

CITRUS COMMUNITY COLLEGE DISTRICT

**AGENDA OF REGULAR MEETING OF THE
BOARD OF TRUSTEES**

MEETING: Regular Meeting in January

DATE: Tuesday, January 19, 2021

TIME: 4:15 p.m.

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

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: January 19, 2021 Citrus Community College District Board of Trustees Meeting

Time: 4:15 p.m.

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

<https://cccconfer.zoom.us/j/94027618336>

Or iPhone one-tap (US Toll): +16699006833,94027618336# or +12532158782,94027618336#

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: 940 2761 8336

International numbers available: <https://cccconfer.zoom.us/u/adn82i0f26>

Or Skype for Business (Lync):

SIP:94027618336@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:***

<https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2021%20Agendas/01.19.2021.pdf>

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/2021%20Agendas/01.19.2021.pdf>

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Patricia A. Rasmussen, President
Mary Ann Lutz, Vice President
Laura Bollinger, Clerk/Secretary
Edward C. Ortell, Member
Anthony Contreras, Member
Austin Riggs, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Any member of the public who wishes to provide public comment on an item on the agenda, or a matter not on the agenda that is within the subject matter jurisdiction of the Board of Trustees, should send an email to clink@citruscollege.edu beginning at 3:00 p.m. the day of the meeting. Your email must be received before the meeting begins (ITEM A. "PLEDGE OF ALLEGIANCE"). Your email must identify the agenda item that you will address or, if you are not speaking to an item on the agenda, it must contain a brief description of the non-agenda matter that you will address. In order to provide public comment, you must connect to the meeting via the following link: <https://cccconfer.zoom.us/j/94027618336>

Your name, as submitted on your email request, must match your name on the participant list in the Zoom session. When the Board President invites you to speak, the moderator will unmute your device. Please state your name for the record. In an effort to gain as much public input as possible, individual speakers will be limited to three minutes or less. The total amount of time for the public on

any agenda item shall be limited to twenty minutes, unless this time is waived or changed by the majority of the Board.

The Board also will accept Public Comments via email.

Public Comments made via email will be accepted beginning at 3:00 p.m. on the day of the meeting, until the meeting begins (ITEM A. "PLEDGE OF ALLEGIANCE"). 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. 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

Joumana McGowan, Vice President of Academic Affairs

Academic Affairs has been heavily involved in creative endeavors. For the first time during an intersession, four sections of AB 705 Statistics with Corequisite Support (Math 065/165) were offered during winter 2021. It is encouraging that, even during the pandemic, students are excited to take statistics and to complete their mathematics requirements in one semester. For the third semester in a row, the Mathematics Department, in conjunction with the STEM Center, loaned statistics textbooks and calculators to students for their winter 2021 classes. Two loan dates, on January 7, 2021 and January 12, 2021, allowed students to borrow materials on-campus in a safe, contactless, drive-up format.

Moreover, despite current COVID restrictions, Citrus College faculty, staff, and managers continued screening and instructing nursing students in an effort to contribute to the "essential worker" programs as required by the Chancellor's Office. In fact, the Health Sciences Department was able to graduate 37 CNA's, 22 LVN's and 23 RDA's during the fall, 2020, term. Additionally, the efforts of the college faculty, staff, and managers served to keep 31 ADN students on track to graduate in June, 2021. The Science

Department has effectively utilized new virtual technology as a platform for online labs allowing students to progress toward their academic goals. In addition, many of the science faculty have designed new and insightful ways of helping students learn lab content, including personalized lab kits assembled by the faculty and shipped to students' homes and paper "microscopes" that can be attached to the camera on a cell phone allowing the student to visualize microscopic specimens.

Meanwhile, Citrus College athletes have been learning and training remotely in fall 2020, and, despite not competing, 136 student-athletes are eligible for the Scholar-Baller award. A "scholar-baller®" is someone who succeeds academically and athletically. For a student-athlete to be honored as a scholar-baller®, she or he must be an active participant of a Citrus College Varsity Athletic Team, have completed a minimum of 12 units, and have a cumulative GPA of 3.0.

Two cohorts of faculty (38 in total) are enrolled in the Introduction to Online Teaching and Learning course to improve online teaching skills. To date, more than 230 full-time and adjunct faculty have completed this course or the equivalent. Special thanks to our online education staff including Dr. Senya Lubisich, Online Faculty Coordinator, and Ms. Becky Rudd for leading the trainings and to Mr. Chuong Tran for the technical support for each course.

Last but not least, the combined productions of both "A Christmas Carol" and "A Holiday Spectacular featuring 'Don't Shelve the Elves'" received over 4,500 views on YouTube. Additionally, donations to the programs totaled over \$3,000. The upcoming spring student theatre project will be an original screenplay written by one of our students that will be produced in a safe, remote, streamed platform. More exciting news on this production as it develops!

Arvid Spor, Interim Vice President of Student Services

The Counseling and Advisement Center hosted Registration Assistance Forums on the first and second day of the winter session in collaboration with Admissions and Records and Financial Aid staff. Over 20 students attended the forums and received assistance for satisfactory academic progress (SAP) appeals and registration errors. Through another collaboration with TeCS, online appointment schedulers for counseling liaison areas including Veterans, Nursing, International Students, Athletics, IWCC/Promise, and Noncredit have been created, expanding services available online for students.

The Career/Transfer Center will be hosting Application Assistance Open Forums during the month of January to help students with their transfer application to both private and public universities. In addition, the CTC will offer interview skills and resume workshops with a focus on STEM for

students who are interested in applying to the Summer Research Experience program or other internship opportunities.

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

All Fiscal, Bookstore, Reprographics, Facilities and Campus Safety essential personnel continue to work on-campus to maintain operations for students, staff and vendors, and to maintain the physical campus and ensure a safe and secure college campus.

The Fiscal Services team is currently working to complete payroll reporting for 2020, to ensure the timely issuance of employee W-2's. The Fiscal team also continues to provide information and support to the external auditors, to complete the District's 2019-2020 audit by the extended deadline of February 28, 2020.

Over the winter break, the Facilities team completed several maintenance projects. High voltage switches in the Golf Range and Portable 1 buildings were replaced, as mandated by the South Coast Air Quality Management District (SCAQMD) due to having SF6 gas which is determined by the State of California to be harmful to the environment. The switch replacements are part of a long-term project over several years. The Facilities team also successfully completed a gas supply line repair at the Visual Arts building due to a failed valve assembly and a water line repair adjacent to the Field House building, due to a line break.

The Campus Safety team continues to work fully on-campus to serve and protect the college 24 hours a day, seven days a week. Essential Campus Safety personnel responded to 1,718 calls for service during December which included assisting employees, students and the public alike.

Robert L. Sammis, Director of Human Resources

I am pleased to inform the Board of Trustees that during this challenging time of working remotely, the Office of Human Resources continues to serve the college and perform all HR related functions; much to the credit of the HR staff! Some of the HR staff members continue to assist with needs in other campus areas, most notably addressing phone calls and questions from students. In addition, HR is continuing to develop electronic personnel files and will soon begin an implementation of a new version of our applicant tracking system. The Human Resources Newsletter for January recently went out to all employees and contains useful reminders of the services available through our employee assistance program and information on available online training.

Gino Munoz, Academic Senate President – no report.

Jorge Cortez, Classified Employees

CSEA would like to welcome everyone back from holiday break, and we would also like to officially welcome our new members of our Board of Trustees Dr. Contreras, Ms. Bollinger, and Ms. Lutz as well as our new Vice President of Academic Affairs Joumana McGowan. As classified staff, we hope to continue to work side-by-side and keep open communication with all groups on campus to give the best service and experience to our existing and future students that will be attending Citrus College.

We held our January Chapter Meeting on Tuesday January 12, 2021 via Zoom where we welcomed our members back and we reviewed upcoming dates of Chapter and District business. Overall it was a good meeting with a great showing of participation with 60 members in attendance, I'm happy to report that our members are healthy and staying strong as we continue with remote work and our essential employees continuing to hold strong on the ground.

In closing I would like to thank everyone for working together with our members to get through 2020 and we hope for everyone a prosperous and successful 2021.

Thank you for your time and be well!

Austin Riggs, Student Trustee – no report.

Members of the Board of Trustees

E. MINUTES

- 1. Approval of the Organizational/Regular Meeting Minutes of December 15, 2020**

F. INFORMATION AND DISCUSSION

- 1. AB 705 Update – Joumana McGowan, Ed.D., Vice President of Academic Affairs (Page 10)**
- 2. Program Review – Student Services Comprehensive Report – Arvid Spor, Ed.D., Interim Vice President of Student Services (Page 11)**

CalWORKs (California Work Opportunity and Responsibility to Kids)

- 3. BP/AP 2715 Code of Ethics/Standards of Practice – Patricia A. Rasmussen, President, Board of Trustees (Page 35)**

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 39)
- b. Authorization is requested to ratify A & B Warrants issued during December 2020, totaling \$7,846,968.78. (Page 41)
- c. Authorization is requested to ratify purchase orders issued during December 2020. (Page 42)

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 45)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 61)
- f. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 64)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

2. Authorization is requested to accept the Citrus Community College District Measure G Proposition 39 Financial and Performance Audit Reports from Eide Bailly, LLP, for the fiscal year ended June 30, 2020. (Page 68)
3. Authorization is requested to adopt Resolution 2020-21-03, Supporting Balanced Energy Solutions, to help the State move toward its climate goals, through the goals and objectives as set forth in the 2016-2021 Citrus College Strategic Plan, 2020-2030 Educational and Facilities Master Plan, and the 2020 Sustainability Plan, with flexibility to do so in a manner that best serves the needs of the college community and ensures sufficient resources to serve the needs of students, faculty, staff and our local communities. (Page 69)

Academic Affairs

4. Authorization is requested to approve the modified courses. (Page 73)

Personnel Recommendations

5. Authorization is requested to approve the employment of Dr. Richard Rams beginning February 3, 2021, as the vice president of student services at a salary placement of Range 89, Step 1, on the Management Salary Schedule totaling \$182,680 annually (plus 2.5% additional for possession of a doctorate degree). (Page 77)

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

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

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. INFORMATION AND DISCUSSION – BOARD WORK SESSION – SUPERINTENDENT/PRESIDENT SEARCH

As result of Superintendent/President Geraldine M. Perri’s intent to retire effective July 1, 2021, and in accordance with Administrative Procedure 2431, Superintendent/President Selection, the Board of Trustees is proceeding with the selection of a search firm to engage in a nationwide search for the next Superintendent/President.

During the work session, it is anticipated that the Board of Trustees will allocate ten (10) minutes to each firm to make a presentation to the Board of Trustees concerning the recruitment process for Superintendent/President.

(Page 78)

K. ACTION

1. Authorization is requested to select _____ as the firm to assist the Board of Trustees with the Superintendent/President recruitment and selection process. The terms of the agreement will be arranged consistent with the District’s process for consultant agreements. (Page 79)
2. Authorization is requested to select _____ and _____ as the Board of Trustees ad hoc committee to facilitate the Superintendent/President recruitment and selection process. (Page 80)

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. 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/2021%20Agendas/01.19.2021.pdf>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	AB 705 Update	Information	X
		Enclosure(s)	_____

BACKGROUND

AB 705 is a bill signed by the Governor on October 13, 2017, that took effect on January 1, 2018. The bill requires that a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe and use, in the placement of students into English and math courses, one or more of the following measures: high school coursework, high school grades, and high school grade point average. In response, the college eliminated assessment testing and redesigned its curriculum.

Dr. Gina Hogan, Dean of Language Arts and Library Services, Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, and Ms. Victoria Dominguez, Dean of Mathematics and Business Services, will provide an update on student placement, redesigned curriculum, and student outcomes.

This item was prepared by Christine Recendez, Administrative Assistant, Academic Affairs.

RECOMMENDATION

Information only; no action required.

Joumana McGowan, 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:	January 19, 2021	Resolution	_____
SUBJECT:	Program Review – Student Services Comprehensive Report	Information	X
		Enclosure(s)	X

BACKGROUND

Citrus College conducts a five-year cycle of program review 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 fall 2019, the CalWORKs (California Work Opportunity and Responsibility to Kids) program completed a 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 program for consideration and improvement.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D. _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ F.2. _____



CaWORKs
Comprehensive Program Review
2014-2019

September 1, 2020

Table of Contents	
General Information	2
Executive Summary	2
Program Mission/Description	3
Committee Members	3
Organization Chart	3
Staffing	4
Key Functions	4
Service Demographics	4
Student Eligibility Requirements	6
Facilities/Location	7
Coordination	7
Business Office	8
Links to Planning	8
Program Student Learning Outcomes	9
Program Self-Evaluation: A: Access	9
Program Self-Evaluation: B Student Success	10
Program Self-Evaluation: C Non-Credit Goals	11
Program Self-Evaluation: D Exemplary Practices and Services	11
Program Self-Evaluation: E Compliance	12
Program Self-Evaluation: F Environmental Impact	13
Program Self-Evaluation: G Data Reporting	13
Program Self-Evaluation: H Technology Needs	13
Program Self-Evaluation: I Interaction	14
Awards and Special Recognitions	15
Summary of Past Recommendations/Goals	16
Summary of Past Learning Outcomes	17
Long Term Recommendations/Goals	18
SLO Evaluation Plan	21
Past Budget Summary	22
Budget Planning	22

General Information (Student Services Comprehensive Program Review)

Executive Summary

California Work Opportunity and Responsibility to Kids (CalWORKs) is the state's "welfare to work" program for families with children. CalWORKs serves students on campus with the lowest socio-economic status who are also parents and are referred to Citrus College by their county caseworker to receive educational training. The majority of CalWORKs students are Latinx, female, and over the age of 30. All students in CalWORKs receive the California College Promise Grant. At present time, the program serves approximately 130 students annually.

Commendations:

Over the course of the last five years, the program established a better structure to provide consistency in appointments. The hiring of a full-time tenure track counselor in 2017 greatly enhanced the quality of counseling appointments and programming offered to students. The annual goals developed through program review are meaningful resulting in well-thought out activities that benefit students as demonstrated in Student Learning Outcome assessments.

Challenges:

There are many challenges that CalWORKs students face due to their economic circumstances. The stigma of being welfare recipients, the significant amount of paperwork required by the county offices within the Department of Public Social Service, and the issues these individuals encounter because of the poverty they are experiencing make recruiting and retaining students difficult. The greatest challenge facing CalWORKs is declining enrollment in the program. The county does not directly notify CalWORKs staff when referring students to Citrus College. Therefore, unless the student comes to the CalWORKs office, the staff are not able to enroll them in the program. Additionally, on-campus recruitment is difficult because there is no mechanism available to identify student-parents who are receiving cash aid. Furthermore, the county operates under a "work-first" motto, so promoting educational training is a secondary option.

CalWORKs students have difficulty connecting with other students on campus who are parents because there are not spaces solely dedicated to student-parents. Supporting CalWORKs students by creating a network of peers, staff, and faculty who recognize the challenges they face inspires the students to excel. CalWORKs students' confidence levels increase, and they perform better in the classroom when they feel acknowledged.

Recommendations:

The CalWORKs program must increase outreach and in-reach, as well as retain current students. Hiring an outreach specialist will create more of a presence through outreach and in-reach activities targeting cash aid recipients that are not enrolled in the CalWORKs program. Establishing a process to identify Citrus College students that qualify for CalWORKs will facilitate recruitment and increase program participation. Additionally, the faculty and staff must develop new partnerships with county officials by promoting the college and the numerous educational programs offered. Lastly, CalWORKs students need a space to come together to

study, connect, and support one another, which will lead to better retention of this student population.

Program Mission/Description

The Citrus College California Work Opportunity and Responsibility to Kids (CalWORKs) program is committed to providing CalWORKs students a variety of comprehensive counseling and supportive services, which are necessary for students to overcome personal barriers and transition off public assistance. The CalWORKs program supports the college’s mission by providing support services that lead to the successful completion of the student’s educational goal.

