson, Stephen R.	History	1-6	\$1,349.00
Nguyen, Allyn	Biology	2-4	\$1,350.00
Nguyen, Tracy	Mathematics	2-6	\$1,415.00
Nielson, Wesley K.	Anthropology	1-6	\$1,349.00
Ortiz, Mario D.	Administration of Justice	1-2	\$1,236.00
Pablico-Kobayashi, Veneza Angel	English as a Second Language	3-5	\$1,421.00
Page, Rita Delores	History	4-6	\$1,545.00
Parsa, Arya	Biology	2-6	\$1,415.00
Patrick, Brian R.	Health Sciences	1-6	\$1,349.00
Paulson, Nicholas Darrell	Real Estate	2-4	\$1,299.00
Perez, Ryan M.	Art	2-6	\$1,415.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Peterson, Larynda Lynn	Psychology	3-6	\$1,483.00
Phillips, Donna R.	English	1-5	\$1,292.00
Phillips, Riley Michele	English	2-4	\$1,299.00
Pinto, Christopher Joseph	American Sign Language	1-1	\$1,236.00
Pitts, Lisa Ann	Geography	4-6	\$1,545.00
Povero, Nicole Alyssa	English	1-6	\$1,349.00
Qasqas, Areej Omar	History	2-6	\$1,415.00
Quinones, Nancy Noemi	Ethnic Studies	4-6	\$1,545.00
Ramirez, Laura	Chemistry	4-6	\$1,545.00
Ramos Bernal, Natasha Marie	Political Science	1-6	\$1,349.00
Ramos, Christopher M.	English	4-6	\$1,545.00
Rath, Carolyn A.	Geology	1-6	\$1,349.00
Raygoza, Alfredo	English	1-2	\$1,236.00
Resch, Amy K.	Psychology	2-6	\$1,415.00
Reyes, Andrea Holman	Foreign Language	4-6	\$1,545.00
Roberts, Sabrina Anne	Speech	1-6	\$1,349.00
Robles, Irene Pearl	American Sign Language	2-3	\$1,299.00
Rochlin, Jennifer David	Art	4-6	\$1,545.00
Rodriguez, Nathan A.	English as a Second Language	1-6	\$1,349.00
Rodriquez, Ashley Cathryn	Sociology	1-1	\$1,236.00
Ross, Lisa Ann	Political Science	4-6	\$1,545.00
Roth, Samantha Marisa	Art	2-6	\$1,415.00
Rusch, Lori Fuller	Art	1-6	\$1,349.00

**ACADEMIC EMPLOYEES - ADJUNCT**  
**FALL 2020**  
**JULY 21, 2020**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Saad, Nancy Hosny	Biology	3-6	\$1,483.00
San Pablo, Kristofferson P.	Art	4-6	\$1,545.00
Saykali, Sanaa M	Mathematics	1-1	\$1,236.00
Seligman, Ross A.	Psychology	4-6	\$1,545.00
Shaw, Tammie Denette	Psychology	4-6	\$1,545.00
Shehab Eldin, Tariq	Public Works	1-1	\$1,236.00
Shima, Kevin T.	Music	1-6	\$1,349.00
Shimano, Brooke Mariko	Biology	1-6	\$1,349.00
Siberio, Eric Christopher	Speech	1-6	\$1,349.00
Smith, David A.	Philosophy	1-6	\$1,349.00
Smith, Melanie Wray	Biology	2-6	\$1,415.00
Sorensen, Kathryn	Anthropology	1-1	\$1,236.00
Soza, Karen Lee Marie	American Sign Language	1-5	\$1,292.00
Strom, Julie	Anthropology	1-3	\$1,236.00
Wangler, Donna	Mathematics	1-5	\$1,292.00

**ACADEMIC EMPLOYEES  
LAB SUPERVISORS  
JULY 21, 2020**

<b>NAME</b>	<b>ADJUNCT OR FULL- TIME</b>	<b>PROGRAM</b>	<b>BEGIN</b>	<b>END</b>	<b>PLCMT</b>	<b>HOURLY RATE</b>
Barrett, Sean	A	Learning Center	8/24/20	12/31/20	2-3	\$39.42/hr.
Calderon, Joseph	A	Learning Center	8/24/20	12/31/20	1-3	\$37.26/hr.
Canchola, Shannon	A	Learning Center	8/24/20	12/31/20	1-2	\$35.33/hr.
Silva, Daniel	A	Learning Center	8/24/20	12/31/20	1-3	\$37.26/hr.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
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DATE: July 21, 2020

## Resolution

SUBJECT: Classified Employees

## Information

Enclosure(s) X

## BACKGROUND

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

This item was prepared by Briceyda Torres, Human Resources Technician II.

## RECOMMENDATION

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

Robert L. Sammis  
Recommended by

Moved	/	Seconded
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Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.1.e.



**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
JULY 21, 2020**

<b>NAME</b>	<b>PCT/CLASS</b>	<b>REASON</b>	<b>BEGIN</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Nerio, Jennifer	100% Admissions & Records Technician III	Promotion	7/22/20	31-1	\$3,868.87
Rivera, Sofia	100% Admissions & Records Specialist	Promotion	7/22/20	33-2	\$4,267.97

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
JULY 21, 2020**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT</b>	<b>DATES</b>
Diaz, Natassha	Administrative Clerk II	Released	Counseling	7/17/20
Dineley, Dawn	Senior Buyer	Retirement	Purchasing	12/30/20

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	Resolution	
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	
		Enclosure(s)	X

## BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

This item was prepared by Fe Lopez, Human Resources Technician II.

## RECOMMENDATION

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

Robert L. Sammis  
Recommended by

Moved	/	Seconded
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Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.1.f.

**SHORT-TERM  
JULY 21, 2020**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Benjamin, Stacy	HPAC Box Office Support	HPAC Box Office Support	Haugh Performing Arts Center	\$20.00/hr.	7/22/20 through 12/31/20

**CLASSIFIED SUBSTITUTES**  
**JULY 21, 2020**

<b>NAME</b>	<b>CLASS/AREA</b>	<b>REASON</b>	<b>BEGIN/END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE</b>
Armenta Sr, Jose	Custodian	Serve as a substitute during employee absence	7/21/20 through 12/31/20	22-1	\$17.52/hr.
Colindres, Erik	Custodian	Serve as a substitute during employee absence	7/21/20 through 12/31/20	22-1	\$17.52/hr.
Correa, Michael	Custodian	Serve as a substitute during employee absence	7/21/20 through 12/31/20	22-1	\$17.52/hr.
Gonzalez, Jose	Custodian	Serve as a substitute during employee absence	7/21/20 through 12/31/20	22-1	\$17.52/hr.

