

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING: Regular Meeting in June**

**DATE: Tuesday, June 15, 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: June 15, 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/06.15.2021.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/06.15.2021.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  
Taylor McNeal, 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](mailto: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 five minutes or less. The total amount of time for the public on any agenda item shall be limited to thirty 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](mailto:clink@citruscollege.edu). In the alternative, you can contact Ms. Link via telephone at 626-914-8821.

Each public comment will be read for 5 timed minutes, and comments will be limited to a total of 30 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**

The Citrus College-led training on *Electric Bus Manufacturing Technology*, in partnership with the Proterra Electric Bus Manufacturing Company, was featured on local news station ABC7 on May 17, 2021. Albert Baena, who was hired by Proterra in January after completing this 9-week training, was highlighted as a student success story. This short-term workforce development program aligns with the Chancellor's Office Vision for Success and the priority of developing short-term workforce training programs that lead directly to employment. The next 9-week training is scheduled to begin on July 23<sup>rd</sup>.

ABC7 Proterra Story:

<https://abc7.com/careers/local-program-trains-workers-for-jobs-in-green-energy/10651638/>

On May 26<sup>th</sup>, the California Aftermarket Wholesaler's Association (CAWA) - Representing the Automotive Parts Industry, announced the recipients of its 2021 scholarship awards. Citrus College student, Harout Yousoufian, was one of 3 students statewide to receive the prestigious *Mort Schwartz Award*, which includes a \$10,750 scholarship in support of student education and careers in the auto care industry.

In addition, on June 1<sup>st</sup>, the Automotive Service Councils Educational Foundation (ASCEF) announced that 28 scholarships were awarded to 16 California students for a total of \$23,500. The Citrus students who received one of these scholarships include Jason Widjaja, Yushan (Victor) Chen, and double scholarship awardee, Harout Yousoufian. Congratulations to these 2021 scholarship award winners!

### **Richard F. Rams, Vice President of Student Services**

On Thursday, May 6, 2021, School Relations and Outreach hosted the annual College Information Night for prospective students and their families via zoom. The 71 families that joined were introduced to the seven Career and Academic Pathways (CAPs) by academic faculty and Deans. They also had the choice of sessions covering Citrus College programs such as Honors Transfer Program, Financial Aid, Career/Transfer, Online Education, Resources for Studying from Home, College 101, and Disabled Student Programs and Services (DSPS). The families were excited to start their educational journey after learning about all the great opportunities and resources offered at Citrus College.

The Career & Transfer Center (CTC) is celebrating the 2021 Citrus College Transfer Class via its Transfer Hall of Fame campaign. Over 70 students have participated and are being recognized on the CTC social media platforms. Each student will receive a certificate of recognition as well as a transfer care package in the mail. Staff are creating a recognition video to celebrate the accomplishments of the EOP&S/CARE and CalWORKs graduates. Additionally, recruitment is underway for the EOP&S Summer Bridge Program and the fall application for EOP&S is now live on the EOP&S website.

The Student Health Center's (SHC) Health and Wellness workshop series is nearing completion and has been well attended. The SHC has also partnered with the Los Angeles County Department of Public Health to present a webinar entitled "What You Need to Know About the COVID-19 Vaccine" for students. The Veterans Success Center (VSC) was the beneficiary of a generous \$26,500 grant from an anonymous donor. Some of the funds will be used to develop a structured peer mentor program for new student veterans to assist with the transition from military life to civilian and college life. Students in the program will participate in various activities including professional development workshops, fieldtrips, and bonding activities that are intended to support each student's academic success and completion. The Student Life and Leadership Development (SLLD) hosted a "First Gen" Ally Training on May 17<sup>th</sup> and has awarded 678 technology support grants, 295 student support grants, 891 grocery gift cards, and 469 Chromebooks.

The Campus Safety team continues to work fully on-campus to serve and protect the college 24 hours a day, seven days a week. During the month of May, Campus Safety personnel responded to 3,709 calls for service. These calls included assisting employees, students and the public alike. In total, from July 1, 2020 through May 31, 2021, Campus Safety has responded to 27,701 calls for service.

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

All Fiscal, Bookstore, Reprographics and Facilities essential personnel continue to work on-campus to maintain operations for students, staff and vendors, and to maintain the physical campus.

The Fiscal Services team has been working with the District's external auditors to complete the interim Financial Aid audit for fiscal year 2020-2021. We are pleased to report that preliminary results of the interim audit appear favorable. Staff have been hard at work to complete the 2021-22 Tentative Budget which is included as an action item on this Board meeting agenda. Additionally, staff are continuing to gear up for the 2020-21 fiscal year-end close.

As we prepare for a phased-in return-to-campus, the Purchasing Department continues to secure additional Personal Protective Equipment (PPE) to accommodate the increased student activity on campus.

The construction process is underway with mobilization, demolition and the beginning stages of scheduling tasks for the ED Building Modernization project. DSA close-out is in process for the EV Charging Stations. DSA certification has been received for the Solar PV project. Construction of the IS server storage room has begun. Beginning stages of General Specifications are underway for the Measure Y bond program. Also, analysis of projects and capital planning is underway with Initial Project Proposals (IPPs) being prepared as a starting point in the planning and prioritization process, which will be submitted to the State Chancellor's Office. Additionally, the District will soon advertise an RFQ/RFP for Bond Program Management / Project Management / and Construction Management services.

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

The HR staff is busy processing summer and fall assignments for full-time and adjunct faculty. In addition, HR, under the guidance of Sandra Coon, (Confidential Administrative Assistant) is implementing a new version of the applicant tracking system. The updates to the applicant tracking system will provide managers, committee members and applicants a more streamlined and technology friendly way to request a position to be filled and receive and process applications.

### **Gino Munoz, Academic Senate President**

Good afternoon Board of Trustees and Dr Perri. At our last Academic Senate meeting, the Academic Senate executive board was sworn in by Dr Perri. The Academic Senate executive board are as follow: Gino Munoz, Jeremy Clark, and Renee Liskey will continue with our roles and Shelley Hahn will replace Sal Hernandez as treasurer. We would like to thank Sal for his time served to the Academic Senate. We also had a lengthy discussion concerning Hyflex and Meeting Owl and would like to thank Dr Lubisich, Dr McGowan, and Robert Hughes for their help in answering any questions/concerns that were brought up.

Lastly, I would like to thank Dr. Perri for her time served as Superintendent/President at Citrus College. Your leadership, experience, and dedication will be missed. On a personal note, I have enjoyed getting to know you during my time as Academic Senate president. I have had the opportunity to find that you are a kind, good spirited, highly aware, and my favorite favorite quality of yours, really funny! On behalf of the faculty, I would like to wish you health, happiness and the best of times with friends and family.

### **Jorge Cortez, Classified Employees**

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

CSEA Chapter 101 had its monthly chapter meeting on May 11<sup>th</sup>, at this meeting we presented to our members our newly updated chapter constitution along with committee reports and COVID-19 Reopening plan updates.

CSEA held its annual Members Recognition Banquet on Saturday May 1<sup>st</sup>, @ 10:00 am via Zoom where two of our members received awards. Michael Bilbrey was presented with this year's Unsung Hero Award for all his above and beyond work and help that he and his department have done this past year. I was honored to receive the Rising Star Award and thankful for the opportunity to represent our chapter.

In celebration of Classified School Employees Week our chapter held a Drive By/Pick up day to distribute our 2021 CSEA buttons and our 2021-2022 CSEA pocket calendars to our members. Our members also attended CSEA week long activities via Zoom ending with a great murder mystery event on Friday for all members and their families.

On Friday May 21<sup>st</sup>, our chapter held a special chapter meeting to vote on amending our Designation of Ongoing Essential Employees MOU that will now include classified staff from the Cosmetology/Esthetician, Library, and Science Departments. The vote was passed and the MOU was ratified by

the chapter. I would like to thank our essential classified employees for their continued support to the college as well as our students this past year.

Our chapter has opened up raffle ticket sales for our scholarship fund, a weekly email will be sent out with instructions on how to purchase tickets for a chance to participate, and we'd like to take this time to thank everyone who has already donated and purchased tickets.

In closing, on behalf of CSEA Chapter 101 and all classified staff I would like to congratulate Dr. Perri on her retirement and we would like to thank her for all her years of service and leadership to our district, Dr. Perri, we wish you the best!

Thank you for your time and be well

**Taylor McNeal, Student Trustee**

**Members of the Board of Trustees**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of May 4, 2021**
2. **Approval of the Special Meeting Minutes of May 27, 2021 and continuing on May 28, 2021**

**F. INFORMATION AND DISCUSSION**

1. **Board of Trustees Recognition of Dr. Geraldine M. Perri, Superintendent/President – Dr. Patricia A. Rasmussen, Board President (Page 14)**
2. **2021-2026 Citrus College Strategic Plan – Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness (Page 17)**
3. **Diversity, Equity and Inclusion (DEI) Task Force Update Report – Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness (Page 18)**
4. **Program Review – Student Services Comprehensive Reports – Dr. Richard F. Rams, Vice President of Student Services (Page19 )**

**Disabled Student Programs and Services (DSPS)**

## **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 49)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 51)
- c. Authorization is requested to ratify A & B Warrants issued during April and May 2021, totaling \$17,468,756.61. (Page 53)
- d. Authorization is requested to ratify purchase orders issued during April and May 2021. (Page 54)

#### **Personnel Recommendations**

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. (Page 61)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 76)
- g. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 79)

**END OF CONSENT AGENDA**

---



**G. ACTION (continued)**

**Business Services**

2. Authorization is requested to allow the Los Angeles County Office of Education to make all necessary appropriation transfers at the close of the 2020-2021 fiscal year, in order to permit payment of obligations incurred by the District during the fiscal year. (Page 90)
3. Authorization is requested to approve renewal of the institutional memberships listed for the 2021-2022 year. (Page 92)
4. Authorization is requested to approve Resolution 2020-21-08 for the Vice President of Finance and Administrative Services, or designee, to make temporary cash loans during the 2021-2022 fiscal year, between District funds, as needed for cash flow purposes and to permit payment of obligations. (Page 95)
5. Authorization is requested to approve Resolution 2020-21-09 for the Vice President of Finance and Administrative Services, or designee, to borrow funds from the Los Angeles County Treasurer during the 2021-2022 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$65,571,706. (Page 99)
6. Authorization is requested to approve the General Unrestricted Fund budget transfers totaling \$158,600.00; the General Restricted Fund budget transfers totaling \$89,994.00; the Capital Outlay Fund budget transfers totaling \$125,000.00; and the Capital Outlay Fund budget revisions totaling \$5,000,000.00 for the 2020-2021 fiscal year and adopt Resolution #2020-21-10 summarizing the revisions and transfers, pursuant to the California Code of Regulations, Title 5, Section 58307. (Page 102)
7. Authorization is requested to approve the award of RFP #02-2021, CEQA Consulting Services to VCS Environmental of San Juan Capistrano, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. (Page 107)
8. Authorization is requested to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) for 2021-2022, in the amount of \$578,982, and to authorize the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District. (Page 109)

9. Authorization is requested to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2021-2022, in the amount of \$815,713, and to authorize the Vice President of Finance and Administrative Services to execute the insurance policy on behalf of the District. (Page 112)
10. Authorization is requested to approve the Five-Year Construction Plan priority list of upcoming projects, in the following order: Educational Development Center Renovation, Fuel Gas Line Infrastructure Replacement, Science/STEM Building, Career Technical Education Building, Kinesiology Building Complex, Library Learning Resource Center, Classroom Building, Student Union, Off-Site Facility project, and various Remodel for Efficiency projects. (Page 113)
11. Authorization is requested to approve the 2021-2022 Tentative Budget and to set a public hearing for September 7, 2021, at the Citrus College Administration Building Board Room, 1000 W. Foothill Blvd., Glendora, California 91741, at or about 4:15 p.m., or via Zoom, pursuant to Section 58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to adoption. (Page 117)

### **Academic Affairs**

12. Authorization is requested to approve new courses, modified courses, course deletions, new programs, modified programs and deactivated programs. (Page 134)

### **Human Resources**

13. Authorization is requested to approve the memorandum of understanding between the District and CSEA and its Citrus College Chapter 101 which provides for a \$2,200 one-time payment to unit members employed by the District in June 2021, June 2022, and June 2023 on a prorated basis based on the unit member's percentage of assignment, and a \$2,500 retirement incentive augmentation for any full-time CSEA bargaining unit member who retires at the end of the 2020-21, 2021-2022, or 2022-2023 academic years (June 30<sup>th</sup>). (Page 145)
14. Authorization is requested to approve the memorandum of understanding between the District and CCAFF which provides for a \$2,200 stipend to be paid to each CCAFF bargaining unit member who, during the fall and spring semesters have an assignment of at least six LHE (12 hours for hourly adjunct) of each academic year of the contract. (Page 147)

15. Authorization is requested to approve a one-time stipend of \$2,200 to be paid to each of the District's unrepresented management and supervisor/confidential employees in paid status in June 2021, June 2022, and June 2023. In addition to the current retirement bonus, the District will provide each management and supervisor/confidential employee who retires at the end of June 2021, June 2022, and June 2023 a retirement incentive augmentation in the amount \$2,500. (Page 148)
16. Authorization is requested to create the new classification of Director of Diversity, Equity and Inclusion, and that this position be placed on the Management Salary Schedule at Range 49 (\$124,361 to \$163,651 annually). (Page 149)
17. Authorization is requested to approve the employment of Mrs. Aleli Clark, effective August 20, 2021, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Biology/Anatomy/Physiology Instructor, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$70,689.00 annually plus health and statutory benefits. (Page 152)

#### **General**

18. Authorization is requested to approve the Citrus Community College District 2021-2026 Strategic Plan. (Page 153)

#### **Board of Trustees**

19. Authorization is requested to select \_\_\_\_\_ as the annual representative to the Los Angeles County School Trustees Association from July 1, 2021, through June 30, 2022. 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. (Page 170)
20. Authorization is requested to appoint Greg Schulz, Ed.D., Superintendent/President of Citrus Community College District by approving an Employment Agreement between Citrus Community College District and Dr. Schulz. Prior to a vote on this item, consistent with Government Code section 54953, the Board President will orally report a summary of the salary and compensation paid in the form of fringe benefits under the agreement. (Page 171)

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

- 1. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
- 2. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.**
- 3. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
- 4. Per Section 54957.6: Conference with Labor Negotiator, Dr. Patricia A. Rasmussen, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.**
- 5. Per Section 54957: Public Employee Discipline/Dismissal/Release.**
- 6. Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation (three cases):**
  - a) Serrano v. Citrus Community College District, Case No. BC665977**
  - b) Alvarez, et al v. Citrus Community College District, Case No. BC681378**
  - c) Ponciano v. Citrus Community College District, Case No. 19PSCV00139**

**I. RECONVENE IN OPEN SESSION**

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

**J. BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION**

**K. ADJOURNMENT**

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

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2021%20Agendas/06.15.2021.pdf>

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Board of Trustees Recognition of Dr. Geraldine M. Perri Superintendent/President	Information	X
		Enclosure(s)	_____

### BACKGROUND

Dr. Geraldine M. Perri has announced her retirement from the Citrus Community College District after serving for 13 years. As such, the Board of Trustees plans to acknowledge and honor her contributions.

Dr. Perri was selected as the Superintendent/President in May 2008.

Dr. Perri's passion for community colleges began when she found her "academic" home at the Hostos Community College in New York where she graduated with her associate degree in dental hygiene. She has served as a community college faculty member and administrator for nearly 40 years. Prior to being selected as superintendent/president of Citrus College in 2008, she served as the president of Cuyamaca College. She also held the position of vice president of instruction at San Diego Mesa College and dean of instruction/career education at Mt. San Jacinto College. She began her career as a faculty member and associate dean of academic affairs at her alma mater, Hostos Community College.

A major highlight of Superintendent/President Perri's tenure has been the creation and expansion of academic support programs that have increased educational opportunities for students. These include the Citrus College Promise, Early College, I Will Complete College, Veterans Success Center, STEM, dual enrollment and more.

Significant facilities improvements have been made under Superintendent/President Perri's watch. With the help of Measure G bond funds and the completion of two Educational and Facilities Master Plans, the Citrus College campus has been transformed and new facilities have been constructed. Also, as a result of her leadership efforts, in November 2020, the community demonstrated their support when they voted to pass Measure Y, a \$298 million general obligation bond.

The college has received consistent recognition as a "Top 100" producer of associate degrees by Community College Week magazine and a "Top 50" producer of associate degrees by the Hispanic Outlook on Education

magazine. In addition, the college was nominated for the prestigious Aspen Prize for Community College Excellence four consecutive times, received the 2015 California Community College Chancellor's Student Success Award and was presented with the American Association of Community Colleges 2019 Award of Excellence in the Student Success category. The Citrus College Veterans Success Center has consistently earned the national Military Friendly School designation as well.

Since Superintendent/President Perri has been at the helm of Citrus College, the Foundation's financial holdings have hit a new benchmark, increasing to over \$12.5 million this academic year.

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

RECOMMENDATION

Information only; no action required.

Patricia A. Rasmussen \_\_\_\_\_

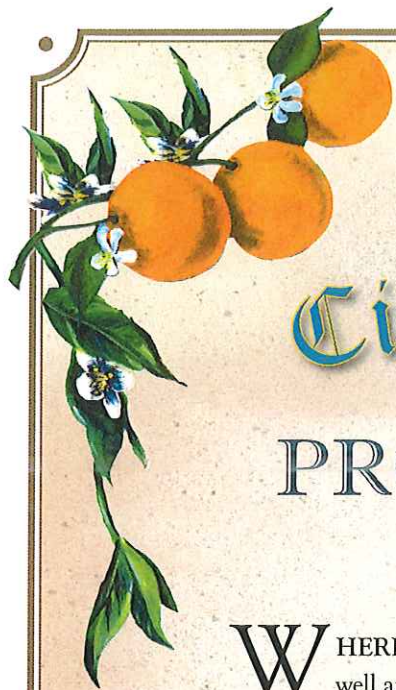
Recommended by

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

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

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

Item No. F.1.



# Citrus College

## PROCLAMATION

**W**HEREAS, Dr. Geraldine M. Perri, superintendent/president, has well and faithfully served the Citrus Community College District for 13 years; and

WHEREAS, Geraldine Perri contributed to the success of students and provided excellent leadership as Citrus College superintendent/president to staff and to the larger community; and

WHEREAS, Geraldine Perri was a hard-working, detail-oriented and student-centered visionary who was dedicated to improving student success and completion; whose leadership led to Citrus College receiving tremendous recognition as a leader in student success;

THEREFORE BE IT PROCLAIMED that the board of trustees, students and staff of Citrus College express their sincere appreciation to Geraldine Perri for her 13 years of dedicated service to Citrus College, and we hope that her retirement will be productive and enjoyable.

Dated this 15th day of June 2021

*Pat Rasmussen*

Dr. Patricia A. Rasmussen  
President, Board of Trustees

*Laura J. Bollinger*

Ms. Laura Bollinger  
Clerk/Secretary, Board of Trustees





# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	2021-2026 Citrus College Strategic Plan	Information	X
		Enclosure(s)	_____

## BACKGROUND

In March 2020, the Strategic Plan Work Group (SPWG) was formed with representation from all constituent groups. Chaired by Dr. Lan Hao, the SPWG completed the year-long process of developing the 2021-2026 Strategic Plan. The planning process included 12 SPWG meetings, ad hoc group meetings for developing proposed new objectives, vetting of the objectives, and a collegewide forum.

The 2021-2026 Strategic Plan includes:

- One overarching institutional goal
- Nineteen collegewide measurable objectives
- Eleven focus areas
- Thirty corresponding strategies

The proposed measurable objectives were presented at Academic Senate on March 24, 2021 for consultation. A collegewide forum was held on April 22, 2021 and the new plan was presented to and approved by the Steering Committee on May 24, 2021.

Dr. Lan Hao will provide a PowerPoint presentation briefly describing the process, the framework, and the components of this new plan.

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

## RECOMMENDATION

Information only; no action required.

Lan Hao, Ph.D.  
Recommended by

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

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

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

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Diversity, Equity and Inclusion (DEI) Task Force Update Report	Information	X
		Enclosure(s)	_____

**BACKGROUND**

The Diversity, Equity and Inclusion Task Force was formed in spring 2020 under the Citrus Community College District Board of Trustees Resolution No. 2019-20-17, adopted on June 16, 2020.

The charge of the Task Force is to “develop a comprehensive plan predicated on college input from virtual forums and an assessment of the following: the college’s policies, plans and curriculum; the campus environment – both inside and outside the classroom; student outcomes data; the college’s recruitment, hiring and promotion practices; support services provided to students; diversity, sensitivity and cultural awareness training provided to faculty, staff and students; and additional needs and strategies identified by the college community.”

The three DEI Task Force co-leads will present a status report of the progress made to date:

- Ms. Nickawanna Shaw**, faculty, kinesiology, academic senate past president
- Dr. Dana Hester**, dean of social and behavioral sciences and online education
- Dr. Lan Hao**, director of institutional research, planning and effectiveness

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

**RECOMMENDATION**

Information only; no action required.

Lan Hao, Ph.D.  
Recommended by

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

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

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

Item No. F.3.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Program Review – Student Services Comprehensive Reports	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 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 2020, Disabled Student Programs and Services (DSPS) completed a six-year comprehensive program review; delayed one year due to director vacancy and pandemic impact on operations.

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

**RECOMMENDATION**

Information only, no action required.

Richard F. Rams, Ed.D.  
Recommended by

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

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

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

Item No. F.4.

# **Student Services Comprehensive Program Review**

**Disabled Student Programs and Services (DSPS)**

## **EXECUTIVE SUMMARY**

Disabled Student Programs and Services (DSPS) provides support services, educational accommodations, and specialized instruction to students with disabilities so that they may have full and equitable access to the community college experience. An Academic Accommodation Plan (AAP) is developed for each student served in the program. The AAP outlines academic accommodations to address the student's specific disability-related educational needs. As a categorical program, DSPS provides services over and above those regularly offered by the college, including disability management counseling, learning disability assessment, educational assistance courses, assistive technology training, and access to adaptive software and hardware in the High-Tech Center lab.

### **Commendations:**

The DSPS department prides itself in providing support to students with disabilities and meeting compliance standards. Accommodations play an integral role in the success of many students with disabilities, so DSPS strives to facilitate reasonable accommodations in a timely manner. DSPS ensures counselors are readily available to answer accommodation questions from students and instructors. DSPS also complies with requirements for maintaining student files and documentation. Student files are audited annually and audit site visits include random selection of student files which are reviewed for eligibility compliance. In 2019 and 2020, the auditor complimented the thoroughness of student files despite minimal access to files due to working remotely.

Furthermore, additional changes were made to align with updates from Title 5 including revised disability categories in Banner, amended the DSPS form titled Student Educational Contract (SEC) to the new title of Academic Accommodations Plan (AAP), updated the DSPS classes to Educational Assistance Classes and modified the process to code students under the category of Learning Disability per Title 5 implementation guidelines. During the pandemic, DSPS transitioned numerous forms to an online format and all student appointments were redesigned, making them available in the virtual environment. Services include virtual counseling appointments, assistive technology orientations, registration assistance and liaison support. All student paper files were scanned and uploaded to the college server for staff to access remotely.

Personnel in DSPS has evolved over the course of six years. Two DSPS counselors/LD specialists were hired, one in 2014 to replace a retired counselor and one in 2015 to augment support for counseling appointments. The program recently hired a DSPS specialist who will facilitate the provision of accommodations after intake and reengage the DSPS program in outreach activities. Additionally, enrollment of students with disabilities is greater than 500, therefore, a director was hired in 2020 to provide oversight and leadership to the program. The department successfully hired a new secretary to replace the previous secretary who was promoted to the DSPS specialist position. Available funds permitted the hire of three adjunct counselors to assist with meeting the demand of student appointments for the 2020-21 academic year.

Projections look promising that funds will be available to continue having adjunct support in 2021-22.

**Challenges:**

DSPS is uniquely different from other departments at the college in that it must follow legal compliance with regulations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Challenges stemming from these mandates can pose legal obligations for the college, including providing timely access to reasonable accommodations. Positive steps have recently taken place to support the department during times of higher student headcount, including the hire of the director, a DSPS specialist, and consistent adjunct counseling available year-round. With these changes in place, DSPS currently has sufficient staffing to meet the needs of the program due to the impact the pandemic is having on low enrollment.

As a part of implementing contemporary counseling theory which implores a student centered, case management approach, DSPS lacks the technology to holistically monitor student progress. With the goal to continue a paperless mode of operation upon the return to campus, the department is requesting a fully integrated centralized case management system designed to meet the unique and complex service needs of DSPS.

**Recommendations:**

In the years ahead when the college reopens to full capacity, scaling up staffing will be considered should the DSPS headcount grow. This will ensure that the college continues to successfully meet compliance in providing accommodations as quickly as possible. Areas of consideration include exploring the possibility of redesigning current positions and hiring additional classified and certificated staff. Additional professional experts for reader or scribe services, interpreting services, captioning, and adapted testing support may also be needed to sustain growing demand of accommodations. Advocacy for these positions will be evaluated annually based on program needs influenced by student enrollment and the nature of accommodation requests.