CalWORKs faculty and staff provide a safe, welcoming, and positive environment for students and advocate on students' behalf to ensure they receive appropriate services from the county. The CalWORKs program fosters the belief that education and training are the best solutions for welfare recipients so they may gain economic stability for themselves and their families.

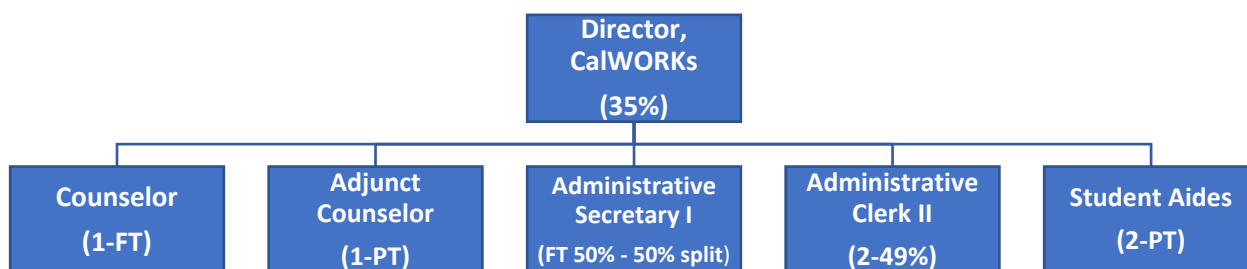
Program Description:

The CalWORKs program at Citrus College is responsible for providing support services to students who are recipients of Temporary Assistance to Needy Families (TANF). Through collaboration and advocacy with college and community partners, the program prepares a segment of California's workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of higher education.

Committee Members

Lelaine Arredondo	Toni Billiet	Ida Esquivel
Ashley Garcia	Sara Gonzales-Tapia	Desiree Rosales

Organization Chart



🔗 Staffing

1) Staff preparation and training.

As illustrated in the organizational chart, the CalWORKs program is staffed by one part-time director, one full-time counselor, one part-time counselor, and three part-time classified staff. Approximately two student aides are hired every year.

Under the guidance of the vice president of student services, all staff attends biannual student services training. Counselors attend monthly counseling training and the full-time counselor attends the monthly division Counseling Faculty Work Group meeting. Counselors also attend the annual California State University and University of California counselor conferences. The director and counselors attend the annual statewide CalWORKs Association Training Institute.

2) Faculty minimum qualifications, diversity, and credentials.

California Code of Regulations Title 5 Section 53410 requires a master's degree for counseling faculty. The functions of a counselor include academic, personal, and career counseling.

🔗 Key functions

- Advocate for students with obstacles preventing them from self-sufficiency
- Assist with job development and work-study job placement
- Complete county paperwork
- Connect students to child care, mental health, housing, and legal aid resources
- Facilitate workshops and support groups
- Monitor academic progress and address probation status
- Provide case management, academic, personal, and career counseling
- Refer students to campus support services

🔗 Service Demographics

The Citrus College Office of Institutional Research, Planning and Effectiveness provided an analysis of demographic data from 2014-2019 for the CalWORKs program. A five-year review of data on ethnicity, gender, age, and students with disabilities found that although the largest demographic for each data set remained the same, the percentages vary over the years. The ethnicity metric shows a 10% fluctuation in the five-year period, yet the Latinx population remained dominant in this timeframe. Latinx students represent approximately 63% of the students in CalWORKs. In terms of gender, women have always been the majority of students served by the CalWORKs program, with a steady average of 84% over the past five years. The largest age group in CalWORKs over the five-year period is the 30 to 49 age group. The percentage of students in this age range grew from 40% in 2014 to 53% in 2019. Lastly, the CalWORKs program serves a greater proportion of students with disabilities than the college, but these percentages declined over the past five years. In 2014, 15% of students in CalWORKs had a disability, whereas in 2019 the percentage fell to 10%. The data tables in the preceding pages represent the aforementioned summary of student demographic information.

Demographic data: Ethnicity

College-wide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
College Total	19,035	100.0%	20,002	100.0%	20,176	100.0%	19,948	100.0%	19,797	100.0%	
African-American	796	4.2%	847	4.2%	787	3.9%	766	3.8%	790	3.7%	
American Indian	32	0.2%	37	0.2%	35	0.2%	32	0.2%	29	0.2%	
Asian	2,227	11.7%	2,419	12.1%	2,416	12.0%	2,407	12.1%	2,430	12.3%	
Hispanic	11,489	60.4%	12,248	61.2%	12,263	60.8%	12,320	61.8%	12,455	62.9%	61.42%
Multi-Ethnicity	535	2.8%	552	2.8%	554	2.8%	561	2.8%	606	3.1%	
Pacific Islander	32	0.2%	35	0.2%	25	0.1%	19	0.1%	29	0.2%	
Unknown	332	1.7%	358	1.8%	760	3.8%	713	3.6%	592	3.0%	
White Non-Hispanic	3,592	18.9%	3,506	17.5%	3,336	16.5%	3,130	15.7%	2,926	14.8%	
CalWORKs	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
CalWORKs Total	229	100.0%	216	100.0%	181	100.0%	164	100.0%	135	100.0%	
African-American	18	7.9%	13	6.0%	10	5.5%	14	8.5%	10	7.4%	
American Indian	3	1.3%	1	0.5%	1	0.6%	1	0.6%	2	1.5%	
Asian	8	3.5%	6	2.8%	6	3.3%	7	4.3%	8	5.9%	
Hispanic	136	59.4%	137	63.4%	124	68.5%	109	66.5%	79	58.5%	63.26%
Multi-Ethnicity	7	3.1%	5	2.3%	5	2.8%	7	4.3%	7	5.2%	
Pacific Islander											
Unknown							1	0.6%	3	2.2%	
White Non-Hispanic	57	24.9%	54	25.0%	35	19.3%	25	15.2%	26	19.3%	

Demographic data: Gender

College-wide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
College Total	19,035	100.0%	20,002	100.0%	20,176	100.0%	19,948	100.0%	19,797	100.0%	
Female	9,691	50.9%	10,239	51.2%	10,426	51.7%	10,445	52.4%	10,490	53.0%	51.84%
Male	8,784	46.2%	9,189	45.9%	9,084	45.0%	8,856	44.4%	8,807	44.5%	
Unknown	560	2.9%	574	2.9%	666	3.3%	647	3.2%	500	2.5%	
CalWORKs	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
CalWORKs Total	229	100.0%	216	100.0%	181	100.0%	164	100.0%	135	100.0%	
Female	194	84.7%	187	86.6%	151	83.4%	139	84.8%	112	83.0%	84.50%
Male	30	13.1%	22	10.2%	25	13.8%	23	14.0%	22	16.3%	
Unknown	5	2.2%	7	3.2%	5	2.8%	2	1.2%	1	0.7%	

Demographic data: Age Group

College-wide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
College Total	19,035	100.0%	20,002	100.0%	20,176	100.0%	19,948	100.0%	19,797	100.0%	
19 or Less	6,752	35.5%	6,949	34.7%	6,786	33.6%	6,728	33.7%	7,143	36.1%	38.48%
20 to 24	7,507	39.4%	7,798	39.0%	7,881	39.1%	7,742	38.8%	7,144	36.1%	
25 to 29	2,280	12.0%	2,538	12.7%	2,572	12.8%	2,715	13.6%	2,641	13.3%	
30 to 49	2,063	10.8%	2,273	11.4%	2,450	12.1%	2,298	11.5%	2,394	12.3%	
50 +	425	2.2%	444	2.2%	487	2.4%	465	2.3%	474	2.4%	
Unknown	8	0.04%							1	0.01%	
CalWORKs	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
CalWORKs Total	229	100.0%	216	100.0%	181	100.0%	164	100.0%	135	100.0%	
19 or Less	8	3.5%	3	1.4%	1	0.6%	1	0.6%	2	1.5%	43.94%
20 to 24	78	34.1%	50	23.1%	37	20.4%	41	25.0%	25	18.5%	
25 to 29	48	21.0%	68	31.5%	60	33.1%	49	29.9%	31	23.0%	
30 to 49	91	39.7%	91	42.1%	77	42.5%	69	42.1%	72	53.3%	
50 +	4	1.7%	4	1.9%	6	3.3%	4	2.4%	5	3.7%	

Demographic data: Students with Disability

College-wide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
College Total	19,035	100.0%	20,002	100.0%	20,176	100.0%	19,948	100.0%	19,797	100.0%	
DSPS	1,258	6.6%	1,289	6.4%	1,328	6.6%	1,185	5.9%	1,059	5.3%	6.16%
NOT DSPS	17,777	93.4%	18,713	93.6%	18,848	93.4%	18,763	94.1%	18,738	94.7%	
CalWORKs	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		5 year Average
	n	%	n	%	n	%	n	%	n	%	
CalWORKs Total	229	100.0%	216	100.0%	181	100.0%	164	100.0%	135	100.0%	
DSPS	34	14.8%	26	12.0%	24	16.0%	16	9.8%	13	9.6%	12.44%
NOT DSPS	195	85.2%	190	88.0%	157	86.7%	148	90.2%	122	90.4%	

Student Eligibility Requirements

The Citrus College CalWORKs program collaborates with the Department of Public Social Services (DPSS) to assist students with education, training, and job skills. CalWORKs students and staff work with various county offices and workers within DPSS. In order to qualify for CalWORKs services, the student must receive cash aid (welfare), have a child, and be enrolled in classes at Citrus College. The student is referred to the CalWORKs program by their county worker with their Welfare to Work plan, which is an educational contract between the student and the county. To maintain eligibility in the CalWORKs program, the student must provide proof that they are still receiving cash aid to continue receiving services every semester.

🔧 **Facilities/Location**

The CalWORKs office is located on the second floor of the Student Service building (SS 236) directly across from the Counseling and Advisement Center. The Student Services building is located to the north of the main entrance to the college near Citrus Avenue. The office space consists of five individual offices, two cubicles, a study area for students, a conference room, a storage room, and a waiting room with books and toys to entertain the children that come in with their parent for an appointment.

🔧 **Coordination**

The faculty in CalWORKs promote the services of instructional programs when meeting with students. All CalWORKs students are required to complete two progress reports each semester, in which they solicit feedback from their instructors regarding their progress in each class. They then meet with the CalWORKs counselor to review their progress report, which provides the CalWORKs counselor an opportunity to encourage the student to utilize the library and the various instructional support programs such as tutoring, the Writing Center, and Science Technology Engineering and Mathematics (STEM). Beginning in 2017, CalWORKs counselors recruited students to participate in STEM activities such as Summer Research and Bridge to the Geosciences. Frequent referrals are made to the STEM Center for additional tutoring support. Counselors also actively share information regarding the Honors Transfer Program with eligible CalWORKs students.

The CalWORKs program collaborates with several student services programs on campus including Disabled Student Programs and Services (DSPS), Career/Transfer Center, and Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). The CalWORKs counselors work closely with DSPS counselors because several CalWORKs students also receive services from DSPS. CalWORKs students are also referred to the Career/Transfer Center so they may participate in transfer and career related workshops. Additionally, CalWORKs faculty and staff frequently communicate with the EOP&S/CARE program to avoid duplication of services and to facilitate enrollment into the CARE program.

CalWORKs maintains a well-established partnership with staff in the Financial Aid Office. The CalWORKs director works regularly with a financial aid technician to determine work-study eligibility for CalWORKs students. In collaboration with a payroll technician, the financial aid technician and CalWORKs director monitor the CalWORKs students' monthly earnings to ensure they do not run out of work-study funds in the fiscal year. The CalWORKs director verifies that CalWORKs students apply for financial aid each academic year. The counselors contact students who have not applied for financial aid and encourage them to make an appointment if they need assistance with completing the Free Application for Federal Student Aid application or if they need to submit a financial aid appeal. CalWORKs counselors are proactive because financial issues are an obstacle for this population and providing additional guidance helps retain students.

Collaborating with the Office of Institutional Research, Planning and Effectiveness occurs as part of the development of program review and the Annual Implementation Plan. In addition, the

research analyst assists with developing student surveys for CalWORKs Student Learning Outcomes (SLOs) assessments and by compiling CalWORKs data for reporting purposes.

The programmers in Technology and Computer Services (TeCS) have been instrumental in creating a variety of Argos reports that the CalWORKs director uses to review student enrollment, Grade Point Averages, and unit completion. These reports are also used for annual reporting and to monitor student compliance with program requirements. Additionally, TeCS staff assist with all technology needs in the office, which include technology upgrades and repairs.

🔗 **Business Office**

The CalWORKs director and administrative secretary work with an accounting technician to reconcile CalWORKs expenditures every month. The administrative secretary works with staff in accounts payable and purchasing to ensure accurate payment of purchase orders. Communication with payroll staff also occurs to address any concerns with salary and budget expenses. The director of fiscal services must sign all annual reports submitted to the Chancellor's Office. These reports consist of a program and budget plan, allocation adjustments if necessary, and a year-end electronic budget report known as Student Services Automated Reporting for Community Colleges (SSARCC).

🔗 **Links to Planning**

CalWORKs program goals align with all of the college's planning goals including the Strategic Plan. Most program goals are linked to Focus Areas one (Preparedness), five (Student Support), and nine (Diversity and Equity) of the 2016-2021 Strategic Plan. The CalWORKs program ensures that students are successful by providing services that focus on retention and completion. An example of a goal that was linked to the Strategic Plan, Strategy 5.3, in 2018-2019 is to ensure that all CalWORKs students have a comprehensive Student Educational Plan completed each semester to promote student success and to make certain that students are on the right track to completing their educational goal. In addition, goals are developed to meet the objectives of the Educational Facilities Master Plan (EFMP) and the Student Equity Plan. These goals have focused on increasing transfer among CalWORKs students and providing them with additional career resources.

The occupational growth analysis completed for the 2020-2030 EFMP identifies middle-skill occupations as the careers that will be in demand. The EFMP also forecasts that there will be less high school age students and an older population in Los Angeles county in the next 10 years. There is great potential for growth in the CalWORKs program considering that the Los Angeles Department of Public Social Services (DPSS) prefers that individuals are referred to colleges for short-term training programs so that the student may transition off of aid faster. Additionally, the majority of students served in the CalWORKs program at Citrus College are non-traditional adult learners who are in the 30 to 49 age group. Future planning will focus on activities that support EFMP, Strategic Plan, and Guided Pathways objectives.

Program Student Learning Outcomes
CalWORKs SLOs

Outcome	Mapping
<p>CalWORKs SLO 1: Students will examine the rules of their county approved educational employment contract, Welfare to Work (WTW) plan, and the requirements to meet their academic goals. Students will identify their personal eligibility requirements and time limits for benefits.</p>	<p>Strategic Plan Focus Areas: 1.3 Participation in activities designed to facilitate the transition to collegiate environment, 5.3 Effective student support services Strategic Plan Objectives: 1. Basic skills course completion, 10. Degree completion 11. Certificate completion, 2. Pass rate in noncredit ESL, 4. Course completion of disproportionately impacted groups, 7. Graduate with associate degree, 8. Completion of disproportionately impacted groups</p>
<p>CalWORKs SLO 2: Through counseling and case management, students will recall their knowledge of CalWORKs and Greater Avenue for Independence (GAIN) documentation and identify community resources applicable to student-parents.</p>	<p>Strategic Plan Focus Areas: 5.3 Effective student support services, 5.4 Mitigation of challenges to student success, Strategic Plan Objectives: 1. Basic skills course completion, 10. Degree completion, 11. Certificate completion, 2. Pass rate in noncredit ESL, 4. Course completion of disproportionately impacted groups, 7. Graduate with associate degree, 8. Completion of disproportion impacted groups</p>

Program Self-Evaluation: A: Access

1) Compare demographic data from the college to the program, including ethnicity, gender, age, and students with disabilities (provide trend data and analysis if available).