**PROFESSIONAL EXPERTS**  
**July 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Aldrete, Marcos	Baseball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Alvarado, Flory	Lead Mental Health Practioner	Health Center	7/1/20 through 12/31/20	\$45.00/hr.	Restricted
Alvidrez, Maria	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$30.00/hr.	Restricted
Arguello, Anthony	Football Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Brown, Patrice	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$50.00/hr.	Restricted
Calles, Scott	Football Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Carmody, Jordan	Women's Water Polo and Swim Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Cash, Karen	FKCE Facilitator	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$38.00/hr.	Restricted
Cash, Karen	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$50.00/hr.	Restricted
Clark, Tamitra	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$50.00/hr.	Restricted
Cohen, Valli	Nurse Practioner	Health Center	7/1/20 through 12/31/20	\$50.00/hr.	Restricted
Cooper, Wanda	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$50.00/hr.	Restricted
Curinga, Antonella	Cross Country Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Curtis, Allison	Nurse Practioner	Health Center	7/1/20 through 12/31/20	\$50.00/hr.	Restricted
Dean, Rebecca	Volleyball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$45.00/hr.	General

**PROFESSIONAL EXPERTS**  
**July 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Diselrath, Donna	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$40.00/hr.	Restricted
Dixon, Karen	FKCE Facilitator	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$38.00/hr.	Restricted
Dixon, Karen	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$50.00/hr.	Restricted
Doakes, Sarah	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$47.00/hr.	Restricted
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Duarte, Natalia	Mental Health Therapist	Health Center	7/1/20 through 12/31/20	\$35.00/hr.	Restricted
Everman, Lowell	Piano Accompanist	Visual and Performing Arts	7/1/20 through 12/31/20	\$25.00/hr.	General
Floden, Conner	Football Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Foell, Amy	Career Pathways Specialist	Career Technical Education/Strong Workforce	7/1/20 through 6/30/21	\$35.00/hr.	Restricted
Garcia Barragan, Miguel	Men's Water Polo Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Gillard, Melissa	Women's Basketball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Guerra, Aurora	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Gutierrez, Ana Marie	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Haghani, Richard	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Hayashi, Brandon	Football Offensive Coordinator	Kinesiology	7/1/20 through 6/30/20	\$15.77/hr.	General

**PROFESSIONAL EXPERTS**  
**July 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Heller, Pamela	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Hill, James	FKCE Facilitator	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$25.00/hr.	Restricted
Jankins, Elaine	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$30.00/hr.	Restricted
Kroll, Cheryl Lee	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$40.00/hr.	Restricted
Ledezma, Loretta	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Lipscomb, Allen	Mental Health Therapist	Health Center	7/1/20 through 12/31/20	\$50.00/hr.	Restricted
Lockett, Abriana	Softball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Maldonado, Omar	TCCF/RFA Assistant	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$23.00/hr.	Restricted
McKinley-Throop, Melinda	Nurse Practitioner	Health Center	7/1/20 through 12/31/20	\$45.00/hr.	Restricted
Montiel, Leila	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Mora, Jennifer	TCCF/RFA Assistant	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$23.00/hr.	Restricted
Nasr, Elhami	Construction Management Industry Professional	Career Technical Education/Strong Workforce	8/1/20 through 12/31/20	\$54.13/hr.	Restricted
Norris, Casey	Men's Basketball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Nua, Jade	Softball Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Old, Patricia	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted



**PROFESSIONAL EXPERTS****July 21, 2020**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Olivier, Hunter	Women's Water Polo Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Rabaudi, Nicole	Mental Health Therapist	Health Center	7/1/20 through 12/31/20	\$35.00/hr.	Restricted
Recendez, Rod	FKCE Facilitator	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$38.00/hr.	Restricted
Recendez, Rod	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$40.00/hr.	Restricted
Robertson, Deena	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Salgado, Maria	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$30.00/hr.	Restricted
Saykali, Sanaa	PAGE Specialist	Institute for Completion/TPP	7/1/20 through 12/31/20	\$50.49/hr	Restricted
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Virnala, Shane	Football Program Assistant	Kinesiology	7/1/20 through 12/31/20	\$13.00/hr.	General
Von Lewis, Alisha	FKCE Trainer	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted
Walker, Ann	Physician	Health Center	7/1/20 through 12/31/20	\$80.00/hr.	Restricted
Washington, Gwen	FKCE Facilitator	Foster Kinship/FKCERP	7/15/20 through 12/31/20	\$45.00/hr.	Restricted

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	July 21, 2020	Resolution	<u>                    </u>
SUBJECT:	Student Accident and Intercollegiate Athletic Accident Insurance for 2020-2021	Information	<u>                    </u>
		Enclosure(s)	<u>                    </u>

### BACKGROUND

Student accident insurance provides coverage for injuries to students on campus and athletes during practice and competition. A traditional Usual and Customary Charge (U&C) policy is very loss sensitive, and premiums are directly impacted by the amount of claims paid. The District opted away from this model in order to ensure rate consistency and avoid spikes in premium.

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

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

The premium amount of \$123,785 represents a 5.9% increase over the previous year.

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

RECOMMENDATION

Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2020-2021, in an aggregate amount of \$123,785 effective August 1, 2020. Further authorization is requested for the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District.

Claudette E. Dain  
Recommended by

/  
Moved      Seconded

Aye\_\_Nay\_\_Abstained\_\_

Approved for Submittal

Item No. G.2.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	Resolution	
SUBJECT:	Measure G Citizens' Oversight Committee	Information	
		Enclosure(s)	

### BACKGROUND

In accordance with the requirements of Measure G, approved by voters in March 2004, the District is required to maintain a bond oversight committee. One of the requirements of the committee is to inform the public, at least annually, concerning the District's expenditure of Measure G bond proceeds.

Three of the committee members (Brian Bowcock – *Taxpayer Association representative*; Elaina Phillips – *Business Member representative*; Christell Hutchison – *Senior Citizen Group representative*) approved by the Board of Trustees at their June 9, 2018, regular meeting, were appointed for a two-year term, which expires August 31, 2020. The At-Large *Community Representative*, Mr. Wesley A. Menard, approved by the Board of Trustees at their May 1, 2018, regular meeting was appointed to a two-year term that expires August 31, 2020.

Mr. Bowcock, Ms. Phillips and Mr. Menard have agreed to serve another two-year term. Ms. Hutchison is unable to serve, therefore, Mr. Jorge A. Rosales has agreed to serve a two-year term.

This item was prepared by Christine Link, Executive Assistant, Superintendent/President

### RECOMMENDATION

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

- Brian Bowcock – Taxpayer Association representative – two-year term (September 1, 2020 – August 31, 2022)
- Elaina Phillips – Business Member representative – two-year term (September 1, 2020 – August 31, 2022)
- Wesley A. Menard – At-large Representative – two-year term (September 1, 2020 – August 31, 2022)
- Jorge A. Rosales – Senior Citizens Group representative – two-year term (September 1, 2020 – August 31, 2022)

Moved	/	Seconded
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Approved for Submittal

Item No. G.3.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<input checked="" type="checkbox"/>
DATE:	July 21, 2020	Resolution	<input type="checkbox"/>
SUBJECT:	Employment of Ms. Martha Delgadillo – Nursing Instructor	Information	<input type="checkbox"/>
		Enclosure(s)	<input type="checkbox"/>

## BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of eleven (11) full-time faculty for the 2019-20 academic year. This recommendation is to approve the hiring of one of those positions.

This item was prepared by Amber Quick, Human Resources Technician II.

## RECOMMENDATION

Authorization is requested to approve the employment of Ms. Martha Delgadillo effective August 21, 2020, 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 1, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,154.00 annually plus health and statutory benefits.

Robert L. Sammis  
Recommended by

Moved	/	Seconded
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Approved for Submittal

Aye    Nay    Abstained

Item No. G.4.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 21, 2020	Resolution	X
SUBJECT:	Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds in an Amount Not to Exceed \$298,000,000, Establishing Specifications of the Election Order and Requesting Consolidation with Other Elections Occurring on November 3, 2020	Information	
		Enclosure(s)	X

### BACKGROUND

In November 2019, upon review of the facilities component of the 2020-2030 Educational and Facilities Master Plan, and in accordance with the Board of Trustees' goal to "assess the District's position with regard to a future bond measure and take action accordingly," the Board of Trustees voted to authorize the administration to begin exploring the feasibility of a potential bond measure in 2020, on behalf of the District.

Subsequently, in May 2020, the Board of Trustees authorized the administration to continue exploring the feasibility, with the next phase of such exploration to include survey development and polling of a sample group of voters. This survey was conducted in June 2020. Upon review of the survey summary and discussion with the District's bond consultants, the enclosed resolution is provided for the Board's consideration.