DSPS has been working with the Vice President of Student Services, Dean of Counseling Programs and Services, and TeCS to determine cloud-based solutions for online case management that will meet the department's programmatic needs. This technology will improve access to accommodations where students can make service requests online, enable case management of student accommodations and academic progress, maintain student files in one location, track time sensitive accommodation issues, and generate robust centralized reporting and analytics. The goal is to allow staff and students to use only one platform where all information and services are centralized for an easy, student and user-friendly, efficient experience.

**PROGRAM MISSION/DESCRIPTION**

**Program Mission**

Disabled Student Programs and Services (DSPS) is committed to providing students with disabilities an accessible educational environment that allows each student the opportunity to reach his/her academic goals and participate in a full range of campus programs and services. The DSPS department provides a welcoming environment for students and assists in advocacy efforts to help them achieve their goals. The DSPS mission aligns with the college's mission by providing support services for students with disabilities in their quest to complete career/technical education, basic skills proficiency, certificates, degrees and transfer. DSPS strives to provide equity for students with disabilities through reasonable accommodations and up-to-date accessible technology.

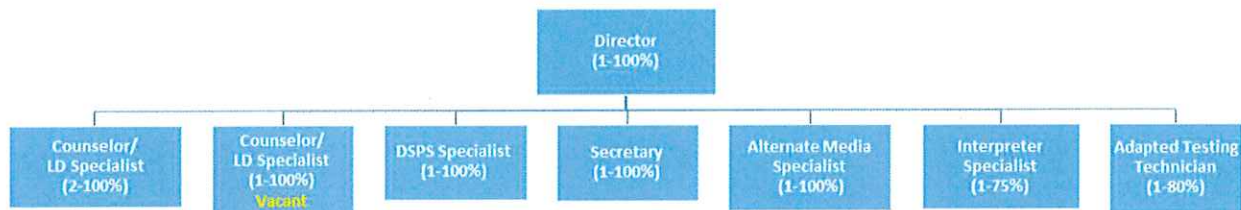
**Program Description**

DSPS serves as the college’s mechanism for providing access to students with disabilities and for implementing accommodations as mandated by Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended and Title 5 of the California Education Code of Regulations. Funded by the state and the district, DSPS provides direct services to students and guides other college employees in matters of academic accommodations. The department offers services and instruction which assist students with disabilities with fully participating in classes, programs and activities offered by the college.

**COMMITTEE MEMBERS**

Shellyn Aguirre	Stephanie Capriulo	Brandy Davis
Laks Floriano	Michelle Hernandez	Heather Hendrickson
Emmy Madrid	Flora Yee	

**ORGANIZATIONAL CHART**



**STAFFING**

**1) Staff preparation and training**

DSPS staff attend both on campus and off campus trainings, workshops, webinars, local region meetings and conferences to keep apprised of best practices and legal compliance standards as it relates to post-secondary disability services. Two most notable disability related conferences include the California Association for Postsecondary Education and Disability (CAPED) and the Association on Higher Education and Disability (AHEAD). The alternate media specialist attends trainings to

stay current in assistive technology trends, while the interpreter specialist attends trainings on best practices to serve deaf and hard of hearing students. DSPS counselors also attend regularly scheduled meetings and monthly trainings with the counseling division to stay informed about resources, services, and practices supporting the college's goals of student success and completion.

## **2) Faculty minimum qualifications, diversity and credentials**

Title 5, Ca. Code of Regulation Section 56048 regarding DSPS staffing include:

(c) Persons employed pursuant to this subchapter as counselors or instructors of students with disabilities shall meet minimum qualifications set forth in Section 53414 of Subchapter 4 or Chapter 4 of this division.

Section 53414:

(a) The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements;

- (1) Master's degree in rehabilitation counseling, or
- (2) Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Student Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following:
  - A. Counseling for students with disabilities; or
  - B. Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities, or the equivalent.

(b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.

(c) The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:

- (1) Possession of a master's degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and



(2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.

(d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:

(1) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and

(2) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:

(A) Learning disabilities;

(B) Developmental disabilities;

(C) Deaf and hearing impaired;

(D) Physical disabilities; or

(E) Adapted computer technology.

(e) The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:

(1) The minimum qualifications for providing credit specialized instruction for students with disabilities as specified in this section.

(2) A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.

(3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.

(4) For noncredit vocational courses, an associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.

(f) The minimum qualifications for service as a community college Learning Disabilities Specialist shall be Master's degree in Learning Disabilities, Special Education, Education, Psychology, Speech Language Pathology, Communication Disorders, Educational or School Psychology, Counseling, or Rehabilitation Counseling and fifteen semester units of upper division or

graduate study in the area of learning disabilities, to include, but not limited to adult cognitive and achievement assessment or the equivalent.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

### KEY FUNCTIONS

- Academic adjustments
- Adapted testing accommodations
- Alternate media
- American Sign Language interpreting services
- Assistive technology loans
- Assistive technology training
- Campus and community liaison
- Closed, remote and real-time captioning
- Disability management counseling
- Educational Assistance Classes (EAC)
- High Tech Center (HTC) lab
- Learning disability assessment
- Registration assistance

### SERVICE DEMOGRAPHICS

DSPS received a steady increase of students with disabilities using services between 2014 through 2017. In the 2014-15 academic year DSPS served 979 students and peaked at 1,073 in 2016-17. This upward trend was commensurate with the increase in overall student enrollment of the college. A decrease in student headcount occurred thereafter in the 2017-18 academic year that continued into 2019-20. The decrease in student headcount reflects the overall decrease in student enrollment at Citrus College occurring over the last three years. It is estimated that DSPS enrollment will drop in 2020-21 due to the pandemic. However, if the college reopens to full-capacity, DSPS anticipates an upward trajectory growth of 4-5% annually within the next five years.

	DSPS Headcount	Campuswide Headcount	% DSPS Students
Annual 2014-2015	979	19,035	5.1%
Annual 2015-2016	988	20,002	4.9%
Annual 2016-2017	1,073	20,176	5.3%
Annual 2017-2018	1,053	19,950	5.3%
Annual 2018-2019	913	19,765	4.6%
Annual 2019-2020	860	19,626	4.4%

Data source: Chancellor's Office Data Mart

Moreover, within the disability subgroups, the population of students with disabilities is evolving. Students with Learning Disabilities continue to be the largest subgroup served by DSPS at 30%. Presently, DSPS is experiencing an increase of students registering

for accommodations who fall under the categories of Mental Health and Autism Spectrum. In 2014, 10% of the DSPS population were coded under mental health conditions. In 2019, this number increased to 16%. The headcount in this category may continue to increase due to stress factors associated with the pandemic. Similarly, Autism Spectrum disorder previously represented 3% of the DSPS population in 2014 while in 2019 it constitutes 15%.

The chart below shows the increase in students as well as their primary disability. Note that this chart shows the unduplicated count and may not represent students who require multiple accommodations to ensure equal educational access. ADHD and Autism Spectrum Disorder were not previously disaggregated from the data and is the reason data are missing from 2011-2016. The Chancellor's Office also does not ask for disaggregated data for Speech and Language and has asked that the students with that disability be categorized as "other", hence the count missing in 2017 and beyond.

	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020	
	Count	%	Count	%	Count	%	Count	%	Count	%	Count	%
Acquired Brain Injury	20	2 %	19	2 %	24	2 %	23	2 %	17	2 %	14	2%
ADHD		0 %		0 %	95	9 %	118	11 %	109	12 %	100	12%
Autism Spectrum		0 %		0 %	31	3 %	120	11 %	107	12 %	128	15%
Intellectual Disabilities	26	3 %	22	2 %	49	5 %	49	5 %	51	6 %	47	5%
Deaf & Hard of Hearing	17	2 %	14	1 %	17	2 %	16	2 %	15	2 %	15	2%
Learning Disability	178	18 %	183	19 %	306	29 %	366	35 %	290	32 %	261	30%
Physical Disability	31	3 %	35	4 %	46	4 %	44	4 %	25	3 %	27	3%
Other Disability	575	59 %	573	58 %	335	31 %	128	12 %	131	14 %	114	13%
Mental Health	98	10 %	109	11 %	144	13 %	160	15 %	148	16 %	136	16%
Speech/Language Impaired	8	1 %	9	1 %	3	0 %		0 %		0 %		0%
Blind & Low Vision	25	3 %	23	2 %	22	2 %	28	3 %	20	2 %	18	2%
<b>Citrus College Total</b>	<b>978</b>	<b>100 %</b>	<b>987</b>	<b>100 %</b>	<b>1,072</b>	<b>100 %</b>	<b>1,052</b>	<b>100 %</b>	<b>913</b>	<b>100 %</b>	<b>860</b>	<b>100%</b>

Data source: Chancellor's Office Data Mart

### STUDENT ELIGIBILITY REQUIREMENTS

According to section 56006 of Title 5, determination of student eligibility for DSPS services is as follows:

(a) In order to be eligible for academic adjustments, auxiliary aids, services and/or instruction authorized under this chapter, a student must have a disability which is

verified pursuant to subdivision (b) which results in an educational limitation identified pursuant to subdivision (c) of this section.

(b) The existence of a disability may be verified, using procedures prescribed by the Chancellor, by one of the following means:

1. observation by certificated DSPS staff;
2. assessment by certificated DSPS staff; or
3. review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of DSPS.

(c) The student's educational limitations must be identified by certificated staff and described in the Academic Accommodation Plan (AAP) required pursuant to Section 56022. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56001.

*NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.*

## **FACILITIES/LOCATION**

The DSPS department is located on the first floor of the Student Services building (SS133). The area houses the High-Tech Center lab, the lobby front counter space, and eight staff offices. In 2014, SS103, 106, and 108 were designated rooms for DSPS to store files, supplies and adapted furniture equipment.

## **COORDINATION**

### **Coordination with Student Services Programs**

Disabled Student Programs and Services (DSPS) works closely with various departments on campus including Extended Opportunities Programs and Services (EOP&S), Career/Transfer Center, Counseling and Advisement, I Will Complete College (IWCC), and the Promise Program to ensure that students with disabilities with reduced course loads have access to the resources offered through these programs. The Testing Center and DSPS continue to work jointly to facilitate adapted testing accommodations for students with disabilities. DSPS collaborates with the Veteran Success Center to inform eligible veterans of the resources offered by DSPS, with Admissions & Records to ensure eligible DSPS students receive priority registration, and with External Relations to create the DSPS newsletter, *KnOWLedge is Power*.

### **Coordination with Instructional Programs**

Information regarding accommodations and accessibility standards is shared with faculty via email and in the DSPS newsletter. Trainings on how to assist students with disabilities are facilitated during Flex Day and periodically throughout the academic year. Individual consultation is available for faculty and staff who have questions regarding the educational needs and accommodations of DSPS students. DSPS collaborates with the Kinesiology department to support students recommended to repeat adapted physical education classes.

### **Coordination with Institutional Research**

The Institutional Research office provides data related to various DSPS student outcomes including enrollment, retention, success, degree completion and transfer. Both departments also work together to complete the Chancellor's Office biennial DSPS survey.

### **Coordination with TeCS**

DSPS staff work with TeCS for technical assistance and to ensure Management Information System (MIS) reporting is accurately shared with the Chancellor's Office. The departments also work together on email communications sent to students, faculty and staff. Recently, both departments met to discuss the use of a fully integrated online case management system. Two program options were recommended by DSPS for purchase consideration. After review from TeCS, Accessible Information Management (AIM) was the selected program to move forward with. DSPS will continue to collaborate with TeCS in the 2021-22 academic year to migrate banner information into the new program.

### **BUSINESS OFFICE**

The DSPS director collaborates with the fiscal department to monitor the DSPS budget. The accounting technician provides the director with labor and expenditures reconciliation reports every two months. The accounting technician also assists with compiling the data needed for the DSPS director to complete the end-of-year report required by the Chancellor's Office.

### **LINKS TO PLANNING**

Services for students with disabilities are aligned with the following 2016-2021 Strategic Plan focus areas:

Focus Area 1, Preparedness - Educational Assistance Classes (EAC) offered by DSPS are designed to assist students with disabilities with various skills to support academic success at Citrus College.

Focus Area 5, Student Support - DSPS counselors refer students to a wide range of campus support programs including EOP&S, Veteran Success Center, the Learning Center, Early Alert Workshops, the library, food pantries, and the Health Center. DSPS also prides itself in providing a welcoming environment where students are served in a timely manner. To enhance and promote efficient service, DSPS recommends an integrated online case management system that enables access to services 24/7 for students with disabilities.



DSPS Total	978	100.0%	987	100.0%	1072	100.0%	1052	100.0%	913	100.0%	860	100.0%
African-American	73	7.5%	49	5.0%	65	6.1%	66	6.3%	54	5.9%	36	4.2%
American Indian	5	0.5%	5	0.5%	6	0.6%	3	0.3%	2	0.2%	2	0.2%
Asian	47	4.8%	66	6.7%	73	6.8%	61	5.8%	57	6.2%	53	6.2%
Hispanic	547	55.9%	571	57.9%	615	57.4%	630	59.9%	550	60.2%	543	63.1%
Multi-Ethnicity	25	2.6%	37	3.7%	48	4.5%	37	3.5%	40	4.4%	40	4.7%
Pacific Islander	-	-	1	0.1%	1	0.1%	1	0.1%	1	0.1%	2	0.2%
Unknown	8	0.8%	8	0.8%	10	0.9%	10	1.0%	11	1.2%	19	2.2%
White Non-Hispanic	273	27.9%	250	25.3%	254	23.7%	244	23.2%	198	21.7%	165	19.2%

**Gender** – Since 2014, females have consistently enrolled at higher rates than males at Citrus College, making up more than 50% of the student population. This finding aligns with the DSPS gender demographic except for the 2014-15 academic year, where more males were enrolled in DSPS than females.

Collegewide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		Annual 2019-2020	
	n	%	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%	19,626	100.0%
Female	9,691	50.9%	10,239	51.2%	10,426	51.7%	10,445	52.4%	10,490	53.0%	10,576	53.9%
Male	8,784	46.2%	9,189	45.9%	9,084	45.0%	8,856	44.4%	8,807	44.5%	8,509	43.4%
Unknown	560	2.9%	574	2.9%	666	3.3%	647	3.2%	500	2.5%	541	2.8%
DSPS	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		Annual 2019-2020	
	n	%	n	%	n	%	n	%	n	%	n	%
DSPS Total	978	100.0%	987	100.0%	1072	100.0%	1052	100.0%	913	100.0%	860	100.0%
Female	466	47.6%	497	50.4%	568	53.0%	553	52.6%	471	51.6%	452	52.6%
Male	495	50.6%	470	47.6%	488	45.5%	485	46.1%	423	46.3%	390	45.4%
Unknown	17	1.7%	20	2.0%	16	1.5%	14	1.3%	19	2.1%	18	2.1%

**Age Group** – The majority of students served by DSPS are in the 20 to 24 age range. The second largest age group DSPS serves is 19 years old or less. These findings align with campus-wide age-related findings.

Collegewide	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		Annual 2019-2020	
	n	%	n	%	n	%	n	%	n	%	n	%
Citrus College Total	19,035	100.0%	20,002	100.0%	20,176	100.0%	19,948	100.0%	19,797	100.0%	19,626	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%	7,491	38.2%
20 to 24	7,507	39.4%	7,798	39.0%	7,881	39.1%	7,742	38.8%	7,144	36.1%	6,728	34.3%
25 to 29	2,280	12.0%	2,538	12.7%	2,572	12.8%	2,715	13.6%	2,641	13.3%	2,499	12.7%
30 to 49	2,063	10.8%	2,273	11.4%	2,450	12.1%	2,298	11.5%	2,394	12.3%	2,445	12.5%
50 +	425	2.2%	444	2.2%	487	2.4%	465	2.3%	474	2.4%	463	2.4%
Unknown	8	0.04%							1	0.01%		
DSPS	Annual 2014-2015		Annual 2015-2016		Annual 2016-2017		Annual 2017-2018		Annual 2018-2019		Annual 2019-2020	
	n	%	n	%	n	%	n	%	n	%	n	%
DSPS Total	978	100.0%	987	100.0%	1072	100.0%	1052	100.0%	913	100.0%	860	100.0%
19 or Less	311	31.8%	328	33.2%	307	28.6%	311	29.6%	274	30.0%	274	31.9%

20 to 24	378	38.7%	370	37.5%	440	41.0%	421	40.0%	321	35.2%	308	35.8%
25 to 29	102	10.4%	116	11.8%	129	12.0%	132	12.5%	132	14.5%	104	12.1%
30 to 49	140	14.3%	139	14.1%	155	14.5%	148	14.1%	144	15.8%	134	15.6%
50 +	46	4.7%	34	3.4%	41	3.8%	40	3.8%	42	4.6%	40	4.7%
Unknown	1	0.10%										

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

Student participation in DSPS is voluntary. To be served by DSPS, the student must have a verified disability which results in an educational limitation that inhibits the student's ability to participate in the general education program of the college without additional specialized services. Accommodations are determined on an individual basis through the review of disability documentation and interactive process between a DSPS professional and the student. Examples of academic accommodations include adapted testing, American Sign Language (ASL) interpreting services, and alternative media. DSPS services may include disability management counseling, registration assistance, access to the High-Tech Center lab, assistive technology training, loan equipment, learning disability assessment and faculty-student liaison support. DSPS also offers Educational Assistance Classes (EAC) designed for students new to post-secondary education. The courses assist in the transition of students who received special education services at the secondary level with guidance in understanding academic expectations and navigating the college environment. Students also learn a wide range of compensatory strategies for academic success. These accommodations and services promote inclusion and are designed to support students with disabilities so that they can have full and equitable access to the community college experience.

**PROGRAM SELF-EVALUATION: B - STUDENT SUCCESS**

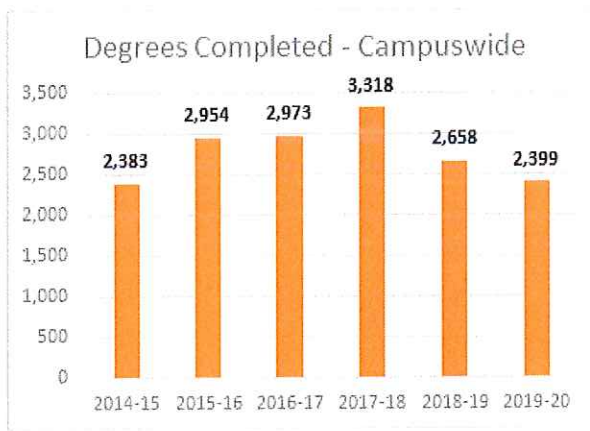
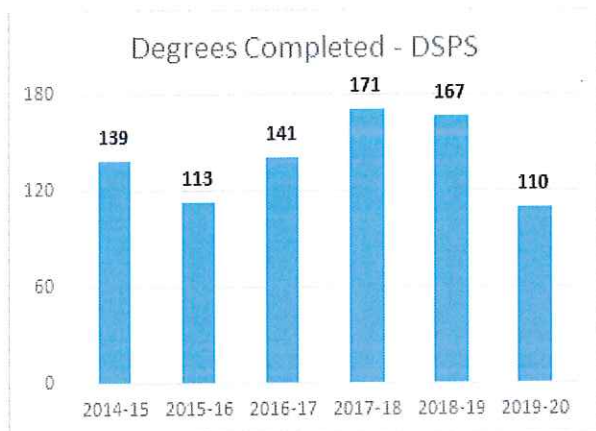
**Number of degrees/certificates awarded and transfer**

**Degrees Completed** - The annual count of degree completion for DSPS students decreased by 2% in 2015-16 compared to 2014-15; The annual count of degree completion increased for the next two years between 2016-2018. Degree completion has decreased since 2018 and lower enrollment may be attributed to the decrease. Overall, a lower percentage of DSPS students completed degrees compared to students college wide.

	Degrees Awarded to DSPS Students	Degrees Awarded Campus wide	% Degrees Awarded to DSPS Students		DSPS Headcount	Campus wide Headcount	% DSPS Students
Annual 2014-2015	139	2,383	5.8%		979	19,035	5.1%



Annual 2015-2016	113	2,954	3.8%		988	20,002	4.9 %
Annual 2016-2017	141	2,973	4.7%		1,073	20,176	5.3%
Annual 2017-2018	171	3,318	5.2%		1,053	19,950	5.3%
Annual 2018-2019	167	2,658	6.3%		913	19,765	4.6%
Annual 2019-2020	110	2,399	4.6%		860	19,626	4.4%

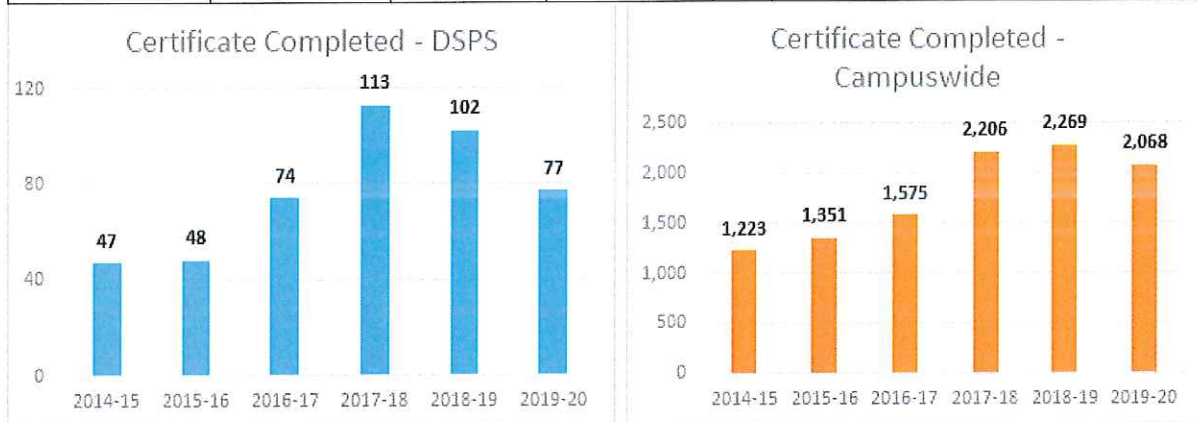


Source: Chancellor's Office Data Mart

**Certificates Completed** - The annual count of certificate completion for DSPS students increased from 2014 through 2018. The annual count of certificate completion has decreased since then. Lower enrollment may be attributed to the decrease. Overall, a lower percentage of DSPS students earned a certificate when compared to students college wide.

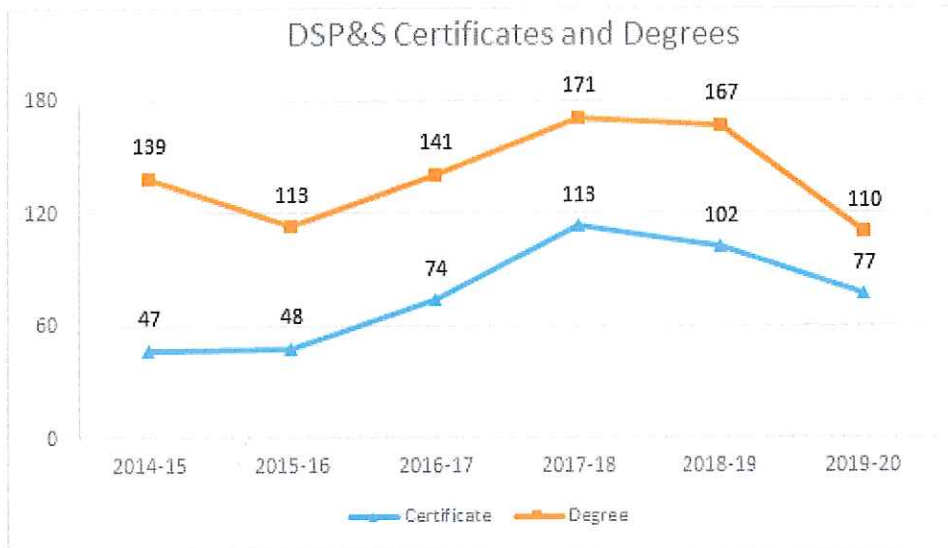
	Certificates Awarded to DSPS Students	Certificate Awarded Campus wide	% Certificates Awarded to DSPS Students		DSPS Headcount	Campus wide Headcount	% DSPS Students
Annual 2014-2015	47	1,223	3.8%		979	19,035	5.1%
Annual 2015-2016	48	1,351	3.6%		988	20,002	4.9%
Annual 2016-2017	74	1,575	4.7%		1,073	20,176	5.3%
Annual 2017-2018	113	2,206	5.1%		1,053	19,950	5.3%

Annual 2018-2019	102	2,269	4.5%		913	19,765	4.6%
Annual 2019-2020	77	2,068	3.7%		860	19,626	4.4%



Data Source: Chancellor's Office Data Mart

### Certificates and Degrees



**Transfer Preparedness** - According to the 2018 scorecard, DSPS students in the 2013-14 and 2014-15 cohort, were less transfer prepared than non-DSPS students.

2013-14 Scorecard Cohort in 2018 (4-year outcome)	Cohort Size I	Transfer- prepared	% Transfer-prepared
DSPS	181	42	23.2%
Non-DSPS	2073	670	32.3%
Total	2254	712	31.6%
2014-15 Scorecard Cohort in 2018	Cohort Size	Transfer- prepared	% Transfer-prepared

(3-year outcome)			
DSPS	149	20	13.4%
Non-DSPS	2036	497	24.4%
Total	2185	517	23.7%

Data Source: 2018 Scorecard

**Transfer** - According to the 2018 Scorecard, DSPS students in the 2013-14 and 2014-15 cohort, transferred less than non-DSPS students.