An analysis of demographic data of CalWORKs students including ethnicity, gender, age, and disability over the last five years conducted by the Office of Institutional Research, Planning and Effectiveness found that CalWORKs students have a similar ethnic make-up as the college. The largest ethnicities represented in CalWORKs are Latinx at 63%, White at 21%, and African American at 7%. The program’s Latinx population is very similar to the college, but the White and African American population is slightly higher in CalWORKs with a 5% and 3% increase respectively. More women than men are served by the college and the CalWORKs program, but there is a significant difference in the percentages when compared to college demographics. The five-year average of women in CalWORKs is 85% versus the college average of 52%. There is also a dissimilarity in the age majority. Whereas the college’s age majority is the 20 to 24 range, CalWORKs students are of non-traditional age with more students in the 30 to 49 range. Additionally, approximately 12% of students in CalWORKs are also served by Disabled Student Program and Services (DSPS) and this is double the college’s DSPS rate. The data tables for these demographics are found in the Service Demographics section of this report.

2) Describe the effectiveness of the program in enabling success for underprepared and underrepresented students.

The CalWORKs program serves low-income students, many of whom are re-entry nontraditional students. Efforts are made to narrow the achievement gap by providing holistic support to students in the program through monthly check-ins with all students so that they receive continuous support in addressing any barriers they encounter. CalWORKs students face issues pertaining to food insecurity, childcare, health care, and child support. Counselors are available to assist students and to make sure that minor setbacks do not result in students leaving college for a semester. CalWORKs counselors explain complex welfare policies in formats that students are able to understand via PowerPoint presentations, handouts, and questionnaires. Educating students on state and county welfare policy reduces the number of students that have their benefits stopped by the county for being out of compliance, as well as the number of students on academic probation. Counselors interweave academic planning into every appointment so that students see their pathway to completion and are reminded of how much progress they have made towards their educational goal.

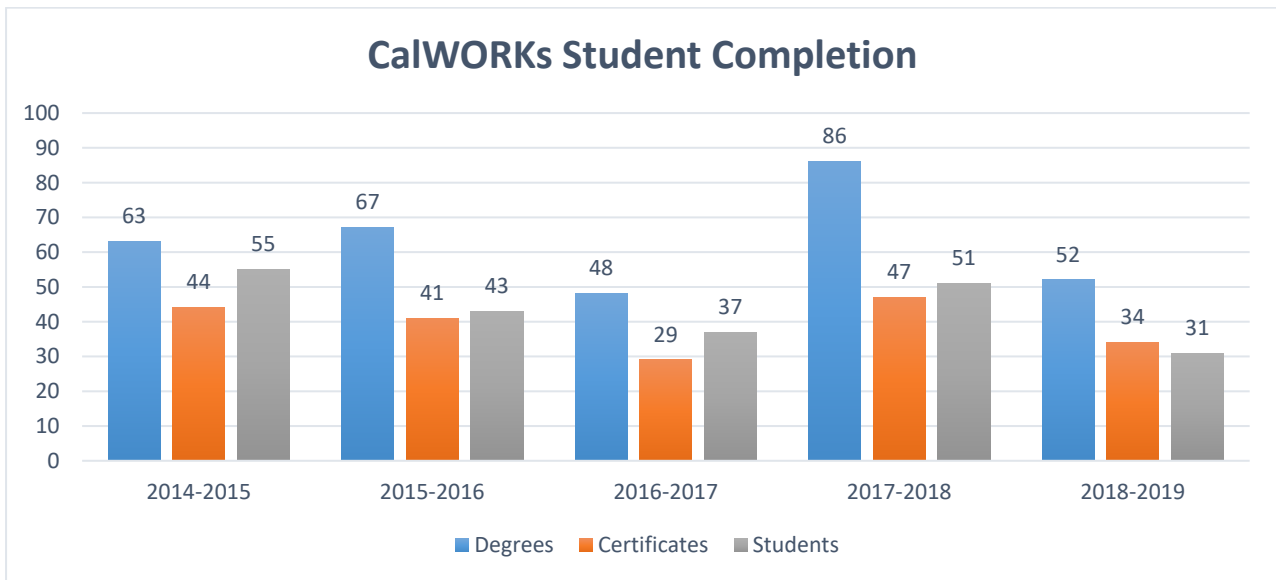
In addition to counseling services, CalWORKs students may participate in support group workshops facilitated by CalWORKs counselors. These workshops are specifically designed from the student-parent perspective and give students the opportunity to build a support network with each other. Workshop topics include budgeting, studying with children, healthy relationships, scholarship applications, and career readiness.

The program also coordinates events to meet students' needs that include Adopt an Angel, Thanksgiving dinner giveaways, and the end of the year recognition ceremony. In 2018, Foundation Innovation grants were secured to make available healthy snacks for CalWORKs students. Furthermore, the CalWORKs faculty and staff have worked with the Citrus College Foundation to provide Thanksgiving turkey dinners to CalWORKs families in 2017, 2018, and 2019. With the financial support received through Foundation Innovation grants and partnering with the local Albertsons, the CalWORKs program provided complete meals to 14 families in 2019. Students shared their appreciation for this event by providing thank you cards that include statements such as, *"Activities like these help my family through the holidays. I feel the support from others is generous when sometimes I can't do it on my own."* and *"This makes me feel valued."* Validating the student-parent leads to successful outcomes as these students feel a sense of belonging and connection to the campus.

🔗 Program Self-Evaluation: B Student Success

1. Number of degrees/certificates awarded, transfer-prepared students, and transfers.

Due to family and county obligations, most CalWORKs students attend school part-time. Therefore, time to degree and certificate completion is typically longer than three years. Also, the welfare system's motto of "work-first" tends to translate into limited support for long-term goals such as transfer. Nonetheless, CalWORKs students continue to work toward completion and have positive results compared to the traditional college population considering the additional obstacles they face. The preceding chart highlights the number of students and the number of degrees and certificates they completed from 2014-2019.



In relation to the number of students served in the program, degree and certificate completion remained steady. One distinction reflected in the data is that in years where the headcount was low, degree and certificate completion remained high, which indicates that many students completed more than one degree or certificate. In 2018-2019, only 138 students participated in CalWORKs, which was the lowest enrollment over the five-year period. With improvements to the economy, many students returned to the workforce full-time to address the immediate financial needs of their families without completing their educational goals.

Program Self-Evaluation: C Non-Credit Goals

English-learner students comprise approximately 11% of the students served by the CalWORKs program. Some students may have just recently entered the United States and may have limited understanding of the English language. These students enroll in non-credit courses or English as a Second Language (ESL) courses and start anywhere from the beginning level to intermediate level. With the guidance of CalWORKs counselors, students register in non-credit courses. Some students may need help with an interpreter in the beginning. The county does provide interpreters or students might ask their family members or friends to interpret. The majority of the students who complete a semester or two of non-credit courses feel more confident and start to show an improvement in their language skills. A number of students will then make the transition from non-credit to credit courses and choose a certificate or associate degree program. CalWORKs counselors will work with the county worker to open a new “component,” which then allows the student to pursue an educational or career goal and enroll in credit programs. Other students may choose to enter the workforce after completing non-credit courses because they feel more comfortable engaging in the English language.

Program Self-Evaluation: D Exemplary Practices and Services

CalWORKs provides exemplary customer service. Each student is treated with respect and kindness from the moment they first come into the office throughout the entire time in the program. This is important because many students deal with internalized shame for being welfare recipients and many have developed a defense mechanism to deal with that internal

conflict. The CalWORKs faculty and staff provide a welcoming space for students by approaching sensitive issues with confidentiality and respect. Students recognize this and build trust and rapport with the counselors. The counselors and staff devote time for checking in with students by emailing, scheduling follow-up appointments, and by calling the students directly. The hands-on communication makes students feel cared for and they are willing to continue their relationship with the staff. CalWORKs counselors provide accurate and timely information to students about county policy, programs of study, degree requirements, and the transfer process. Students appreciate the information and tools given to them, so they feel more equipped to make wise decisions as they further their personal and academic goals.

Emergency preparedness is important to CalWORKs faculty and staff. A buddy list was created many years ago to ensure all faculty and staff are accounted for during an emergency and during campus drills. All faculty and staff have taken the advice of the Campus Safety officers and each employee who has an office, locks their office behind them to “shelter in place” and protect students from potential danger if necessary. Additionally, an emergency survival kit was assembled and placed in the office safe room. The contents of this emergency kit are restocked yearly and include items necessary for being locked down with children since most often than not, children accompany their parents to appointments. The list of supplies in the emergency kit has been shared with all Los Angeles County CalWORKs programs.

On several occasions, the CalWORKs program has worked with the Citrus College Foundation to receive grant money to help students in need. The grant funding has been used to purchase Thanksgiving dinners for CalWORKs students and their families. Two CalWORKs students attended a leadership conference with an additional grant from the Foundation. Without this funding, the students would not have had the opportunity to attend the conference. Additionally, healthy snacks were provided to CalWORKs students experiencing food insecurity with funding provided by the Foundation.

🔗 Program Self-Evaluation: E Compliance

1) Provide an overview of how this program meets applicable minimum requirements of the law.

The CalWORKs program is a categorical program that is directed by the Chancellor’s Office, and the California Department of Public Social Services. Students have rights under California welfare law that CalWORKs programs in community colleges must follow. It is imperative for the CalWORKs director and counselors to remain current with state welfare law and county policy. Attendance at trainings and meetings off-campus include the CalWORKs Association Training, Los Angeles Consortium-5 (LAC-5) meetings, CalWORKs Education Training and Employment Partnership, and CalWORKs regional Greater Avenues for Independence (GAIN) meetings. The Chancellor’s Office requires an annual program and budget plan to be written and signed not only by college administrators, but also by county welfare directors. The annual plan also includes a year-end electronic budget report known as Student Services Automated Reporting for Community Colleges (SSARCC). Additionally, the college’s internal auditors review the CalWORKs program and have successfully resulted in zero audit findings.

2) Describe compliance initiatives undertaken since last program review.

There were no compliance issues that came from the last comprehensive program review.

🔗 **Program Self-Evaluation: F Environmental Impact**

Currently, CalWORKs employees participate in recycling plastic bottles and cans, which positively impacts the environment. The recycled containers are collected once a month and redeemed for cash. The cash is then used toward the purchase of goods for office celebrations and birthdays. Each employee in the CalWORKs office has a recycle box under their desk for unused printer paper. The CalWORKs office has contributed to a greener campus by using and having green recycling bins for paper waste and a shredding bin for confidential paperwork that gets picked up and properly recycled.

A regular practice in the CalWORKs office is to scan all documents in the files of students who are no longer served by the program. Once the files have been scanned, the documents are properly destroyed/recycled, and the file folder is reused. Staff and students are encouraged to print double-sided to use less paper and students studying in the study area use paper in recycling bins as scratch paper.

🔗 **Program Self-Evaluation: G Data Reporting**

1) Describe data gathering and submission processes, including challenges in submission.

Data gathering for CalWORKs begins after the student's first intake appointment of each semester. At this appointment, the student and counselor complete forms that capture all of the data elements needed for MIS reporting. After the appointment, the student's file is given to the administrative clerk who then enters the data into the CalWORKs Banner screen and also tracks additional data needed for reporting in an Excel file. The process is repeated after subsequent counseling appointments to capture all student contact. On occasion, there are errors in entering the data for MIS and the director receives an email from TeCS staff to correct the error. This process is completed in one business day.

In July 2018 the Chancellor's Office, at the request of the Strong Workforce division, added an additional data element to CalWORKs that requires the programs to identify the projected eligibility time remaining for each student. Unfortunately, programs do not have access to students' remaining eligibility because the county determines the amount of time a student has on aid. Colleges responded with concerns to the Chancellor's Office and the Chancellor's Office instructed colleges to report "X" in the data element, which denotes "unable to report/unknown."

2) Explain changes in data collection, access, and submission since the last program review.

CalWORKs staff now have access to Argos reports that pull data directly from Banner. Staff may print transcripts, check financial aid status, Grade Point Averages, and a variety of enrollment information for CalWORKs students. These reports provide timely information that the director and counselors use to provide enhanced service to students.

🔗 **Program Self-Evaluation: H Technology Needs**

1) List technology needs that currently exist in the program (include justification).

- a. Laptops- Offering a laptop lending program will be useful to CalWORKs students since many do not have their own laptops and they have to rely on the availability

of computers on campus. Students will be able to check-out a laptop to use either at home or on campus to get assignments completed. Also, the department uses laptops that are old by technology standards and no longer support updates. The laptops are used for orientations and workshops and on several occasions the laptop does not work or malfunctions, causing a delay in the event. Having new laptops programmed with the latest software improves efficiency.

- b. Computers- CalWORKs students benefit from having access to computers on campus because many find it difficult to work at home when their children are present. Having more computer access on campus will help them be more successful students. CalWORKs and EOP&S/CARE share a study space furnished with four computers for student use that are oftentimes full. Creating a larger space to add additional computers would provide greater access to more students.

2) Describe and list anticipated technology needs.

- a. Business center technology- Offering business center technology equipment similar to other colleges and universities specifically benefit CalWORKs students. CalWORKs students are required to submit several documents to their county workers every month and having amenities such as copy machines, fax machines and scanners in one location would facilitate the delivery of these documents.
- b. Hanging projector- Installing a hanging projector in the EOP&S/CalWORKs conference room is needed to eliminate the need to set up portal equipment every time an orientation, workshop, or meeting is held in that room. The conference room is used frequently and audiovisual equipment is almost always necessary. Having the conference room adapted to the technology needs would alleviate having to bring in portable equipment that requires ample time to set-up and break-down before and after events.

🔗 Program Self-Evaluation: I Interaction

The CalWORKs program interacts with faculty, administrators, staff, and students in several ways. Faculty in the CalWORKs program frequently collaborate with faculty from Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE) and Disabled Student Programs and Services (DSPS) to better serve students participating in these programs and to eliminate duplication of services. The full-time counselor also participates in Guided Pathways, a shared governance committee.

The CalWORKs program receives a work-study allocation so that CalWORKs students may be placed in work-study positions on campus. Work-study employment provides students with a valuable experience where they may develop their skill sets. The CalWORKs director works with staff and administrators across campus to address their hiring needs and refers CalWORKs students for an interview. The CalWORKs work-study program is a reputable program that has gained in popularity because the students are exemplary employees that apply their life skills as parents to the workplace (i.e., time management, multi-tasking, diffusing stressful situations).

The placement of CalWORKs students in various areas on campus also educates the campus community about the CalWORKs program. CalWORKs work-study students often excel in these positions, which results in improved self-confidence. Several CalWORKs work-study students have gone on to secure both part-time and full-time classified positions at the college as a result of the experience they gained in the work-study program.

Every year the CalWORKs program celebrates the holidays with the Adopt an Angel event in which Citrus College employees graciously donate gifts and books to children of CalWORKs students. Adopt an Angel is another way to show CalWORKs students that they are appreciated, supported, and acknowledged as student-parents on campus. It is also an opportunity for the campus community to connect with Citrus College students in a fun and uplifting way.

On two occasions over the last five years, the Board of Trustees have toured the CalWORKs office and had an opportunity to learn more about the program and the CalWORKs student experience at Citrus College. At both events, former and current CalWORKs students shared their educational journey and the challenges they have overcome to become successful Citrus College alumnus.