The resolution before the Board calls an election within the District for the purpose of approving general obligation bonds, to request the Los Angeles County Registrar of Voters to conduct the election on behalf of the District, and to authorize the preparation of election materials including ballot arguments and tax rate statement, to be included in the ballot pamphlet.

State law authorizes the Board of Trustees to order district elections. The County Registrar will conduct the election on behalf of the District, including publishing all required notices. This resolution meets the statutory requirements for describing the projects to be funded with the proceeds of the bonds, which is included as Exhibit A to the resolution. A 75-word summary of the measure as it will appear on the ballot, is also included in the resolution as Exhibit B. The resolution also authorizes the preparation and filing of a tax rate statement, which must be included in the ballot pamphlet, describing the anticipated rates of tax throughout the life of the bond issue. The resolution also authorizes, but does not commit, the Board and/or individual members of

the Board to prepare and sponsor a ballot argument in support of the bond measure. No more than five (5) persons may sign the ballot argument.

Pending approval, this election would be called under constitutional and statutory provisions that require fifty-five percent (55%) voter approval, and certain accountability requirements, including annual independent financial and performance audits of how funds are spent, and the formation of an independent Citizens' Bond Oversight Committee. State law requires that two-thirds of a board support the resolution calling an election that requires 55% voter approval. Following adoption, the resolution, including the signed tax rate statement, must be delivered to the County Registrar of Voters and the County Board of Supervisors.

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

## RECOMMENDATION

Authorization is requested to approve Resolution 2020-21-01 for the District to call an election to request the voters of the District to authorize the issuance of the District's general obligation bonds in an amount not to exceed \$298,000,000, setting forth the specifications of the election order and requesting consolidation with the general election scheduled for November 3, 2020. Further authorization is requested for the Secretary of the Board to file the election order with the County of Los Angeles Registrar of Voters and the County Board of Supervisors, and for the Vice President, Finance and Administrative Services to execute and deliver a Tax Rate Statement in compliance with the Elections Code.

Claudette E. Dain  
Recommended by

Moved	/	Seconded
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Aye\_\_\_Nay\_\_\_Abstained\_\_\_

Approved for Submittal

Item No. 1.1.



**RESOLUTION NO. 2020-21-01**

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
CITRUS COMMUNITY COLLEGE DISTRICT ORDERING AN ELECTION TO  
AUTHORIZE THE  
ISSUANCE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED  
\$298,000,000,  
ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER,  
AND REQUESTING CONSOLIDATION  
WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 3, 2020**

**WHEREAS**, the Board of Trustees (the “**Board**”) of Citrus Community College District (the “**District**”), a California community college district located within the County of Los Angeles (the “**County**”), has determined the need to provide additional funding for the improvement, construction, equipping and furnishing of its college facilities in order to enhance the ability of Citrus College (the “**College**”) to retain and attract well-qualified teachers and provide the technology and training facilities needed to prepare its local students for job skills in demand during the economic recovery and preparing students for transfers to four-year colleges;

**WHEREAS**, as the cost of attending California public universities is more than six times that of community colleges, more and more local students and their families are relying on the College for affordable education;

**WHEREAS**, the Board seeks to ensure that local students have access to college credits, certifications and job skills at a reasonable price, and the College provides affordable, high-quality education and career-focused training to local students, with a high percentage of first-time college students and the opportunity for local high school students to enroll in College classes for credit;

**WHEREAS**, several of the science and engineering labs at the College were built in the 1960’s and lack the infrastructure needed to provide a modern education in science, mathematics, technology and engineering;

**WHEREAS**, the College must replace outdated electrical wiring, expand existing labs and update instructional technology to ensure students can prepare competitively for a 21<sup>st</sup> Century career;

**WHEREAS**, the College can be an essential part of a local and regional economic recovery plan by helping to create local jobs that boost the local economy, including expanding the College’s training partnerships with local employers, such as NASA’s Jet Propulsion Laboratory, Toyota Motors, the Metropolitan Water District and the City of Hope hospital and research center;

**WHEREAS**, as the cost of attending public and private university systems has become more expensive, more students are starting their education and completing their first two years of college at local community colleges;

**WHEREAS**, the College ensures that low-income and minority students have an opportunity to transfer to the UC and Cal State systems, and to private colleges and universities;

**WHEREAS**, the College has been recognized as a leader in providing support to military veterans returning from service and wishes to expand its Veterans Success Center to improve job training, job placement, counseling and support services;

**WHEREAS**, new facilities to provide Student Services, Library and Learning Center Services and to replace and update science, technology, engineering and math (STEM) classrooms and buildings, are necessary to meet the needs of the 21<sup>st</sup> Century;

**WHEREAS**, leaky roofs, old, corroded and ill-equipped toilet rooms, undersized and underequipped electrical infrastructure, overburdened sewer systems, outmoded technology and outdated structural systems need to be repaired or replaced;

**WHEREAS**, facilities need to be modernized to improve access for students with disabilities and wayfinding for all students needs to be improved;

**WHEREAS**, classrooms, labs and career training facilities require upgrades for science, technology, engineering, math, biotechnology and skilled trades, such as industrial technology, construction management, water technology, welding and automotive technology;

**WHEREAS**, hazardous items like asbestos-containing materials and lead-based paint need to be removed from older building systems at the College and student safety and campus security need to be improved upon;

**WHEREAS**, the Board recognizes the need to repair and upgrade the College so it can serve the local community well for decades to come;

**WHEREAS**, a local education bond measure will provide funds that are required to be spent for Citrus College and cannot be taken away by the County, the State or the Federal government;

**WHEREAS**, this measure includes a system of strict fiscal accountability safeguards, including public disclosure of all spending, annual financial and performance audits and an independent Citizens' Oversight Committee, to ensure funds are spent as promised to voters;

**WHEREAS**, No money from a local education bond measure will be spent on administrators' or teachers' salaries or pensions;

**WHEREAS**, the Board has therefore determined that it is advisable to call an election to submit to the electors of the District the question of whether bonds of the District shall be issued and sold for the purpose of funding the construction, reconstruction, refinancing, rehabilitation and replacement of facilities, including their furnishing and equipping, the acquisition or lease of real property for facilities and paying costs incident thereto;

**WHEREAS**, pursuant to the provisions of Proposition 39, adopted by the voters of the State of California (the "**State**") on November 7, 2000 ("**Proposition 39**"), comprising Article XIII A, Section 1, paragraph (b) of the California Constitution ("**Article XIII A**"), the District may incur bonded indebtedness upon the vote of fifty-five percent (55%) or more of the qualified electors of the District voting on the proposition;

**WHEREAS**, Chapter 3, Part 10, Division 1 of Title 1 of the Education Code provides that the District may call an election for the purpose of seeking voter approval for the issuance of general obligation bonds by the District;

**WHEREAS**, pursuant to Section 15264 *et seq.* of the Education Code (the “**Act**”), the Board is specifically authorized, upon approval by two-thirds (2/3) of the members of the Board, to submit to the electorate of the District the question of whether bonds of the District shall be issued and sold for specified purposes pursuant to paragraph (3) of said subdivision (b) of Section 1 of Article XIII A and subdivision (b) of Section 18 of Article XVI of the California Constitution;

**WHEREAS**, the Board desires to make certain findings to be applicable to the within election order and to establish compliance with Proposition 39 and the applicable requirements of the Education Code and the Elections Code of the State (the “**Elections Code**”), as further specified herein; and

**WHEREAS**, pursuant to Section 10403 *et seq.* of the Elections Code, the Board now deems it appropriate and necessary to request consolidation of the election authorized hereby (the “**Election**”) with any and all other elections to be held on November 3, 2020, and to request the Registrar of Voters (the “**Registrar of Voters**”) of the County to perform certain election services for the District;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

**Section 1. Call for Election.** The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District (the “**Bonds**”) shall be issued and sold in one or more series from time to time in the aggregate principal amount not to exceed \$298,000,000 for the purpose of raising money for construction, reconstruction, rehabilitation, refinancing and replacement of facilities within the District, including the furnishing or equipping of college facilities, or the acquisition or lease of real property for college facilities and paying costs incident thereto, as set forth more fully in a ballot proposition approved pursuant to Section 4 below.