2013-14 Scorecard Cohort in 2018 (3-year outcome)	Cohort Size	Transfer	% Transfer
DSPS	181	23	12.7%
Non-DSPS	2073	542	26.1%
Total	2254	565	25.0%
2014-15 Scorecard Cohort in 2018 (3-year outcome)	Cohort Size	Transfer	% Transfer
DSPS	149	6	4.0%
Non-DSPS	2036	391	19.2%
Total	2185	397	18.1%

Data Source 2018 Scorecard

### Data Analysis

Historically DSPS students have had lower completion and transfer rates than non-DSPS students. This discrepancy could be influenced by many factors. One notable variable is how different the laws governing individuals with disabilities are at the primary and secondary level compared to those at the postsecondary level. The Individuals with Disabilities Education Act (IDEA) at the secondary level ensures a student's right to a free appropriate public education, hence permitting high schools to allow significant modifications of course curriculum for special education students that may not necessarily prepare them for the academic rigor involved at the college level. In contrast, the Americans with Disabilities Act (ADA) at the post-secondary level ensures equal access to college programs and services through reasonable accommodations and does not lower academic standards or fundamentally alter course requirements. This may result in a higher probability of new students with a history of special education coming to college underprepared to meet the requirements to complete certificates, degrees or transfer. Compounding this challenge is the implementation AB705 where more underprepared DSPS students are placed into transfer-level English and math courses in their first year. Areas to support DSPS students include the continued effort to offer ENGL 098A and ENGL 098B where students can decide to complete these courses first to build skills needed for college level English. Exploring the possibility of offering a similar basic skills course in math, along with expanding course options in non-credit focused on college readiness and various specialized

trades would be beneficial. These efforts are designed to bridge the gap and provide a scaffolding approach to skill building that prepares students to move toward completing their educational goals. DSPS also plans to offer an educational assistance class during the summer as a resource to help students transition to the college environment in preparation for the fall semester. DSPS representation is also included in Guided Pathways to ensure the needs of students with disabilities are factored in the planning phase.

#### **PROGRAM SELF-EVALUATION: C - NON-CREDIT GOALS**

There is no data of enrollment of DSPS students in the non-credit program. As the non-credit area grows by offering a broader range of courses, particularly those that prepare students for credit courses, there could be increased participation of students with disabilities.

#### **PROGRAM SELF-EVALUATION: D - EXEMPLARY PRACTICES AND SERVICES**

The DSPS department prides itself in providing support to students with disabilities and meeting compliance standards. Because accommodations play such an integral role in the success of many students with disabilities, DSPS facilitates reasonable accommodations expeditiously. We ensure that counselors are readily available to answer accommodation questions from students and instructors. In spring 2019, DSPS received positive feedback from students in the Chancellor's Office Program Plan satisfaction survey. Ninety-two percent of students indicated strongly agree or agree that the DSPS office is a welcoming and positive environment making it comfortable to request assistance. During the pandemic, DSPS transitioned numerous forms to an online format and all student appointments were redesigned and transitioned to the virtual environment. Services include virtual counseling appointments, assistive technology orientations, and registration assistance. All student paper files were scanned and uploaded to the college server for staff to access remotely. Even during the challenge of transitioning to remote service, DSPS successfully completed its most recent audit in October 2020 keeping its long history of maintaining required documents and files organized to satisfy state mandates.

Strong partnerships have developed with EOP&S, the Learning Center, and the Promise Program. In recent years, greater collaboration has taken place with the Veteran Success Center (VSC). DSPS has a counselor serving as liaison with VSC to increase awareness of the benefits of using academic accommodations to Veteran students who may qualify. DSPS also has a High-Tech Center lab providing up-to-date adapted software such as JAWS, Kurzweil 3000 and Inspiration. It has adapted equipment such as intellikeys keyboards, adjustable desks, and scanners.

DSPS took the initiative to relaunch and expand its instructional program. In fall 2013, DSPS reinstated educational assistance classes (EAC) after several years of being suspended due to the economic recession of 2008. DSPS 090: Empowerment for

Students with Disabilities was offered for the first time. The course teaches students with disabilities to advocate for their educational needs and accommodations, to make informed decisions about educational goals and provides awareness of campus resources. In spring 2015, DSPS 085: E-text Basics was created; a course designed to teach students how to utilize electronic text and text reading software as a compensatory strategy to improve reading comprehension and fluency. In winter 2018, the program introduced DSPS 092: Study Skills for Students with Disabilities. The course is designed to provide targeted strategies for notetaking and test taking skills. Lastly, DSPS 088: Stress and Anxiety Management became available in fall 2018; a course designed to teach students healthy coping strategies to mitigate stress and anxiety symptoms. More recently, the program took steps to change the course prefix from DSPS to Education Assistance Classes (EAC) to maintain student privacy on transcripts.

### **PROGRAM SELF-EVALUATION: E - COMPLIANCE**

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

DSPS complies with requirements for maintaining student files and appropriate forms. Student files and expenditures are audited annually by the Chancellor's Office. An annual audit includes a random selection of student files reviewed for eligibility compliance. In the 2019 audit, the auditor gave positive feedback stating that the DSPS office at Citrus College "was by far the best audit she's ever done, no mistakes, files were clearly organized and in exceptional order." A successful audit also took place in fall 2020. DSPS is proud of keeping its paper-based files organized with all required forms and signatures. Now that the department has transitioned online, the goal is to continue a paperless mode of operation after the campus fully reopens. Having a centralized case management system in place to track files digitally will be vital to sustain this process long-term and ensure digital files remain in compliance. Further details are in the technology needs section of this report.

Every fall, DSPS works with fiscal services to complete the end-of-year expenditures report via the Student Services Automated Reporting for Community Colleges (SSARCC). In spring, DSPS completes the mid-year reallocation report for the Chancellor's office. DSPS also completes the Chancellor's office biennial DSPS Program Evaluation, and all staff make it a priority to facilitate accommodations in a timely manner.

2) Describe compliance initiatives undertaken since last program review. DSPS made changes to its forms to align with the updates from Title 5. Specifically, DSPS updated its Management Information System (MIS) coding in banner to reflect the new disability categories set forth by Title 5. DSPS also changed its form titled Student Educational Contract (SEC) to the new title of Academic Accommodations Plan (AAP). Additionally, Title 5 changed the name of DSPS classes to Educational

Assistance Classes. Therefore, DSPS worked with the college curriculum committee to change the program's course prefix from DSPS to EAC. The internal process to code students under the category of Learning Disability was also revised to meet the updated Title 5 guidelines. Lastly, a DSPS director and DSPS specialist were hired to support the continued effort of serving students with disabilities in a timely fashion.

### **PROGRAM SELF-EVALUATION: F - ENVIRONMENTAL IMPACT**

For years, DSPS monitored and stored disability documentation, case notes and all DSPS forms in paper format in individual student files. Leveraging technology to serve students more efficiently was an idea DSPS envisioned for many years, but budget restrictions and personnel changes prior to the pandemic created challenges to move this idea forward. Fortunately, DSPS was able to migrate approximately 3,000 student files to the campus server in 2020. Moving the files online not only provided access for staff to review documents remotely but freed up space in the DSPS office once used for file cabinets. In 2020 DSPS paper forms have also been converted to electronic documents and the DSPS application is now available online.

To continue promoting environmentally sustainable practices as outlined in the 2016-2021 Strategic Plan, DSPS advocates for the acquisition of a centralized case management system. The system that will significantly support DSPS staff to efficiently monitor services and give greater online access to accommodations for students. More and more disability offices among the 116 California community colleges have adopted a similar system. With agreement from TeCS, DSPS plans to purchase an online case management program in 2021.

### **PROGRAM SELF-EVALUATION: G - DATA REPORTING**

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

DSPS works with TeCS to run verification of annual student headcount reported to the Chancellor's Office. Part of this process involves DSPS staff to enter every student contact one by one into the Banner system both for tracking student headcount and for approving priority registration. Due to the time-consuming nature of this process, DSPS recommends restructuring this practice by working with TeCS in the future to determine if batch uploads can be done in lieu of entering names individually.

The number of electronic programs used to collect DSPS data presents an ongoing challenge. Staff must login and toggle between several programs such as Banner, Argos, SARS, Degree Works, student profile and various internal department spreadsheets to track and collect program data. Two additional programs were recently added to the list with Formstack and Smartsheet. To streamline operations, DSPS will soon purchase a program that centralizes data collection in one platform, providing data of interest in real time with one click of a button, while also providing features that enable students to request their accommodations online which is crucial to their success.

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

With updates to Title 5, DSPS implemented new disability categories, modified outdated ones, and collaborated with TeCS regarding these changes. As a result, disability categories were changed in Banner to enable the department to code students into appropriate disability categories for funding purposes. Additionally, effective 2015 DSPS is now required to submit its end-of-the year report to the Chancellor's Office using the Student Services Automated Reporting for Community Colleges (SSARCC) online program. DSPS partners with the fiscal department to accurately report DSPS expenditures into SSARCC.

#### **PROGRAM SELF-EVALUATION: H - TECHNOLOGY NEEDS**

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

While DSPS has upgraded and enhanced the day-to-day operational efficiencies, we need a proven comprehensive case management tool to further enhance our program and service to students. DSPS has researched hosted subscription options where data is stored in a cloud. Two fully accessible, cloud-based systems used by other community colleges in the region that receive positive reviews by counselors and directors in the DSPS field are Clockwork or Accessible Information Management (AIM). With the support of TeCS, DSPS will be bringing the AIM platform to DSPS at Citrus College. The purchase of this program will address the need for effective case management and (1) empower staff, (2) improve responsiveness (3) enhance the DSPS student experience, and (4) utilize centralized reporting and analytics.

The software system can will empower the DSPS department to accomplish all of the following activities within one single platform as oppose to utilizing several different existing programs that work in silos:

- Single sign-on student online dashboard customized to each student's unique profile/accommodation needs.
- Online Intake
- Customized accommodation letters (DSPS staff)
- Access to accommodation letters online (students)
- Access to accommodation letters online (faculty)
- Student online self-service to request approved accommodations (e.g., alternate media, notetaking, loan equipment)
- Adapted test booking online (students)
- Adapted test booking online (faculty)
- Adapted test monitoring (staff)
- Assistive Technology inventory tracking
- Appointment Scheduler
- Customized DSPS specific reports including tracking service use and requests

- Records management (e.g., disability documentation, case notes, DSPS forms, student contact, etc.)
- Integration of the college's Student Information System (Banner)
- Student files scanned into Banner migrated to the new system
- Admin controls
- Vendor tech support

### Next Steps

. DSPS will work with the vendor and Fiscal Services to procure a contract. Once signed, obtaining approvals for purchase will ensue. DSPS will also continue to work with the vendor to establish an implementation plan.

### 2) Describe and list anticipated technology needs.

- A centralized case management system specifically designed for disability services. A well-known cloud-based/subscription program includes Accessible Information Management (AIM) <https://www.accessiblelearning.com/>
- Upgrade to JAWS version 2020/2021 and any future upgrade versions of JAWS. JAWS is a screen-reading program designed for blind or low vision students to have access to computer programs and internet navigation.
- Standalone site license for the High-Tech Center (HTC) lab and SS168 for any future upgraded versions of Kurzweil 3000. In 2012, the HTC lab had version 12 and has since upgraded to version 16. The upgraded versions will provide students with the latest technology and resources in text reading software.
- Annual subscription of Kurzweil Firefly beyond January 11, 2022. Kurzweil 3000 Firefly is a cloud version of Kurzweil 3000 which allows more students to use the program off campus without the need to purchase the stand-alone version.
- Assistive technology to capture lecture notes. Potential programs include notetaking express, otter.ai, sonocent and verbit.
- Laptops to assist with outreach events.
- Assistive technology equipment including additional smartpens, digital audio recorders, chrome books, android tablets, and iPads. The additional supplies serve to replace equipment that inevitably breaks over time and ensures that sufficient supplies are available to keep up with demand.
- 1-16 Series by TobiiDynavox. A speech generating device that can be controlled completely with one's eyes. It uses eye scanning instead of fingers to type and provides voice output. The device will be installed in the HTC lab and used by students who have limited mobility and limited speech. The purchase will offer greater support to students with specialized communication needs.
- SC Tablet by TobiiDynavox. Assistive technology that enables an individual to select symbols or type out thoughts using a tablet that interfaces with an iPad. The device can be used by the alternate media specialist for demonstration and training purposes, as well as be available for students to use in counseling appointments as a tool to communicate their needs.
- The addition of a Braille machine and tactile Braille machine for the purpose of replacing the current machines once they become inoperable.



- DSPS would like to monitor student use of the HTC lab by having a device that scans the student ID card before entering the lab. The data collected would be used to identify the low and high peak times students use the lab to provide additional staff support during high peak times.
- Ongoing campus wide system upgrades/updates should seamlessly integrate with assistive technology programs in the lab to provide consistent delivery of the programs for student use.

**PROGRAM SELF-EVALUATION: I – INTERACTION**

DSPS serves as an information resource for students, faculty and staff in matters related to procedures for securing academic accommodations. Consultation, training and liaison support is available to any faculty or staff needing guidance with assisting students with disabilities. DSPS has participated in a variety of student services events including the High School Counselor Breakfast and College Information Night. Additionally, DSPS holds an annual advisory meeting that includes college and community partners to share program updates.

DSPS partners with various constituent groups to ensure students with disabilities successfully integrate into all facets of the college. The program collaborates with the Learning Center, EOP&S, Promise Program, IWCC, Veteran’s Success Center, Facilities, Distance Education, Adapted Physical Education, Counseling and Advisement Center, Career and Transfer Center, Campus Safety, Health Center, Admissions and Records, TeCS, the Owl Bookshop, Fiscal Services and External Relations. During the span of six years, DSPS has participated in the following committees: Student Conduct, Curriculum, Technical Review, Physical Resources, Guided Pathways, Student Services, Computer Information Technology, Academic Senate and recently added to the Online Education Committee and Student Equity and Achievement Program Committee.

**AWARDS AND SPECIAL RECOGNITION**

On Convocation Day of 2016, the DSPS Specialist received the Shining Star Award for Diversity for her ability to foster a learning community where values, goals, and learning styles of all students are recognized and supported. She was also recipient of the November 2018 award for outstanding employee who served in the military in the Saluting our Veterans event. In fall 2017, DSPS proudly showcased its newsletter, *KnOWLedge is Power*. The newsletter offers DSPS information to students, faculty and staff along with updates, announcements and featured student success stories. With positive feedback from the college, DSPS continues to generate a newsletter every semester.

**SUMMARY OF PAST RECOMMENDATIONS/GOALS**

	Past Recommendations/Goals 2014-2020	Progress	Status

1	Increase referrals to the new Self-Advocacy workshop series and offer the workshops throughout the year. CCSP 1.2, 5.4	DSPS counselors created a series of self-advocacy workshops led by the educational advisor.	Complete
2	Acquire District funding to adequately support the current and projected growth of DSPS testing. The funding will pay for one additional full-time classified staff to schedule and process adapted tests and 40 hours per week of lab supervisor floor coverage. CCSP 2.2 and 2.3; EFMP 2011-2020 pg. 310	The Language Arts department was granted funds for the 18-19 fiscal year to augment the budget for adapted testing services located in the Learning Center.	Complete
3	Reinstate the \$150,000 District Effort towards the DSPS budget to cover the costs of serving students with disabilities (e.g., lab supervisors for testing accommodations, student workers, note takers, adjunct counselors, supplies, etc.). For over 20 years, DSPS received \$150,000 District effort annually. During the economic downturn, District funding was removed and is now needed to support the program. CCSP 2.2 and 2.3; EFMP 2011-2020 pg. 310	After careful consideration, the DSPS team agreed to take a different approach in finding solutions to meet the needs of the department. Moving forward, the annual program review will provide more detailed information on where resources are needed in DSPS to meet mandated services.	Not Implemented
4	Increase the ability to provide quality and up-to-date educational accommodations to students with disabilities in a timely manner. CCSP 2.2, 5.2, 5.3, 5.4	In 2017, it was determined that hiring a DSPS specialist rather than an educational advisor made more sense for the needs of the department. To further save on costs, a change in strategy took place in 2018 to reorganize the secretary position to a DSPS specialist. However, upon further review in 2019 it was more efficient to preserve the secretary position and request the hiring of two DSPS specialists. One full-time DSPS specialist was hired in summer 2020.	In Progress
5	Develop two new DSPS courses – ideas for new DSPS courses include, but are not limited to:	In spring 2015, DSPS created DSPS 085: E-text Basics. In winter 2018, DSPS 092: Study Skills for Students	Complete

	Study Skills, Assistive Technology, Emotional Intelligence CCSP 1.2, 1.3 EFMP 1, 2011-2020 pg. 341	with Disabilities was offered for the first time. In fall 2018, DSPS 088: Stress & Anxiety Management was an additional course offered to students.	
6	Complete disability awareness events, including informational emails, guest speaker, annual advisory meeting, faculty handbook, smartpen trainings for veteran students, and classroom visits. CCSP 5.3	All disability awareness events were completed in 2016-17 apart from having a guest speaker. Efforts were made to invite a well-known comedian with a disability to the college as a way to provide disability awareness to the community. However, budget restrictions prevented this event from taking place.	Complete
7	Faculty wide emails with strategies on how to work with DSPS students in the classroom. CCSP 3.3, 5.4	Regular emails were sent to faculty on a wide variety of disability related issues.	Complete
8	Faculty training on strategies for working with students on the autism spectrum. CCSP 1.2, 3.3, 5.4	In February 2017, a presentation was facilitated titled, Faculty Boot Camp: Helping Students with Autism and Other Disabilities Find Success in College. The presentation focused on unique challenges of students with disabilities transitioning from high school to the college environment and ways faculty could help support their success.	Complete

## SUMMARY OF PAST LEARNING OUTCOMES

The DSPS department measured two Student Learning Outcomes (SLO) during the six-year review cycle.

**Assessment:** Both SLOs were addressed every spring semester when students completed the Citrus College DSPS Self-Advocacy/Self-Efficacy Needs Assessment Survey, 2nd Edition (a modified version of Janet Shapiro's Self-Advocacy Needs Assessment).

**DSPS SLO 1:** Student will be able to advocate for self by successfully requesting accommodations through documented written and/or oral communication with the instructor to ensure equal access to learning.

**Criteria for Success:** Seventy percent of students would indicate agree or strongly agree, important or very important and frequently or always to each self-advocacy item.

**Summary of Findings:** The survey measures five areas of self-advocacy: understanding strengths and weaknesses, communication skills, assertiveness skills, interpersonal skills, and requesting accommodations. Each year, DSPS students met or exceeded the seventy percent criteria for success in all areas as it relates to how important they think it is to have these skills in college. The seventy percent criteria for success was not always met when it comes to students reporting being able to consistently demonstrate these skills in a college setting. One possible explanation could be because self-advocacy takes time to build since this skill is tied to self-confidence and effective communication. DSPS counselors will continue to emphasize the importance of developing and demonstrating self-advocacy skills when meeting with students for intake, accommodation orientation and update file appointments.

**DSPS SLO 2:** Student will increase academic self-efficacy by working with a DSPS counselor to formulate realistic goals and select appropriate educational accommodations as defined by the California Community Colleges Chancellor's Office that will compensate for academic challenges to create success in the academic environment.

**Criteria for Success:** Seventy five percent of students will answer yes to all self-efficacy questions.

**Summary of Findings:** The survey asks students if they regularly meet with a DSPS counselor to discuss their academic goals, if they believe that achieving their academic goals are realistic, and if they use educational accommodations regularly. Every year, DSPS students met or exceeded the seventy percent criteria for success in all areas of self-efficacy.

**LONG TERM RECOMMENDATIONS/GOALS**

Recommendations/Goals 2020-2025	Mapping
<p><b>DSPS Recommendation/Long Term Goal 1</b> Utilize technology to provide access to services electronically while serving students remotely and on campus.</p>	<p><b>Strategic Plan Focus Areas:</b> 5.1 Enhance services through technology, 5.4 Mitigation of challenges to student success, 5.6 Diversify methods to connect with students, 7.2 Sustainability learning programs, 8.2 Robust, secure, accessible infrastructure, 8.3 Leveraging technologies that support success</p>
<p><b>DSPS Recommendation/Long Term Goal 2</b></p>	<p><b>Strategic Plan Focus Areas:</b> 5.2 Service environment, 5.3 Effective</p>

<p>Increase the ability to provide timely and up-to-date educational accommodations to students with disabilities throughout the year.</p>	<p>student support services, 5.4 Mitigation of challenges to student success</p>
<p><b>DSPS Recommendation/Long Term Goal 3</b>          Improve and reorganize the DSPS website to ensure that the website is optimized for the best possible user experience.</p>	<p><b>Strategic Plan Focus Areas:</b>          10.1 Enhance the college's image, 5.1 Enhance services through technology, 5.6 Diversify methods to connect with students, 8.3 Leveraging technologies that support success</p>
<p><b>DSPS Recommendation/Long Term Goal 4</b>          Embrace innovative strategies to support the Guided Pathways initiative. Strategies may include: working with Guided Pathways Student Success Teams to ensure that the needs of students with disabilities are considered when designing support services in the Career and Academic Pathways (CAPS); create a summer bridge program for DSPS students who require college readiness development; design a DSPS specific orientation for new students; coordinate a DSPS Open House; and assist prospective students at local high schools to utilize DSPS services.</p>	<p><b>Strategic Plan Focus Areas:</b>          1.1 Increase college readiness, 5.2 Service environment, 5.3 Effective student support services, 5.4 Mitigation of challenges to student success, 5.5 Increase participation in support programs</p>
<p><b>DSPS Recommendation/Long Term Goal 5</b>          DSPS faculty and staff will engage in professional development opportunities relevant to the DSPS population.</p>	<p><b>Strategic Plan Focus Areas:</b>          5.3 Effective student support services, 5.4 Mitigation of challenges to student success</p>
<p><b>DSPS Recommendation/Long Term Goal 6</b>          Reconfigure the High-Tech Center Lab to ensure the layout maximizes the space for an optimal study area for students.</p>	<p><b>Strategic Plan Focus Areas:</b>          5.2 Service environment, 5.4 Mitigation of challenges to student success, 6.2 Safe learning environment, 6.3 Mitigate hazards</p>

### SLO EVALUATION PLAN

Disabled Student Programs and Services (DSPS) is dedicated to supporting the academic success of students with disabilities. Part of that success comes from empowering students to be their own self-advocate that will foster independence, promote self-growth, and demonstrate full potential. DSPS has two Student Learning Outcomes (SLOs).

<b>SLO</b>	<b>Assessment</b>	<b>Criteria for Success</b>
SLO 1: Student will advocate for self by successfully requesting accommodations through documented written and/or oral communication with the instructor to ensure access to learning.	DSPS students will complete a Self-Advocacy survey online or directly after a DSPS appointment.	Seventy percent of students will indicate that they can successfully request accommodations through written and/or oral communication with their instructors.
SLO 2: Student will identify an educational limitation and one strategy to address it to mitigate academic challenges to create success in the college environment.	DSPS students will complete a survey after receiving disability management counseling in their annual update file appointment.	Seventy percent of students will be able to identify an educational limitation and identify one strategy to address it. There will be a 2% increase each year over the next five years.

### **PAST BUDGET SUMMARY**

The DSPS office receives categorical funds to support the provision of accommodations for students with disabilities. Should categorical funds be insufficient to support DSPS services for students, college general funds and/or other funding sources must be used to maintain compliance. Funds have been used within the six-year review cycle to address staffing and equipment needs.

Since 2014, the program has hired two full-time DSPS counselors/Learning Disabilities specialists, one to replace a retired counselor and one new position due to the increase in student headcount. The program also requested to hire two DSPS specialists who can facilitate the provision of accommodations after intake and initiate outreach activities; one was approved for hire in 2020. The program also advocated for additional support staff for the Testing Center. The Language Arts division secured funds to sustain the efforts made by the Testing Center to facilitate adapted testing accommodations. It is recommended that funds granted to the Testing Center be augmented if needed in future fiscal years if the demand for adapted testing services grows over time. In 2020, the college hired a DSPS director. With new leadership in place, the DSPS director will keep the dean of Counseling Programs and Services, and in turn, the Vice President of Student Services informed of any critical program needs to ensure the college continues its commitment of meeting compliance standards.

In terms of equipment, additional smartpens and audio recorders have been purchased to augment the supply to loan out to students. Subscriptions to assistive technology programs have been maintained to continue student access in the High-Tech center lab. With salary savings generated from the absence of a coordinator, DSPS had unspent funds in its 2019-20 budget. These funds were allowed to be carried over to the

2020-21 fiscal year due to the pandemic. With the shift to online instruction, the program has seen a decrease in deaf student enrollment thereby decreasing the need for sign language interpreting services and a decrease in scribe services for on campus lectures, while observing a slight increase in real-time captioning services for hard of hearing students. These circumstances have influenced the 2020-21 DSPS budget, leading the program to spend funds on updated technology and student equipment that previously was once earmarked for interpreters and student workers.