🔗 Awards and Special Recognitions

The CalWORKs counselors and staff encourage students to apply for scholarships and recognition awards including the Citrus College Foundation scholarships, Soroptimist International, and Portraits of Success. Every year the Soroptimist group provides an opportunity for mothers to be awarded a scholarship that typically ranges from \$1,000 to \$2,000. Students are required to write a personal statement and provide information regarding their financial need. Since 2013, ten CalWORKs students have received this scholarship. In addition, students participate in the CalWORKs state-wide recognition of "Portraits of Success." CalWORKs students from across the state provide their powerful story and picture to be printed in this annual publication and have a chance to receive an academic scholarship. At a minimum, five Citrus College CalWORKs students submit their entries every year and are published in Portraits of Success.

On October 6, 2015, the first EOP&S/CARE and CalWORKs Open House in the Student Services building was held. Faculty, staff, and administrators were invited to come to learn more about the history of the programs at Citrus College and hear from current and former students regarding their experience. Ms. Rachel Barbosa, a representative for Los Angeles County Board Supervisor Hilda Solis, presented EOP&S, CARE and CalWORKs with a Certificate of Recognition to acknowledge the unwavering commitment to student success and support provided to hundreds of students each academic year.

Summary of Past Recommendations/Goals

Previous Recommendations	Status/Progress	Completed
<p>CalWORKs Recommendation 1 2009 -2014:</p> <p>Increase awareness of educational opportunities for the CARE/CalWORKs population through community outreach.</p>	<p>Completed</p>	<p>In the 2009-2010 academic year, an introductory letter and program brochure were mailed to continuation high schools, a teen pregnancy center, YWCA, and other organizations serving the CalWORKs population.</p> <p>CalWORKs counselors also participated in outreach events at Sierra High School, Cal SAFE at Workman High School, and Pacific Clinics in Glendora.</p>
<p>CalWORKs Recommendation 2 2009-2014:</p> <p>Develop strategies to encourage CalWORKs students to complete English and math courses at the associate degree level at the earliest stage in their matriculation.</p>	<p>Completed</p>	<p>In the 2013-2014 academic year, an email blast was sent and phone calls were made instructing students to schedule a Student Educational Plan (SEP) appointment with a CalWORKs counselor by the deadline for receiving priority registration. Counselors were instructed to plan English and math courses first. One hundred and thirty-one (131) students completed this appointment in the fall. Ninety-three (93) students completed the SEP in the spring semester.</p>
<p>CalWORKs Recommendation 3 2009-2014:</p> <p>Increase specialized programs to support student learning for CalWORKs students.</p>	<p>Completed</p>	<p>The CalWORKs Achievement program was launched in fall 2013 and modified in spring 2014. CalWORKs students may earn a gas card after completing three activities (tutoring, workshop, and support group). As a result, the number of students attending CalWORKs workshops and support groups increased significantly in spring 2014.</p>
<p>CalWORKs Recommendation 4 2009-2014:</p> <p>Expand the work-study program to include off-campus employment sites.</p>	<p>Abandoned</p>	<p>The work-study program had one off-site partner, but due to difficulties with invoicing and payments, the contract was not renewed in 2010. Managing an off-campus work-study partnership requires a classified employee dedicated to this task and there has not been enough funding available to hire this position.</p>
<p>CalWORKs Recommendation 5 2009-2014:</p> <p>Engage staff in training opportunities to improve their</p>	<p>Completed</p>	<p>Counselors attended annual University of California, California State University, and Ensuring Transfer Success counselor conferences. The financial aid director provided CalWORKs staff training on upcoming policy changes in financial aid. Counselors also attended the annual CalWORKs</p>

knowledge of policies that affect students in the areas of transfer, financial aid, and program mandates.		Association Training Institute. Staff meetings were used as a platform to discuss policy mandates in CalWORKs and financial aid.
CalWORKs Recommendation 6 2009-2014: Improve office efficiency and use of technology.	Completed	The administrative clerks continue to scan files to eliminate the use of paper files. Staff have attended various trainings on the use of Banner, Argos, and Microsoft Excel.
CalWORKs Recommendation 7 2009-2014: Reevaluate staffing needs.	Completed	In June 2013, a full-time, non-tenure, year-to-year counselor was hired. He resigned in July 2014. His vacancy was filled again with a non-tenure, year-to-year counselor in November 2014. This individual stayed in the position for 13 months and also resigned to accept a tenure position at another campus. In July 2017, a full-time tenure track counselor was hired. Additionally, in 2017, a second 49% Administrative Clerk II was hired to boost the level of clerical support.

Summary of Past Learning Outcomes

The CalWORKs program has two Student Learning Outcomes (SLOs):

CalWORKs Student Learning Outcome 1:

Students will understand the rules of their county approved educational employment contract Welfare to Work (WTW) plan and the requirements to meet their academic goals. Students will know their personal eligibility requirements and time limits for benefits.

Over the last five years, a variety of tools were used to measure this SLO including the Student Educational Plan, time limit workshops, and the Welfare to Work plan. Assessing the students' understanding of graduation requirements, their time left on aid, and the contractual benefits they receive by complying with their Welfare to Work contract were the focus areas of this SLO. The content of the appointments and workshops were carefully crafted to take a complicated policy and translate it into terms that students understand. Due to the success of the SLOs, many of the appointment and workshop topics became common practice after the program stopped assessing the SLO.

CalWORKs Student Learning Outcome 2:

Through counseling and case management, students will acquire knowledge of CalWORKs and Greater Avenues for Independence (GAIN) documentation and community resources.

The focus of this SLO has always been to clarify county documentation and policies. The program used counseling appointments and surveys to measure this SLO. After this SLO was

first developed, several cycles of assessment garnished unsuccessful results, mainly because of flaws in the survey questions. Although the criteria for success may not have been met, counselors still used the survey to provide the students with the correct information. In the last two years, the questions asked in surveys and methods for administering the survey have greatly improved. This has resulted in meeting the criteria for success, and more importantly, contributed to clarifying many incorrect assumptions about county policy for students. The new survey questions developed focused on scenarios where a student became out of compliance with county eligibility requirements. Many eligibility issues have been resolved as a direct result of this SLO.

🔗 **Long Term Recommendations/Goals**
CalWORKs Recommendation/Goals 2019-2024

Outcome	Mapping
<p>CalWORKs Recommendation/Goal 1 2019-2024:</p> <p>Create a counseling course for students who are parents. The curriculum would include college success strategies for student-parents, healthy relationships, goal setting, and parenting skills.</p> <p>Persons Responsible: counselors and director</p> <p>Estimated Completion Date: December 2022</p>	<p>Strategic Plan Focus Areas: 1.2 Transition to collegiate courses, 1.3 Participation in activities, 3.1 Innovative curriculum and instructional pathways, 3.2 Exemplary pedagogy, 5.5 Increase participation in support programs, 9.1 Broaden outreach to attract diverse student population,</p> <p>Strategic Plan Objectives: 10. Degree completion, 11. Certificate completion, 4. Course completion of disproportionately impacted groups, 8. Completion of disproportionately impacted groups</p> <p>Student Services EFMP 2011-2020: EOP&S/CARE/CalWORKs EFMP Goal 2, EOP&S/CARE/CalWORKs EFMP Goal 4</p>
<p>CalWORKs Recommendation/Goal 2 2019-2024:</p> <p>Reconfigure office space in order to expand the study area for students.</p> <p>Persons Responsible: director and administrative secretary I</p> <p>Estimated Completion Date: June 2021</p>	<p>Strategic Plan Focus Areas: 5.2 Service environment, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs</p>
<p>CalWORKs Recommendation/Goal 3 2019-2024:</p> <p>Collaborate with student services programs to establish a career closet for students.</p> <p>Persons Responsible: director and counselors</p>	<p>Strategic Plan Focus Areas: 5.3 Effective student support services,</p> <p>Student Services EFMP 2011-2020: EOP&S/CARE/CalWORKs EFMP Goal 1, EOP&S/CARE/CalWORKs EFMP Goal 2</p>

<p>Expected Completion Date: June 2022</p>	
<p>CalWORKs Recommendation/Goal 4 2019-2024:</p> <p>Create a parenting support group for CalWORKs students and other student-parents on campus.</p> <p>Persons Responsible: counselors</p> <p>Estimated Completion Date: June 2022</p>	<p>Strategic Plan Focus Areas: 1.3 Participation in activities, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs, 9.3 Culture of inclusion and collegiality,</p> <p>Student Services EFMP 2011-2020: EOP&S/CARE/CalWORKs EFMP Goal 2</p>
<p>CalWORKs Recommendation/Goal 5 2019-2024:</p> <p>Establish new partnerships with county agencies that work with individuals receiving cash aid to promote Citrus College and increase referrals to the CalWORKs program.</p> <p>Persons Responsible: director and counselors</p> <p>Estimated Completion Date: June 2022</p>	<p>Strategic Plan Focus Areas: 10.1 Enhance the college's image, 10.2 Increase participation in community activities, 11.3 Collaboration with business, civic, governmental and community leaders, 9.1 Broaden outreach to attract diverse student population,</p> <p>Student Services EFMP 2011-2020: EOP&S/CARE/CalWORKs EFMP Goal 4</p>
<p>CalWORKs Recommendation/Goal 6 2019-2024:</p> <p>Develop a needs assessment survey and administer the survey every two years to CalWORKs students to determine the types of resources they may need.</p> <p>Persons Responsible: director, counselors and administrative clerks</p> <p>Estimated Completion Date: June 2024</p>	<p>CalWORKs SLO Set: CalWORKs SLO 2,</p> <p>Strategic Plan Focus Areas: 5.2 Service environment, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs,</p> <p>Strategic Plan Objectives: 10. Degree completion, 11. Certificate completion, 4. Course completion of disproportionately impacted groups, 7. Graduate with associate degree, 8. Completion of disproportionately impacted groups,</p> <p>Student Services EFMP 2011-2020: EOP&S/CARE/CalWORKs EFMP Goal 3</p>
<p>CalWORKs Recommendation/Goal 7 2019-2024:</p> <p>Faculty and staff will participate in ongoing professional development activities that are relevant to the CalWORKs population in order to remain up-to-date with new policies.</p> <p>Persons Responsible: director, administrative assistant I and counselors</p> <p>Estimated Completion Date: June 2024</p>	<p>Strategic Plan Focus Areas: 3.3 Professional development opportunities and resources, 5.2 Service environment, 9.2 Recruitment and professional development</p>

<p>CalWORKs Recommendation/Goal 8 2019-2024:</p> <p>Develop a partnership with Career Technical Education (CTE) faculty and staff in order to gain knowledge regarding the CTE programs so that the information may be used to advise students and community partners.</p> <p>Persons Responsible: director and counselors</p> <p>Estimated Completion Date: June 2021</p>	<p>Strategic Plan Focus Areas: 9.3 Culture of inclusion and collegiality, Strategic Plan Objectives: 15. Completion of programs leading to high-demand occupations</p>
<p>CalWORKs Recommendation/Goal 9 2019-2024:</p> <p>Promote Career Technical Education (CTE) programs to county officials to increase referrals to the CalWORKs program.</p> <p>Persons Responsible: director and counselors</p> <p>Estimated Completion Date: June 2021</p>	<p>Strategic Plan Focus Areas: 10.1 Enhance the college's image, 10.2 Increase participation in community activities, 11.3 Collaboration with business, civic, governmental and community leaders, Strategic Plan Objectives: 11. Certificate completion, 15. Completion of programs leading to high-demand occupations, 8. Completion of disproportionately impacted groups</p>
<p>CalWORKs Recommendation/Goal 10 2019-2024:</p> <p>Work with Guided Pathways Student Success teams to ensure CalWORKs students benefit from Guided Pathways and prevent duplication of efforts among support programs.</p> <p>Persons Responsible: director and counselors</p> <p>Estimated Completion Date: June 2021</p>	<p>Strategic Plan Focus Areas: 5.3 Effective student support services, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs</p>

🔗 SLO Evaluation Plan

In the course of the next five years, the CalWORKs faculty and staff would like to assess the effectiveness of referring students to resources both on and off-campus, providing services through a variety of modalities, and teaching students self-advocacy.

Outcome	Assessment	Criteria for Success
<p>CalWORKs SLO 1: Students will understand the rules of their county approved educational employment contract, Welfare to Work (WTW) plan, and the requirements to meet their academic goals. Students will know their personal eligibility requirements and time limits for benefits.</p>	<p>Improve self-advocacy by modeling appropriate communication with county workers and providing students with welfare policy guidelines.</p> <p>Students will complete a survey that assesses their confidence level in asserting their rights with county workers.</p>	<p>Seventy-five percent of students will report greater confidence.</p>
<p>CalWORKs SLO 1: Students will understand the rules of their county approved educational employment contract, Welfare to Work (WTW) plan, and the requirements to meet their academic goals. Students will know their personal eligibility requirements and time limits for benefits.</p>	<p>Students will receive various tools such as step-by-step guides and instructional videos to increase their comfort level with online services.</p> <p>A survey will be administered at the end of the year to assess their comfort level.</p>	<p>Seventy-five percent of students will report increase frequency and improved comfort in using online resources.</p>
<p>CalWORKs SLO 2: Through counseling and case management, students will acquire knowledge of CalWORKs and Greater Avenue for Independence (GAIN) documentation and community resources.</p>	<p>Assess the effectiveness of the new method of referring students to on and off-campus resources.</p>	<p>Seventy-five percent of students who are provided a referral will make contact with that program/agency.</p>

Past Budget Summary

Annual requests for faculty and staff to attend conferences and requests to hire adjunct counselors were approved. A furniture request with funding from the Financial Resources Committee was approved in 2016-2017 and was used to reconfigure one of the cubicles. In 2017-2018, the hiring of an additional full-time tenure track CalWORKs counselor occurred.

Budget Planning

The budget requests for the next five years are to hire an adjunct counselor, a part-time outreach specialist, supplies, and furniture for the design of the student area and technology needs that will support the goals in this report. Because categorical funds may not be used to purchase furniture, the expenses for the redesign of the CalWORKs office must rely solely on District funding. Computer software requests outlined in section H "Technology Needs" may not be unique to CalWORKs and are most likely a request that would benefit the entire counseling division. The expenditures listed in the 1000-3000 section are ongoing expenses because they represent salary and benefits and the remaining line items are one-time requests. The following table outlines an estimate of the funding requests for the next five years.

Object Code	Total
1000	\$ 50,000
2000	\$ 28,000
3000	\$ 39,000
4000	\$ 3,400
5000	\$ 5,000
6000	\$ 16,483
Grand total	\$141,883

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	BP/AP 2715 Code of Ethics/Standards of Practice	Information	X
		Enclosure(s)	X

BACKGROUND

In order to adhere to Accrediting Commission for Community and Junior Colleges (ACCJC) Standard (IV.C.11), AP 2715 Code of Ethics/Standards of Practice states that the “Board of Trustees will review its Code of Ethics Policy at its annual organizational meeting.”

Attached are copies of BP 2715 Code of Ethics/Standards of Practice and AP 2715 Code of Ethics/Standards of Practice providing an opportunity for the Board to review, discuss, and make any necessary revisions.

This topic was reviewed at the December 15, 2020 organizational meeting of the Board of Trustees. Members of the Board requested the item be brought back for additional discussion.

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

RECOMMENDATION

No action necessary; information and discussion only.

Patricia A. Rasmussen
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.3.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

References: Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard IV.C.11, Community College League of California "The Ethical and Lawful Board of Trustees."