**Section 2. Order of Election.** This Resolution shall stand as the order to the Registrar of Voters to call the Election within the boundaries of the District on November 3, 2020. The Registrar of Voters is hereby requested, pursuant to Section 5322 of the Education Code, to take all steps to call and hold the Election in accordance with law and these specifications.

**Section 3. Election Date and Consolidation.** The date of the Election shall be November 3, 2020, and the Election shall be held solely within the boundaries of the District. Pursuant to Section 15121 of the Education Code and Part 3 (commencing with Section 10400) of Division 10 of the Elections Code, the Board of Supervisors of the County is requested to order consolidation of the bond election ordered herein with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

**Section 4. Purpose of Election; Ballot Proposition.** The purpose of the Election shall be for the voters of the District to vote on a proposition, a full copy of which is attached hereto as **Exhibit A** (the “**Bond Measure**”), and incorporated by reference herein, containing the question

of whether the District shall issue the Bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. The Registrar of Voters is hereby requested to reprint **Exhibit A** hereof in its entirety in the voter information pamphlet to be distributed to voters. As required by Elections Code Section 13247, the abbreviated form of the Bond Measure to appear on the ballot is attached hereto as **Exhibit B**. The District's Superintendent/President or its Vice President of Finance and Administrative Services (or the designee of either of them) is each hereby authorized and directed to make any changes to the text of the proposition or its abbreviated form as required to comply with the intent of this Resolution, the requirements of election officials and requirements of law.

**Section 5. The Bonds.** (i) The maturity of any bonds issued pursuant to the Bond Measure and under Chapter 1.5, Part 10, Division 1, Title 1 of the Education Code (commencing with Section 15264), as amended, and Article XIII A shall not exceed twenty-five (25) years and shall bear or accrete interest at a rate not to exceed the maximum legal interest rate per annum, and (ii) the maturity of any bonds issued pursuant to the Bond Measure and under Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as amended, applicable provisions of the Education Code and Article XIII A of the California Constitution shall not exceed forty (40) years, or, in the case of bonds, the interest on which is compounded, twenty-five (25) years, and shall bear or accrete interest at a rate not to exceed the maximum legal interest rate per annum.

**Section 6. Authority for Election.** The authority for ordering the Election is contained in the Act, in Article XIII A, Section 1, paragraph (b), subsection (3) of the California Constitution, and in Section 53506 *et seq.* of the California Government Code. The authority for the specification of this election order is contained in Education Code Section 5322.

**Section 7. School Facilities Projects.** A list of the specific capital improvement projects (the "**Projects**") to be funded from the proceeds of the bonds is set forth in **Exhibit A** (the "**Project List**"). As required by Article XIII A, the Board hereby certifies that it has evaluated safety, class-size reduction and information technology needs of Citrus College in developing the list of capital improvement projects set forth in **Exhibit A**. The District understands that certain costs of administering the election, managing construction projects and costs of issuance of the bonds shall be lawful charges against proceeds of sale of the bonds and certain additional costs of administering the election will be lawful charges against the District's general fund.

**Section 8. Covenants of the Board Upon Approval of the Bonds by the Electorate.** As required by Article XIII A and Section 15278 of the Act, if fifty-five percent (55%) or more of the voters of the District voting on the Bond Measure approve the Bond Measure, the Board shall:

- (a) Use the bond proceeds only for the purposes of construction, reconstruction, rehabilitation, refinancing or replacement of college facilities, including their furnishing and equipping, or the acquisition or lease of real property for facilities, as specifically set forth in **Exhibit A**, and not for any other purpose, including teacher and administrator salaries and other college operating expenses;
- (b) Conduct an annual, independent performance audit to ensure that the Bond proceeds have been expended only on the capital projects listed in **Exhibit A**;

- (c) Conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for capital projects listed in **Exhibit A**;
- (d) Establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280, and 15282 of the Act; and
- (e) Limit the amount of Bonds issued pursuant to the Bond Measure so that the tax rate on taxable property located within the District required to repay such Bonds will not, based on the District's reasonable expectations, exceed \$25.00 per \$100,000 of assessed value. The Board has previously obtained reasonable and informed projections of assessed property valuations that take into consideration projections of assessed property valuations by the County Assessor.

**Section 9. Delivery of this Resolution.** The Clerk of this Board is hereby authorized and directed to send or hand-deliver a completed and certified copy of this Resolution to each of the Clerk of the Board of Supervisors of the County and the Registrar of Voters no later than August 7, 2020.

**Section 10. Tax Rate Statement; Ballot Arguments.** Any one of the Superintendent/President, the Vice President of Finance and Administrative Services, the President of the Board, or their designees, is hereby authorized to execute the Tax Rate Statement substantially in the form attached hereto as **Exhibit C** and any other required documents and to perform all acts necessary to place the Bond Measure on the ballot. The Tax Rate Statement shall be delivered to the Registrar of Voters on or before August 7, 2020. Any member of the Board is hereby authorized to act as an author of or signer to any ballot argument prepared in connection with the Election, including a rebuttal argument.

**Section 11. Consolidation of Election; Election Services.** Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the Registrar of Voters, or other appropriate officials of the County, to render all services necessary in connection with the Election including, but not limited to, publication of a Formal Notice of School Bond Election pursuant to Education Code 5363 and related law, the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code), the opportunity to submit ballot arguments in connection with the Election, the canvassing and certification of the returns of the Election, and other ballot requirements pursuant to Education Code Section 15123, for which services the District agrees to reimburse the County as required by law.

**Section 12. Reimbursement of Qualified Project Expenditures.** The Board presently intends and reasonably expects to have tax-exempt obligations (the "**Obligations**") issued on its behalf no later than 18 months of (i) the date of the expenditure of moneys, if any, made with respect to the Projects outlined in the Project List or (ii) the date upon which the Project for which expenditures are to be reimbursed is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date the original expenditure of such moneys is paid), and to allocate an amount of the proceeds thereof not to exceed \$29,800,000 to reimbursable expenditures in connection with the Projects, as may be qualified under the provisions of Section 1.150-2 of the

Treasury Regulations of the Internal Revenue Service (the “**Reimbursable Expenditures**”). All of the Reimbursable Expenditures covered by this Section were paid not earlier than 60 days prior to the date of this Resolution or constitute preliminary expenditures within the meaning of Section 1.150-2 of the Treasury Regulations. The Board intends to allocate within 30 days after the date of issue of the Obligations, the proceeds therefrom to reimburse the District for the Reimbursable Expenditures. With respect to the proceeds of the Obligations allocated to reimburse the District for prior expenditures, the Board hereby covenants not to employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of replacement proceeds, as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issue of tax-exempt obligations.

The above provisions are made solely for the purpose of establishing compliance with the requirements of said Section 1.150-2 of the Treasury Regulations. This provision does not bind the District or the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Projects.

**Section 13. Bond Counsel.** The Board hereby approves the retention of Nixon Peabody LLP as bond counsel in connection with the Election.