## **BUDGET PLANNING**

With equity initiatives prioritized by the CCCCCO under the Vision for Success, along with the need to have online accommodation services, case manage, store digital student files, and track data centralized into one system, DSPS will take steps to purchase and implement a fully integrated online case management program called AIM. The platform will also expedite accommodation requests to support the college's continued effort to meet legal mandates both in service delivery and maintain digital files up to required standards. With funds available, it is a strategic time to purchase this program given the need to streamline services, ultimately providing students with disabilities an easier and faster way to access accommodations.

Statewide initiatives like Guided Pathways, CCAP, AB705 and results from the equity gap are having an impact on students with disabilities. These initiatives are impacting the need for greater support for DSPS students to ensure that they do not fall through the cracks of program design and implementation. Additionally, trends occurring within the disability subgroups has significantly increased the workload for staff in the department, as students need more liaison assistance. These factors in conjunction with the projected growth of the DSPS student population over the next five years, results in the need to redesign and expand the team with additional staff. DSPS will review and make these changes in phases based on need and urgency. Phase one includes maintaining the hire of adjunct counselors both to assist with student appointments and instruction for Educational Assistance Classes. It also includes the reclassification of the DSPS secretary to Administrative Secretary 1. Ten years ago, the original request for a secretary was appropriate for the program demands at the time. But in 2021 and beyond, the overall job description of the Administrative Secretary 1 position more accurately reflects with current program responsibilities and the student population served. The position calls for not only basic receptionist techniques, but the skills to also extract statistical data from various programs, interpret and accurately explain detailed department policies and procedures, and a working knowledge of the special terminology used within the department when discussing accommodations. Key areas specifically emphasized in the scope of work of the administrative secretary 1 include: the ability to receive, handle, store and maintain sensitive confidential information, which exists in the DSPS department; perform special projects including assisting with independent research to compile reports for administration; and provide training and work guidance to student workers or other support staff – all critical duties needed from a front desk employee to support optimal program operations. It is important to note that these duties are complex in nature yet distinctly different than the responsibilities of a DSPS specialist or secretary.

Phase two calls for the continued hire of adjunct counselors to assist with appointments and instruction, along with the reclassification of the interpreter specialist to interpreter/DSPS specialist which will broaden the scope of support beyond deaf and hard of hearing (DHH) students. This is especially crucial for the college during semester or terms when there is minimal to no DHH students enrolled in classes. When there is a lull in DHH student enrollment, the interpreter/DSPS specialist should focus on a wide range of other projects to serve the broader DSPS population, thereby maximizing the human power within the existing team and increasing program efficiency. If this option cannot be obtained, an additional DSPS specialist will be necessary to keep pace with future program growth. Major responsibilities of the specialist include: but are not limited to, facilitation of accommodations; increased outreach efforts to local high schools and community agencies; outreach efforts across campus to increase DSPS visibility, presentations for students, and increased collaboration with other student support programs.

Phase three includes maintaining the hire of adjunct counselors during high peak periods and the hire of one, possibly two, full-time DSPS Counselor/LD Specialist. With enrollment currently lower than average due to the pandemic, current DSPS certificated staff meet the needs of the program. Upon the reopening of the college and the transition back to on campus instruction, DSPS will assess this need annually by analyzing the trends in student headcount. If the trend goes up, the hire of an additional counselor would support the program to expedite accommodation requests. If the headcount substantially goes up, a request for a second full-time counselor may be needed to provide timely and effective services to eligible students with disabilities. Consideration will also be given to hire professional experts to continue meeting the need for interpreters, real time captionists, lab assistance, scribes, and adapted testing support. These additional resources vary year to year depending on service requests.





**INDEPENDENT CONTRACTOR AGREEMENTS**  
**Board of Trustees Meeting – June 15, 2021**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ACADEMIC AFFAIRS</u>				
DeLa Torre- Reed, Lillian	\$250.00 max	District	7/1/21-6/30/22	Translation Services for Catalog And Schedules
<u>ADMINISTRATIVE SERVICES</u>				
Cannon, Merle	\$10,500.00 max	District	7/1/21-6/30/22	Five-Year Construction Plan
Cannon, Merle	\$8,000.00 max	District	7/1/21-6/30/22	Space Inventory and Facility Planning
Cordoba Corporation	\$75,000.00 max	District	7/1/20-12/31/21 <i>(Revision previously 7/1/20-6/30/21)</i>	Construction Management Services
Fagen, Friedman & Fulfrost, LLP	\$345.00/hour max	District	7/1/21-6/30/22	Legal Services
Gibbs Giden Locher, Turner	\$285.00/hour max	District	7/1/21-6/30/22	Legal Services
Senet & Wittbrodt LLP				
Montague DeRose & Assoc., LLC	\$5,800.00 max	District	7/1/21-Project Completion	Bond Continuing Disclosure Services
MTGL, Inc.	\$24,300.00 max	Capital Outlay	6/10/21-Project Completion	Soils and Material Testing and Inspection - Modular Data Center
Westberg + White, Inc	\$53,650.00 max	Restricted	5/7/21-Project Completion	Architectural Services for Design of Campus Perimeter Security Gates
<u>CAMPUS SAFETY</u>				
Henderson, Michael	\$50.00 per hour NTE \$1,500.00	District	7/1/21-6/30/22	Administrative Review of Citations
<u>DSPS</u>				
Nelson, Twyla	\$9,000.00 max	Grant	7/1/21-12/31/21	Real Time Captioning
<u>HEALTH SCIENCES</u>				
Alvina Padua D.D.S.	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Dental Matrix	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Inland Empire Oral & Maxillofacial Surgeons (Glendora)	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Inland Empire Oral & Maxillofacial Surgeons (Rancho Cucamonga)	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Inland Empire Oral & Maxillofacial Surgeons (Upland)	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Dr. Peter S. Lam, D.D.S. & Dr. Omar M. Faridi, D.D.S., M.D.	No Fee	No Fee	6/16/21-6/15/26	Clinical Education
Pardo Dentistry	No Fee	No Fee	6/16/21-6/15/26	Clinical Education

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



**Use of Facilities  
June 15, 2021**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>ESTIMATED CHARGE</b>
LA County Department of Public Works	S6 Parking Lot	Household Hazardous and Electronic Waste Collection Event	6/18 and 6/19/21	No rental fee, labor charges only if necessary
Glendora High School	Stadium, S7, S6 and S4 Parking Lots	Graduation	6/9/21	\$4,540.00 plus additional fees if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 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 April and May 2021:

	April	May
Warrants Issued to Vendors	\$1,220,160.78	\$3,526,628.92
Warrants Issued for Students Financial Aid	\$168,954.60	\$3,670,270.09
Warrants Issued to Employees	\$5,421,063.67	\$3,461,678.55
Total	\$6,810,179.05	\$10,658,577.56

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

**RECOMMENDATION**

Authorization is requested to ratify A & B Warrants issued during April and May 2021, totaling \$17,468,756.61.

Claudette E. Dain, CPA  
Recommended by

\_\_\_\_\_  
Moved      /      Secoded

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

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

Item No. \_\_\_\_\_ G.1.c. \_\_\_\_\_



		Board of Trustees Meeting June 15, 2021			
		Purchase Orders Issued April and May 2021			
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0015293	Amazon.com	Vons-Student Grocery eGift Cards	Restricted	Student Life & Leadership	\$12,200.00
P0015294	Virus Geeks, Inc.	Student COVID19 Testing	Restricted	VP Finance & Admin Services	40,000.00
P0015295	American Dental Assoc.	RDA Program Site Visit	General	Dental	2,050.00
P0015296	Container Alliance	PPE Storage Containers	Restricted	VP Finance & Admin Services	31,170.94
P0015297	Fluidpower Training Institute	Hydraulic Training Simulator	Restricted	Strong Workforce	77,464.13
P0015298	Lucas-Nuelle	Alternate Fuel Training Simulator	Restricted	Career Technical Education	60,868.65
P0015300	Owl Bookshop	Blanket PO-Supplies	General	Dean Language Arts & Library	250.00
P0015301	Snap On Industrial	Certification Kit-Instructional Training	Restricted	Career Technical Education	8,803.03
P0015302	Klein Educational Systems, Inc.	MTRK-Instructional Equipment	Restricted	Career Technical Education	42,669.50
P0015303	CNG United, LLC	Compressed Natural Gas Training Simulator	Restricted	Career Technical Education	35,620.15
P0015304	MSC Industrial Supply Co.	Instructional Equipment - Threading Tool	Restricted	Career Technical Education	1,500.00
P0015305	Graybar Electric Company, Inc.	Power Generation Program-Equipment	Restricted	Strong Workforce	42,793.16
P0015306	CDW-G, Inc.	Tablets-Automotive	Restricted	Career Technical Education	11,262.81
P0015307	Snap On Industrial	Automotive Equipment-Diesel Tech	Restricted	Strong Workforce	1,230.87
P0015308	Snap On Industrial	Automotive Equipment-Diesel Tech	Restricted	Strong Workforce	9,628.91
P0015309	Carl Mart, Inc.	Electric Cart for Instructional Use	Restricted	Strong Workforce	19,330.54
P0015310	PaperDirect	Blanket PO-Supplies	Trust & Fiduciary	Student Life & Leadership	150.00
P0015311	Office Depot	Blanket PO-Supplies	General	Career Center	300.00
P0015312	Blackbaud, Inc.	Subscription	Restricted	Financial Aid	9,033.59
P0015313	McKesson Medical Surgical, Inc.	Supplies	Restricted	Health Center	194.44
P0015314	D&D Golf Cars, Inc.	Cart-PPE Distribution	Restricted	VP Finance & Admin Services	24,138.25
P0015315	Lifesigns, Inc.	Consultant, Sign Language Interpreting, BOT 3/16/21	General	VP Academic Affairs	9,000.00
P0015316	McKesson Medical Surgical, Inc.	Supplies	Restricted	Health Center	392.71
P0015317	American CoDeAF Enterprise, Inc.	Consultant, Sign Language Interpreting, BOT 3/16/21	General	VP Academic Affairs	9,000.00
P0015318	Continental West Services	Portable Air Filtering Machines-Campuswide	Restricted	Purchasing & Warehouse	317,520.00
P0015319	Global Industrial Equipment Company	Equipment	Restricted	Purchasing & Warehouse	4,311.59
P0015320	Sachin P. Desai DDS, Inc.	Rental Space-RDA Program	Restricted	VP Finance & Admin Services	7,000.00
P0015321	EMSI	License Renewal	Restricted	Strong Workforce	17,100.00
P0015322	Costco Wholesale	Office Chair-D. Ryba	Restricted	VP Finance & Admin Services	121.26
P0015323	Development Cubed Software, Inc.	Software	General	VP Student Services	6,792.50
P0015324	Amazon.com	Blanket PO-Supplies	Restricted	DSP&S	600.00
P0015325	CDW-G, Inc.	Blanket PO-COVID19-Tech Equip	Capital Outlay	Technology & Computer Services	20,000.00
P0015326	Industrial Powersource	Forklift Battery	General	Haugh Performing Arts Center	7,529.87

P0015327	CDW-G, Inc.	Laptop-R. Loya	Restricted	Strong Workforce	6,856.67
P0015328	SARS Software Products, Inc.	Subscription	Restricted	Counseling	464.00
P0015329	WEX Health, Inc.	COBRA Administration Services, BOT 3/16/21	General	Fiscal Services	3,500.00
P0015330	SVM, LP	CalWORKS Student Walmart eGift Cards	Restricted	Other Student Services	3,001.00
P0015331	Costco Wholesale	Office Chair-M. Plug	Restricted	VP Finance & Admin Services	242.52
P0015332	Therese Adams	Travel-Virtual CCCAOE Leadership Conference	Restricted	Career Technical Education	650.00
P0015333	Justina Rivadeneyra	Travel-Virtual Ca Placement Conference	General	Career Center	53.34
P0015334	Maria Rodriguez Vargas	Travel-Virtual Ca Placement Conference	General	Career Center	53.34
P0015335	Mariano Rubio	Reimbursement-Work Boots	General	Engineering & Industrial Tech	248.04
P0015336	Strata Information Group	Banner Communication Management, BOT 3/16/21	Restricted	Career Center	10,200.00
P0015337	Battery Sales Unlimited	Blanket PO-Batteries	General	Purchasing & Warehouse	5,226.45
P0015337	Battery Sales Unlimited	Blanket PO-Batteries	Self-supported Services	Foundation	3,778.57
P0015338	Omnigo Software	Software	Restricted	Campus Safety	5,683.40
P0015340	Mac Tools	Tooling Supplies for HVAC Machines-MTRK Program	Restricted	Strong Workforce	37,274.18
P0015341	MRC Smart Technology Solutions	WebCRD Maintenance	General	Reprographics	10,000.00
P0015342	Quality Material Handling, Inc.	Shelving-PPE Storage-WA	Restricted	VP Finance & Admin Services	10,624.04
P0015343	Barney's Key Service	Drop Safe-PA	General	Haugh Performing Arts Center	1,907.33
P0015344	Automotive Engine Builders Association	Institutional Membership	General	VP Finance & Admin Services	279.00
P0015345	Ca Organization of Assoc Degree Nursing Prgrms	Institutional Membership	General	VP Finance & Admin Services	150.00
P0015346	Honors Transfer Council of California	Institutional Membership	General	VP Finance & Admin Services	120.00
P0015347	Chief Student Services Officers Association	Institutional Membership	General	VP Finance & Admin Services	300.00
P0015348	Business Innovations Worldwide, LLC	Virtual Commencement Grad Packs	Restricted	VP Finance & Admin Services	9,757.13
P0015349	Taskstream, LLC	Annual Site License Fee	General	VP Academic Affairs	24,500.00
P0015350	Battery Sales Unlimited	Batteries	General	Athletics	4,305.70
P0015351	Continental West Services	Portable Air Filtering Machines-Campuswide	Restricted	Purchasing & Warehouse	317,520.00
P0015352	EKC Enterprises, Inc.	AV Equipment-SS229	Restricted	Other Student Services	1,615.24
P0015353	Shellyn Aguirre	Travel-Virtual CAPEP Conference	Restricted	DSP&S	99.00
P0015354	Flora Yee	Travel-Virtual CAPEP Conference	Restricted	DSP&S	99.00
P0015355	Michelle Hernandez	Travel-Virtual CAPEP Conference	Restricted	DSP&S	99.00
P0015356	Nicole Smith	Travel-Virtual CAPEP Conference	Restricted	DSP&S	99.00
P0015357	Ryan Tang	Travel-Virtual EDUCAUSE Conference	General	Technology & Computer Services	495.00
P0015358	Business Innovations Worldwide, LLC	Virtual Commencement Grad Packs	General	VP Student Services	37,025.87
P0015359	Amazon.com	Computer Equipment	Restricted	DSP&S	181.91
P0015360	Substance Media, Inc.	Commencement Videography, BOT 5/4/21	Restricted	VP Finance & Admin Services	59,139.00
P0015361	Substance Media, Inc.	Commencement Congratulations Video, BOT 5/4/21	Restricted	VP Finance & Admin Services	6,998.00
P0015362	Substance Media, Inc.	Commencement College History Video, BOT 5/4/21	Restricted	VP Finance & Admin Services	10,228.00
P0015363	Door Tech	ADA Touchless Activation Upgrade-Campuswide	Restricted	VP Finance & Admin Services	230,450.64



P0015364	Greer Baker		Reimbursement-Supplies	Restricted	Financial Aid	43.08
P0015365	Office Depot		Desks-CC117	Trust & Fiduciary	Student Life & Leadership	5,824.50
P0015366	California Colleges for International Education		Institutional Membership	General	VP Finance & Admin Services	450.00
P0015367	Jennifer Blackburn		Reimbursement-Supplies	General	Counseling	27.48
P0015368	Office Depot		Furniture-SS165, 206, 211	Restricted	Career Center	45,681.27
P0015369	MRC Smart Technology Solutions		Blanket PO-Supplies	General	Reprographics	10,000.00
P0015370	Owl Bookshop		Blanket PO-Supplies	General	Engineering & Industrial Tech	300.00
P0015371	Office Depot		Blanket PO-Supplies	Restricted	Strong Workforce	500.00
P0015372	Kaplan Co., Inc.		Student Downloads	Restricted	Nursing	2,933.26
P0015373	Wavefunction, Inc.		Instructor Software License	General	Chemistry	375.00
P0015374	Sectorpoint, Inc.		CTE Articulation Tool	Restricted	Strong Workforce	15,180.00
P0015375	ShopBot Tools, Inc.		CNC Machine Accessories	General	Haugh Performing Arts Center	374.03
P0015376	Azusa Chamber of Commerce		Institutional Membership	General	VP Finance & Admin Services	385.00
P0015377	Office Depot		Computer Equipment	Restricted	DSP&S	1,085.95
P0015378	Owl Bookshop		Blanket PO-Supplies	General	Nursing	1,000.00
P0015379	Owl Bookshop		Blanket PO-Supplies	General	Nursing	1,000.00
P0015380	CDW-G, Inc.		Tablet Safety Cases	Restricted	Career Technical Education	1,156.52
P0015381	Web.com		HPAC Domain Renewal	General	Haugh Performing Arts Center	637.40
P0015382	CDW-G, Inc.		Laptops-Automotive	Restricted	Career Technical Education	32,248.26
P0015383	CDW-G, Inc.		Storage/Charging Cart-CTE	Restricted	Career Technical Education	1,641.25
P0015384	CDW-G, Inc.		Computer Replacement	Capital Outlay	Technology & Computer Services	1,420.14
P0015385	Costco Wholesale		Office Chair-R. Herrera	Restricted	VP Finance & Admin Services	121.26
P0015386	Colley Auto Cars, Inc.		Blanket PO-Parts & Repairs	General	Transportation	3,500.00
P0015387	KYA Services, LLC		Flooring-SS	Capital Outlay	Facilities	103,145.80
P0015388	Kaplan Co., Inc.		Student Downloads	General	Nursing	3,650.00
P0015389	Pacific Water Tank Services		Hot Water Tank Cleaning-PC, CC, TC, PE	General	Maintenance	11,500.00
P0015390	GNA-Brook Fire Protection, Inc.		Blanket PO-Services	General	Risk Management	6,750.00
P0015391	Hampton Tedder Electric		Underground Cable Testing, BOT 4/21/21	Capital Outlay	Facilities	48,680.00
P0015392	JB Bostick Company, Inc.		Asphalt Patching-Lot S8	Capital Outlay	Facilities	3,500.00
P0015393	Formstack, LLC		Formstack Renewal	Restricted	Counseling	15,000.00
P0015394	Western First Aid and Safety		Blanket PO-First Aid Kits	General	Risk Management	1,000.00
P0015395	UWorld		Student Downloads	General	Nursing	2,685.00
P0015396	ATI		Blanket PO-Online Testing	General	Nursing	1,300.00
P0015397	Division of the State Architect		DSA Plan/Field Review Fees-Solar PV Project	Capital Outlay	Facilities	7,243.76
P0015398	MTGL, Inc.		Soil/Materials Testing-ED Building, BOT 4/6/21	Bond	Facilities	57,100.00
P0015399	Frasca Plumbing Company		Water Main Repair-Lot S8	General	Maintenance	10,085.68
P0015400	Snap On Industrial		Equipment-Auto MTRK Program	Restricted	Career Technical Education	8,515.68

P0015401	CDW-G, Inc.	Network Tester	General	Technology & Computer Services	6,814.57
P0015402	Career America, LLC	Online Educational Subscription, BOT 10/6/20	Restricted	Financial Aid	10,000.00
P0015403	Vfoco, Inc.	Folding Chairs-Campuswide Use	Restricted	VP Finance & Admin Services	18,014.56
P0015404	Jessica Lopez Jimenez	Travel-Virtual ETS Conference	General	Transfer Center	15.00
P0015405	Foundation for California Community Colleges	Travel-Virtual ETS Conference	General	Transfer Center	480.00
P0015406	Amazon.com	Vons-Student Grocery eGift Cards	Restricted	Outreach	32,000.00
P0015407	Office Depot	Lobby Receptacles-PA	General	Haugh Performing Arts Center	948.11
P0015408	Costco Wholesale	Folding Tables-Campuswide Use	Restricted	VP Finance & Admin Services	4,409.98
P0015409	CDW-G, Inc.	Building Switches	Capital Outlay	Technology & Computer Services	12,445.81
P0015410	JD Fields Lumber Company	Supplies	General	Haugh Performing Arts Center	7,293.36
P0015411	Linco Casters & Industrial Supply	Supplies	General	Haugh Performing Arts Center	1,711.08
P0015412	CDW-G, Inc.	Laptop-TeCS	General	Technology & Computer Services	2,589.09
P0015413	Community College League of California	Online Database Renewals	Restricted	Library	22,418.03
P0015414	Amazon.com	Digital Oscilloscope	General	Haugh Performing Arts Center	551.25
P0015415	Gas Control Technologies, Inc.	Annual Gas Pipeline Assessment	Capital Outlay	Facilities	2,770.00
P0015416	Pape Material Handling	Pallet Jack-WA	Restricted	VP Finance & Admin Services	28,560.00
P0015417	LogMeIn USA, Inc.	GoToAssist Renewal Software	General	Technology & Computer Services	1,320.00
P0015418	Foundation for California Community Colleges	FUSION License Fee 2021-22	Capital Outlay	VP Finance & Admin Services	13,296.26
P0015419	ToolsToday, LLC	CNC Sign Making Router	General	Haugh Performing Arts Center	864.70
P0015420	Cambridge West Partnership, LLC	CARES Act Fund Management, BOT 5/4/21	Restricted	VP Finance & Admin Services	48,000.00
P0015421	Arrow Restaurant Equipment	Paint Storage Containers	General	Haugh Performing Arts Center	386.32
P0015422	JB Bostick Company, Inc.	Parking Lot Restripe and Paint-Campuswide	General	Facilities	72,000.00
P0015423	Podiums Direct Corp.	Stage Podium	General	Haugh Performing Arts Center	1,240.13
P0015424	Avram Electric	Concrete Repair-GH	Capital Outlay	Facilities	14,937.00
P0015425	Westberg + White, Inc.	Engineering Plans & Services for FPP, BOT 5/4/21	Capital Outlay	Facilities	38,050.00
P0015426	ALMA Strategies, LLC	Gas Infrastructure Upgrade, BOT 5/4/21	Capital Outlay	Facilities	45,000.00
P0015427	CDW-G, Inc.	Campus Webcams	Restricted	VP Finance & Admin Services	20,129.17
P0015428	Olympus America	Supplies-Microscopes	Restricted	Biological Science	22,386.98
P0015429	Erneagram Institute	Assessment Kits	General	Counseling	1,058.40
P0015430	Anthem Sports, LLC	Soccer Equipment	General	Athletics	4,499.19
P0015431	NewAge Products, Inc.	Tool Storage Cabinet	General	Haugh Performing Arts Center	3,706.45
P0015432	CDW-G, Inc.	Charging Cart-Astronomy	Restricted	Physical Science	1,114.85
P0015433	Amazon.com	Staff Development Gift Cards	Foundation	Staff Development	500.00
P0015434	Lowe's Home Center, LLC	Tool Storage Cabinet	General	Haugh Performing Arts Center	678.16
P0015435	Swank Motion Pictures, Inc.	Blanket PO-Services	General	Music	7,500.00
P0015436	Cat Specialties, Inc.	Blanket PO-Supplies	General	Veterans Center	660.00
P0015437	CDW-G, Inc.	Technology Equipment-Smartboards	Restricted	DSP&S	15,318.97

P0015438	Pipette.com	Supplies	Restricted	Biological Science	4,909.55
P0015439	Carolina Biological Supply	Supplies	Restricted	Biological Science	367.79
P0015440	Rose Brand, Inc.	Stage Winches	General	Haugh Performing Arts Center	17,675.88
P0015441	Costco Wholesale	Blanket PO-Supplies	Trust & Fiduciary	Student Life & Leadership	500.00
P0015442	Amazon.com	Blanket PO-Supplies	General	Engineering & Industrial Tech	1,000.00
P0015443	Daigger	Supplies-PH Conductivity Meters	Restricted	Biotechnology	6,247.87
P0015444	Martin Heredia	Blanket PO-Repairs	General	Music	2,000.00
P0015445	Owl Bookshop	Blanket PO-Supplies	General	Counseling	9,000.00
P0015446	Daigger	Supplies	Restricted	Biotechnology	327.44
P0015447	California Dept. of Public Health	X-ray Machine Registration	General	Dental	944.00
P0015448	S/P2	Subscription	General	Engineering & Industrial Tech	225.00
P0015449	Pasco Scientific	Supplies	Restricted	Physical Science	877.59
P0015450	Daigger	Supplies-Pipette Controllers	Restricted	Biological Science	7,011.90
P0015451	Portland Compressor	Airless Paint Sprayer	General	Haugh Performing Arts Center	199.32
P0015452	Daigger	Supplies	Restricted	Biotechnology	343.98
P0015453	Worthington Direct Holdings, LLC	Supplies-Adjustable Lab Stools	Restricted	Physical Science	3,332.19
P0015454	Office Depot	Blanket PO-Equipment	General	Haugh Performing Arts Center	12,000.00
P0015455	CDW-G, Inc.	Technology Equipment-Laptops	Restricted	Physical Science	11,875.64
P0015456	MSC Industrial Supply Co.	Blanket PO-Supplies	General	Engineering & Industrial Tech	1,000.00
P0015457	Owl Bookshop	Blanket PO-Supplies	General	Career Center	2,349.00
P0015458	The Fitness Outlet	Athletic Equipment	General	Athletics	5,457.32
P0015459	Owl Bookshop	Blanket PO-Supplies	General	Transfer Center	3,005.00
P0015460	Ivon McCraven	Reimbursement-Registration Fee	Restricted	Strong Workforce	50.00
P0015461	Best Buy Automotive Equipment	Blanket PO-Supplies	General	Engineering & Industrial Tech	1,000.00
P0015462	CDW-G, Inc.	Printers-Chemistry	Restricted	Chemistry	2,533.72
P0015463	Owl Bookshop	EOPS Spring Textbooks	Restricted	Other Student Services	74,992.39
P0015464	OnTheHub eStore	Software Subscription	General	Psychology	259.99
P0015466	Gallup, Inc.	Career Assessment Tools	General	Career Center	2,800.00
P0015467	Wasp Barcode Technologies	PPE Inventory Management	Restricted	VP Finance & Admin Services	6,228.03
P0015468	Imperial Upholstery	Reupholster Chair-R. Rams	General	VP Student Services	330.75
P0015469	California Industrial	Replace Boiler #5-CP	Capital Outlay	Facilities	14,975.00
P0015470	Maxient, LLC	Software Renewal	General	VP Student Services	9,500.00
P0015471	Total Online Protection	Battery Equipment & Maintenance	General	Facilities	15,001.16
P0015472	Owl Bookshop	Summer Bridge Program-Supplies	Restricted	Outreach	2,668.49
P0015473	Wasp Barcode Technologies	Asset Management Software	General	Purchasing & Warehouse	5,843.18
P0015474	ESRI	Software Maintenance Agreement	General	Physical Science	1,000.00
P0015475	CCCSAA	Rosario Garcia-Virtual CCCSAA Conference	Trust & Fiduciary	Student Life & Leadership	150.00





**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Ary, Nichole	Humanizing Online Teaching and Learning workshop presenter	Stipend	4/13/21 through 4/27/21	\$200.00/ttl.
Besancon, Cathrine	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Bosler, Sarah	Humanizing Online Teaching and Learning workshop participant	Stipend	4/13/21 through 4/27/21	\$100.00/ttl.
Dhillon, Dalvir	CNA Coordinator	Hourly as needed	6/21/21 through 8/13/21	\$61.16/hr.
Durfield, Amber	Humanizing Online Teaching and Learning workshop participant	Stipend	4/13/21 through 4/27/21	\$100.00/ttl.
Durfield, Amber	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Glover, Patty	Humanizing Online Teaching and Learning workshop participant	Stipend	4/13/21 through 4/27/21	\$100.00/ttl.
Gutierrez, Raquel	Humanizing Online Teaching and Learning workshop participant	Stipend	4/13/21 through 4/27/21	\$100.00/ttl.
Harker, Katherine	Minding the Obligation Gap participant	Stipend	4/23/21 through 6/18/21	\$200.00/ttl.
Herrera, Rafael	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Kaisler, Denise	Humanizing Online Teaching and Learning workshop participant	Stipend	4/13/21 through 4/27/21	\$100.00/ttl.
Kibbe, Sonia	LVN Coordinator	Hourly as needed	6/21/21 through 8/13/21	\$61.16/hr.
Lubisich, Senya	Humanizing Online Teaching and Learning workshop presenter	Stipend	4/13/21 through 4/27/21	\$200.00/ttl.