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

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

Board members are responsible to:

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

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

(Violations of BP 2715 are addressed under AP 2715)

Board Approved	04/07/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13
Board Review	09/09/14
Board Review	12/08/15
Board Review	12/06/16
Board Review	12/05/17
Board Review	12/04/18
Desk Review	03/14/19
Revised	08/20/19

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

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

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

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

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	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

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – January 19, 2021

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ACADEMIC AFFAIRS</u> Harris, Frank III	\$4,000.00 max	Grant	2/16/21	Keynote Speaker for Flex Day 2021
<u>LIBRARY</u> Vossler, Joshua	\$2,200.00 max	District	12/4/20-6/30/21	Video Production and Licensing
<u>ONLINE EDUCATION</u> Annotation Unlimited, PBC	No Fee	No Fee	1/1/21-6/30/21	Provide Annotation Tools via Canvas Plug-in Hypothesis Application

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:	January 19, 2021	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 December 2020:

	<u>December</u>
Warrants Issued to Vendors	\$2,739,766.46
Warrants Issued for Students Financial Aid	\$298,698.80
Warrants Issued to Employees	<u>\$4,808,503.52</u>
Total	<u>\$7,846,968.78</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 December 2020, totaling \$7,846,968.78.

Claudette E. Dain
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.b.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	Ratification of Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during December 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 December 2020.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.c.

Board of Trustees Meeting January 19, 2021					
Purchase Orders Issued December 2020					
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0014981	Owl Bookshop	Blanket PO-Supplies	Restricted	Financial Aid	\$600.00
P0014982	Voicethread	Software Site License	Restricted	VP Academic Affairs	14,400.00
P0014983	Syntech Systems, Inc.	Tech Support for Fuel Pump Computers	General	Facilities	150.00
P0014984	Leilani Piernas	Reimbursement-Supplies	Restricted	Financial Aid	63.56
P0014985	David Levy	Reimbursement-Supplies	Restricted	Financial Aid	80.36
P0014986	Denise Beatty	Reimbursement-Supplies	Restricted	Financial Aid	29.21
P0014987	Rounds, Miller and Associates	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	560.00
P0014988	Career Dimensions, Inc.	License Agreement	General	Career Center	1,599.00
P0014989	Brian Clough	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	180.00
P0014990	Wolfe's Market	Food-Botanic Garden Visit	Restricted	College of Completion	292.65
P0014991	Voices For All, LLC	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	150.00
P0014992	Learning Resources Network, Inc.	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	246.00
P0014993	The Myers-Briggs Company	License Renewal	General	Career Center	195.00
P0014994	VWR International	Supplies	Self Insurance	Risk Management	2,380.00
P0014995	ProQuest	Streaming Media	General	Library	150.00
P0014996	Graduate Communications	Advertisements	General	External Relations	5,200.00
P0014997	Learning Resources Network, Inc.	Blanket PO-Community Ed Classes	Comm/Contract Ed	Community Education	263.00
P0014998	Ford Printing & Mailing	CNE Brochure-Mailing	General	External Relations	4,739.04
P0014999	Reed Printing, Inc.	CNE Brochure-Printing	General	External Relations	8,426.57
P0015000	Softchalk, LLC	Software License Renewal	Restricted	VP Academic Affairs	8,900.00
P0015001	T-Ten Instructor Community	Institutional Membership	General	VP Finance & Admin Services	500.00
P0015002	South Coast Higher Education Council	Institutional Membership	General	VP Finance & Admin Services	50.00
P0015003	County of Los Angeles	Backflow Prevention Admin Fee-(5) Locations	General	Facilities	185.00
P0015004	County of Los Angeles	Backflow Prevention Admin Fee-(8) Locations	General	Facilities	296.00
P0015005	Southern California Football Association	Institutional Membership	General	VP Finance & Admin Services	2,400.00
P0015006	Western State Conference	Institutional Membership	General	VP Finance & Admin Services	4,160.00
P0015007	CISOA	District Registration-Virtual CISOA Summit	General	Technology & Computer Services	500.00
P0015009	So. Ca. Intersegmental Articulation Council	Institutional Membership	General	VP Finance & Admin Services	100.00
P0015010	CDW-G, Inc.	Blanket PO-COVID19-Tech Equipment	Capital Outlay	Technology & Computer Services	20,000.00
P0015011	Newegg Business	Laptop-L. Floriano	Restricted	DSP&S	3,307.49
P0015012	CDW-G, Inc.	Laptops-Student Life (7)	Trust & Fiduciary	Student Life & Leadership	16,445.68
P0015013	Gallup, Inc.	Career Assessment Tools	Trust & Fiduciary	Career Center	850.00
P0015014	City of Industry Post Office	CNE Brochure-Postage	General	External Relations	5,833.80
P0015015	CDW-G, Inc.	Linux Server Renewal	General	Technology & Computer Services	13,777.66

P0015017	Palomar College	Zoom Access-Flex Day	General	Technology & Computer Services	240.00
P0015018	Joshua Vossler	Video Production and Licensing	General	Library	2,200.00
P0015019	Dr. Frank Harris III	Flex Day-Guest Speaker Fee	Restricted	Dean Counseling Programs, Services	4,000.00
P0015020	Bryce Neighbors	Reimbursement-Work Boots	General	Engineering & Industrial Tech	336.24
P0015021	Owl Bookshop	Blanket PO-Supplies	Self-Supported Services	Foundation	20,000.00
P0015022	CDW-G, Inc.	Computer Equipment	Restricted	Fiscal Services	2,335.68
P0015023	Rebecca Rudd	Travel-Virtual Guided Pathways Conference	Restricted	Career Center	395.00
P0015024	CCC Cross Country & Track Coach Assoc.	Institutional Membership	General	VP Finance & Admin Services	210.00
P0015025	Avram Electric	Install Blue Beam Light Pole-AD	Capital Outlay	Risk Management	9,373.00
P0015026	Gas Control Technologies, Inc.	Gas Leak Repair-AD	Capital Outlay	Facilities	6,570.00
P0015027	California Industrial	Biodegradable Chemical Descale-CP	Capital Outlay	Facilities	13,518.75
P0015028	Competitive Aquatic Supply	Swim Caps	Trust & Fiduciary	Athletics	678.73
P0015029	Kap7 International, Inc.	Suits-Water Polo	General	Athletics	3,829.65
P0015030	Kap7 International, Inc.	Backpacks	Trust & Fiduciary	Athletics	2,141.28
P0015031	Pinpoint	T-Shirts-Water Polo	Trust & Fiduciary	Athletics	1,025.47
P0015032	Eastbay Team Services	Supplies	Trust & Fiduciary	Athletics	209.04
P0015033	CCC CalWORKs Assoc.	Conference Fee	Restricted	Other Student Services	50.00
P0015034	Simpson Portraits	Photography	General	Superintendent/President's Office	1,800.00
					\$185,922.86

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JANUARY 19, 2021**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Barajas, Noemi	Conduct clinical rotations for ADN students	Stipend	2/1/21	2/11/21	\$61.16/hr.
Berberyán, Toros	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Clark, Jeremy	Toyota T-Ten Program Coordinator	Stipend	1/4/21	2/11/21	\$1,500.00/ttl.
Everest, Robert	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Gong, Catherine	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Gonzalez, Rudy	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Gutierrez, Raquel	Review of STEM/TRiO student transcripts	Institute for Completion	1/20/21	2/28/21	\$61.16/hr.
Lee, Sophia	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Lubisich, Senya	@One Faculty Training/Lead Faculty	Cares Act Stipend	1/11/21	2/5/21	\$1,500.00/ttl.
Lubisich, Senya	@One Faculty Training/Lead Faculty	Cares Act Stipend	3/1/21	3/26/21	\$1,500.00/ttl.
Nguyen, Tracy	AB 705/COP Lead Faculty	Stipend	8/21/20	12/12/20	Revised \$61.16/hr.
Nguyen, Tracy	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Rudd, Rebecca	@One Faculty Training	Cares Act Stipend	1/11/21	2/5/21	\$1,500.00/ttl.
Swan, Alfie	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Tippins, Ralph	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JANUARY 19, 2021**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Trad, Mohammad	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Valderrama Perez, Frida	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
White, Sheila	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.
Zhuang, Ying (Eagle)	AB 705/COP faculty participant	Stipend	2/3/21	6/12/21	\$61.16/hr.

**ACADEMIC EMPLOYEES
LEAVE/SEPARATIONS
JANUARY 19, 2021**

NAME	CLASSIFICATION	AREA	REASON	DATE OF SEPARATION
Perri, Geraldine M.	Superintendent/President	President's Office	Retirement	7/1/21