**Section 14. Effective Date.** This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED this 21st day of July, 2020, at a Board meeting at which a quorum of its members participated and were acting throughout, conducted electronically at Glendora, California, through a system freely accessible to the public, by the following roll-call vote:

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

CITRUS COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Patricia A. Rasmussen, President  
Board of Trustees

Date: July 21, 2020

ATTEST:

\_\_\_\_\_  
Date: July 21, 2020

Joanne Montgomery, Clerk/Secretary  
Board of Trustees

## **EXHIBIT A**

### **FULL TEXT BALLOT PROPOSITION OF THE CITRUS COMMUNITY COLLEGE DISTRICT BOND MEASURE ELECTION FOR NOVEMBER 3, 2020**

“CITRUS COLLEGE CAREER EDUCATION, REPAIR, AFFORDABLE HIGHER EDUCATION MEASURE: To retain qualified teachers/improve education by: upgrading job training, science, technology classrooms, laboratories; meeting earthquake/fire/clean drinking water safety; providing resources for students/veterans preparing for university transfer/jobs; removing leaky roofs, mold, lead paint; shall Citrus Community College District issue \$298,000,000 in bonds at legal rates, levy on average \$25 per \$100,000 assessed valuation, generating \$16,300,000 annually while bonds are outstanding, requiring audits, oversight, all funds staying local?”

## **PROJECT LIST**

The Board of Trustees (the “Board”) of the Citrus Community College District (the “District”) certifies that it has evaluated the District’s urgent and critical needs, including College and student safety issues, enrollment trends, class size reduction, overcrowding, energy efficiency and computer technology, seismic safety requirements, and aging, outdated or deteriorating college buildings in developing the scope of projects to be funded. The Board will prioritize the key health and safety and sustainability needs so that the most critical College needs are addressed. The District conducted an evaluation of all College facilities and received public input in developing the scope of capital projects to be funded.

In connection with the calling of the bond election, the Board has made the following findings:

- (a) If approved, Measure \_\_\_ would improve the quality of education at Citrus College by funding improvements and additions to College facilities including: providing up-to-date technology and training facilities; addressing current earthquake and fire safety regulations; continuing to provide clean drinking water at College facilities repairing or replacing leaky roofs, corroded plumbing and toilet facilities, faulty, unstable and inadequate electrical and internet systems where needed; upgrading classrooms and educational support infrastructure; improving energy efficiency and resiliency; constructing buildings to replace outdated and outmoded facilities; removing hazardous building materials such as asbestos and lead-based paint from older buildings; improving student safety and campus security systems including security lighting, monitoring-based camera systems, emergency communications systems with demand response, upgrade smoke detectors and fire alarm systems; upgrading laboratories and laboratory equipment and career training facilities for the sciences, technology, engineering and mathematics; improving access infrastructure and accessibility items to meet current code-mandated standards of

the Americans with Disabilities Act (ADA) that help students who use wheelchairs, among others.

- (b) Measure \_\_ requires strict taxpayer protections to ensure funds are spent appropriately. In accordance with law, the Board will establish a Citizens' Oversight Committee comprised of representatives of many stakeholder groups within the region and will conduct annual independent audits. All money raised by Measure \_\_ will be spent locally on Citrus College — no money can be taken away by the State. By law, no funds can be used for administrators' salaries, pensions or College operating expenses.

In approving this Project List, the Board determines that the District should:

- (i) Provide career technical classrooms and facilities for job training to prepare students for demands of the 21<sup>st</sup> Century workforce.
- (ii) Upgrade classrooms to support the core academics of mathematics, science, reading and writing.
- (iii) Upgrade computer and science labs.
- (iv) Renovate and repair buildings, classrooms and athletic fields.
- (v) Acquire sites, as necessary, and construct new classrooms and facilities to accommodate enrollment growth.
- (vi) Adhere to specific **FISCAL ACCOUNTABILITY** safeguards such as these:
  - (a) All expenditures will be subject to annual independent financial and performance audits.
  - (b) No funds will be used for administrators' salaries, pensions or College operating expenses.
  - (c) An independent citizens' oversight committee will be appointed to ensure that all funds are spent only as authorized hereby.

The Project List includes the following types of projects:

**Construction, Repair and Upgrade of College Facilities, Technology and Online Improvements**

**Goal and Purpose:** As several buildings at the College were built over 70 years ago, the District has determined that the construction of new facilities, and the repair and upgrade of deteriorating, outdated buildings, classrooms, computer learning centers and libraries and equipment, in order to ensure compliance with handicap accessibility requirements, are needed in order to provide up-to-date education and improve access to online education, including:



- Constructing, furnishing and equipping a new STEM (Science, Technology, Engineering and Mathematics) Center, replacing three existing buildings and the related infrastructure in order to support a viable STEM facility that will serve current and future students for many years; a new CTE (Career and Technical Education) Center, which will serve the growing fields of construction management, waterworks technology, automotive technology and sustainable transportation-based technologies such as electric vehicles, battery systems and generation; and a new community facility to provide space for large meetings and collaboration.
- Replacement of the existing library facilities and construction, furnishing and equipping of a Library and Learning Resources Center (LLRC) which will combine library facilities and instructional support services in a central location, to improve students' access to such services and lead to increased student educational-goal completions.
- Reconstruction and upgrading of the Citrus College stadium and associated facilities to provide for better and safe athletic engagement, teamsmanship, physical education and spectator capacity.
- Constructing, furnishing and equipping a Student Union and Dining Hall in order to centralize student and support services, which may include food service facilities, a student-centric bookstore, and facilities to accommodate student government and other leadership activities.
- Constructing, furnishing and equipping a new Veterans Success Center as part of a new classroom building, which will provide mental health counseling support services, career guidance and coaching and mainstream leadership support skills.
- Construction/ improvements and removal of existing architectural barriers, to comply with Federal and building code-mandated ADA accessibility requirements, including constructing access ramps, path-of-travel enhancements, curb-outs and approaches, handrails, operable door ingress and egress, vision-impaired access and signage, hearing-impaired attenuation and enhancements and elimination of other barriers that impede or are otherwise non-ADA-compliant.
- Replace and add electrical service capacity to relieve currently overloaded, burdened and old or inadequate electrical distribution systems.
- Repair, upgrade and replace sanitary sewer, potable water, natural gas, stormwater, plumbing, landscaping, illumination, heating, ventilating and air-conditioning systems and electrical systems to meet code requirements for energy efficiency, as well as cost savings, as needed.
- Upgrade roadways, thoroughfares, ingress and egress and pedestrian pathways/walkways for more efficient access and increased safety, improve landscaping and grounds for more efficient use of water resources and sustainable plantings.

### **Health, Earthquake and Student Safety and Security**

- Install new and update existing monitoring-based security systems, such as cameras, outdoor lighting, fencing and architectural features, gates and access points and technology-based door locking systems.
- Remove or abate asbestos-containing materials, lead-based paint, polychlorinated biphenyls (PCB's), mold or water-damaged building systems and other hazardous materials.
- Upgrade emergency communication systems.
- Make seismic improvements to existing buildings, as needed.
- Upgrade fire alarm systems to current building code/fire code requirements, repair and replace fire safety equipment, including hoods, sprinkler systems and Ansel systems, add fire sprinkler systems and automatic fire-rated safety doors per code mandates.
- Replace/upgrade existing signage to meet ADA requirements, replace/upgrade bells and annunciation systems and replace/upgrade clocks.

### **District-Wide Wiring and Instructional Technology For Vocational Education, In-Demand Jobs and Career Training**

**Goal and Purpose:** Citrus College provides essential job training and workforce preparation for students at all levels. By improving equipment, systems and technology at College facilities, students will have improved learning experiences that will inform their future success.