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Miller-Thayer, Jennifer	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Miller-Thayer, Jennifer	Honors Transfer Program Coordinator	Stipend	7/23/21 through 6/30/22	\$2,070.55/ttl.
Ramos, Gloria	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Rudd, Rebecca	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Shaw, Nickawanna	DEI Task Force lead	Stipend	7/1/21 through 8/20/21	\$2,500.00/ttl.
Sullivan, Nora	Minding the Obligation Gap participant	Stipend	4/23/21 through 6/18/21	\$200.00/ttl.
Swatek, Cheryl	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Trad, Mohamad	Assist Faculty within department with remote instruction	Hourly as needed	7/1/21 through 12/31/21	\$61.16/hr.
Waddington, Brian	Honors Transfer Program Coordinator	Stipend	8/19/20 through 6/30/21	\$2,070.55/ttl.

**ACADEMIC EMPLOYEES - ADJUNCT  
FALL 2021  
JUNE 15, 2021**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Averitt, Jesse	Music	2-5	\$1,377.00
Buckley, Thomas	Visual and Performing Arts	1-1	\$1,261.00
Dionisio, Myra	Health Sciences	1-6	\$1,376.00
Goguen, Aimee	Art	1-1	\$1,261.00
Gutierrez, Kent	Recording Arts	1-1	\$1,261.00
Huebbe, Kathleen	Language Arts	1-1	\$1,261.00
Laicans, Albert	Health Sciences	1-6	\$1,376.00
McGeough, Tyler	Visual and Performing Arts	1-1	\$1,261.00
McWilliams, Stuart	Health Sciences	1-6	\$1,376.00
Minasian, Jennifer	Art	1-1	\$1,261.00
Montoya, Samantha	Computer Science	1-1	\$1,261.00
Murray, Tira	Language Arts	1-4	\$1,318.00
Parry, Erica	Health Sciences	1-6	\$1,376.00
Porter, Kimberly	Health Sciences	3-5	\$1,449.00
Rodgers, Maryann	Health Sciences	1-4	\$1,318.00
Tilghman, Tyee	Visual and Performing Arts	1-1	\$1,261.00
Uku, Rerhime	Health Sciences	4-6	\$1,576.00
Yi, Tammy Sue	Music	1-1	\$1,261.00



**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Axelrod, Herbert	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/24/21 through 6/21/21	\$55.21/hr.
Beatty, David	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Beltran, Marius	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Bidwell, Jennifer	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Bonsera, Anthony	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Canchola, Shannon	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Carden, Dave	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Chen, Robert	Instructor - Mathematics	Hourly as needed	4/26/21 through 4/29/21	\$55.21/hr.
Colby, Kathryn	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/24/21 through 6/21/21	\$55.21/hr.
Converse, Mark	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Cooper, Kerri	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.
Cotter, Steve	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Entus, Robert	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/24/21 through 6/21/21	\$55.21/hr.
Espinoza, Evelyn	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Galvan, Alexander	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Gardels, Carlos	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Gasio, Kevin	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Gonzalez, Sophie	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Grenot, Teresa	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Grimes, Elizabeth	Instructor - Kinesiology	Hourly as needed	6/1/21 through 6/13/21	\$55.21/hr.
Guerra, Lizette	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Hackworth, Catherine	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Hamilton, Kristen	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Hernandez, Carla	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.
Hogenauer, Tyrone	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/21/21 through 6/12/21	\$55.21/hr.
Honda, Marissa	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Jackson, Joseph S.	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Joel, Kristln	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Johnson, Patricia	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Kelly, Joseph	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Kimbrough, Pamela	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/21/21 through 6/12/21	\$55.21/hr.
Krause, Sandra	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Malette, Jacqueline	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/24/21 through 6/21/21	\$55.21/hr.
Maloney, Ryan	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Milliken, Keely	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Mixson, Vonetta	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Otubuah, Cherilyn	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
O'Neal, J. Michael	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Perez, Apolinario	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.
Pineda, Selene	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Praniuk, Ingrid	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Puhawan, Erica	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Rivera, Rebecca	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Shaw, Brandon	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Singh, Bindiya	Librarian	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Silva, Dan	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Soto-Banda, Abel	Strong Workforce Project	Stipend	6/16/21 through 7/16/21	\$55.21/hr.
Stetson, Stephanie	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Sua, Andy	Instructor - Natural, Physical, and Health Sciences	Hourly as needed	5/24/21 through 6/21/21	\$55.21/hr.
Uku, Rerhime	Skills Lab Instructor/ Facilitator	Stipend	8/20/21 through 12/11/21	\$55.21/hr.
Taylor, Bryan	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Valverde, Frank	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Waddington, Seungah	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Wilcove, Jennifer	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Yi, Tammy Sue	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.
Zukovsky, Michele	Applied Music Tutor	Hourly as needed	7/1/21 through 12/31/21	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2021  
JUNE 15, 2021**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Alameddine, Zein M.	Political Science	1-6	\$1,376.00
Alba, Ralphie Ray	Public Works	1-6	\$1,376.00
Allgaier, Jennifer Dawson	Dance	4-6	\$1,576.00
Amaya, Hector G.	History	3-6	\$1,513.00
Anderson, Norman	Counseling	3-6	\$1,513.00
Arguello, Anthony Gene	Kinesiology	1-3	\$1,261.00
Asaro, Marcus Xaiver	Astronomy	4-5	\$1,517.00
Ashley, Michelle Helen	Counseling	4-6	\$1,576.00
Attebery, Dana Leon	Photography	2-6	\$1,443.00
Ayala, Eduardo Antonio	Biology	4-6	\$1,576.00
Bagtas, Lea Marie	Accounting	4-2	\$1,456.00
Bilderback, Leslie Reed	Art	1-5	\$1,318.00
Boldt, Spencer Todd	Automotive Technology	1-4	\$1,261.00
Bonsera, Anthony M.	Music	3-6	\$1,513.00
Bowers, Erika	Accounting	1-5	\$1,318.00
Bradley, Ann-Marie J.	Sociology	2-6	\$1,443.00
Brown, Malaika Monai	Psychology	4-6	\$1,576.00
Bruce-Oliver, Fred U.	Kinesiology	1-6	\$1,376.00
Buuck, Jason Brian	Music	3-6	\$1,513.00
Camacho, Steven E.	English	2-6	\$1,443.00
Campbell, Robert	Mathematics	1-6	\$1,376.00
Carey, J. Richard Baldwin	Music	1-6	\$1,376.00
Carey, Mary Anne	Art	3-6	\$1,513.00
Carmody, Jordan Ashley	Kinesiology	1-2	\$1,261.00
Castillo, Lisa Jeanette	Business	2-3	\$1,325.00
Castro, Wendy	Psychology	1-6	\$1,376.00
Chammas, Michael	Accounting	1-3	\$1,261.00
Chen, Robert	Mathematics	2-6	\$1,443.00
Choppi, Ronald Paul	Chemistry	2-6	\$1,443.00
Chun, Mina Kim	Mathematics	2-6	\$1,443.00
Colby, Kathryn Anne	Chemistry	4-5	\$1,517.00
Cuara, Teresa	Counseling	2-3	\$1,325.00
Culliver- Carter, Katherine Esther	Speech	4-6	\$1,576.00
Curran, Keith	English	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2021  
JUNE 15, 2021**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Curran, Sean Michael	English	1-6	\$1,376.00
Davis, Victor C.	Automotive Technology	1-6	\$1,376.00
De Long, Linda Irene	Business	4-6	\$1,576.00
Dea, Alexis Maria	Cosmetology	1-6	\$1,376.00
Dean, Rebecca Suzanne	Kinesiology	1-5	\$1,318.00
DeAngelis, Gail M.	Art	2-6	\$1,443.00
Delgado, Daniel Helaman	Biology	4-5	\$1,517.00
Duckett, Norris Lee	Photography	3-4	\$1,389.00
Eastmond, Daniel Jonas	Earth Science	4-4	\$1,456.00
Entus, Robert M.	Chemistry	4-6	\$1,576.00
Escalante, Danny A.	Art	4-6	\$1,576.00
Ferrelli, Rebecca Arielle	Counseling	3-5	\$1,449.00
Fischella, James	Business	2-6	\$1,443.00
Fritz, Alice Jacqueline	Speech	2-6	\$1,443.00
Fryman, Brandon Roy	Ethnic Studies	1-6	\$1,376.00
Gardels, Carlos Evan	Music	1-6	\$1,376.00
Gerrard, Amanda Lee	Biology	2-6	\$1,443.00
Gibson, Gail L.	Psychology	4-6	\$1,576.00
Gonzales, Angelo Pegollo	Counseling	1-6	\$1,376.00
Gonzalez, Michael James	English	1-6	\$1,376.00
Hall, James P.	English	1-6	\$1,376.00
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
Hernandez, Adrianna	English	1-6	\$1,376.00
Hills, Sara C.	Art	4-6	\$1,576.00
Hirst, Kymberly Rae	Counseling	2-6	\$1,443.00
Holm, Daniel Lee	Cosmetology	1-6	\$1,376.00
Holmes, Alison Lynn	Art	1-6	\$1,376.00
Huver, Joseph Andrew	English	3-6	\$1,513.00
Johnson, David M.	Earth Science	2-6	\$1,443.00
Jung, Shinsuck	Kinesiology	1-6	\$1,376.00
Kennelley, Erika F.	Speech	1-6	\$1,376.00
Khair, Sara Sam	Mathematics	1-6	\$1,376.00
Kimbrough, Pamela Seed	Chemistry	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2021  
JUNE 15, 2021**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
King, Clara Jo Anette	Biology	2-6	\$1,443.00
Leano, Esther Jaimie	English	1-6	\$1,376.00
Leung, Lee A.	Music	1-6	\$1,376.00
Lewis, David Charles	History	1-6	\$1,376.00
Limon, Maurice Mikel	Music	3-6	\$1,513.00
Lopez, Ana Luisa	Mathematics	2-6	\$1,443.00
Lopez, Eric D.	Sociology	2-6	\$1,443.00
Loya, Roberto Ruiz	Public Works	3-6	\$1,513.00
Maing, Susanna E.	Art	4-6	\$1,576.00
Malette, Jacqueline	Chemistry	1-6	\$1,376.00
Martinez, Jeannie	Mathematics	3-6	\$1,513.00
Mccabe, Dale C.	Biology	3-6	\$1,513.00
McLaren, Shane R.	Geography	3-6	\$1,513.00
Mitchell, Michelle Diane	Child Development	2-6	\$1,443.00
Montes, Monica Michelle	Biology	2-6	\$1,443.00
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
Nasr, Tarek Elhami	CM	1-2	\$1,261.00
Negrete, Tiana Marie	Cosmetology	1-6	\$1,376.00
Nguyen, Hongnhung Jennifer	Mathematics	3-6	\$1,513.00
Nielson, Wesley K.	Anthropology	1-6	\$1,376.00
Opotowsky, Joelle	Chemistry	3-5	\$1,449.00
Pate, Kathleen Renee	Art	3-6	\$1,513.00
Paulson, Nicholas Darrell	Real Estate	2-5	\$1,377.00
Phillips, Riley Michele	English	2-5	\$1,377.00
Povero, Nicole Alyssa	English	1-6	\$1,376.00
Price, Cody Austin	Biology	1-1	\$1,261.00
Punsalan, Kevin D.	Mathematics	1-6	\$1,376.00
Qasqas, Areej Omar	Political Science	2-6	\$1,443.00
Ramos Bernal, Natasha Marie	Political Science	1-6	\$1,376.00
Reyes, Jose Felix	Automotive Technology	1-2	\$1,261.00
Rickman, Tracy E.	Health Science	1-6	\$1,376.00
Roberts, Sabrina Anne	Speech	1-6	\$1,376.00
Rochlin, Jennifer David	Art	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2021  
JUNE 15, 2021**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Ross, Lisa Ann	Political Science	4-6	\$1,576.00
Rusch, Lori Fuller	Art	1-6	\$1,376.00
Saad, Nancy Hosny	Biology	3-6	\$1,513.00
Schmidt, Daniel R.	Art	3-3	\$1,389.00
Seligman, Ross A.	Psychology	4-6	\$1,576.00
Shehab Eldin, Tariq	Public Works	4-6	\$1,576.00
Shima, Kevin T.	Music	1-6	\$1,376.00
Siberio, Eric Christopher	Speech	1-6	\$1,376.00
Slaby, Marci Jean	Esthetician	2-6	\$1,443.00
Slay, Kevin D.	Art	3-6	\$1,513.00
Sterling, Jerica Rae Banares	Mathematics	1-6	\$1,376.00
Sua, Andy	Chemistry	1-1	\$1,261.00
Taylor, Jeanne Marie	Psychology	3-6	\$1,513.00
Teraoka, Adam Zenzo	Art	2-6	\$1,443.00
Tracey, Timothy D.	Kinesiology	1-5	\$1,318.00
Troy, Wangler, Donna	Mathematics	1-5	\$1,318.00
Tufano, Andrew A.	Speech	1-6	\$1,376.00
Valdez, Antonio	Cosmetology	1-6	\$1,376.00
Vega, Suyapa Lorena	Cosmetology	1-6	\$1,376.00
Waddington, Alan W.	Kinesiology	1-6	\$1,376.00
Watkins, Robert D.	Art	4-6	\$1,576.00
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
Woolford, Ryan D.	GEOG	3-6	\$1,513.00
Woolsey, Ronald C.	History	2-6	\$1,443.00
Wu, Shubo	Mathematics	3-5	\$1,449.00
Zeman, William Joseph	History	2-6	\$1,443.00



**ACADEMIC EMPLOYEES  
LAB SUPERVISORS  
JUNE 15, 2021**

<b>NAME</b>	<b>ADJUNCT OR FULL- TIME</b>	<b>PROGRAM</b>	<b>BEGIN/END</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Barrett, Sean	A	Music	7/1/21 through 12/31/21	2-3	\$39.42/hr.
Calderon, Joseph	A	Music	7/1/21 through 12/31/21	1-3	\$37.26/hr.
Canchola, Shannon	A	Music	7/1/21 through 12/31/21	1-2	\$35.33/hr.
Silva, Daniel	A	Music	7/1/21 through 12/31/21	1-3	\$37.26/hr.

**ACADEMIC EMPLOYEES - NON-CREDIT  
SUMMER 2021  
June 15, 2021**

<b>NAME</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Espinoza, Evelyn	1-1	\$46.33/hr.
Guerrero, Saul	1-2	\$48.60/hr.
Mayo, Whitney	1-3	\$50.94/hr.
Moore, Gavin	1-3	\$50.94/hr.
Saykali, Sanaa	1-2	\$48.60/hr.
Veron, Jennifer	1-1	\$46.33/hr.

**ACADEMIC EMPLOYEES - NON-CREDIT**  
**FALL 2021**  
**June 15, 2021**

<b>NAME</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Alba, Ralph	1-1	\$46.33/hr.
Baldo, Mariella	1-1	\$46.33/hr.
Bautista Hayahsi, Rui	1-1	\$46.33/hr.
Bowers, Rebecca	1-3	\$50.94/hr.
Castillo, Lisa	1-2	\$48.60/hr.
DeAngelo, Megan	1-3	\$50.94/hr.
Fischella, James	1-2	\$48.60/hr.
Garner, Jackie	1-1	\$46.33/hr.
Green, Jason	1-2	\$48.60/hr.
Kinder, Robert	1-3	\$50.94/hr.
Kowalchuk, Chris	1-3	\$50.94/hr.
Lucero, Thania	1-1	\$46.33/hr.
Pablico Kobayashi, Veneza	1-3	\$50.94/hr.
Rodriguez, Nathan	1-3	\$50.94/hr.
Rosales-Fernandez, Dania	1-3	\$50.94/hr.
Watts, Larry	1-3	\$50.94/hr.
Wilson, Ruth	1-3	\$50.94/hr.
Zabayale, Zachary	1-3	\$50.94/hr.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 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.f.

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
JUNE 15, 2021**

<b>NAME</b>	<b>PCT/CLASS</b>	<b>REASON</b>	<b>BEGIN</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Alvarez, Angie	100% Administrative Secretary I	Employment	6/28/21	31-1	\$3,946.25
Colindres, David	100% Senior Buyer	Promotion	7/1/21	43-4	\$6,143.82
Delgado, Anthony	100% Research Analyst	Employment	6/16/21	49-1	\$6,154.81
Fowler, Lisa	Payroll/Benefits Supervisor	Employment	6/28/21	15-1	\$8,048.00
Glover, Dustin	75% Administrative Clerk II	Permanent Percentage Increase from 49% to 75%	6/16/21	22-2	\$2,488.40
Gonzalez, Gabriel	100% Gardener II	Promotion	6/16/21	28-3	\$4,040.10
Medina, Daniel	100% Buyer	Temp Upgrade	7/1/21	35-1	\$4,138.64
Richmond, Jamie	100% Administrative Secretary II	Voluntary return to Enrollment Services	6/1/21	38-7	\$6,286.18
Rocha-Castro, Raul	100% Gardener II	Promotion	6/16/21	28-2	\$3,847.71
Weaver, Allan	49% Automotive Lab Assistant	Employment	6/16/21	29-1	\$1,840.49

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
JUNE 15, 2021**

Di Santo, Anthony	Secretary	Resignation	Career Transfer Center	7/16/21
Kirby, Lari	Online Education and Library Supervisor	Retirement	Library	12/30/21
Sayre, Rosalie	Bookstore Evening Coordinator	Retirement	Bookstore	12/31/21
Vilter, Daniel	Performing Arts Technical Supervisor	Retirement	Haugh Performing Arts Center	6/2/21

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 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.g.

**SHORT-TERM  
JUNE 15, 2021**

<b>NAME</b>	<b>JOB CATEGORY</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Alvarez, Arturo	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Arcayena, Arnel	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Cumpston, Dylan	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Egan, Kelly	Technical Support	Visual and Performing Arts/Haugh Performing Arts Center	\$20.00/hr.	7/1/21 through 12/31/21
Freedman, Naomee	STEM Instructional Support	PAGE Mathematics Summer Program	\$14.00/hr.	6/16/21 through 7/16/21
Gatti, Christopher	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Jacob, Erin	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Kniss, Matthew	Technical Support	Visual and Performing Arts/Haugh Performing Arts Center	\$20.00/hr.	7/1/21 through 12/31/21
Leones, Noah	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21



**SHORT-TERM  
JUNE 15, 2021**

<b>NAME</b>	<b>JOB CATEGORY</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Matus-Martinez, Joseph	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Moller, Joseph	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Nystrom, Alec	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Ramos, Robert	Technical Support	Visual and Performing Arts/Haugh Performing Arts Center	\$20.00/hr.	7/1/21 through 12/31/21
Rodriguez, Vanessa	Technical Support	Visual and Performing Arts/Haugh Performing Arts Center	\$20.00/hr.	7/1/21 through 12/31/21
Santos Ayala, Ava	Student Services Support	Visual and Performing Arts/Haugh Performing Arts Center	\$14.00/hr.	7/1/21 through 12/31/21
Torres, Vanessa	Technical Support	Visual and Performing Arts/Haugh Performing Arts Center	\$20.00/hr.	7/1/21 through 12/31/21

**CLASSIFIED SUBSTITUTES**  
**JUNE 15, 2021**

<b>NAME</b>	<b>CLASS/AREA</b>	<b>REASON</b>	<b>BEGIN/END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE</b>
Pineda, Jason	Campus Safety Officer II	Serve as a substitute during employee absence	7/1/21 through 12/31/21	27-1	\$20.63/hr.
Villalobos, Adam	Campus Safety Officer II	Serve as a substitute during employee absence	7/1/21 through 12/31/21	27-1	\$20.63/hr.