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 19, 2021**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Arguello, Anthony	Instructor - Kinesiology	Hourly as needed	2/16/21	6/12/21	\$55.21/hr.
Campbell, Robert	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Chen, Robert	AB 705 COP for Math 075/175	Stipend	2/3/21	6/11/21	\$55.21/hr.
Chun, Mina	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Dean, Rebecca	Instructor - Kinesiology	Hourly as needed	2/16/21	6/12/21	\$55.21/hr.
Dorman, Brian	Instructor - Kinesiology	Hourly as needed	2/16/21	6/12/21	\$55.21/hr.
Hayashi, Brandon	Instructor - Kinesiology	Hourly as needed	2/16/21	6/12/21	\$55.21/hr.
Jacinto, Christopher	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Khair, Sara	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Lopez, Ana	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Martinez, Cristian	AB 705 COP for Math 062/162	Stipend	2/3/21	6/11/21	\$55.21/hr.
Nguyen, Jennifer Hongnhung	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Punsalan, Kevin	AB 705 COP for Math 062/162	Stipend	2/3/21	6/12/21	\$55.21/hr.
Saykali, Sanaa	AB 705 COP for Math 062/162	Stipend	2/3/21	6/12/21	\$55.21/hr.
Sterling, Jerica	AB 705 COP for Math 065/165	Stipend	2/3/21	6/11/21	\$55.21/hr.
Valdez, Antonio	Instructor - Cosmetology	Hourly as needed	11/3/20	12/12/20	\$54.13/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Adawiya, Issa Ahmad	Public Works	1-6	\$1,376.00
Alameddine, Zein M.	Political Science	1-6	\$1,376.00
Alba, Ralphie Ray	Public Works	1-6	\$1,376.00
Alexander, Jennifer Renee	Biology	1-6	\$1,376.00
Alexander, Kyreeana Breelin	Dance	1-3	\$1,261.00
Ali, Alefiah	Biology	2-6	\$1,443.00
Allgaier, Jennifer Dawson	Dance	4-6	\$1,576.00
Alverson, David John	Music	1-6	\$1,376.00
Amaya, Hector G.	History	3-6	\$1,513.00
Anderson, Norman	Counseling	3-6	\$1,513.00
Andreoli, Bethel Leona	English	2-6	\$1,443.00
Anfiteatro, Antonio Carmine	Architecture	4-6	\$1,576.00
Anson, Melanie Rich	Speech	4-6	\$1,576.00
Arroyo, Lizette	Economics	1-6	\$1,376.00
Asaro, Marcus Xaiver	Astronomy	4-5	\$1,517.00
Ascencio Vazquez, David	Drafting	1-2	\$1,261.00
Ashley, Michelle Helen	Counseling	4-6	\$1,576.00
Attebery, Dana Leon	Photography	2-6	\$1,443.00
Au, Susanna S.	Drafting	2-6	\$1,443.00
Ayala, Eduardo Antonio	Biology	4-6	\$1,576.00
Barrett, Sean Anthony	Music	2-6	\$1,443.00
Bartelt, John Rudolph	Child Development	4-6	\$1,576.00
Bartelt, Linda Lee	Child Development	1-6	\$1,376.00
Batista, Gerard Christopher	Public Works	1-6	\$1,376.00
Battle, Anne A.	Photography	4-6	\$1,576.00
Beatty, David S.	Recording Arts	4-6	\$1,576.00
Beltran, Marius V.	Music	1-3	\$1,261.00
Beyer, Debra L.	Music	1-4	\$1,261.00
Bilderback, Leslie Reed	Art	1-5	\$1,318.00
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,576.00
Bonsera, Anthony M.	Music	3-6	\$1,513.00
Botello, Rochelle	Art	3-6	\$1,513.00
Bradley, Ann-Marie J.	Sociology	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Brashears, James Paul	Computer Science	1-6	\$1,376.00
Broberg, Duane Alan	Music	2-5	\$1,377.00
Brown, Malaika Monai	Psychology	4-6	\$1,576.00
Brown, Ryan Russell	Music	4-5	\$1,517.00
Brown, Yuka Goto	Japanese	1-6	\$1,376.00
Bruce-Oliver, Fred U.	Kinesiology	1-6	\$1,376.00
Byerly, Charles D.	Real Estate	1-6	\$1,376.00
Camacho, Steven E.	English	2-6	\$1,443.00
Carey, J. Richard Baldwin	Music	1-6	\$1,376.00
Carmody, Jordan Ashley	Kinesiology	1-2	\$1,261.00
Castillo, Lisa Jeanette	Business	2-2	\$1,325.00
Castro, Wendy	Child Development	1-6	\$1,376.00
Ceello, Shawna Tadessa	Administration of Justice	1-2	\$1,261.00
Chang, Keng Shao	Computer Science	4-6	\$1,576.00
Choppi, Ronald Paul	Chemistry	2-6	\$1,443.00
Christensen, Niel Daniel	Political Science	4-6	\$1,576.00
Cordova-Caddes, Andrea	Dance	4-6	\$1,576.00
Cotter, Steven M.	Music	1-6	\$1,376.00
Cowgill, Darian Craig	Recording Arts	1-6	\$1,376.00
Culliver-Carter, Katherine Esthe	Speech	4-6	\$1,576.00
Culverson, Adrian R.	Art	3-4	\$1,389.00
Curran, Keith	English	1-6	\$1,376.00
Curran, Sean Michael	English	1-6	\$1,376.00
De Long, Linda Irene	Business	4-6	\$1,576.00
Dea, Alexis Maria	Cosmetology	1-5	\$1,318.00
DeAngelis, Gail M.	Art	2-6	\$1,443.00
Deatrick, Steven W.	Recording Arts	1-6	\$1,376.00
Dela, An Do	Mathematics	3-6	\$1,513.00
Delgado, Daniel Helaman	Biology	4-4	\$1,456.00
Delmuro, Michael M.	Communications	1-6	\$1,376.00
Deschenes, Andree-Ann	Music	4-5	\$1,517.00
Di Luccio, Tiziana	Physics	4-1	\$1,456.00
Duckett, Norris Lee	Photography	3-3	\$1,389.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Eames, Kathryn Alice	Music	3-6	\$1,513.00
Eastmond, Daniel Jonas	Earth Science	4-3	\$1,456.00
Elias, Brian T.	Administration of Justice	1-5	\$1,318.00
Embry, Christina Marie	Counseling	1-1	\$1,261.00
Entus, Robert M.	Chemistry	4-6	\$1,576.00
Erb, Nicole M.	Theatre Arts	4-5	\$1,517.00
Escalante, Danny A.	Art	4-5	\$1,517.00
Estrada, Veronica Emily	Psychology	4-6	\$1,576.00
Evans, Jonathan Pope	Theatre Arts	4-6	\$1,576.00
Fanai-Khayat, Sara	Biology	4-4	\$1,456.00
Ferrelli, Rebecca Arielle	Counseling	3-4	\$1,389.00
Flores, Wendy Diane	Dental	1-3	\$1,261.00
Flores, Ygnacio Vincent	Emergency Technician	4-6	\$1,576.00
Fritz, Alice Jacqueline	Speech	2-6	\$1,443.00
Fryman, Brandon Roy	Ethnic Studies	1-6	\$1,376.00
Galfer, Jeffrey Alexander	Theatre Arts	4-1	\$1,456.00
Gallo, Michelle Sharon	Child Development	1-6	\$1,376.00
Galvez, Laryssa Kathleen	English	2-6	\$1,443.00
Garcia, Victor Marino	Spanish	1-6	\$1,376.00
Gardels, Carlos Evan	Music	1-6	\$1,376.00
Gaw, Melissa Shannon	English	3-5	\$1,449.00
Gensel, Trisha Ann	Dental	1-2	\$1,261.00
Gerrard, Amanda Lee	Biology	2-6	\$1,443.00
Gibson, Gail L.	Psychology	4-6	\$1,576.00
Godoy, David Roberto	English	2-6	\$1,443.00
Gold, Peter Steven	Administration of Justice	1-6	\$1,376.00
Gomez, Cristina	Psychology	4-2	\$1,456.00
Gonsalves, Olufemi Alvorada	Music	2-6	\$1,443.00
Gonzales, Angelo Pegollo	Counseling	1-6	\$1,376.00
Gonzalez, Michael James	English	1-6	\$1,376.00
Graham, Trevor Arthur	Psychology	1-3	\$1,261.00
Green, Jason Raymong	Counseling	4-4	\$1,456.00
Gregoire, Monique	Administration of Justice	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Grijalva, Ambar	Biology	2-5	\$1,377.00
Grip, Katie Lynn	Art	3-6	\$1,513.00
Guillen, Nelida Rosa	Spanish	3-6	\$1,513.00
Hague, James Sabbir	Information Technology/Systems	1-3	\$1,261.00
Hall, James P.	English	1-6	\$1,376.00
Hamawi, Izzat M.	Public Works	1-6	\$1,376.00
Handa, Shea C.	English	3-6	\$1,513.00
Hanna, Loren	Speech	1-6	\$1,376.00
Hanson, Shanyyn Nichole	English	2-6	\$1,443.00
Harris, Kalimba	Biology	3-6	\$1,513.00
Hebert, Paula Diana	Counseling	2-6	\$1,443.00
Hernandez, Adrianna	English	1-6	\$1,376.00
Hertenstein, Katherine Maria	English	1-6	\$1,376.00
Hill - West, Jami Lynn	Child Development	1-6	\$1,376.00
Hoefflerle, Tyler Forrest	Kinesiology	1-2	\$1,261.00
Hogenauer, Tyrone J.	Chemistry	4-6	\$1,576.00
Hollenshead, Marcia Gail	Biology	4-6	\$1,576.00
Holm, Daniel Lee	Cosmetology	1-6	\$1,376.00
Holmes, Alison Lynn	Art	1-6	\$1,376.00
Huber, Linda	Administration of Justice	1-5	\$1,318.00
Huver, Joseph Andrew	English	3-6	\$1,513.00
Ingram, Victor Scott	Medium/Heavy Truck	1-5	\$1,318.00
Johnson, David M.	Earth Science	2-6	\$1,443.00
Johnson, Steven L.	Chemistry	2-6	\$1,443.00
Jones Herron, Nadiyah Jeelan	Communications	2-6	\$1,443.00
Jones, Jamison Eric	Theatre Arts	4-1	\$1,456.00
Jung, Shinsuck	Kinesiology	1-6	\$1,376.00
Kamara, Abdul K.	Engineering	4-5	\$1,517.00
Keelin, Christine A.	Business	3-5	\$1,449.00
Keithly, Dana Marie	Anthropology	4-6	\$1,576.00
Kelly, Donna R.	English	4-6	\$1,576.00
Kennelley, Erika F.	Speech	1-6	\$1,376.00
Kerstein, Elizabeth Charlotte	Music	1-1	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Kimbrough, Pamela Seed	Chemistry	4-6	\$1,576.00
King, Clara Jo Anette	Biology	2-6	\$1,443.00
Ko, Sandy	Chinese	1-6	\$1,376.00
Kuroki, Mikage	English	4-6	\$1,576.00
Laicans, Albert John	Health Sciences	1-5	\$1,318.00
Leano, Esther Jaimie	English	1-6	\$1,376.00
Leeper, Robert James	Earth Science	1-1	\$1,261.00
Lewis, David Charles	History	1-6	\$1,376.00
Lewis, Jeremy Luke	Theatre Arts	3-6	\$1,513.00
Lewis, Pamela Jean	American Sign Language	2-5	\$1,377.00
Limon, Maurice Mikel	Music	3-6	\$1,513.00
Linville, Brian Scot	English	4-6	\$1,576.00
Long, Stacy Katherine	Communications	1-6	\$1,376.00
Lopez, Eric D.	Sociology	2-6	\$1,443.00
Maing, Susanna E.	Art	4-6	\$1,576.00
Malette, Jacqueline	Chemistry	1-6	\$1,376.00
Marquez, Daniel	Water Technology	2-5	\$1,377.00
Martinez, Cristian Steve	Mathematics	1-6	\$1,376.00
Martinez, Jose L.	Water Technology	1-6	\$1,376.00
Matthews, Lisa Janeen	History	2-6	\$1,443.00
Mccabe, Dale C.	Biology	3-6	\$1,513.00
McClatchey, Shane Owen	Art	3-3	\$1,389.00
McLaren, Shane R.	Geography	3-6	\$1,513.00
McMullen, Matthew William	Art	3-2	\$1,389.00
McWilliams, Stuart M.	Health Sciences	1-6	\$1,376.00
Melanson, Eric A.	Music	1-6	\$1,376.00
Mendoza, Stefanie Dimayuga	Earth Science	1-4	\$1,261.00
Meredith, Stephanie Carol	Art	3-6	\$1,513.00
Mitchell, Michelle Diane	Child Development	2-6	\$1,443.00
Monaster, Patricia Ann	English	2-6	\$1,443.00
Montes, Monica Michelle	Biology	2-6	\$1,443.00
Morrison, Grace R.	Theatre Arts	4-2	\$1,456.00
Moscozo, Raquel Daniela	Speech	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Mozzini, Adriane Susan	Sociology	2-6	\$1,443.00
Muller, Axel	Chemistry	1-6	\$1,376.00
Musallet, Omar A.	Speech	1-6	\$1,376.00
Nahabedian, Steven A.	Speech	1-6	\$1,376.00
Naiyer, Zakaria H.	English	2-6	\$1,443.00
Negrete, Tiana Marie	Cosmetology	1-6	\$1,376.00
Nelson, Stephen R.	History	1-6	\$1,376.00
Nguyen, Allyn	Biology	2-5	\$1,377.00
Nielson, Wesley K.	Anthropology	1-6	\$1,376.00
Olivas, Sally Mae	English	4-6	\$1,576.00
Opotowsky, Joelle	Chemistry	3-4	\$1,389.00
Ortiz, Mario D.	Administration of Justice	1-2	\$1,261.00
Page, Rita Delores	History	4-6	\$1,576.00
Parry, Erica Margaret	Dental	1-6	\$1,376.00
Parsa, Arya	Biology	2-6	\$1,443.00
Pate, Kathleen Renee	Art	3-6	\$1,513.00
Paulson, Nicholas Darrell	Business	2-5	\$1,377.00
Pecoraro, Susan Carol	Child Development	2-6	\$1,443.00
Perez, Ryan M.	Art	4-6	\$1,576.00
Peterkin, Natalie Lauren	English	1-4	\$1,261.00
Peterson, Larynda Lynn	Psychology	3-6	\$1,513.00
Phillips, Donna R.	English	1-6	\$1,376.00
Phillips, Riley Michele	English	2-5	\$1,377.00
Pinto, Christopher Joseph	American Sign Language	1-2	\$1,261.00
Pitts, Lisa Ann	Geography	4-6	\$1,576.00
Povero, Nicole Alyssa	English	1-6	\$1,376.00
Punsalan, Kevin D.	Mathematics	1-6	\$1,376.00
Qasqas, Areej Omar	History	2-6	\$1,443.00
Quinones, Nancy Noemi	Ethnic Studies	4-6	\$1,576.00
Ramirez, Laura	Chemistry	4-6	\$1,576.00
Ramos Bernal, Natasha Marie	Political Science	1-6	\$1,376.00
Ray, Eric J.	Music	1-6	\$1,376.00
Raygoza, Alfredo	English	1-2	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Raymundo, Napoleon Medina	Accounting	3-4	\$1,389.00
Resch, Amy K.	Psychology	2-6	\$1,443.00
Reyes, Andrea Holman	Spanish	4-6	\$1,576.00
Reyes, Jose Felix	Medium/Heavy Truck	1-2	\$1,261.00
Roberts, Sabrina Anne	Speech	1-6	\$1,376.00
Robles, Irene Pearl	American Sign Language	2-4	\$1,325.00
Rochlin, Jennifer David	Art	4-6	\$1,576.00
Rodriguez, Eric E.	Drafting	1-6	\$1,376.00
Rodriquez, Ashley Cathryn	Sociology	3-4	\$1,389.00
Ross, Lisa Ann	Political Science	4-6	\$1,576.00
Roth, Samantha Marisa	Art	2-6	\$1,443.00
Rusch, Lori Fuller	Art	1-6	\$1,376.00
Saad, Nancy Hosny	Biology	3-6	\$1,513.00
San Pablo, Kristofferson P.	Art	4-6	\$1,576.00
Santos, Pamela Inocentes	Public Works	1-2	\$1,261.00
Saykali, Sanaa M.	Mathematics	1-2	\$1,261.00
Seligman, Ross A.	Psychology	4-6	\$1,576.00
Shaw, Tammie Denette	Psychology	1-6	\$1,376.00
Shehab Eldin, Tariq	Public Works	4-6	\$1,576.00
Shima, Kevin T.	Recording Arts	1-6	\$1,376.00
Shimano, Brooke Mariko	Biology	1-6	\$1,376.00
Siberio, Eric Christopher	Speech	1-6	\$1,376.00
Slaby, Marci Jean	Esthetician	2-5	\$1,377.00
Slay, Kevin D.	Art	3-6	\$1,513.00
Smith, David A.	Philosophy	1-6	\$1,376.00
Smith, Melanie Wray	Biology	2-6	\$1,443.00
Sorensen, Kathryn Ann	Anthropology	4-5	\$1,517.00
Soza, Karen Lee Marie	American Sign Language	1-6	\$1,376.00
Stephens, Chuck	Art	1-1	\$1,261.00
Stevenson, Matthew E.	Mathematics	2-6	\$1,443.00
Strom, Julie	Anthropology	1-4	\$1,261.00
Tabata, Flint Yuji	Architecture	1-6	\$1,376.00
Tavakoli, Monica Asemaneh	Vocational Nursing	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2021
 JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Taylor, Jeanne Marie	Psychology	3-6	\$1,513.00
Teraoka, Adam Zenzo	Art	2-6	\$1,443.00
Thompson, Jeffrey Glenn	Psychology	4-6	\$1,576.00
Thompson, Matthew Aaron	Art	3-6	\$1,513.00
Townsell, Jason Robert	Public Works	3-2	\$1,389.00
Troy Wangler, Donna Beth	Mathematics	1-5	\$1,318.00
Truong, Sy Phu	Biology	2-6	\$1,443.00
Tsuyuki, Dean Mirai	English	4-6	\$1,576.00
Tufano, Andrew A.	Speech	1-6	\$1,376.00
Tyck, Robert John	Recording Arts	1-6	\$1,376.00
Valdez, Antonio	Cosmetology	1-6	\$1,376.00
Valverde, Yesenia	Dance	1-6	\$1,376.00
Van Leersum-Morano, Amanda	Biology	1-6	\$1,376.00
Vega, Suyapa Lorena	Cosmetology	1-6	\$1,376.00
Victoria, Concepcion Sanchez	Nursing	1-6	\$1,376.00
Villa, Arthur	Administration of Justice	1-1	\$1,261.00
Villarreal, Jesse Holm	Counseling	1-1	\$1,261.00
Vilos, Jamie D.	Anthropology	2-6	\$1,443.00
Vogel, Esther	Spanish	2-6	\$1,443.00
Waddington, Alan W.	Kinesiology	1-6	\$1,376.00
Wang, Ruby	Music	4-6	\$1,576.00
Watkins, Robert D.	Art	4-6	\$1,576.00
Weiss, Jennifer Anne	Music	4-6	\$1,576.00
Weiss, Neil H.	Theatre Arts	4-6	\$1,576.00
Wessel, Mark S.	Art	2-6	\$1,443.00
White, John E.	English	2-6	\$1,443.00
Williams, Tiffany Lennette	Cosmetology	1-6	\$1,376.00
Wills, Laura M.	Anthropology	4-6	\$1,576.00
Wong, Kerwin Jay	Administration of Justice	1-6	\$1,376.00
Woolford, Ryan D.	Geography	3-6	\$1,513.00
Woolsey, Ronald C.	History	2-6	\$1,443.00
Ye, Michelle Shang	Child Development	1-3	\$1,261.00
Yong, Huayong	Physics	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT
SPRING 2021
JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Yu, Jane Chun	Drafting	1-6	\$1,376.00
Zeman, William Joseph	History	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
WINTER 2021
JANUARY 19, 2021**

NAME	PROGRAM	PLACEMENT	LHE RATE
Culverson, Adrian	Art	3-5	\$1,449.00

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
JANUARY 19, 2021**

NAME	ADJUNCT OR FULL- TIME	PROGRAM	BEGIN	END	PLCMT	HOURLY RATE
Campbell, Robert	A	Mathematics	1/4/21	6/12/21	1-3	\$37.26/hr.
Chen, Robert	A	Mathematics	1/4/21	6/12/21	2-3	\$39.42/hr.
Chun, Mina	A	Mathematics	1/4/21	6/12/21	2-3	\$39.42/hr.
Jacinto, Christopher	A	Mathematics	1/4/21	6/12/21	2-3	\$39.42/hr.
Khair, Sara	A	Mathematics	1/4/21	6/12/21	1-3	\$37.26/hr.
Martinez, Cristian	A	Mathematics	1/4/21	6/12/21	1-3	\$37.26/hr.
Nguyen, Jennifer Hongnhung	A	Mathematics	1/4/21	6/12/21	3-3	\$41.53/hr.
Sterling, Jerica	A	Mathematics	1/4/21	6/12/21	1-3	\$37.26/hr.

**ACADEMIC EMPLOYEES - NON-CREDIT
WINTER 2021
JANUARY 19, 2021**

NAME	PLACEMENT	HOURLY RATE
Bowers, Rebecca	1-3	\$50.94/hr.
DeAngelo, Megan	1-3	\$50.94/hr.
Kinder, Robert	1-3	\$50.94/hr.
Pablico-Kobayashi, Angel	1-3	\$50.94/hr.
Rodriguez, Nathan	1-3	\$50.94/hr.
Rosales-Fernandez, Dania	1-3	\$50.94/hr.
Wilson, Ruth	1-3	\$50.94/hr.
Zabayle, Zachary	1-3	\$50.94/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	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, and Fe Lopez, Human Resources Technician II.

RECOMMENDATION

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

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.e. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JANUARY 19, 2021**

NAME	PCT/CLASS	REASON	BEGIN	RANGE & STEP	MONTHLY RATE
Fuentes, Stefanie	Administrative Secretary II	Temporary Upgrade	1/6/21	37-6	\$5,423.79

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JANUARY 19, 2021**

NAME	CLASSIFICATION	REASON	DEPT	DATE
Beatty, Denise	Financial Aid Technician	Retirement	Financial Aid	7/1/21
Baker, Greer	Financial Aid Advisor	Retirement	Financial Aid	7/1/21
Moncada, Rosa	Veterans Service Technician	Resignation	Student Affairs	1/21/21

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	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

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.f.

**SHORT-TERM
JANUARY 19, 2021**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Benjamin, Stacy	HPAC Box Office Support	HPAC Box Office Support	Haugh Performing Arts Center	\$20.00/hr.	1/20/21 through 6/1/21

**CLASSIFIED SUBSTITUTES
JANUARY 19, 2021**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Valladares, Destina	Veteran Services Technician	Serve as a substitute during recruitment	2/3/21 through 4/2/21	33-1	\$33.45

**PROFESSIONAL EXPERTS
JANUARY 19, 2021**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Lang, Angela	ADN Tutor	Health Sciences	2/17/21 through 6/30/21	\$20.00/hr.	Restricted
Lucero, Thania	ADN Application Project Assistant	Health Sciences	1/19/21 through 5/28/21	\$25.00/hr.	Restricted

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	January 19, 2021	Resolution	<u> </u>
SUBJECT:	Measure G Proposition 39	Information	<u> </u>
	Financial and Performance Audits	Enclosure(s)	<u> </u>
	Fiscal Year 2019-2020		<u> </u>

BACKGROUND

Pursuant with the requirements of Proposition 39 and as outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution, the District’s auditors have completed the financial and performance audits for the Measure G General Obligation Bond Construction Fund for the year ended June 30, 2020.