- Provide improved, upgraded and updated computer labs.
- Provide and maintain upgraded technology, data infrastructure and communication equipment.
- Upgrade and expand wireless systems, telecommunications and internet access.
- Upgrade and replace computers, hardware and software systems.
- Upgrade and replace classroom furniture, equipment and instructional aids.
- Upgrade media and audio/visual equipment.
- Expand bandwidth to allow students greater access to the Internet.

### **Requirements for all Projects**

Each Project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the Projects described above, proceeds from the sale of bonds will also be used for payment of facility-related construction management costs, the acquisition of land, the payment of the costs of preparation of all facility planning, facility assessment reviews, facility master plan updates, environmental studies (including environmental investigation, remediation and monitoring) and construction documentation, the acquisition or prepayment of outstanding ground leases, acquiring and leasing of real property for certain new facilities, acquiring and leasing of property for temporary housing of dislocated College activities caused by the construction of bond-financed Projects and the leasing or acquisition of temporary staff parking. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection, card access systems, laser printers, digital white boards, document projectors, upgraded voice-over IP, call manager and network security/firewall, and other related equipment and software.

As a part of the Projects listed above, the repair and renovation of each of the existing facilities may include, but not be limited to, some or all of the following: renovation of student and staff restrooms; repair and replacement of heating, air conditioning and ventilation systems; upgrade of facilities for energy efficiency and to reduce fire risks; repair and replacement of worn-out and leaky roofs, windows, walls, doors and drinking fountains; demolition of unsafe facilities; installation of wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; repairing and replacing fire alarms, emergency communications and security systems; resurfacing or replacing of hard courts, turf and irrigation systems and campus landscaping; building new and/or renovating existing gymnasiums, pools and stadiums; upgrading or replacing inadequate libraries, multi-purpose rooms, kitchens and administrative spaces; upgrading locker rooms; installing lunch shelters, artificial turf, and bleachers; improving sanitation and recycling; expanding parking; installing interior and exterior painting and floor covering; removing and replacing portable classrooms; installing covered walkways or shelters; adding administrative support spaces; demolition; and construction of various forms of storage and support spaces; upgrading classrooms; repairing, upgrading and installing interior and exterior lighting systems; replacing water and sewer lines and other plumbing systems; and replacing outdated security fences and security systems.

Any of the Projects listed herein may be completed in conjunction with other public education, city, county or college institutions, including libraries, child care centers, multi-purpose rooms, aquatics centers, gymnasiums and athletic facilities, media centers and health care facilities to increase the efficient use of bond proceeds. Projects and upgrades listed above may be completed as needed, and any of such Projects may or may not be completed as a joint use project with another public entity, as determined by the Board. The District may also pursue public-private partnerships or partnerships with nonprofit entities to complete any of the projects listed herein and reduce costs to the District, in compliance with applicable law, and at the direction of the Board.

The allocation of bond proceeds may be affected by the District's receipt of State matching funds and the final costs of each Project. Approval of Measure \_\_\_\_ does not guarantee that the proposed Project or Projects within the District that are intended to be financed with bonds issued under Measure \_\_\_\_ will be funded beyond the local revenues generated by Measure \_\_\_\_\_. The District's proposed Projects may assume the receipt of State matching funds, which could be subject to appropriation by the Legislature or approval of a statewide bond measure. In the absence of State matching funds, which the District will aggressively pursue to reduce the District's share of the costs of the Projects, the District may not be able to complete some of the Projects listed above.

The final cost of each Project will be determined as plans are finalized, construction bids are awarded and projects are completed. Based on the final costs of each project, certain projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site preparation/restoration may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing or installing irrigation, storm drain, and utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the costs of District staff when performing work on or necessary and incidental to bond-financed Projects. Bond proceeds shall only be expended for the specific purposes identified herein.

**NO ADMINISTRATOR SALARIES. PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS MEASURE SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF COLLEGE FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING PENSIONS, TEACHER AND SCHOOL ADMINISTRATOR SALARIES AND OTHER OPERATING EXPENSES.**

**FISCAL ACCOUNTABILITY. THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE (EDUCATION CODE SECTION 15278 *ET SEQ.*) TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATIVES OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.**

## **EXHIBIT B**

### **SHORT FORM OF BOND MEASURE**

“CITRUS COLLEGE CAREER EDUCATION, REPAIR, AFFORDABLE HIGHER EDUCATION MEASURE: To retain qualified teachers/improve education by: upgrading job training, science, technology classrooms, laboratories; meeting earthquake/fire/clean drinking water safety; providing resources for student/veterans preparing for university transfer/jobs; removing leaky roofs, mold, lead paint; shall Citrus Community College District issue \$298,000,000 in bonds at legal rates, levy on average \$25 per \$100,000 of assessed valuation, generating \$16,300,000 annually while bonds are outstanding, requiring audits, oversight, all funds staying local?”

**EXHIBIT C**  
**TAX RATE STATEMENT**  
**REGARDING PROPOSED**  
**\$298,000,000**  
**CITRUS COMMUNITY COLLEGE DISTRICT**  
**GENERAL OBLIGATION BONDS**  
**ELECTION OF NOVEMBER 3, 2020**

An election will be held within Citrus Community College District (the "District") on November 3, 2020, for the purpose of submitting to the electors of the District the question of incurring a bonded indebtedness of the District in the principal amount of \$298,000,000. If such bonds are authorized and sold, the principal thereof and interest thereon will be payable from the proceeds of taxes levied on the taxable property in the District. The following information regarding tax rates is given in compliance with Section 9401 of the California Elections Code. This information is based upon the best estimates and projections presently available from official sources, upon experience within the District and other demonstrable factors.

Based upon the foregoing and projections of the assessed valuations of taxable property in the District, and assuming the entire debt service on the bonds will be paid through property taxation:

1. The best estimate from official sources of the average annual tax rate that would be required to be levied to fund the bond issue over the entire duration of the bond debt service, based on estimated assessed valuations available at the time of the filing of this statement, or a projection based on experience within the District, or other demonstrable factors, is .025 cents per \$100 (\$25 per \$100,000) of assessed valuation of all property to be taxed. The final year in which the tax is anticipated to be collected is 2051-52.

2. The best estimate from official sources of the highest tax rate that would be required to be levied to fund the bond issue, and an estimate of the year in which that rate will apply, based on estimated assessed valuations available at the time of filing of this statement, or a projection based on experience within the District, or other demonstrable factors, is .025 cents per \$100 (\$25 per \$100,000) of assessed valuation on all property to be taxed for fiscal year 2021-22.

3. The best estimate from official sources of the total debt service, including the principal and interest, that would be required to be repaid if all the bonds are issued and sold, is \$500,383,000.

Attention of voters is directed to the fact that the foregoing information is based upon projections and estimates. The actual timing of sales of the bonds and the amount to be sold at any time will be governed by the needs of the District and other factors. The actual interest rates at which the bonds will be sold, which will not exceed the maximum permitted by law, will depend upon the bond market at the time of sale. The actual assessed valuations in future years will depend upon the value of property within the District as determined in the assessment and the equalization process. Assessed valuation is not the same as market price of real property. Therefore, the actual

tax rates and the years in which those tax rates will be applicable may vary from those presently estimated and stated above.

Voters should note that the estimated tax rates are based on the ASSESSED VALUE of taxable property in the District as shown on the County's official tax rolls, not on the property's market value. Property owners should consult their own property tax bills to determine their property's assessed valuation and any applicable tax exemptions.

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Vice President, Finance and Administrative  
Services, Citrus Community College District

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

June 16, 2020

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, June 16, 2020, via Zoom (Meeting ID: 931 6124 3697).