**VOLUNTEERS**  
**JUNE 15, 2021**

<b>VOLUNTEER NAME</b>	<b>AREA</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Anguiano, Sabrina	Kinesiology	7/1/21	6/30/22
Bian, Jixing	Veterans Success Center	6/21/21	12/11/21
Consentino, Anthony	Kinesiology	7/1/21	6/30/22
Coombs, Michael	Kinesiology	7/1/21	6/30/22
Gray, Kyle	Kinesiology	7/1/21	6/30/22
Hernandez, Oscar	Veterans Success Center	6/21/21	12/11/21
Mejia, Elsie	Kinesiology	7/1/21	6/30/22
Rodriguez, Noah	Veterans Success Center	6/21/21	12/11/21
Schneider, Brandon	Kinesiology	7/1/21	6/30/22
Yousif, John	Veterans Success Center	6/21/21	12/11/21

**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Aldrete, Marcos	Baseball Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Aldrete, Marcos	Baseball Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Alvarado, Flory	Mental Health Program Facilitator	Health Center	7/1/21 through 12/31/21	\$50.00/hr.	Restricted
Aquino, Sandra	STEM TRiO Facilitator	Institute for Completion	7/1/21 through 12/31/21	\$26.50/hr.	Restricted
Arguello, Anthony	Football Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Arguello, Anthony	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Barrett, Allison	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.50/hr.	Restricted
Barrett, Sean	STEM TRiO Tutor	Institute for Completion	7/1/21 through 12/31/21	\$17.00/hr.	Restricted
Buffo, Maria	Veteran's Success Center Director	Veteran's Success Center	7/1/21 through 6/30/22	\$8,202.00/mth.	Restricted
Burgess, Eric	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.50/hr.	Restricted
Calles, Scott	Football Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Calles, Scott	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Carmody, Jordan	Swim Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General

**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Carmody, Jordan	Swim Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Carroll, John	Script Writer	Visual and Performing Arts	7/1/21 through 12/31/21	\$50.00/hr.	General
Casillas, Karina	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$16.25/hr.	Restricted
Cohen, Valli	Nurse Practitioner	Health Center	7/1/21 through 12/31/21	\$50.00/hr.	Restricted
Consengco, Josephine	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.25/hr.	Restricted
Curinga, Antonella	Cross Country Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Curinga, Antonella	Cross Country Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Curtis, Allison	Nurse Practitioner	Health Center	7/1/21 through 12/31/21	\$50.00/hr.	Restricted
Dean, Rebecca	Volleyball Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Dean, Rebecca	Volleyball Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General

**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Duarte, Natalia	Mental Health Therapist	Health Center	7/1/21 through 12/31/21	\$45.00/hr.	Restricted
Everman, Lowell	Piano Accompanist	Visual and Performing Arts	7/1/21 through 12/31/21	\$25.00/hr.	General
Farrar, Jeffery	Football Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Farrar, Jeffery	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Farias, Cristian	STEM Center Coordinator	STEM Center	7/1/21 through 6/30/22	\$43.00/hr.	Restricted
Floden, Conner	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Foell, Amy	Career Technical Education Strong Workforce	Career Technical and Continuing Education	7/1/21 through 12/31/21	\$35.00/hr.	Restricted
Gilde, Gary	DSA Inspector of Record	Facilities	7/1/21 through 6/30/22	\$9,786.00/mth.	Restricted
Gillard, Melissa	Women's Basketball Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Gillard, Melissa	Women's Basketball Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Gonzalez, Anthony	Softball Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Gonzalez, Anthony	Softball Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General

**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Gou, Adison	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.00/hr.	Restricted
Gutierrez, Javier	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.25/hr.	Restricted
Gutierrez, Jasmine	STEM TRiO Tutor	Institute for Completion	7/1/21 through 12/31/21	\$16.50/hr.	Restricted
Halabi, Noor	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.25/hr.	Restricted
Hymas, David	STEM TRiO Tutor	Institute for Completion	7/1/21 through 12/31/21	\$17.50/hr.	Restricted
Lipscomb, Allen	Mental Health Therapist	Health Center	7/1/21 through 12/31/21	\$50.00/hr.	Restricted
Lopez, Alicia	Strong Workforce Program Coordinator	Career Technical and Continuing Education	7/1/21 through 12/31/21	\$25.00/hr.	Restricted
Lopez De Morales, Eimi	Phantom Students	Admissions and Records	5/12/21 through 6/30/21	\$21.00/hr.	General
Lucero, Thania	Noncredit Pathways Specialist	Career Technical and Continuing Education	7/1/21 through 12/31/21	\$25.00/hr.	Restricted
Martinez, Raul	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
McKinley-Throop, Melinda	Nurse Practitioner	Health Center	7/1/21 through 12/31/21	\$50.00/hr.	Restricted
Mendoza, Ryan	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.25/hr.	Restricted
Montiel, Lelia	FKCE Facilitator	FKCE	5/5/21 through 6/30/21	\$38.00/hr.	Restricted

**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Nguyen, An	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.25/hr.	Restricted
Palomarez, Nicholas	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.50/hr.	Restricted
Pedroza, Adriana	InVader Intern	Institute for Completion	7/1/21 through 12/31/21	\$14.00/hr.	Restricted
Rabaudi, Nicole	Mental Health Therapist	Health Center	7/1/21 through 12/31/21	\$35.00/hr.	Restricted
Robledo, Jazmine	InVader Intern	Institute for Completion	7/1/21 through 12/31/21	\$14.00/hr.	Restricted
Ru, Longping	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.00/hr.	Restricted
Sands, Kelly	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.50/hr.	Restricted
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Silva, Alexis Wendy	Basic Needs Coordinator	CalFresh SB85	6/16/21 through 6/30/21	\$24.00/hr.	Restricted
Silva, Alexis Wendy	Basic Needs Coordinator	CalFresh SB85	7/1/21 through 12/31/21	\$24.00/hr.	Restricted
Uribe, Evelyn	STEM TRiO Senior Facilitator	Institute for Completion	7/1/21 through 12/31/21	\$37.16/hr.	Restricted
Valladares, Dunia	Basic Needs Coordinator	SEAP	7/1/21 through 6/30/22	\$24.00/hr.	Restricted



**PROFESSIONAL EXPERTS  
JUNE 15, 2021**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Virnala, Shane	Football Program Assistant	Kinesiology	5/1/21 through 6/30/21	\$14.00/hr.	General
Virnala, Shane	Football Program Assistant	Kinesiology	7/1/21 through 12/31/21	\$14.00/hr.	General
Waggoner, Weston	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$15.50/hr.	Restricted
Whims, Ashley	Academic Support Facilitator	SEAP	7/1/21 through 12/31/21	\$16.50/hr.	Restricted





**Los Angeles County  
Office of Education**  
Leading Educators • Supporting Students  
Serving Communities

**YEAR-END APPROPRIATION TRANSFERS**

**Community College Districts**

TO: Los Angeles County Office of Education  
Division of School Financial Services  
Accounting Section – EC 2<sup>nd</sup> Floor

FROM: \_\_\_\_\_ Citrus \_\_\_\_\_ Community College District

\_\_\_\_\_ No Appropriation Transfer is Requested

  X   Appropriation Transfers are Authorized

Our Board of Trustees hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2020-21 school year permitting the payment of obligations of the district incurred during the school year.

Signature \_\_\_\_\_ Date   June 15  , 2021

Laura Bollinger  
Clerk/Secretary of the Board of Trustees

Submitted by:   Wade W. Ellis   Date   June 16  , 2021

E-mail Address (required):   wellis@citruscollege.edu  

Please email completed form to [SFSAccountingGroup@lacoed.edu](mailto:SFSAccountingGroup@lacoed.edu).

Attachment to:  
Info Bul. No. 5360  
SFS-A47-2020-2021

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	
SUBJECT:	Institutional Memberships	Information	
		Enclosure(s)	X

BACKGROUND

Historically, Citrus College has maintained memberships in state and national organizations that represent and serve the interests of community colleges. Each year, membership dues are paid to these organizations, many of which are oriented toward a specific instructional, instructional support, student service, institutional support area, or are either required or strongly encouraged as part of an accreditation process.

Annually, the Board of Trustees approves renewal of institutional memberships to be effective July 1 of the next fiscal year. Attached is the list of renewing institutional memberships for the 2021-2022 year, with estimated membership amounts.

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

RECOMMENDATION

Authorization is requested to approve renewal of the institutional memberships listed for the 2021-2022 year.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No.         G.3.

**2021-2022**  
**INSTITUTIONAL MEMBERSHIPS**

<b>INSTITUTIONAL MEMBERSHIPS</b>	<b>ESTIMATED AMOUNT</b>
Academic Senate for California Community Colleges	\$4,077.25
Accrediting Commission for Community and Junior Colleges	30,105.00
American Association of Community Colleges	16,627.00
American College Health Association	762.00
American Dental Association	2,085.00
American Nurses Association	275.00
Associated Collegiate Press	139.00
Association for Institutional Research	170.00
Association of Community College Trustees	7,087.00
Association of Community and Continuing Education (ACCE)	275.00
Association on Higher Education & Disability (AHEAD)	265.00
Athletic Equipment Managers Association	100.00
Automatic Transmission Rebuilders Association	425.00
Automotive Engine Builders Association (AERA)	279.00
Automotive Service Councils of California, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	385.00
Califa Group	300.00
California Association of College Stores (CACS)	435.00
California Association of Community Colleges Registrars & Admissions Officers (CACCRAO)	300.00
California Colleges for International Education	450.00
California Community College Athletic Directors Association	340.00
California Community College Baseball Coaches Association	115.00
California Community College Chief Instructional Officers (CCCCIO)	300.00
California Community College Cross Country & Track Coaches Association	210.00
California Community College Fastpitch Coaches Association (Softball)	100.00
California Community College Football Coaches Association	200.00
California Community College Men's Basketball Coaches Association	325.00
California Community College Men's Golf Coaches Association	150.00
California Community College Men's Soccer Coaches Association	200.00
California Community College Men's Water Polo Coaches Association	100.00
California Community College Swimming and Diving Coaches Association	200.00
California Community College Veteran's Caucus (CCCVC)	150.00
California Community College Women's Basketball Coaches Association	220.00
California Community College Women's Golf Coaches Association	150.00
California Community College Women's Soccer Coaches Association	100.00
California Community College Women's Volleyball Coaches Association	125.00
California Community College Women's Water Polo Coaches Association	100.00
California Community Colleges Physical Educators (CCCPE)	400.00
California Organization of Associate Degree Nursing Program Directors	100.00
Chief Student Services Officers (CSSO) Association	300.00
Claremont Chamber of Commerce	575.00
Commission on Athletics (California Community College Athletic Association)	11,050.00
Community College Counselor/Advisor Academic Association for Athletics (3C4A)	125.00
Community College Facility Coalition	988.00
Community College League of California	23,350.00
Connect <sub>2</sub> One	1,400.00
Council of Chief Librarians, California Community Colleges	150.00
Council for Resource Development	325.00
Covina Chamber of Commerce	110.00
Duarte Chamber of Commerce	300.00

**2021-2022**  
**INSTITUTIONAL MEMBERSHIPS**

<b>INSTITUTIONAL MEMBERSHIPS</b>	<b>ESTIMATED AMOUNT</b>
EDUCAUSE	3,710.00
Electrical Generating Systems Association	500.00
Glendora Chamber of Commerce	1,700.00
Glendora Community Coordinating Council	50.00
Health Services Association of California Community Colleges	150.00
Hispanic Association of Colleges and Universities	8,950.00
Honors Transfer Council of California (HTCC)	120.00
Institute of Graphic Arts (AIGA)	1,000.00
Irwindale Chamber of Commerce	250.00
Journalism Association of Community Colleges	750.00
Learning Resources Network (LERN)	745.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District Association	73.00
Monrovia Chamber of Commerce	428.00
National Association of International Educators (NAFSA)	459.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	3,090.00
National Athletic Trainers Association (NATA)	783.00
National Council for Marketing & Public Relations	750.00
National Institute for Staff and Organizational Development (NISOD)	1,425.00
Organization for Safety, Asepsis and Prevention (OSAP)	150.00
San Gabriel Valley Economic Partnership	2,625.00
San Gabriel Valley/Foothill Association of Community Colleges	700.00
Society for News Design	130.00
South Coast Higher Education Council (SCHEC)	50.00
Southern 30/EEDEC Information Exchange Consortium	200.00
Southern California Football Association (SCFA)	2,450.00
Southern California Intersegmental Articulation Council	100.00
Specialty Equipment Market Association	150.00
The Research and Planning Group	500.00
T-Ten Instructor Community	500.00
Western States Conference (WSC)	5,200.00
<i>Board Approved: Pending</i>	<u>\$144,717.25</u>

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 15, 2021	Resolution	<u>X</u>
SUBJECT:	Temporary Cash Loans Between District Funds	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

### BACKGROUND

Pursuant to the California Community College Budget and Accounting Manual, the District may temporarily direct monies held in any fund of the District, excluding bond funds, to another fund of the District, for operational, cash flow purposes. Such temporary transfers are to be treated as temporary borrowing between funds and shall not be considered income to the borrowing fund. Since the Los Angeles County Office of Education requires that sufficient cash be available for all transactions occurring within each fund, such temporary transfers may be needed for cash flow purposes and to permit payment of obligations throughout the fiscal year.

In addition to the above, the following restrictions also apply to Temporary Interfund Cash Borrowings:

- 1) The amount of any individual transfer to any fund shall not exceed \$5,000,000.
- 2) Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
- 3) The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of the fiscal year.
- 4) No more than 85 percent of the maximum amount of monies held in any fund during the current fiscal year may be transferred.

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





**CITRUS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
2020-21-08**

**TEMPORARY INTERFUND CASH BORROWING**

**WHEREAS**, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year and;

**WHEREAS**, temporary transfer of cash between district funds is permitted by Education Code Section 42603 and 42603.1, and;

**WHEREAS**, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$5,000,000.
2. For fiscal year: 2021-2022.
3. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year.
4. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.
5. Amount shall not exceed 85 percent of any monies held in any fund.
6. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.

**NOW THEREFORE BE IT RESOLVED**, that the Governing Board of the Citrus Community College District hereby authorizes the borrowing of cash between all District funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 15<sup>th</sup> day of June 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: _____

Date: June 15, 2021

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

ATTEST:

---

Laura Bollinger  
Clerk/Secretary  
Board of Trustees

Date: June 15, 2021

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	X
SUBJECT:	Cash Borrowing from the Los Angeles County Treasurer	Information	
		Enclosure(s)	

**BACKGROUND**

Temporary borrowing of cash from the County Treasurer to meet cash flow shortages in fiscal year 2021-2022, may occur through April 26, 2021, per Article XVI, Section 6, of the California Constitution. Districts must be cash self-sufficient from April 27, 2021 through June 30, 2021. There is no direct interest expense to borrow from the Treasurer; however, negative cash balances will automatically reduce the interest earnings in the district's general fund.

In addition to the above, the following restrictions also apply to Cash Borrowing from the Los Angeles County Treasurer:

- Shall not exceed 85 percent of the anticipated revenues accruing to the District.
- Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
- Shall be repaid from revenues accruing to the District before any other obligation of the District is met from such revenue.

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

**RECOMMENDATION**

Authorization is requested to approve Resolution 2020-21-09 for the Vice President of Finance and Administrative Services, or designee, to borrow funds from the Los Angeles County Treasurer during the 2021-2022 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$65,571,706.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No.         G.5.

**CITRUS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
2020-21-09**

**CASH BORROWING FROM THE LOS ANGELES COUNTY TREASURER**

**WHEREAS**, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year.

**WHEREAS**, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

**WHEREAS**, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$65,571,706.
2. For fiscal year: 2021-2022.
3. Shall not exceed 85 percent of the anticipated revenues accruing to the District.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the District before any other obligation of the District is met from such revenue.

**BE IT THEREFORE RESOLVED**, that the Governing Board of the Citrus Community College District hereby requests the Treasurer to make temporary transfers of funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 15<sup>th</sup> day of June 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: _____

Date: June 15, 2021

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

ATTEST:

---

Laura Bollinger  
Clerk/Secretary  
Board of Trustees

Date: June 15, 2021

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	X
SUBJECT:	2020-2021 Budget Transfers/Revisions	Information	
		Enclosure(s)	X

**BACKGROUND**

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

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

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

**RECOMMENDATION**

Authorization is requested to approve the General Unrestricted Fund budget transfers totaling \$158,600.00; the General Restricted Fund budget transfers totaling \$89,994.00; the Capital Outlay Fund budget transfers totaling \$125,000.00; and the Capital Outlay Fund budget revisions totaling \$5,000,000.00 for the 2020-2021 fiscal year and adopt Resolution #2020-21-10 summarizing the revisions and transfers, pursuant to the California Code of Regulations, Title 5, Section 58307.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No.         G.6

**Budget Transfers**

June 15, 2021

**General Fund Unrestricted**

**1. Facilities and Maintenance**

Transfer to cover Water Main leak, Parking Lot Restriping and other repairs

From:	79000	Reserve for Contingencies	(158,600.00)
To:	50000	Other Operating Expenses and Services	158,600.00

**General Fund Restricted**

**2. EOPS**

Transfer to cover additional student aid

From:	20000	Non-Academic Salaries	(19,977.00)
	30000	Statutory Benefits	(24,217.00)
To:	50000	Other Operating Expenses and Services	44,194.00

**3. Guided Pathways**

Transfer to cover Non-Capital Equipment

From:	79000	Reserve for Contingencies	(45,800.00)
To:	60000	Capital Outlay	45,800.00

**Capital Outlay Fund**

**4. Capital Outlay Fund - SS Flooring Project**

Transfer to cover SS Flooring project expenses

From:	79000	Reserve for Contingencies	(125,000.00)
To:	60000	Capital Outlay	125,000.00

**Budget Revision**

June 15, 2021

**Capital Outlay**

**1. Capital Outlay Fund - ED Renovation**

Budget Account Code 41770-3521-XXXXX-710000

Expenditures

60000 Capital Outlay 5,000,000.00

**Total Expenditures** 5,000,000.00

Revenue

89830 Transfer In - From General Fund 5,000,000.00

**Total Revenue** 5,000,000.00



RESOLUTION NO. 2020-21-10

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

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

WHEREAS, the Board of Trustees finds there is a need to establish budgets from the funding sources listed below, for fiscal year 2020-2021, pursuant to the California Code of Regulations Title 5, Section 58307;

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

**GENERAL UNRESTRICTED FUND:**

FROM		TO	
79000	\$ <u>158,600.00</u>	50000	\$ <u>158,600.00</u>
<b>TOTAL</b>	<b>\$ <u>158,600.00</u></b>	<b>TOTAL</b>	<b>\$ <u>158,600.00</u></b>

**GENERAL RESTRICTED FUND:**

FROM		TO	
20000	\$ 19,977.00	50000	\$ 44,194.00
30000	24,217.00	60000	<u>45,800.00</u>
79000	<u>45,800.00</u>		
<b>TOTAL</b>	<b>\$ <u>89,994.00</u></b>	<b>TOTAL</b>	<b>\$ <u>89,994.00</u></b>

**CAPITAL OUTLAY FUND:**

FROM		TO	
79000	\$ <u>125,000.00</u>	60000	\$ <u>125,000.00</u>
<b>TOTAL</b>	<b>\$ <u>125,000.00</u></b>	<b>TOTAL</b>	<b>\$ <u>125,000.00</u></b>

BE IT FURTHER RESOLVED that the budget revision listed below is duly and regularly approved.

**CAPITAL OUTLAY FUND:**

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
89830	Transfers in – General Fund	\$ 5,000,000.00

<u>EXPENDITURE ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
60000	Capital Outlay	\$ 5,000,000.00

Passed and Adopted by the Board of Trustees of the Citrus Community College District this 15<sup>th</sup> day of June 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: _____

Date: June 15, 2021

\_\_\_\_\_  
Laura Bollinger  
Clerk/Secretary  
Board of Trustees



## Recap for RFP #02-2021 CEQA Consulting Services

<u>Vendor</u>	<u>Proposed Cost</u>
<b>VCS Environmental</b>	<b>\$52,873</b>
Psomas	\$129,750

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	
SUBJECT:	Property & Liability Insurance Coverage for 2021-2022 through the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER)	Information	
		Enclosure(s)	

### BACKGROUND

The District has been a member of the Statewide Association of Community Colleges Joint Powers Authority (SWACC JPA) since 2005-2006. This non-profit JPA is a pooled, self-insurance group that provides the broadest coverage at a competitive cost. Through this JPA, the District is provided coverage for general liability, automobile liability, professional liability, cyber liability, property, boiler and machinery, employee honesty (crime), and automobile physical damage. As a member district of the SWACC JPA, the District shares in the overall experiences and cost-sharing insurance coverages of the program.

The first layer of a liability or property loss is shared by the member districts of the SWACC JPA. Schools Association for Excess Risk (SAFER), a statewide consortium of K-12 and community college districts, provides the next layer of excess liability coverage. SWACC's overall premium for SAFER coverage increased due to a number of high dollar losses of all SAFER members. Despite the increase, SWACC's experience modification (ExMod) factor with SAFER is still favorable, at 0.40 for liability and 0.50 for property.

Citrus College's experience modification (ExMod) factor for general liability coverage decreased from 1.08 to 1.05 while the ExMod factor for property coverage decreased from 0.82 to 0.80.

The District is in a strong insurance position and has the appropriate coverages and resources in place in the current risk environment. The premium rates for SWACC and SAFER for 2021-2022 based on the coverages identified, are estimated at \$578,982, which reflects an overall increase of 6.36% over the previous year's premium contribution rate.



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Workers' Compensation Insurance Coverage for 2021-2022 through the Protected Insurance Program for Schools and Community College Districts (PIPS)	Information	_____
		Enclosure(s)	_____

### BACKGROUND

The District has been a member of the Protected Insurance Program for Schools (PIPS) and Community College Districts Joint Powers Authority (JPA) since 2003-2004. This non-profit JPA is a pooled self-insurance program that integrates risk transfer to reinsurers and risk retention by its self-insured members. Through this JPA, the District is provided coverage for workers' compensation claims.

The first \$100,000 of a workers' compensation loss is shared by the member districts of PIPS along with contracted reinsurers. All excess layers of coverage are provided through participating reinsurers. This structure ultimately provides catastrophic protection up to \$155,000,000 per occurrence.

For the upcoming policy year, the District has exhibited favorable loss experience and has received an experience modification (ExMod) factor of 0.88 for workers' compensation coverage. This indicates better than average loss experience and is a reduction (improvement) over the prior year. The District's ExMod is based on the claims experience of participating community college districts and is not diluted by the experience of any participating K-12 districts. This results in a lower base rate for the District and improves final rate calculations.

The 2021-2022 premium rate, inclusive of administrative fees, is \$1.4038 per \$100 of estimated payroll which represents a 4.2% decrease over the previous year. Therefore, the total estimated premium for 2021-2022 is \$815,713.

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

RECOMMENDATION

Authorization is requested to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2021-2022, in the amount of \$815,713, and to authorize the Vice President of Finance and Administrative Services to execute the insurance policy on behalf of the District.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. G.9.



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	
SUBJECT:	Approval of 2023-2024 through 2027-2028 Five-Year Construction Plan	Information	
		Enclosure(s)	X

### BACKGROUND

In accordance with the Community College Construction Act of 1980, the District submits a five-year construction plan to the State Chancellor's Office, on or before July 1 of each year. The Five-Year Construction Plan (5YCP) is an annual summary of current and proposed capital outlay projects, regardless of funding source. Although named a five-year plan, the plan actually spans seven years.

The major purposes of the 5YCP are as follows:

- To provide a useful tool for the District to measure its facilities utilization by providing an analysis of the capacity of District facilities, compared with the demands created by projected future student enrollments.
- To communicate to the State Legislature, through various control agencies, the capital outlay needs of a community college district over a prospective five-year period.
- To serve as the foundation for submittal of capital outlay funding applications.

The 5YCP prioritization of projects establishes the basis to justify the projects for which Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are prepared, and communicates the project description and overall need to the State Chancellor's Office. Citrus College's 5YCP priority order determination includes the completed Hayden Hall Renovation, the current Educational Development Center Renovation and upcoming Fuel Gas Line Infrastructure Replacement, and the following future planned projects per the 2020-2030 Educational and Facilities Master Plan: Career Technical Education Building, Science/STEM Building, Kinesiology Building Complex, Library Learning Resource Center, Classroom Building, Student Union, Off-Site Facility project, and various Remodel for Efficiency projects.

Additionally, in an attempt to maximize resources for the District's capital construction needs, Citrus College will be submitting 2023-24 Initial Project Proposals (IPPs) to the State Chancellor's Office, for the following projects:



# Fusion

## District Projects Priority Order (2021-2027)

### Planning

#### Citrus Community College District (820)

No. Project	Schedule of Funds									
	Campus	Source	Total Cost	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
<b>1 Hayden Hall #12 Renovation</b>										
Citrus College										
Occupancy: 2016-17	STATE:		\$0							
Net ASF: -3,304	DISTRICT:		\$0							
<b>2 Educational Development Center Renovation</b>										
Citrus College Phases C,E										
Occupancy: 2022-23	STATE:		\$0	\$0						
Net ASF: 3,042	DISTRICT:	\$13,000,000	\$11,500,000							
<b>3 Fuel Gas Line Infrastructure Replacement</b>										
Citrus College Phases P Phases W Phases C Phases E										
Occupancy: 2026-27	STATE:		\$0		\$0	\$0	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:		\$0		\$0	\$0	\$0	\$0	\$0	\$0
<b>4 New Career Technical Education Building</b>										
Citrus College Phases P,W Phases C										
Occupancy: 2028-29	STATE:	\$25,219,669			\$1,806,502		\$23,302,213			
Net ASF: -1,344	DISTRICT:	\$24,522,899			\$1,806,502		\$22,605,443			
<b>5 New Science/STEM Building</b>										
Citrus College Phases P,W Phases C Phases E										
Occupancy: 2027-28	STATE:	\$17,790,121			\$1,281,454		\$15,881,087		\$627,580	
Net ASF: -258	DISTRICT:	\$17,314,980			\$1,281,454		\$15,405,946		\$627,580	
<b>6 New Kinesiology Building Complex</b>										
Citrus College Phases P,W Phases C Phases E										
Occupancy: 2027-28	STATE:	\$14,706,381			\$1,116,323		\$13,566,548		\$23,510	
Net ASF: -92	DISTRICT:	\$14,303,133			\$1,116,323		\$13,163,300		\$23,510	
<b>7 Library Replacement</b>										
Citrus College Phases P,W Phases C Phases E										
Occupancy: 2027-28	STATE:	\$16,816,113			\$1,239,236		\$15,288,708		\$288,169	
Net ASF: 3,110	DISTRICT:	\$16,358,266			\$1,239,236		\$14,830,861		\$288,169	
<b>8 New Classroom Building</b>										
Citrus College Phases P,W Phases C Phases E										
Occupancy: 2027-28	STATE:	\$12,574,396			\$972,614		\$11,566,937		\$34,845	
Net ASF: -76	DISTRICT:	\$12,231,024			\$972,614		\$11,223,565		\$34,845	
<b>9 Modified/Expanded Student Union Building &amp; Information Services</b>										
Citrus College Phases P,W Phases C,E										
Occupancy: 2029-30	STATE:		\$0				\$0	\$0		
Net ASF: 9,992	DISTRICT:	\$29,402,160					\$2,300,000	\$27,102,160		
<b>10 Off-Site Facility - Conference Center</b>										
Citrus College Phases P Phases W Phases C										
Occupancy: 2029-30	STATE:		\$0				\$0	\$0	\$0	
Net ASF: 25,500	DISTRICT:	\$24,000,000					\$200,000	\$900,000	\$21,900,000	
<b>11 Remodel for Efficiency - Level 1</b>										
Citrus College Phases P Phases W Phases C,E										
Occupancy: 2027-28	STATE:		\$0	\$0	\$0					
Net ASF: 0	DISTRICT:	\$31,918,350	\$400,000	\$1,600,000	\$29,918,350					
<b>12 Remodel for Efficiency - Level II</b>										
Citrus College Phases P Phases W Phases C,E										
Occupancy: 2028-29	STATE:		\$0		\$0	\$0				
Net ASF: 0	DISTRICT:	\$13,656,200			\$200,000	\$700,000	\$12,756,200			

13 Remodel for Efficiency - Level III

Citrus College		Phases P	Phases W	Phases C,E				
Occupancy: 2029-30	STATE: \$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT: \$54,530,100	\$930,100	\$1,600,000	\$52,000,000				
<b>GRAND TOTALS</b>								
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	STATE: \$87,106,680	\$0	\$0	\$0	\$6,416,129	\$0	\$79,605,493	\$974,104
	DISTRICT: \$251,237,112	\$11,500,000	\$400,000	\$1,800,000	\$37,034,479	\$16,186,300	\$106,831,275	\$74,874,104

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	
SUBJECT:	Approval of 2021-2022 Tentative Budget	Information	
		Enclosure(s)	X

**BACKGROUND**

Pursuant to California Code of Regulations (CCR) Section 58305, and in accordance with Board Policy 6200, Budget Preparation, the District shall develop and adopt a Tentative Budget on or before the first day of July in each year. In addition, the Board shall identify the date, time, and location at which a public hearing on the Adopted Budget will be held, pursuant to Section 58301 of the CCR.