The results of the Measure G financial and performance audits disclosed no findings or questioned costs. The independent audit report concluded that the financial position of the General Obligation Bond Construction Fund, at June 30, 2020, was fairly presented in all material respects and that the Citrus Community College District has properly accounted for the expenditures held in the Measure G Bond Construction Fund and that such expenditures were made for authorized Measure G bond projects.

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

RECOMMENDATION

Authorization is requested to accept the Citrus Community College District Measure G Proposition 39 Financial and Performance Audit Reports from Eide Bailly, LLP, for the fiscal year ended June 30, 2020.

Claudette E. Dain

 Recommended by

 /
 Moved Seconded

 Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	
SUBJECT:	Resolution in Support of Balanced Energy Solutions	Information	
		Enclosure(s)	X

BACKGROUND

Beginning under Governor Brown’s administration, the State legislature has adopted a series of ambitious goals for statewide carbon neutrality in an effort to reduce the State’s carbon footprint. Senate Bill 100, signed by Governor Brown in 2018, mandated zero-emission energy sources by 2045. As a result, the State legislature and State agencies are increasingly proposing new legislation and regulations thereby eliminating “reasonable choice” for energy solutions by mandating technologies to power buildings, facilities and public and private fleets as a strategy to achieve the State’s climate goals.

While the District supports sustainability and understands the importance of carbon neutrality, there is concern over unintended consequences of the State’s ambitious goals. Such unintended consequences include insufficient self-generated power to effectively power California, thus leaving energy consumers vulnerable to significant increased costs, imposing further unfunded mandates on public schools and colleges, and minimizing local control by eliminating “reasonable choice” for energy solutions.

The Citrus Community College District is committed to doing its part to help the State move toward its climate goals, as evidenced in the goals and objectives set forth in the 2016-2021 Citrus College Strategic Plan, 2020-2030 Educational and Facilities Master Plan, and the 2020 Sustainability Plan, but requires the flexibility to do so in a manner that best serves the needs of the college community, ensuring sufficient resources to serve the needs of students, faculty, staff, and our local communities.

This item was prepared by Fred Diamond, Director of Facilities and Construction.

RECOMMENDATION

Authorization is requested to adopt Resolution 2020-21-03, Supporting Balanced Energy Solutions, to help the State move toward its climate goals, through the goals and objectives as set forth in the 2016-2021 Citrus College Strategic Plan, 2020-2030 Educational and Facilities Master Plan, and the 2020 Sustainability Plan, with flexibility to do so in a manner that best serves the needs of the college community and ensures sufficient resources to serve the needs of students, faculty, staff and our local communities.

Claudette E. Dain

Recommended by

Moved / Secoded

Aye___Nay___Abstained___

Approved for Submittal

Item No. G.3.

RESOLUTION NO. 2020-21-03

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

SUPPORTING BALANCED ENERGY SOLUTIONS

WHEREAS, California's energy policies are critical to reducing greenhouse gas emissions and reducing the impact of climate change on the state's population; and

WHEREAS, the state legislature and state agencies are increasingly proposing new legislation and regulations eliminating reasonable choice for energy solutions by mandating technologies to power buildings and public and private fleets as a strategy to achieve the state's climate goals; and

WHEREAS, clean, affordable and reliable energy is crucial to the health, safety and well-being of students, faculty, administrators and staff; and

WHEREAS, there are multiple state and federal public school unfunded or underfunded mandates affecting students, faculty, administrators and staff, and placing a burden on districts to make difficult choices to remain within budget constraints; and

WHEREAS, Citrus Community College District values local control and the right to choose the policies and investments that most affordably and efficiently enable the college to comply with state requirements; and

WHEREAS, building and vehicle technology mandates eliminate local control, suppress innovation, reduce reliability and unnecessarily increase costs for schools and colleges; and

WHEREAS, Citrus Community College District understands that relying on a single energy delivery system unnecessarily increases vulnerability to natural and man-made disasters, and that a diversity of energy delivery systems and resources contributes to greater reliability and resilience; and

WHEREAS, Citrus Community College District understands the need to mitigate the impacts of climate change and is committed to doing its part to help the state achieve its climate goals, but requires the flexibility to do so in a manner that best serves the needs of its students, faculty, administrators and staff; and

BE IT RESOLVED, that the Citrus Community College District Board of Trustees supports balanced energy solutions that provide it with the decision-making authority and resources needed to help the State move toward its climate goals and supports regulation that retains local control by allowing technologies and energy resources that can power buildings, facilities and fuel vehicles, in support of the college, while reducing greenhouse gas emissions.

Passed and Adopted, by the Board of Trustees of the Citrus Community College District this 19th day of January 2021, by the following vote:

Trustee Bollinger:	Aye: _____	Nay: _____	Absent: _____
Trustee Contreras:	Aye: _____	Nay: _____	Absent: _____
Trustee Lutz:	Aye: _____	Nay: _____	Absent: _____
Trustee Ortell:	Aye: _____	Nay: _____	Absent: _____
Trustee Rasmussen:	Aye: _____	Nay: _____	Absent: _____

Laura Bollinger
Clerk/Secretary
Board of Trustees

Date: _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	
SUBJECT:	Curriculum Committee Actions	Information	
		Enclosure(s)	X

BACKGROUND

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

This list represents work performed on December 3, 2020 by the Curriculum Committee.

This item was prepared by Sabrina Lopez, Curriculum Assistant, Academic Affairs.

RECOMMENDATION

Authorization is requested to approve modified courses.

Joumana McGowan, Ed.D.
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4

MODIFIED COURSES

Course Subject and Number	Course Title	Justification
KIN 101	Badminton	Lab factor increased from .67% to .75%.
KIN 103	Golf	Lab factor increased from .67% to .75%.
KIN 104	Self-Defense and Personal Safety	Lab factor increased from .67% to .75%.
KIN 108	Tennis	Lab factor increased from .67% to .75%.
KIN 116	Yoga	Lab factor increased from .67% to .75%.
KIN 117	Vinyasa, Aerial, and Acroyoga	Lab factor increased from .67% to .75%.
KIN 120	Body Weight Suspension Training	Lab factor increased from .67% to .75%.
KIN 130	Basketball	Lab factor increased from .67% to .75%.
KIN 133	Soccer	Lab factor increased from .67% to .75%.
KIN 134	Softball	Lab factor increased from .67% to .75%.
KIN 135	Volleyball	Lab factor increased from .67% to .75%.
KIN 141	Lifeguard Training	Lab factor increased from .67% to .75%.
KIN 142	Swimming - Beginning	Lab factor increased from .67% to .75%.
KIN 143	Swimming - Intermediate/Advanced	Lab factor increased from .67% to .75%.
KIN 144	Water Safety Instructor	Lab factor increased from .67% to .75%.
KIN 145	Strength Training, Balance and Agility	Lab factor increased from .67% to .75%.
KIN 146	Water Exercise	Lab factor increased from .67% to .75%.
KIN 147	Swimming for Cardiovascular Improvement	Lab factor increased from .67% to .75%.
KIN 148	Adapted Aquatic Exercises	Lab factor increased from .67% to .75%.
KIN 151	Body Conditioning	Lab factor increased from .67% to .75%.
KIN 152	Weight Training	Lab factor increased from .67% to .75%.

KIN 153	Walking/Jogging	Lab factor increased from .67% to .75%.
KIN 159	Cardiovascular Training	Lab factor increased from .67% to .75%.
PHTO 101	Basic Photography	Lab factor increased from .67% to .75%.
PHTO 102	Intermediate Photography	Lab factor increased from .67% to .75%.
PHTO 103	Advanced Photography	Lab factor increased from .67% to .75%.
PHTO 125	Photography as an Art Medium	Lab factor increased from .67% to .75%.
PHTO 202	Photojournalism	Lab factor increased from .67% to .75%.
PHTO 204	Video for Photographers	Lab factor increased from .67% to .75%.
PHTO 205	Advanced Imaging Techniques	Lab factor increased from .67% to .75%.
PHTO 207	Intermediate Video for Photographers	Lab factor increased from .67% to .75%.
PHTO 213	Portraiture on Location	Lab factor increased from .67% to .75%.
PHTO 216	Business Practices for the Photographer	Lab factor increased from .67% to .75%.
REC 102	Record Production Basics	Lab factor increased from .67% to .75%.
REC 103	Introduction to Audio Engineering	Lab factor increased from .67% to .75%.
REC 105	Fundamentals of Audio Technology	Lab factor increased from .67% to .75%.
REC 106	Introduction to Touring Technology	Lab factor increased from .67% to .75%.
REC 115	Recording Studio Workshop I	Lab factor increased from .67% to .75%.
REC 125	Digital Audio Technology I	Lab factor increased from .67% to .75%.
REC 135	Live Sound Reinforcement	Lab factor increased from .67% to .75%.

REC 205	Advanced Audio Technology	Lab factor increased from .67% to .75%.
REC 225	Digital Audio Technology II	Lab factor increased from .67% to .75%.
REC 255	Live Sound Workshop	Lab factor increased from .67% to .75%.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X

DATE: January 19, 2021 Resolution _____

SUBJECT: Employment of Dr. Richard Rams Information _____
Vice President of Student Services Enclosure(s) _____

BACKGROUND

Dr. Richard Rams has been selected through the hiring process as the recommended candidate to serve as vice president of student services.

Dr. Rams comes to Citrus College with over 20 years of experience in higher education. Most recently, he served as the dean of student support services, kinesiology and athletics at Cypress College for over 14 years. Additionally, he has served as the director of financial aid and scholarship services at Golden West College and the assistant director of financial aid at the University of Kansas.

Dr. Rams earned a bachelor's degree in political science from the University of California, Riverside, and a master's degree in education from the University of Kansas. He earned his doctorate in educational administration and leadership from the University of California, Irvine.

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

RECOMMENDATION

Authorization is requested to approve the employment of Dr. Richard Rams beginning February 3, 2021, as the vice president of student services at a salary placement of Range 89, Step 1, on the Management Salary Schedule totaling \$182,680 annually (plus 2.5% additional for possession of a doctorate degree).

Robert L. Sammis
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	Presentations from Search Firms for Superintendent/President Recruitment and Selection Process	Information	X
		Enclosure(s)	_____

BACKGROUND

Dr. Geraldine M. Perri, Superintendent/President, has announced her intent to retire effective July 1, 2021. In accordance with Administrative Procedure 2431, Superintendent/President Selection, the Board of Trustees is proceeding with the selection of a search firm to engage in a nationwide search for the next Superintendent/President.

Several search firms have been invited to provide the Board of Trustees with a written proposal for the search process, and to make a presentation to the Board of Trustees as part of its effort to select a search firm.

The following search firms have expressed an interest in serving as the search firm for the Superintendent/President recruitment and selection process. Those firms are:

- PPL, Inc.
- Community College Search Services

Each firm has been allotted ten minutes for its presentation. At the conclusion of each presentation, the Board of Trustees may ask questions of the respective firm.

This item was prepared by Robert L. Sammis, Director, Human Resources.

RECOMMENDATION

Information only; no action required.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. J

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	
SUBJECT:	Superintendent/President Search Ad Hoc Committee	Information	
		Enclosure(s)	

BACKGROUND

Dr. Geraldine M. Perri, Superintendent/President, has indicated her intent to retire effective July 1, 2021. In accordance with Administrative Procedure 2431, Superintendent/President Selection, the Board of Trustees will select a search firm to assist with a nationwide search for the next Superintendent/President.

To ensure the Board of Trustees can communicate effectively with the selected search firm and to facilitate the recruitment and selection process as outlined in Administrative Procedure 2431, the Board of Trustees recommends the creation of an ad hoc committee as permitted pursuant to Government Code Section 54952(b). This ad hoc committee will consist of only two Board of Trustee members and will make recommendations for action to the full Board of Trustees as may be appropriate.

This item was prepared by Robert L. Sammis, Director of Human Resources.

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad hoc committee to facilitate the Superintendent/President recruitment and selection process.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. K.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	Selection of Search Firm for the Superintendent/President Recruitment	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Board of Trustees invited search firms to provide a written proposal and to make a public presentation to the Board of Trustees concerning serving as the search firm for the Superintendent/President recruitment and selection process. The Board of Trustees, after considering the submitted written proposals and presentations, moves to select a search firm to assist with the Superintendent/President recruitment and selection process consistent with Administrative Procedure 2431, Superintendent/President Selection.

This item was prepared by Robert L. Sammis, Director, Human Resources.

RECOMMENDATION

Authorization is requested to select _____ as the firm to assist the Board of Trustees with the Superintendent/President recruitment and selection process. The terms of the agreement will be arranged consistent with the District's process for consultant agreements.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. K.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 19, 2021	Resolution	_____
SUBJECT:	Superintendent/President Search Ad Hoc Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

Dr. Geraldine M. Perri, Superintendent/President, has indicated her intent to retire effective July 1, 2021. In accordance with Administrative Procedure 2431, Superintendent/President Selection, the Board of Trustees will select a search firm to assist with a nationwide search for the next Superintendent/President.

To ensure the Board of Trustees can communicate effectively with the selected search firm and to facilitate the recruitment and selection process as outlined in Administrative Procedure 2431, the Board of Trustees recommends the creation of an ad hoc committee as permitted pursuant to Government Code Section 54952(b). This ad hoc committee will consist of only two Board of Trustee members and will make recommendations for action to the full Board of Trustees as may be appropriate.

This item was prepared by Robert L. Sammis, Director of Human Resources.

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad hoc committee to facilitate the Superintendent/President recruitment and selection process.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. K.2.

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

December 15, 2020

The Board of Trustees of the Citrus Community College District met for the organizational meeting on Tuesday, December 15, 2020, via Zoom (Meeting I D: 940 2761 8336).

Board President Rasmussen called the meeting to order at 4:15 p.m. and shared the heartbreaking news that Citrus College had lost a dear friend and champion, Mrs. Joanne Montgomery. Board President Rasmussen, speaking on behalf of the Board, extended her deepest sympathy to Mrs. Montgomery's loved ones, friends and colleagues. Student Trustee Riggs led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Laura Bollinger (incoming), Anthony Contreras, Mary Ann Lutz (incoming), Edward C. Ortell, Patricia A. Rasmussen and Austin Riggs, Student Trustee. Absent: None.

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

OATH OF OFFICE

Superintendent/President Perri administered the Oath of Office to the following as a result of the general election held on November 3, 2020:

- Dr. Patricia A. Rasmussen, Trustee Area 4, re-elected (running unopposed)
- Ms. Laura Bollinger, Trustee Area 2, elected
- Ms. Mary Ann Lutz, Trustee Area 5, elected (running unopposed)

Superintendent/President Perri officially welcomed and introduced the newest governing Board members (Trustee Bollinger and Trustee Lutz) to the Citrus Community College District Board of Trustees. She also welcomed back Board President Rasmussen, who is serving another four-year term. She then recognized the family and friends of the Board members who attended the virtual meeting.

COMMENTS

Dr. David Ryba, Citrus College chemistry instructor and President of the Citrus College Faculty Association (CCFA), acknowledged the loss of Mrs. Montgomery, calling her a true champion of the college. He then shared that the faculty voted on the District's

most recent contract proposal, which was rejected by a vote of 98-49, with about 85% of faculty participating. On behalf of the CCFA, Dr. Ryba welcomed the three newest trustees, Trustee Contreras, Trustee Bollinger and Trustee Lutz.