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Riggs 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 Austin Riggs, Student Trustee. Absent: None.

**COMMENTS FROM THE AUDIENCE**

The following comments regarding the Disabled Student Programs and Services (DSPS) and the fall schedule at Citrus College from Nick Rosales, Parent of DSPS student, Elena Escalera, ALMA Family Group, and Ashely Silva, San Gabriel/Pomona Regional Center, were read.

“Requesting an amendment from the board to approve several more classes at campus for DSPS students for fall. Presently there is only one course online this fall open for DSPS students. It is imperative we provide a fall schedule for the most vulnerable students, especially those with disabilities. As you know studies have shown students with learning difficulty succeed in a classroom setting than an online course. Recent pediatric reports state it mentally unhealthy for students especially for the learning impaired of not having a social setting with other students. We request that you look into and follow the University of Southern California model choice where the students decide whether to physically attend a class or take the course online.

We hope you take a proactive approach and reconsider our request for DSPS students this fall.

We welcome a meeting with you regarding this issue.”

**Geraldine M. Perri, Ph.D., Superintendent/President**, thanked those members of the college community who attended the two college forums in response to the death of George Floyd and the recent national social unrest. She noted that the forums provided a space for employees and students to share their personal stories, reflect, process and understand how we, as an institution, can actively influence the social change needed to move forward and make a difference. Dr. McDonald and the workgroup that helped organize these open forums were thanked. As a next step, a Diversity, Equity and Inclusion (DEI) Task Force is being formed, which will work on a comprehensive plan to



address the themes raised during the forums, as well as the California Community Colleges Chancellor's Call to Action and the elements identified in the resolution before the Board of Trustees on the docket for action. Dr. Perri acknowledged the Academic Senate for their resolution on anti-racism/anti-hate curriculum. Lastly, Superintendent/President Perri congratulated the class of 2020. She also thanked the college's dedicated faculty and staff for their continued commitment to student success, even when faced with a global pandemic.

**Arvid Spor, Ed.D., Vice President of Academic Affairs**, in a written report, shared that the California Community College Athletics Association (CCCCAA) formed a workgroup to explore restarting competitive athletics throughout the state, and CCCCCAA leadership subsequently released three contingency plans. A final determination on which plan will be implemented and is expected on July 17, 2020. Dr. Spor then explained that there is an online assessment video for faculty, who are currently submitting plans to their deans in order to meet a June 15<sup>th</sup> deadline. Additional training opportunities include regular and effective contact, VoiceThread, student-to-student interaction and accessibility.

**Martha A. McDonald, Ed.D., Vice President of Student Services**, in a written report, shared that Student Services found creative ways to both celebrate student achievement and provide online resources. Examples include a webpage for the 57<sup>th</sup> annual Achievement Awards; a virtual Transfer Hall of Fame campaign; and virtual recognition ceremony for EOPS/CARE and CalWORKs students. Additionally, the Student Health Center has been hosting virtual grief sessions; Student Life and Leadership Development is busy processing over 1,200 basic needs applications; and Financial Aid worked with TeCS and Fiscal Services to distribute over \$2 million in CARES Act emergency grants to eligible students.

**Claudette E. Dain, Vice President of Finance and Administrative Services**, in a written report, thanked those who attended the Tentative Budget Forum on June 11, 2020. She welcomed Mr. Wade Ellis as the new Director of Fiscal Services and wished Ms. Rosalinda Buchwald the best on her upcoming retirement. Ms. Dain shared facilities project highlights: the Educational Development (ED) Center project plan review continues with the Division of the State Architect (DSA); the electric vehicle charging station project has been approved by DSA and is expected to commence this summer; and the information systems modular server project is in the design phase, and plans will be submitted to DSA later this month.

**Robert L. Sammis, J.D., Director of Human Resources**, in a written report, shared that Human Resources, in collaboration with the California School Employees Association (CSEA), launched an online professional development series for classified staff. The videos, produced by Keenan & Associates' SafeSchools initiative, discuss sexual harassment prevention, sensitivity awareness, boundary invasion, discrimination awareness, diversity and inclusion, email messaging safety, and communication styles and skills. Additional training will be provided to managers and supervisors/confidential

employees on employee leaves, with an emphasis on new federal leave provisions related to COVID-19.

**Nickawanna Shaw, Academic Senate President**, in a written report, shared that the Academic Senate adopted an expansive resolution on June 10, 2020 to explore the 11 areas of faculty responsibility (also referred to as 10+1), as well as to support anti-racist and no-hate education aims. Ms. Shaw encouraged everyone to meet the problems currently set before us. She applauded the Board of Trustees for publically addressing structural racism and championing equity. Ms. Shaw noted that the Academic Senate will invite faculty to engage and question their own practices. In conclusion, she thanked the Board of Trustees for their support of shared governance, hopeful that they have the information needed to successfully steer us toward a brighter future.

**Jorge Cortez, CSEA Chapter 101 president**, in a written report, shared that the CSEA had a chapter meeting on June 10, 2020, where they acknowledged and celebrated ABCD Award recipient Ms. Gutierrez for her 30-plus years of service to the District, and for representing classified staff in such a great manner. CSEA selected four delegates – Ms. Cathy Day, Ms. Kathy Goblirsch, Mr. Michael Bilbrey and Ms. Kai Wattree-Jackson – who will represent the Citrus College chapter at a virtual conference in late July. Finally, Mr. Cortez informed the Board of Trustees that the CSEA voted on an initial proposal to begin contract negotiations with the District.

**Austin Riggs, Student Trustee**, shared that the Associated Students of Citrus College (ASCC) finished a StrengthsQuest workshop, in partnership with the Career/Transfer Center. He also mentioned that the ASCC held its last “goodbye” meeting with members whose terms were over and/or students who are graduating.

**Susan M. Keith, Vice President, Board of Trustees**, echoed her thanks to faculty and staff during the constructive and positive open forum conversations held during the previous week. She also attended a similar event hosted by the Community College League of California (CCLC), which she found helpful and positive.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, praised the 2018-2019 Citrus College Annual Report, which was recently shared with the community. She congratulated all of the students who were honored during the virtual Achievement Awards celebration and attended the virtual Honors Transfer Program (HTP) Reception. She thanked Mr. Brian Waddington, Ms. Olivia Canales and the HTP staff for all the work they do. Lastly, she thanked Ms. Buchwald for her years of dedication to the college, wishing her a happy retirement.

**Barbara R. Dickerson, Member, Board of Trustees**, congratulated Ms. Gutierrez on receiving the ABCD Award, as well as the college's 2020 graduates. She attended the online Azusa High School awards night, where Citrus College Bright Scholars were also recognized. Trustee Dickerson noted that the California Community College Trustees (CCCT) webinars have been informative, and thanked college staff for putting on our

own open forums to address racism. She is excited to see where we go from here with the new DEI Taskforce.

**Edward C. Ortell, Member, Board of Trustees**, shared an article from the Duarte Dispatch titled, “A Star is Trained: Studying Music at Citrus College.” He thanked Trustee Montgomery for getting the college good press.

**Patricia A. Rasmussen, President, Board of Trustees**, reported that the Foundation met on June 8, 2020, thanking outgoing President Celeste Palmer for her work and welcoming incoming President Aaron Ralph. They have been working diligently to fund the Joyce McClendon Dill Memorial Scholarship, raising \$75,000 so far. She also thanked everyone for participating in the open forums and for participating in the Board of Trustees’ meetings via Zoom.

## **MINUTES**

**Item 1:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of May 19, 2020, as submitted.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **INFORMATION AND DISCUSSION**

### **Above and Beyond Classified Development (ABCD) Award – Dr. Geraldine M. Perri, Superintendent/President (Page 12)**

Dr. Perri presented the “Above and Beyond Classified Development” (ABCD) Award to Tina Gutierrez, Library Media Technician II.