The Tentative Budget is a rollover budget, allowing for continued operations prior to approval of the 2021-2022 Adopted Budget. The Tentative Budget has been prepared based on the preliminary budget assumptions provided to the Board of Trustees at the meeting on May 4, 2021 and the information contained in the Governor's May Revise.

Within the Tentative Budget, certain carryover estimates have been included; however, final balances will be calculated as part of the year-end closing process and will be reflected in the Adopted Budget. The 2021-2022 Adopted Budget will be presented to the Board of Trustees on September 7, 2021, to incorporate any changes reflected in the finalized state budget.

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

**RECOMMENDATION**

Authorization is requested to approve the 2021-2022 Tentative Budget and to set a public hearing for September 7, 2021, at the Citrus College Administration Building Board Room, 1000 W. Foothill Blvd., Glendora, California 91741, at or about 4:15 p.m., or via Zoom, pursuant to Section 58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to adoption.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. G.11.

**Citrus Community College District  
 FTES Targets - 2021-22 Tentative Budget Assumptions  
 As of June 2, 2021**

	2020-21 Target	%	2020-21 Est. FTES @ P2	%	Difference Target & Est. Actuals	% Change	2021-22 Target
Credit	11,136.78	97.57%	9,976.70	98.28%	(1,160.08)	-10.42%	11,136.78
Non-Credit	193.63	1.70%	111.26	1.09%	(82.37)	-42.54%	193.63
CDCP	83.36	0.73%	63.51	0.63%	(19.85)	-23.81%	83.36
<b>Total</b>	<b>11,413.77</b>	<b>100.00%</b>	<b>10,151.47</b>	<b>100.00%</b>	<b>(1,262.30)</b>	<b>-11.06%</b>	<b>11,413.77</b>

Note 1) 2020-21 and 2021-22 Targets are equal to 2019-20 Actuals

CITRUS COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2021-22 Tentative Budget Assumptions  
June 2, 2021

I. State Revenue

A. Apportionment Base:

Base Allocation:	<u>2021-22 Est. Rate</u>	<u>3-Yr. Est. Avg. FTES</u>	
Basic Allocation	\$ 5,612,463		\$ 5,612,463
Est. Credit FTES - 3 Yr. Avg.	4,171	10,336.90	43,118,964
Est. Non-Credit FTES	3,518	193.63	681,102
Est. CDCP FTES	5,850	83.36	487,625
Est. Special Admit FTES	5,850	418.74	2,449,473
Total Base Allocation		<u>11,032.63</u>	<u>\$ 52,349,629</u>
Supplemental Allocation:	<u>2021-22 Est. Rate</u>	<u>2019-20 Headcount</u>	
Pell Grant	\$ 986	5,026	\$ 4,957,616
AB 540	986	404	398,503
Promise Grant	986	10,542	10,398,566
Total Supplemental Allocation			<u>\$ 15,754,685</u>
Student Success Allocation:	<u>2021-22 Est. Rate</u>	<u>3-Yr. Avg. Headcount</u>	
ADT Degrees - All Students	\$ 2,327	879.00	\$ 2,045,044
ADT Degrees - Pell Students	880	503.00	442,772
ADT Degrees - Promise (Fee Waiver) Students	587	665.67	390,643
AS Degrees - All Students	1,745	507.00	884,674
AS Degrees - Pell Students	660	265.33	175,170
AS Degrees - Promise (Fee Waiver) Students	440	367.67	161,823
Credit Certs - All Students	1,163	385.33	448,246
Credit Certs - Pell Students	440	194.33	85,531
Credit Certs - Promise (Fee Waiver) Students	293	278.00	81,571
Transfer-level Math & English - All Students	1,163	626.00	728,213
Transfer-level Math & English - Pell Students	440	268.67	118,250
Transfer-level Math & English - Promise (Fee Waiver) Students	293	402.00	117,955
Transfer - All Students	872	844.33	736,644
Transfer - Pell Students	330	426.33	140,731
Transfer - Promise (Fee Waiver) Students	220	588.33	129,471
9+ CTE Units - All Students	582	1,784.67	1,038,035
9+ CTE Units - Pell Students	220	884.00	194,538
9+ CTE Units - Promise (Fee Waiver) Students	147	1,284.00	188,376
Regional Living Wage - All Students	582	1,253.00	728,794
Regional Living Wage - Pell Students	220	422.33	92,940
Regional Living Wage - Promise (Fee Waiver) Students	147	746.00	109,446
Total Student Success Allocation			<u>\$ 9,038,869</u>
Apportionment Subtotal			\$ 77,143,183
SCFF Uncertainties - Budget to Hold Harmless Status			(1,949,058)
2021-22 Apportionment Budget - See Note 1			<u>\$ 75,194,125</u>

Note 1: The District's Hold Harmless funding is \$75,194,125 for 2021-22.

- B. Unrestricted lottery is projected at \$150 per FTES (\$1,712,065). Restricted lottery is projected at \$49 per FTES (\$559,275).
- C. SB 739 funding for part-time faculty compensation is estimated at \$243,201.
- D. Categorical programs will continue to be budgeted separately; matching revenues and expenditures.
- E. Mandated Cost Block Grant program revenues are budgeted at \$30.14 per FTES (approximately \$344,011)
- F. 2% Enrollment Fee Waiver administration allocation is estimated at \$174,359.
- Local Revenue and Other Sources**
- II. G. Non-Resident Tuition is budgeted at \$2,865,725, using the adopted rates for 2021-22 of \$307 per semester unit, and accounting for COVID-19 impact. Note: There is also a nonresident capital outlay surcharge of \$10, recorded in the Capital Outlay Fund.
- H. Interest earnings are estimated at \$263,000 to account for declining interest rates.
- I. Transcript, other student fees, and parking fines are estimated at \$14,000 to account for COVID-19 impact.
- J. Other local and miscellaneous income is estimated at \$100,000 to account for COVID-19 impact. This includes amounts transferred from other funds.

CITRUS COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2021-22 Tentative Budget Assumptions  
June 2, 2021

III. Appropriations and Expenditures

- A. Unrestricted General Fund Salaries are budgeted at approximately \$37.8 million. Estimates have been adjusted for step & column movements, retirement/separations, and for negotiated salary increases.
- B. Unrestricted General Fund Benefits are estimated at \$18 million. This assumes a 5% increase for health and welfare premium increases. Also includes PERS & STRS employer contribution rate adjustments of 2.21% (from 20.7% to 22.91%) and 0.77% (from 16.15% to 16.92%), respectively.
- C. Retiree medical costs are estimated at \$1.4 million. This includes the change for health and welfare premium increases. Retiree incentives for retirees selecting "in lieu" benefits are estimated at \$140,000.
- D. The District was 4 positions over its compliance full-time faculty obligation (FON) for Fall 2020 and anticipates that the Fall 2021 FON will not increase by more than 4 positions. Therefore, the District does not anticipate hiring any positions for FON compliance during 2021-22. The District is however currently recruiting 1 growth position for programmatic needs.
- E. Adjunct/Overload Budgets remain estimated at \$9.8 million.
- F. Cost Center Allocations are budgeted at approximately \$11 million.
- G. Utilities Expense is estimated at \$1.3 million to account for reduced utilization.
- H. Interfund Transfers Out total \$955,000. This includes a benefits match requirement for FWS of \$5,000, a Scheduled Maintenance transfer to the Capital Outlay Fund of \$500,000 and a \$450,000 transfer to the Retirement Health Fund to partially address the actuarially determined liability of the District's cash-in-lieu program. The actuarially determined unfunded liability of the District's cash-in-lieu program, as of June 30, 2020, was \$3,758,967. (Suspended transfers for 2021-22 include: \$50,000 transfer to the Golf Driving Range to partially offset the cost of providing instructional/athletic supplies to the District's Golf program and a transfer to the PERS/STRS set-aside fund.)



**Citrus Community College District**  
**Unrestricted General Fund On-going Resource Summary**  
**2021-22 Tentative Budget Assumptions**  
**as of June 2, 2021**

<b>Revenues</b>	<b>2020-21</b>	<b>2021-22</b>
A. Apportionment SCFF Funding Model	\$ 72,267,299	\$ 75,194,125
B. Unrestricted Lottery	1,712,065	1,712,065
C. Part-time Faculty Compensation	243,201	243,201
F. Fee Waiver Admin	161,037	174,359
G. Non-Resident Tuition	3,430,700	2,665,725
H. Interest	400,000	263,000
E. Mandated Cost	344,011	344,011
I. Transcripts/Parking/Other	10,000	14,000
J. Other Local Income	100,000	100,000
	<u>\$ 78,668,313</u>	<u>\$ 80,710,486</u>
<b>Expenditures</b>		
A. Unrestricted General Fund Salaries	\$ 37,061,277	\$ 37,761,277
B. Unrestricted General Fund Benefits	17,567,297	18,078,073
E. Adjunct/Overload Budgets	9,807,700	9,807,700
C. Retiree Benefits	1,386,000	1,405,000
C. Retiree Medical-in-Lieu Benefits	140,000	140,000
F. Cost Center Allocations	9,397,365	11,090,778
G. Utilities Expense	1,500,000	1,300,000
H. Scheduled Maintenance Transfer	750,000	500,000
H. Interfund Transfers Out	5,000	5,000
H. Transfers to Other Funds	500,000	450,000
<b>Total</b>	<u>\$ 78,114,639</u>	<u>\$ 80,537,828</u>
<b>Revenue less Expenditures</b>	<u>\$ 553,674</u>	<u>\$ 172,658</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
UNRESTRICTED GENERAL FUND**

**EXPENDITURES**

1XXXX	ACADEMIC SALARIES	\$ 29,660,321
2XXXX	CLASSIFIED SALARIES	18,841,552
3XXXX	BENEFITS	20,258,089
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	11,354,829
7XXXX	OTHER OUTGO	955,000
	<b>TOTAL EXPENDITURES</b>	<b><u>\$ 81,069,791</u></b>

**REVENUES**

86XXX	STATE REVENUE	\$ 66,624,300
88XXX	LOCAL REVENUE	14,213,148
	<b>TOTAL REVENUES</b>	<b><u>\$ 80,837,448</u></b>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
RESTRICTED GENERAL FUND**

**EXPENDITURES**

1XXXX	ACADEMIC SALARIES	\$ 3,705,758
2XXXX	CLASSIFIED SALARIES	4,496,750
3XXXX	BENEFITS	3,326,656
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	19,567,544
7XXXX	OTHER OUTGO	1,844,027
79XXX	RESERVE FOR CONTINGENCIES	1,486,682
	<b>TOTAL EXPENDITURES</b>	<b><u>\$ 34,427,417</u></b>

**REVENUES**

81XXX	FEDERAL REVENUE	\$ 13,820,029
86XXX	STATE REVENUE	18,960,804
88XXX	LOCAL REVENUE	1,075,655
89XXX	OTHER SOURCES	570,930
	<b>TOTAL REVENUES</b>	<b><u>\$ 34,427,418</u></b>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
COMMUNITY EDUCATION FUND**

**EXPENDITURES**

1XXXX	ACADEMIC SALARIES	\$ 16,977
2XXXX	CLASSIFIED SALARIES	66,673
3XXXX	BENEFITS	54,739
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	42,331
	<b>TOTAL EXPENDITURES</b>	<u>\$ 180,720</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 95,000
89XXX	OTHER SOURCES	85,720
	<b>TOTAL REVENUES</b>	<u>\$ 180,720</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
CAPITAL OUTLAY FUND**

**EXPENDITURES**

2XXXX	CLASSIFIED SALARIES	\$ 190,014
3XXXX	BENEFITS	95,601
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	15,112,895
79XXX	OTHER OUTGO	14,291,510
	<b>TOTAL EXPENDITURES</b>	<u>\$ 29,690,020</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 463,000
89XXX	OTHER SOURCES	500,000
	<b>TOTAL REVENUES</b>	<u>\$ 963,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
BOND CONSTRUCTION FUND**

**EXPENDITURES**

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 4,972,046
79XXX	RESERVE FOR CONTINGENCIES	20,000
	<b>TOTAL EXPENDITURES</b>	<u>\$ 4,992,046</u>

**REVENUES**

88XXX	INTEREST INCOME	\$ 20,000
	<b>TOTAL REVENUES</b>	<u>\$ 20,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
BOOKSTORE FUND**

**EXPENDITURES**

2XXXX	CLASSIFIED SALARIES	\$ 564,902
3XXXX	BENEFITS	315,246
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	384,000
	TOTAL EXPENDITURES	<u>\$ 1,264,148</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 551,000
89XXX	OTHER SOURCES	713,148
	TOTAL REVENUES	<u>\$ 1,264,148</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
GOLF DRIVING RANGE FUND**

**EXPENDITURES**

2XXXX	CLASSIFIED SALARIES	\$ 101,568
3XXXX	BENEFITS	36,580
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	7,000
79XXX	RESERVE FOR CONTINGENCIES	85,279
	<b>TOTAL EXPENDITURES</b>	<u>\$ 230,427</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 59,629
	<b>TOTAL REVENUES</b>	<u>\$ 59,629</u>



**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
SELF INSURANCE FUND**

**EXPENDITURES**

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 1,405,000
79XXX	RESERVE FOR CONTINGENCIES	964,466
	<b>TOTAL EXPENDITURES</b>	<u>\$ 2,369,466</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 1,000,200
	<b>TOTAL REVENUES</b>	<u>\$ 1,000,200</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
RETIREMENT HEALTH FUND**

**EXPENDITURES**

79XXX	RESERVE FOR CONTINGENCIES	\$ 978,660
	TOTAL EXPENDITURES	<u>\$ 978,660</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 10,000
89XXX	OTHER SOURCES	450,000
	TOTAL REVENUES	<u>\$ 460,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
ASSOCIATED STUDENTS ORGANIZATION FUND**

EXPENDITURES	ASCC	Student Clubs	Scholarship	Other Trust Fund
2XXXX CLASSIFIED SALARIES	\$ 297,044	\$ 500	\$ -	\$ 130,224
3XXXX BENEFITS	95,807	\$ 48	-	12,731
4XXXX/5XXXX/6XXXX SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	217,608	9,045	-	639,673
7XXXX OTHER OUTGO	49,000	1,200	84,858	56,859
79XXX RESERVE FOR CONTINGENCIES	1,269,112	104,506	63,014	963,021
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,928,571</u>	<u>\$ 115,299</u>	<u>\$ 147,872</u>	<u>\$ 1,802,508</u>
 <b>REVENUES</b>				
88XXX LOCAL REVENUE	\$ 457,000	\$ 14,894	\$ 80,000	\$ 904,359
89XXX OTHER SOURCES	45,000	-	-	-
<b>TOTAL REVENUES</b>	<u>\$ 502,000</u>	<u>\$ 14,894</u>	<u>\$ 80,000</u>	<u>\$ 904,359</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
STUDENT REPRESENTATION FEE FUND**

**EXPENDITURES**

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 16,000
7XXXX	OTHER OUTGO	1,820
79XXX	RESERVE FOR CONTINGENCIES	98,417
	<b>TOTAL EXPENDITURES</b>	<u>\$ 116,237</u>

**REVENUES**

88XXX	LOCAL REVENUE	\$ 22,000
	<b>TOTAL REVENUES</b>	<u>\$ 22,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2021-2022  
STUDENT FINANCIAL AID FUND**

**EXPENDITURES**

7XXX	STUDENT AIDE & OTHER OUTGO	\$ 38,299,970
	TOTAL EXPENDITURES	<u>\$ 38,299,970</u>

**REVENUES**

81XXX	FEDERAL REVENUE	\$ 33,874,573
86XXX	STATE REVENUE	4,425,397
	TOTAL REVENUES	<u>\$ 38,299,970</u>



**NEW COURSES**

<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Justification</b>
ENGL 233	Asian American Literature	This course is designed to give students an appreciation of Asian Literature--and in particular--the expression within the Asian American Community in the mediums of poetry, short stories, and novels. The course will explore literature and will examine the impact the works have had on the Asian American and literary community. The relationship between identity and the creative work of prominent Asian American writers is explored, as well as the cultural and historical influences on such writers.
ENGL 243	African American Literature	This course is designed to give students an appreciation of African American Literature--and in particular--the expression within the African American Community in the mediums of poetry, short stories, and novels. The course will explore literature and will examine the impact the works have had on the African American and literary community. The relationship between identity and the creative work of prominent African American writers is explored, as well as the cultural and historical influences on such writers.
ENGL 295	Ethnic Voices in U.S. Literature from 1900 to Present	This course surveys, interprets, and compares writing from various ethnicities and races in the United States culture, including, but not limited to Indigenous people, Middle Eastern Americans, African Americans, Asian Americans, and Chicax/Latinx Americans to understand the historical contexts of the various immigrant cultures and to analyze the multiple perspectives of assimilation into the culture of the United States and inter-ethnic bridge building.

NC 109	Commercial Drone Applications Flight Training	Introduction to commercial drone applications and advanced hands-on drone flight training. Proficiency in commercial photography, cinematography, photogrammetry and media editing skills for use in the real estate, agricultural, construction, firefighting, home inspection and thermal inspection UAV/UAS industry.
REAL 222	Real Estate Economics	This course deals with trends and factors that affect the value of real estate; the nature and classification of land economics; the development of property, construction, and subdivision; economic values and real estate evaluation; real estate cycles and business fluctuations; residential market trends; and real property and special purpose property trends. This course applies toward the California Department of Real Estate's educational requirements for the brokers examination and as an elective for the salespersons license.
THEA 155	Single Camera Production	An introduction to single camera production and post-production techniques. Topics covered include, basic storytelling, the production process, cameras and shooting techniques, digital formats, lighting equipment and techniques, basic audio, and editing video and audio projects.



**MODIFIED COURSES**

<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Justification</b>
ARCH 201	Architectural Design I	Added online education addendum.
ARCH 202	Architectural Design II	Updated methods of assessment and online education addendum.
ARCH 242	Building Construction	Updated methods of assessment and instruction. Added online education addendum.
ASTR 116	Stellar Astronomy	Updated student learning outcomes, lab content, course textbooks and online education addendum.
AUTO 695A	Special Topics: Automotive Technology	Updated methods of instruction.
AUTO 695B	Special Topics: Automotive Technology	Updated methods of instruction.
AUTO 695C	Special Topics: Automotive Technology	Updated methods of instruction.
AUTO 695D	Special Topics: Automotive Technology	Updated course assignments, methods of assessment and instruction.
AUTO 696A	Special Topics: Automotive Technology	Updated methods of instruction.
AUTO 696B	Special Topics: Automotive Technology	Updated methods of assessment and instruction.
AUTO 696C	Special Topics: Automotive Technology	Updated methods of assessment and instruction.
AUTO 696D	Special Topics: Automotive Technology	Updated library resources, methods of assessment and instruction.
BUS 192	Advertising	Updated course textbook, methods of assessment and instruction. Added online education addendum.
CHIN 101	Chinese I	Updated catalog description, course textbook and online education addendum.
CHIN 102	Chinese II	Updated course textbook and online education addendum.
CHLD 121	Art for Children	Updated methods of assessment. Added online education addendum.
CHLD 184	Infant and Toddler Caregiver: Environments and Routines	Added online education addendum.
CHLD 194	Adult Supervision and Mentoring	Added online education addendum and updated course textbook.

COMM 240A	Newspaper Production: Beginning Staff	Updated course objectives, course content and course textbooks.
COMM 240B	Multimedia Newsroom: Intermediate Staff	Updated course textbook.
COMM 240C	Multimedia Newsroom: Senior Staff	Updated course textbook.
COMM 240D	Multimedia Newsroom: Staff Leadership	Updated student learning outcomes and course textbook.
COMM 250	Multimedia Reporting	Updated course catalog description, student learning outcomes, course objectives and course content. Updated course textbook and library resources.
COUN 210	EOPS Summer Bridge	Updated methods of instruction and library resources. Added online education addendum.
DRAF 101	Beginning Computer Aided Design (CAD)	Updated methods of instruction. Added online education addendum.
DRAF 161	Advanced Computer Aided Design (CAD and Design Tools)	Updated catalog description, strongly recommended courses and methods of instruction. Added online education addendum.
DRAF 290	Introduction to Maya Practices	Updated methods of instruction. Added online education addendum.
ENGL 103	Composition and Critical Thinking	Updated online education addendum.
ENGL 103H	Composition and Critical Thinking - Honors	Updated methods of assessment and instruction and online education addendum.
ENGL 291	Film as Literature	Updated course assignment, methods of instruction and online education addendum.
ENGL 298	Literature of the Bible	Reviewed for 6-year review.
ESCI 110	Earth Science	Added online education addendum.
ESCI 124	Natural Disasters	Added online education addendum.
ESL 003A	Low-Intermediate Reading & Writing Skills	Updated course content, hours and units.
ESL 004A	High-Intermediate Reading and Writing Skills	Updated course content, hours and units.
ESL 005A	Advanced College Reading & Writing Skills	Updated course hours and units.
ESTH 140	Esthetician I	Reviewed for 6-year review.
ESTH 142	Salon Success - Full-time	Updated methods of assessment. Added online education addendum.

HIST 109	The World in Conflict - The 20th Century, a History	Updated methods of instruction. Added online education addendum.
HIST 111	History of the African-Americans to 1876	Updated methods of instruction. Added online education addendum.
HIST 130	Latin American Culture and Civilization	Reviewed for 6-year review.
HUM 130	Conflict Analysis and Resolution	Updated course textbook and increased enrollment to lecture by 5.
JPN 101	Japanese I	Updated catalog description, course content and methods of assessment.
JPN 102	Japanese II	Updated course content and course textbook.
MUSC 131	Studio Orchestra II	Added online education addendum.
MUSC 179	Concert Promotion Touring	Added online education addendum.
MUSC 207	Show Choir IV	Added online education addendum.
MUSC 223	Jazz Ensemble IV	Updated library resources. Added online education addendum.
MUSC 230	Studio Orchestra III	Updated course content and library resources. Added online education addendum.
MUSC 231	Studio Orchestra IV	Updated library resources. Added online education addendum.
MUSC 253	Songwriting III	Updated library resources. Added online education addendum.
MUSE 120	Elementary Piano I	Reviewed for 6-year review.
MUSE 140	Beginning Guitar I	Reviewed for 6-year review.
MUSE 222	Advanced Piano I	Updated library resources. Added online education addendum.
MUSE 240	Intermediate Guitar I	Updated library resources. Added online education addendum.
MUSP 120	Chamber Singers I - Beginning	Updated library resources. Added online education addendum.
MUSP 121	Chamber Singers II - Intermediate	Updated methods of instruction and library resources. Added online education addendum.
MUSP 146	Wind Symphony II	Added online education addendum.
MUSP 220	Chamber Singers III - Intermediate/Advanced	Updated methods of instruction and library resources. Added online education addendum.
MUSP 221	Chamber Singers IV - Advanced	Updated methods of instruction and library resources. Added online education addendum.
MUSP 226	Competitive Collegiate Chamber Choir	Updated methods of instruction and library resources. Added online education addendum.

MUSP 245	Wind Symphony III	Updated library resources. Added online education addendum.
MUSP 246	Wind Symphony IV	Updated library resources. Added online education addendum.
SPCH 101	Public Address	Reviewed for 6-year review.
SPCH 103	Argumentation and Debate	Updated methods of instruction and library resources. Added online education addendum.
SPCH 150	Intercultural Communication	Updated course assignments, library resources and online education addendum.
THEA 272	Introduction to Production Management Practicum	Updated student learning outcomes, course objectives and course textbooks.
THEA 276	Advanced Production Management Practicum	Updated student learning outcomes and course textbooks.