BOARD OF TRUSTEES

Item 1: Moved by Trustee Lutz and seconded by Trustee Ortell to elect Patricia A. Rasmussen for the office of President of the Board of Trustees for the period from December 15, 2020, through December 14, 2021.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 2: Moved by Trustee Bollinger and seconded by Trustee Ortell to elect Mary Ann Lutz for the office of Vice President of the Board of Trustees for the period from December 15, 2020, through December 14, 2021.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 3: Moved by Trustee Lutz and seconded by Trustee Ortell to elect Laura Bollinger for the office of Clerk/Secretary of the Board of Trustees for the period from December 15, 2020, through December 14, 2021.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 4: Moved by Trustee Ortell and seconded by Trustee Contreras to elect Patricia A. Rasmussen to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors from December 15, 2020, through December 14, 2021.

Board President Rasmussen declined.

Therefore, Trustee Ortell amended his motion electing Laura Bollinger to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors from December 15, 2020, through December 14, 2021, Trustee Contreras seconded.

5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 5: Moved by Trustee Bollinger and seconded by Trustee Contreras to select Edward C. Ortell as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2021.

5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 6: Moved by Trustee Lutz and seconded by Trustee Bollinger to select Anthony Contreras as the annual representative to the Los Angeles County School Trustees Association from December 15, 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. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 7: Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the dates, time and place for regular meetings of the Board of Trustees for the period of January 1, 2021, through December 14, 2021:

Date/Time: January 19, 2021 @ 4:15 p.m.
February 2, 2021 @ 4:15 p.m.
March 16, 2021 @ 4:15 p.m.
April 6, 2021 @ 4:15 p.m.
May 4, 2021 @ 4:15 p.m.
June 15, 2021 @ 4:15 p.m.
July 20, 2021 @ 4:15 p.m.
August 17, 2021 @ 4:15 p.m.
September 7, 2021 @ 4:15 p.m.
October 5, 2021 @ 4:15 p.m.
November 16, 2021 @ 4:15 p.m.
December 14, 2021 @ 4:15 p.m. (Organizational/Regular meeting)

Place: Citrus Community College District,
Administration Building, Board Room (AD 109)
Zoom ID: 940 2761 8336

Dates, times and locations are subject to change based on the needs of the District.

5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Geraldine M. Perri, Ph.D., Superintendent/President, began by extending her most sincere condolences on behalf of the Citrus College community to Mrs. Joanne Montgomery's family and friends. Mrs. Montgomery passed away on December 14, 2020. Superintendent/President Perri noted that the college was fortunate to have such a kind, passionate and generous leader like Mrs. Montgomery. For more than 20 years, Mrs. Montgomery's dedication and love for students helped move Citrus College forward and make it the amazing college it is today. Superintendent/President Perri commented on their great working relationship, saying she was proud to call Mrs. Montgomery a friend. She concluded her condolences saying that she is reassured that Mrs. Montgomery's memory will live on for generations to come.

Joumana McGowan, Ed.D., Vice President of Academic Affairs, in a written report, shared that two fall productions presented by Visual and Performing Arts were a great success. A live-streamed presentation of "A Christmas Carol" had over 1,600 views during the weekend of December 4-6, 2020, and "Don't Shelve the Elves," an animated show featuring the Citrus Singers, was presented from December 11-12, 2020. In a new report released on December 9, 2020 from the California Acceleration Project and Public Advocates, Citrus College was highlighted as a strong AB 705 implementer for English and mathematics. In addition, the report noted the college's success in the scaling of the co-requisite models to benefit students with additional support while

enrolled in transfer-level English and math courses. Instructional divisions have been heavily involved in promoting courses to increase recruitment for winter and spring 2021. Flyers and videos about courses have been developed and are being shared by faculty and online.

Arvid Spor, Ed.D., Interim Vice President of Student Services, in a written report, shared that the holiday adopt-a-veteran and adopt-an-angel programs were a great success. Thirty-five student veteran families were adopted by generous donors who sent in gift cards for the families they adopted. Grocery gift cards were generously donated by the Citrus Alumni & Friends Association. Additionally, 32 CalWORKs and CARE students participated in adopt-an-angel, with 55 children receiving \$25 gift cards. Each student also received a \$50 grocery gift card. A special thank you to the Haugh Performing Arts Center for providing virtual Santa visits for the children. Admissions and Records has successfully shifted 26 forms online and has received 11,242 submissions by students and faculty since the first form became available in May. A survey conducted by Institutional Research, Planning and Effectiveness found that 88% of respondents agreed or strongly agreed that the online form made the service more convenient.

Claudette E. Dain, Vice President of Finance and Administrative Services, in a written report, shared that Fiscal Services finalized the CCFS-311 Annual Budget and Financial Report for the year ended June 30, 2020, and continues to provide information to complete the District's 2019-2020 audit. Reprographics conducted a drive-up mail distribution event on December 2, 2020. The Division of the State Architect (DSA) has approved the plans for the ED Center modernization project. Pending a successful bid, award of a construction contract should occur in early 2021. The electric vehicle charging stations project is 100% installed. Although the campus remains closed, Campus Safety responded to 2,086 calls for service last month. On December 8, 2020, Campus Safety and Facilities staff assisted with a drive-thru food distribution event, hosted by Supervisor Kathryn Barger. The event was held on campus and served 1,327 households in need. The Los Angeles County Registrar-Recorder/County Clerk has officially issued its canvass certificate, and Measure Y had a final passage rate of 57.67% out of over 94,500 votes cast.

Robert L. Sammis, Director of Human Resources, in a written report, shared that the second consideration of candidates for the Vice President of Student Services is underway, with first-round interviews on December 17, 2020, and final interviews on December 21, 2020. The goal is to have a recommended candidate at the January Board of Trustees meeting. The COVID-19 Workgroup has reviewed the plans for all on-campus labs for the winter and spring terms. In addition, vital information concerning state and local restrictions and testing has been sent to faculty, staff and students. After the winter break, the work group will begin work on a return-to-work plan in anticipation of a return to campus in the summer or fall 2021 terms.

Gino Munoz, Academic Senate President, in a written report, shared that an Academic Senate meeting was held on December 9, 2020 and included a "Scale of

Adoption for Guided Pathways" presentation by Dr. Nicole Smith and Ms. Rebecca Rudd, and an "Online Education Best Practices" presentation by Dr. Senya Lubisich. Action Items included AP 4235 Credit for Prior Learning, BP 4235 Credit for Prior Learning and "Online Class Cameras Language" by Dr. Senya Lubisich. The Academic Senate wishes everyone happy holidays.

Jorge Cortez, CSEA President, in a written report, shared that the chapter had its December meeting on December 8, 2020, and it was announced that the 2021 executive board will remain the same as 2020, since there were no new nominations. Also at the December meeting, the chapter celebrated Ms. Cheryl Hall, who recently passed away. To honor Ms. Hall, the chapter is working with the Citrus College Foundation to receive memorial contributions. The chapter also welcomed Trustee Bollinger and Trustee Lutz to the Citrus College family. Mr. Cortez concluded by wishing everyone happy holidays.

Austin Riggs, Student Trustee, welcomed Trustee Bollinger and Trustee Lutz, and took a moment to acknowledge the passing of Mrs. Montgomery. In a written report, he also shared that Associated Students of Citrus College (ASCC) officers participated in a Color Code personality workshop. He reported that he completed two of the three Student Trustee goals, which were voter registration assistance and a statement on diversity, equity and inclusion. Mr. Riggs' third goal is to support students who are struggling during the pandemic.

Edward C. Ortell, Member, Board of Trustees, commented that he was saddened by Mrs. Montgomery's passing, saying how much she would have enjoyed the recent Visual and Performing Arts production of "Don't Shelve the Elves." He then shared that 39 Citrus College student athletes recently earned Academic All-State honors from the California Community College Athletics Association.

Anthony Contreras, Member, Board of Trustees, said he was saddened by the news of losing Mrs. Montgomery, commenting on how passionate she was in her service to the college. Next, he asked Superintendent/President Perri how the college is supporting faculty and staff during this virtual time, in terms of social, emotional and mental well-being.

Laura Bollinger, Clerk/Secretary, Board of Trustees, commented that Mrs. Montgomery was a lovely lady who really loved Citrus College. She shared her condolences to not just her family, but the Board of Trustees and the college community who worked so closely with her. Trustee Bollinger thanked everyone for the warm welcome she received, and looks forward to working with everyone moving forward.

Mary Ann Lutz, Vice President, Board of Trustees, remarked that Mrs. Montgomery's heart was always with Citrus College. She shared some personal stories about Mrs. Montgomery, discussing her history within the Monrovia community as an elementary school teacher, working with the school district and her final love, Citrus College. Trustee Lutz said we are all better off for having known Mrs. Montgomery, and she

wished her peace. She then said that she was honored to be a trustee for the college, vowing to do everything she can to work for the community, students, faculty and staff. Trustee Lutz concluded by thanking everyone who worked on the bond measure, which recently passed.

Patricia A. Rasmussen, President, Board of Trustees, thanked Trustee Lutz for reminding everyone of the wonderful news of the passing of Measure Y bond measure. She thanked the Foundation for its holiday event and for its enthusiastic support of the bond. Board President Rasmussen also remarked on how the pandemic has made everyone creative in serving students. Two examples she referenced include the "Don't Shelve the Elves" performance and at-home biology kits for students, created by Dr. June Han and Dr. Nora Sullivan. Board President Rasmussen thanked the members of the Diversity, Equity and Inclusion Task Force for their continued work. She concluded her remarks by personally welcoming the newest trustees, as well as the new Vice President of Academic Affairs, Dr. McGowan.

MINUTES

Item 8: Moved by Trustee Ortell and seconded by Trustee Bollinger to approve the regular meeting minutes of November 17, 2020.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

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

**Ms. Catherine Day
Administrative Secretary II
Language Arts and Library**

Superintendent/President Perri presented the "Above and Beyond Classified Development" (ABCD) Award to Ms. Cathy Day, Administrative Secretary II.

Guided Pathways – Arvid Spor, Ed.D., Interim Vice President of Student Services

Dr. Spor introduced Dr. Nicole Smith, Dean of Counseling Programs and Services, and Ms. Rebecca Rudd, English faculty member, who presented the Guided Pathways – Scale of Adoption Assessment (SOAA). A fundamental goal of Guided Pathways is to increase the rate at which underrepresented students earn college credentials – particularly degrees in fields of high economic value – while also closing gaps for low-income students, students of color, returning adults, students with disabilities and other groups with inequitable outcomes. The SOAA is an assessment tool designed to help stakeholders assess and address how far along they are in adopting essential Guided Pathways practices at scale. These essential practices were identified as being high-impact, evidence-based practices from research conducted by CCRC.

Annual Security Report (ASR) – Claudette E. Dain, Vice President of Finance and Administrative Services

Ms. Dain introduced Mr. Ben Macias, Director of Campus Safety, who presented the 2020 Annual Security Report (ASR). The Department of Campus Safety is responsible for ensuring the safety and security of students, employees and visitors, as well as protecting district property and facilities. A written report is submitted to the Board of Trustees by Campus Safety, which provides an annual update of all Clery Act crimes reported to campus safety personnel. The ASR contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years, as well as policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the 2020 ASR is available at www.citruscollege.edu/campussafety/Pages/AnnualReports.aspx

Program Review – Academic Support Comprehensive Report – Arvid Spor, Ed.D., Interim Vice President of Student Services

Online Education Committee

Dr. Spor presented the comprehensive academic support program review. In spring 2019, the Online Education Committee completed a five-year comprehensive program report, which 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 program for consideration and improvement.

Educational Programs Committee – Administrative Procedure Revision – Arvid Spor, Ed.D., Interim Vice President of Student Services

AP 4225 Course Repetition

Dr. Spor presented a revision to AP 4225 Course Repetition, as recommended by the Educational Programs Committee.

BP/AP 2715 Code of Ethics/Standards of Practice – Geraldine M. Perri, Ph.D., Superintendent/President

Board President Rasmussen presented BP/AP 2715 Code of Ethics/Standards of Practice, and reviewed some of the responsibilities of Board members. Trustee Ortell asked that additional discussion be held at the next Board meeting.

INDEPENDENT CONTRACTORS

Item 9: Moved by Trustee Ortell and seconded by Trustee Lutz to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 10: Moved by Trustee Ortell and seconded by Trustee Lutz to ratify purchase orders issued during November 2020. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 11: Moved by Trustee Ortell and seconded by Trustee Lutz to ratify A & B Warrants issued during November 2020, totaling \$12,071,756.72. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 12: Moved by Trustee Ortell and seconded by Trustee Lutz to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 13: Moved by Trustee Ortell and seconded by Trustee Lutz to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Item 14: Moved by Trustee Ortell and seconded by Trustee Lutz to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 15: Moved by Trustee Contreras and seconded by Trustee Ortell to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2020, and forward the report to the California Community Colleges Chancellor’s Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

SIGNATURES

Item 16: Moved Trustee Contreras and seconded by Trustee Ortell to, in accordance with the California Community College Budget and Accounting Manual and in accordance with §84030 and §84040 of the Education Code, and in accordance with §58311 of Title 5 of the California Code of Regulations, approve the attached list of General Signature Authorizations, District Bank Account Signature Authorizations and Certification of Signatures for Citrus Community College District business functions and bank accounts. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

CURRICULUM

- Item 17:** Moved by Trustee Lutz and seconded by Trustee Bollinger to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

ACCREDITATION

- Item 18:** Moved by Trustee Contreras and seconded by Trustee Bollinger to approve the second and final reading of the Institutional Self-Evaluation Report (ISER). 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

- Item 19:** Moved by Trustee Bollinger and seconded by Trustee Contreras to award a contract to CDW-G, based on the Foundation for California Community Colleges agreement #CB-185-17, in an amount not to exceed \$1,300,000, and authorize the Vice President of Finance and Administrative Services to execute the agreement on behalf of the District. The project cost will be funded from the Capital Outlay fund.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

SABBATICAL

- Item 20:** Moved by Trustee Lutz and seconded by Trustee Bollinger to postpone the previously approved sabbatical leaves as follows and suspend any additional sabbaticals for the 2021-2022 academic year:
- Patty Glover - further postpone from spring 2021 to spring 2022
 - Dr. Dale Salwak - postpone from spring 2021 to fall 2021
 - Dr. Gailynn White - postpone from spring 2021 to fall 2021
- 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

- Item 21:** Moved by Trustee Bollinger and seconded by Trustee Lutz to accept the 2021-2022 ranked order of the full-time faculty positions identified by the Faculty Needs Identification Committee (FNIC). The District's number of full-time faculty exceeds the anticipated Faculty Obligation Number for fall 2021. Based on programmatic needs, it is requested that the Board of Trustees authorize recruitment for the hiring of a Biology/Anatomy (rank 1 on the FNIC list) full-time faculty effective as of the 2021 fall semester.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

COLLECTIVE BARGAINING

- Item 22:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (Local 6352 of the American Federation of Teachers), effective January 1, 2021, through December 31, 2023, contingent upon ratification of the Tentative Agreement by the Federation prior to December 15, 2020.
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

BOARD POLICIES

Item 23: Moved by Trustee Lutz and seconded by Trustee Contreras to approve the second and final reading of, and adopt, BP 4235 Credit for Prior Learning. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

CLOSED SESSION: At 6:00 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.

Public Employee Evaluation/Goal Setting (Government Code Section 54957) Title: Superintendent/President

RECONVENE IN OPEN SESSION: At 7:39 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:39 p.m., it was moved by Trustee Bollinger and seconded by Trustee Lutz to adjourn the meeting in memory of our friend and colleague, Mrs. Joanne Montgomery. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

Date

Laura Bollinger
Clerk/Secretary
Board of Trustees