### **PowerPoint Presentation regarding Resolution Authorizing the Issuance and Sale of 2020 Series A Refunding Bonds, in an Aggregate Principal Amount Not to Exceed \$78,000,000 – Claudette E. Dain, Vice President of Finance and Administrative Services**

Ms. Dain introduced Mr. Trennis Wright from Piper Sandler, Mr. Blake Boehm from KNN Public Finance, and Ms. Lisel Wells and Mr. Graham Beck from Nixon Peabody (part of the college’s municipal team), who shared a PowerPoint presentation on a proposed resolution authorizing the issuance and sale of 2020 series A refunding bonds in an aggregate principal amount not to exceed \$78 million. Conditions in the financial markets have become favorable for refunding all or portions of the prior bonds. Under current market conditions, the sale of the refunding bonds is currently estimated to save taxpayers over \$7.7 million by lowering the debt service on the prior bonds by approximately 12.27%.

**Program Review – Student Services Comprehensive Report – Martha A. McDonald, Ed.D., Vice President of Student Services**

Student Life and Leadership Development (SLLD)  
Veterans Success Center (VSC)

Dr. McDonald provided a summary of a comprehensive Student Services program review. In fall 2019, Student Life and Leadership Development and the Veterans Success Center each completed six-year comprehensive program reports, which were reviewed by representatives of the Program Review Committee using the rubrics developed to assess completeness of responses, analysis of data and consistency within discussion. Suggestions and comments from the rubric have been forwarded to the programs for consideration and improvement.

**Educational Programs Committee – Administrative Procedures Revision – Arvid Spor, Ed.D., Vice President of Academic Affairs**

AP 4025 Philosophy and Criteria for Associate Degree &  
General Education  
AP 4100 Graduation Requirements for Degrees and Certificates  
AP 4230 Grading and Academic Record Symbols

Dr. Spor presented revised administrative procedures (APs), as updated by the Educational Programs Committee.

**INDEPENDENT CONTRACTORS**

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

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 3:** Moved by Trustee Dickerson and seconded by Trustee Keith to ratify purchase orders issued during May 2020.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 4:** Moved by Trustee Dickerson and seconded by Trustee Keith to ratify A & B Warrants issued during May 2020, totaling \$11,221,676.31.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**PERSONNEL RECOMMENDATIONS**

**Item 5:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

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

**Item 7:** Moved by Trustee Dickerson and seconded by Trustee Keith to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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

### **CONSTRUCTION – CAPITAL PROJECTS**

**Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the Five-Year Construction Plan priority list of upcoming projects, in the following order: Educational Development Center Renovation, Science/STEM Building, Career Technical Education Building and the Kinesiology Building Complex.

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

### **BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

**Item 9:** Moved by Trustee Ortell and seconded by Trustee Keith to approve the 2020-2021 Tentative Budget and to set a public hearing for October 20, 2020, 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, as modified by Executive Order 2020-06, to provide the public with an opportunity to comment on the budget prior to adoption.

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

### **SIGNATURES AUTHORIZATION**

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the attached revised list of General Signature Authorizations and Certification of Signatures for Citrus Community College District business functions and bank accounts, in accordance with the California Community College Budget and Accounting Manual, §84030 and §84040 of the Education code, and §58311 of Title 5 of the California Code of Regulation. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

### **INSURANCE**

**Item 11:** Moved by Trustee Dickerson and seconded by Trustee Ortell to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) 2020-2021 at the estimated amount of \$544,373. 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 12:** Moved by Trustee Keith and seconded by Trustee Montgomery to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2020-2021 at the estimated amount of \$874,155. 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).

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Montgomery to allow the Los Angeles County Office of Education to make all necessary appropriation transfers at the close of the 2019-2020 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 14:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve Resolution 2019-20-14 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2020-2021 fiscal year, between District funds, as needed for cash flow purposes and to permit payment of obligations.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 15:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve Resolution 2019-20-15 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2020-2021 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$65,395,301. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to accept the Revised 2020-2021 Budget Calendar that was approved by the Financial Resources Committee on June 3, 2020.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOND**

- Item 17:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve Resolution 2019-20-16, authorizing the refunding of General Obligation Refunding Bonds, 2020 Series A of the Citrus Community College District, Los Angeles County, California, 2004 Election General Obligation Refunding Bonds, 2020 Series A, in an aggregate principal amount not to exceed \$78,000,000, by a roll-call vote.  
Trustee Ortell – Yes  
Trustee Montgomery – Yes  
Trustee Keith – Yes  
Trustee Dickerson – Yes  
Trustee Rasmussen – Yes

## **CURRICULUM**

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

## **EMPLOYMENT – FACULTY**

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of Mr. Matthew Parsons effective August 21, 2020, in a full-time tenure-track position (a first-year contract of 175 days) in the discipline of Information Technology and Information Systems, at a salary placement of Class 1, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,154.00 annually plus health and statutory benefits.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **EMPLOYMENT – MANAGEMENT TEAM**

- Item 20:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the employment of Ms. Victoria Dominguez beginning June 22, 2020, as Dean of Mathematics and Business at a salary placement of Range 77, Step 1, on the Management Salary Schedule totaling \$147,964 annually plus health and statutory benefits.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **SABBATICALS**

- Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery to postpone the previously approved fall 2020 sabbaticals for Ms. Patty Glover and Ms. Theresa Villeneuve until the spring 2021 semester. (Page 314)  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **BOARD POLICIES**

- Item 22:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the second and final reading of, and adopt, BP 3727 Information and Communications Technology Accessibility.  
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **BOARD OF TRUSTEES**

- Item 23:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the **revised** dates, time, and place for regular meetings of the Board of Trustees for the period of July 21, 2020, through December 15, 2020 as follows:  
Date/Time: July 21, 2020 @ 4:15 p.m.  
August 18, 2020 @ 4:15 p.m.  
September 1, 2020 @ 4:15 p.m.

October 6, 2020 @ 4:15 p.m.

October 20, 2020 @ ~~3:15 p.m.~~ 4:15 p.m.

November 17, 2020 @ ~~3:15 p.m.~~ 4:15 p.m.

December 15, 2020 @ 4:15 p.m. (Organizational/Regular meeting)

Place: Citrus Community College District,  
Administration Building, Board Room (AD 109)

Dates, times and locations are subject to change based on the needs of the District. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 24:** Moved by Trustee Ortell and seconded by Trustee Montgomery to appoint Mr. Austin Riggs to the Measure G Citizens' Oversight Committee as the student member for a one-year term (September 1, 2020 – August 31, 2021). 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 25:** Moved by Trustee Ortell and seconded by Trustee Montgomery to select Barbara R. Dickerson as the annual representative to the Los Angeles County School Trustees Association from July 1, 2020, through June 30, 2021. 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).

**Item 26:** Moved by Trustee Ortell and seconded by Trustee Montgomery to adopt Resolution No. 2019-20-17 to support the California Community Colleges call to action to address structural racism and champion equity in all college matters. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CLOSED SESSION:** At 5:27 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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



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

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

**Per Section 54957.6: Conference with Labor Negotiator, Patricia A. Rasmussen, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.**

**RECONVENE IN OPEN SESSION:** At 6:28 p.m. Board President Rasmussen reconvened the meeting to open session with no action taken.

### **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 21, 2020 retreat where they will develop goals for the 2020-2021 academic year.

**ADJOURNMENT:** At 6:38 p.m., it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

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

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Date

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Joanne Montgomery  
Clerk/Secretary  
Board of Trustees