**COURSE DELETIONS**

<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Justification</b>
ESCI 106	Earth and Space Science for Educators	Class has not been offered in many years. Deactivating per discipline faculty, dean, and articulation officer.
MATH 030	Elementary Algebra	In prior semesters, Math 030 was a prerequisite for transfer-level courses. Now due to AB705, students are no longer placing into basic skills courses, and instead complete a transfer-level course with corequisite remediation. Math 030 has not been offered as a credit course since 2018, and needs deactivation.
MUSE 090	Introduction to Instrumental Ensemble Performance	This course is no longer offered.

**NEW PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Business Administration 2.0 A.S.-T.	Per the Chancellor's Office we must update our Business ADT. It was directed that a new degree will be submitted with a new control number. The version 1.0 will be deactivated at an appropriate time that will not interfere with students currently in the pipeline.
Business Entrepreneurship NC Certificate of Competency	Offering students opportunities to improve their entrepreneurship skills and acquire a certificate that demonstrates their ability to apply basic accounting principles and business practices using QuickBooks; recognize business opportunities; start, operate, and promote a business through marketing and social media.

**MODIFIED PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Dental Assisting A.S.	Modified language in order to be reinstated to CSAAVE for the 2021-2022 year.
Dental Assisting Certificate of Achievement	Modified language in order to be reinstated to CSAAVE for the 2021-2022 year.
Elementary Teacher Education A.A.-T.	ESCI 116 was deactivated from the curriculum. Replaced with ESCI 110 instead.
Engine Rebuilding and Machining Certificate of Achievement	Updating from Skill Award to Certification of Achievement.
Maintenance and Light Repair - Undercar Certificate of Achievement	Updating from Skill Award to Certification of Achievement.
Maintenance and Light Repair - Underhood Certificate of Achievement	Updating from Skill Award to Certification of Achievement.
Peace Studies A.A.	Added HUM 130 to required courses and added HIST 155 and PHIL 108 as electives. Removed PSY 110.
Psychology A.A.-T.	Added PSY 103 to required courses.
Social Justice Studies, General A.A.-T.	Added SOC 130 to required courses.

**DEACTIVATED PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Business Administration A.S.-T.	Updated Business Administration 2.0, deactivating version 1.0.



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Memorandum of Understanding with CSEA and its Chapter 101; Stipend Payment and Retirement Incentive Augmentation	Information	_____
		Enclosure(s)	_____

### BACKGROUND

On May 10, 2021, the District and CSEA and its Citrus College Chapter 101 entered into a memorandum of understanding. The memorandum provides for the following in addition to the benefits provided under Article 10 – Salaries, and Article 11 – Benefits.

Effective June 1, 2021, but payable by September 2021, each unit member currently in paid status, will receive a one-time payment of \$2,200. This stipend will be prorated based on a unit member's percentage of assignment.

In June 2022, each unit member currently in paid status, will receive a one-time payment of \$2,200. This stipend will be prorated based on a unit member's percentage of assignment.

In June 2023, each unit member, currently in paid status, will receive a one-time payment of \$2,200. This stipend will be prorated based on a unit member's percentage of assignment.

A retirement incentive augmentation of \$2,500 will be paid to any full-time unit member who retires at the end of the 2020-2021, 2021-2022, or 2022-2023 academic years (June 30<sup>th</sup>). This augmentation is in addition to the bonus and requirements as set forth in the paragraphs (a) and (b) above.

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





**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	
SUBJECT:	Multiple Year Stipend and Retirement Incentive Augmentation – Management and Supervisor/Confidential Employees	Information	
		Enclosure(s)	

BACKGROUND

The District has negotiated with the full-time faculty and memoranda of understanding with each of the two bargaining units to provide their unit members with a one-time stipend in June 2021, June 2022, and June 2023 in the amount of \$2,200. In addition, a retirement incentive augmentation has been provided in the amount of \$2,500 for those who retire at the end of June 2021, June 2022, and June 2023.

The District seeks Board approval to provide the same one-time stipend and retirement incentive augmentation to the District's unrepresented management and supervisor/confidential employees.

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

RECOMMENDATION

Authorization is requested to approve a one-time stipend of \$2,200 to be paid to each of the District's unrepresented management and supervisor/confidential employees in paid status in June 2021, June 2022, and June 2023. In addition to the current retirement bonus, the District will provide each management and supervisor/confidential employee who retires at the end of June 2021, June 2022, and June 2023 a retirement incentive augmentation in the amount \$2,500.

Robert L. Sammis  
Recommended by

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

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

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

Item No. G.15.





## POSITION DESCRIPTION

Director of Diversity, Equity and Inclusion

---

**Position**..... Director of Diversity, Equity and Inclusion (DEI)  
**Department/Site** ..... Superintendent/President's Office  
**FLSA** ..... Exempt  
**Evaluated by**..... Superintendent/President  
**Salary Range** ..... M-49

### General Description

Under the general direction of the Superintendent/President, this classification, in support of the District's Strategic Plan, is responsible for the development and implementation of plans, strategies, policies, and professional development activities to support and guide the campus community concerning campus climate, behaviors, attitudes and policies regarding diversity, equity, and inclusion.

This is a 12-month classified management position.

### Essential Duties and Responsibilities

- Advises the Superintendent/President on matters related to diversity, equity and inclusion.
  - Collaborates with college groups for the purpose of developing and implementing priorities and plans to support the college's efforts, consistent with the college's Strategic Plan, toward diversity, equity, and inclusion, including student equity and student engagement.
  - Supports the college's Strategic Plan by coordinating the development and implementation of a variety of projects and related activities (e.g., DEI Plan, strategies to address achievement gaps, submission of reports, progress reports to college leadership, etc.) for the purpose of ensuring implementation of projects and activities, compliance with all regulations and policies, and efficient operation.
  - Develops and oversees the organizational infrastructure for diversity, equity, and inclusion.
  - Assists and advises the college community on issues pertaining to diversity, equity and inclusion.
  - Designs and implements activities for implementation of the college's Strategic Plan, for the purpose of creating a culture for diversity, equity, and inclusion while ensuring activities are aligned with the college mission and strategic plan goals and objectives.
  - Develops and implements professional development programs and training materials related to diversity, equity and inclusion.
  - Serves as the co-chair of the District's Diversity, Equity and Inclusion Task Force.
  - Leads and facilitates meetings, workshops, and seminars related to diversity, equity, and inclusion initiatives, programs, and services.
  - Researches, analyzes and compiles data on a wide variety of topics both independently and in conjunction with Institutional Research.
  - Advises and initiates modification of institutional policies, procedures, and norms that contribute to structural barriers to the access and success of students, faculty, and staff who belong to marginalized and oppressed groups.
  - Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.
  - Provides analysis of legislation and regulations related to equity and affirmative action.
  - Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.
-



**POSITION DESCRIPTION**  
Director of Diversity, Equity and Inclusion

---

**Minimum Qualifications**

- Possession of a master's degree.
  - Minimum of three years of experience in a management level position related to diversity, equity and inclusion activities.
  - Evidence of ability to communicate effectively, with a diverse population both orally and in writing.
  - Evidence of ability to work effectively as a member of the administration team.
  - Evidence of experience and training in the utilization of technology in administrative practice.
  - Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
  - Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
-

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Employment of Mrs. Aleli Clark – Biology/Anatomy/Physiology Instructor	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of thirteen (13) full-time faculty for the 2020-21 academic year. This recommendation is to approve the hiring of one of those positions.

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

**RECOMMENDATION**

Authorization is requested to approve the employment of Mrs. Aleli Clark, effective August 20, 2021, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Biology/Anatomy/Physiology Instructor, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$70,689.00 annually plus health and statutory benefits.

Robert L. Sammis  
Recommended by

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

Approved for Submittal  
Item No.     G.17.





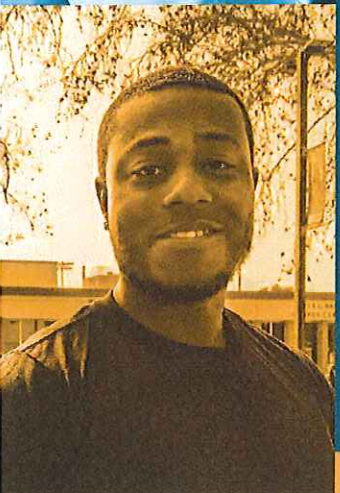
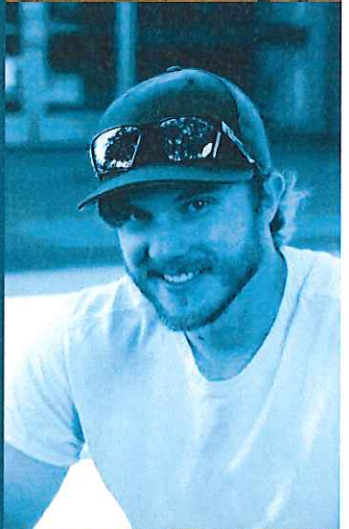
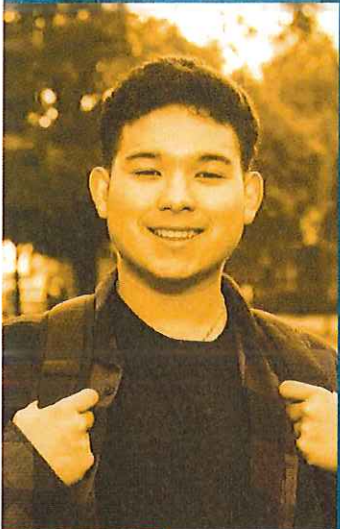


Citrus College

*Strategic*  
**PLAN**

2021  
2026

*Increase*  
**STUDENT SUCCESS**  
— AND —  
**COMPLETION**



2021  
2026

# Strategic PLAN

## MISSION

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

## VISION

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

## VALUES

**Student Success and Completion:** Meeting student needs by creating an educational environment in which students can attain a variety of goals.

**Excellence:** Maintaining a high standard of integrity and performance leading to the achievement of academic and career goals.

**Collaboration:** Seeking input from all sectors of the college and the community.

**Diversity:** Fostering a learning community in which the diverse values, goals, and learning styles of all students are recognized and supported.

**Life-Long Learning:** Encouraging enthusiastic, independent thinkers and learners striving for personal growth.

**Integrity:** Behaving ethically in all interactions at all levels.

**Technological Advancement:** Implementing cutting-edge technology that enhances instruction and prepares students for life-long success.

## MESSAGE FROM THE SUPERINTENDENT/PRESIDENT



Dear Colleagues and Community Partners:

Thank you for reading the 2021-2026 Citrus College Strategic Plan. Envisioning sustained success and progress, this plan will guide the institution over the next five years. In addition to providing clear direction and a list of worthy objectives, the plan will serve as a beacon during challenging and unprecedented times, reminding the college community of the path previously charted, as well as how everyone can continue working together to reach a shared destination.

A group of 35 representatives from all college constituency groups – faculty, classified staff, management, supervisor/confidential and student representatives – came together and put in countless hours working toward the sole purpose of creating a five-year blueprint for the college. An objectives subgroup was also formed, charged with the task of developing 19 measurable objectives that

provide for accountability and a means of monitoring progress. The extensive 14-month planning process began in March 2020 and culminated with the document you are reading right now!

When the Strategic Plan Workgroup started meeting, one of its first tasks was to re-familiarize itself with the 2016-2021 Strategic Plan and the 2018-2019 Annual Implementation Plan and Progress Report. Smaller breakout teams were then formed, and each team was tasked with completing an in-depth analysis of one item from a list of the college's major plans, active initiatives, relevant student data reports, and regional and industrial needs. In the following months, the workgroup also reviewed all focus areas and strategies, focusing on whether the language should be preserved, modified, deleted or merged with another strategy.

Later in the collaborative planning process, the Strategic Plan Workgroup finalized the focus areas and strategies. The 11 focus areas include: college readiness; enrollment management; instructional quality; instructional responsiveness; student support; safe environment; sustainability; technological advancement; diversity, equity and inclusion; image; and community relations. The strategies are spread among all 11 focus areas. A Strategic Plan forum was also held in spring 2021 to share the draft document with the entire college community and gain their valuable input.

One may ask: how does the institution successfully implement the 2021-2026 Citrus College Strategic Plan? One of the most incredible things about this plan is that reporting is adhered to in three stages throughout its five years to ensure accountability. Each fall, an annual implementation plan (AIP) is presented to the Citrus Community College District Board of Trustees. The AIP is where new college-wide activities are developed and introduced, based on specific strategies. In the winter, there is the mid-year status report – a "check-in" to see how the activities are advancing. Finally, in the spring, there is the progress report, which is a year-end report detailing the accomplishment of the activities.

This robust plan ensures that Citrus College is destined for success not just today, but far into the future. This is a college community of high achievers, planners and doers collectively striving to advance student success and college completion. The 2021-2026 Citrus College Strategic Plan will provide guidance as the college writes its next chapter, as well as shape the lives and well-being of thousands of students in the years to come. I extend my thanks to the members of the Strategic Plan Workgroup for their many hours of work and dedication to ensuring the success of our students and the broader college community.

Sincerely,  
Geraldine M. Perri, Ph.D.  
Superintendent/President

# 2021 2026 Strategic PLAN

## COLLEGEWIDE MEASURABLE OBJECTIVES

One overarching institutional goal has been established that embodies what Citrus College aims to accomplish during the course of this five-year plan: **Increase Student Success and Completion**. The following 19 collegewide measurable objectives will ensure accountability and attainment of the institutional goal.

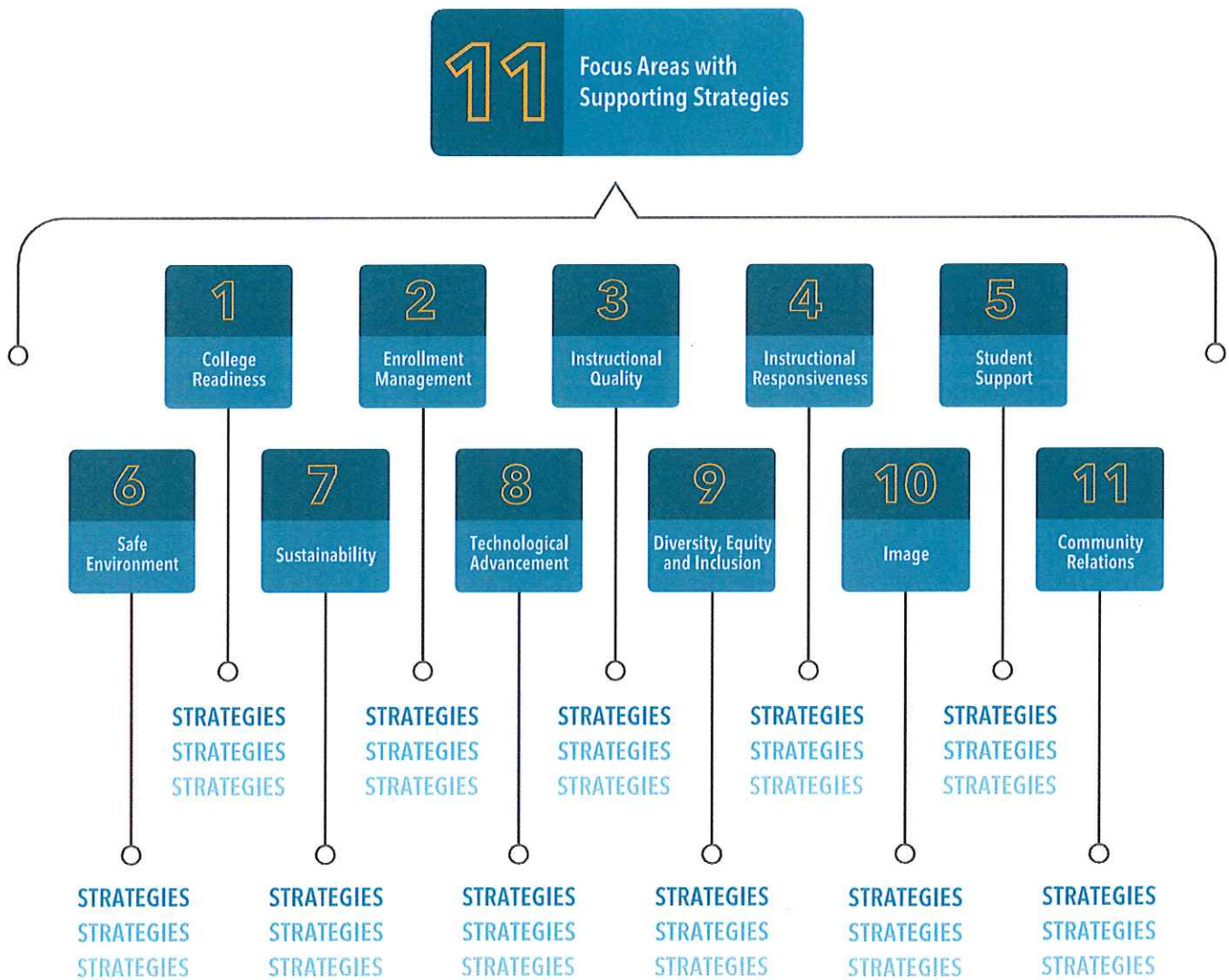
- 1a By 2026, increase the percent of students who **complete transfer-level English** within one year to 73%.
- 1b By 2026, increase the percent of students who **complete transfer-level mathematics** within one year to 73%.
- 2 By 2026, increase the number of **noncredit certificates** awarded annually to 50.
- 3 By 2026, increase the **collegewide course success** rate to 75%.
- 4 By 2026, increase the **course completion rates** of disproportionately impacted students by 5%:
  - African American students to 63%
  - Foster Youth students to 50%
  - Other groups as identified
- 5 By 2026, increase the **fall-to-spring persistence** rate of first-time freshmen to 84%.
- 6 By 2026, increase the **fall-to-fall persistence** rate of first-time freshmen to 70%.
- 7 By 2026, **decrease the average number of units** accumulated by all associate degree earners to 80.
- 8a By 2026, increase the number of **African American and Latinx degree earners** by 10%.
- 8b By 2026, increase the number of **African American and Latinx workforce certificate\* earners** by 10%. (\*CSUGE and IGETC excluded)

## COLLEGEWIDE MEASURABLE OBJECTIVES

- 9 By 2026, increase **transfer of disproportionately impacted groups** by 10%\*.  
(\*for groups identified as disproportionately impacted for at least two consecutive years)
- 10 By 2026, increase the number of **degree earners** by 5%.
- 11 By 2026, increase the number of **workforce certificate\* earners** by 5%.  
(\*CSUGE and IGETC excluded)
- 12 By 2026, increase the number of **student transfers to four-year colleges and universities** by 5%.
- 13 By 2026, increase the number of **African American, Latinx and Native American students completing STEM programs** of study by 10%.
- 14 Ensure the licensure and industry-valued third-party **credential pass rates** for skill builders and career technical education (CTE) program completers are at least 10% higher than the institution-set standard rate as indicated in the 2020 Accrediting Commission for Community and Junior Colleges annual report.
- 15 By 2026, increase the number of students who complete **nine or more CTE units** by 10%.
- 16 By 2026, increase the number of students who attain a **living wage** by 5%.
- 17 By 2026, increase the annual amount of **grant funding** by 20%.
- 18 By 2026, increase **donations** by 20% to support strategies leading to student success and completion.
- 19 By 2026, increase **enrollment yielded from valid applications** by 5%.

# 2021 2026 Strategic PLAN

Successful attainment of the 19 objectives will be accomplished through 11 focus areas with specific strategies.



*Focus*  
**AREA**

1

## College Readiness

Citrus College will utilize a wide range of strategies to prepare students for success in a collegiate environment

- Strategy 1.1 Increase college readiness through K-12, adult education and industry partnerships
- Strategy 1.2 Increase participation of incoming students in activities designed to facilitate their transition to the collegiate environment
- Strategy 1.3 Increase noncredit course offerings that prepare students for credit courses

*Focus*  
**AREA**

2

## Enrollment Management

Citrus College enrollment management strategies will be comprehensive, responsive, flexible and efficient

- Strategy 2.1 Promote student-centered scheduling that decreases time to completion, maximizes college resources and aligns with Guided Pathways
- Strategy 2.2 Ensure that college enrollment processes are equitable and efficient in meeting student needs



*Focus*  
**AREA**

3

## Instructional Quality

Citrus College will deliver high-quality instructional courses and programs

- Strategy 3.1** Develop and organize high-quality curricular and instructional pathways that respond to student needs, address equity gaps and promote program completion
- Strategy 3.2** Expand professional development for faculty and staff and promote participation in these opportunities

*Focus*  
**AREA**

4

## Instructional Responsiveness

Citrus College will respond to regional economic and workforce demands

- Strategy 4.1** Provide programming that is responsive to the needs of viable, regional industry clusters
- Strategy 4.2** Increase noncredit programming in college readiness and short-term vocational and workforce development
- Strategy 4.3** Expand and develop partnerships that promote workforce development opportunities

*Focus*  
**AREA**

**5**

## Student Support

Citrus College will provide effective and comprehensive student support services that contribute to a successful collegiate experience

- Strategy 5.1** Provide an equitable student support service environment that is proactive and responsive to student needs and perspectives
- Strategy 5.2** Promote access and awareness of student support services to increase student participation
- Strategy 5.3** Identify student success barriers, assess student perspectives and implement student-centered strategies to overcome challenges

*Focus*  
**AREA**

**6**

## Safe Environment

Citrus College will promote a safe and secure educational and workplace environment

- Strategy 6.1** Foster a strong awareness of safety and security to ensure preparedness and responsiveness to emergency situations
- Strategy 6.2** Ensure a socially safe and secure educational and work environment
- Strategy 6.3** Mitigate hazards through a systematic review and evaluation of the internal and external college environment

*Focus*  
**AREA**

**7**

## Sustainability

Citrus College will promote the economic and social benefits of environmental sustainability and will implement sustainable practices

- Strategy 7.1** Identify, evaluate and implement cost-effective sustainable practices
- Strategy 7.2** Develop and implement learning opportunities for students and employees that benefit environmental sustainability

*Focus*  
**AREA**

**8**

## Technological Advancement

Citrus College will anticipate and address technological needs that foster an efficient and effective educational and administrative environment

- Strategy 8.1** Improve student success through the effective use of technology in teaching and learning
- Strategy 8.2** Provide a robust, secure and accessible technology infrastructure to streamline and improve college processes, and provide data resources relevant to institutional decision-making

## Focus AREA

# 9

## Diversity, Equity and Inclusion

Citrus College will proactively assess and address the needs of the diverse college community to continually foster a culture of equity, inclusion and collegiality

- Strategy 9.1** Broaden the scope of college outreach, promotion and marketing initiatives to attract a diverse student population
- Strategy 9.2** Engage in recruitment, hiring and promotion practices to develop a more diverse college workforce
- Strategy 9.3** Engage the college community in professional development activities to increase awareness of diversity, equity and inclusion
- Strategy 9.4** Increase student awareness of diversity, equity and inclusion through curriculum and student-centered activities
- Strategy 9.5** Increase efforts to reduce equity gaps among disproportionately impacted groups of students

## Focus AREA

# 10

## Image

Citrus College will be known as a premier community college and will maintain prominence as a leader in higher education and career preparation

- Strategy 10.1** Promote the college as a leader in higher education and career preparation by highlighting programs, services, students and employees, and by actively engaging with the broader community
- Strategy 10.2** Increase student, faculty, staff and administration participation in community activities

# Focus AREA

# 11

## Community Relations

Citrus College will promote and advocate for initiatives, legislation, partnerships and funding that support student success

- Strategy 11.1 Advocate for initiatives, legislation and funding in support of the Citrus College mission
- Strategy 11.2 Enhance relationships with local K-12 districts, community college districts and organizations, and four-year colleges and universities
- Strategy 11.3 Cultivate partnerships with business, civic, governmental, and community organizations and leaders



# 2021 2026 Strategic PLAN

## STRATEGIC PLAN WORKGROUP

**Brian Anderson**, Faculty, Mathematics

**Dave Brown**, Faculty, Automotive

**Linda Chan**, Adjunct Faculty, Astronomy

**Tom Cheng**, Supervisor, TeCS

**Dr. Melissa Christian**, Research Analyst, IRPE

**Jeremy Clark**, Faculty, Automotive

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

**Christina Garcia**, Administrative Assistant, Student Services

**Rosario Garcia**, Supervisor, Student Life

**Patty Glover**, Faculty, Cosmetology

**Sara Gonzales-Tapia**, Director, EOPS, CARE and CalWORKs

**Dr. Lan Hao**, Director, IRPE

**Dr. Dana Hester**, Dean of Social and Behavioral Sciences and Online Education

**Dr. Gina Hogan**, Dean, Language Arts and Library

**Yueyi Huang**, Research Analyst, IRPE

**Bob Hughes**, Chief Information Services Officer, TeCS

**Coe Lamoureux**, Supervisor, International Student Center

**Renee Liskey**, Faculty, Dance

**Ivon McCraven**, Director, Continuing Education

**Dr. Joumana McGowan**, Vice President, Academic Affairs

**Gino Munoz**, Faculty, Music

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

**Aaron Ramirez**, Senator, ASCC

**Dr. Richard F. Rams**, Vice President, Student Services

**Austin Riggs**, Student Trustee, ASCC

**Sophia Rivera**, Admissions and Records Specialist, Admissions and Records

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

**Doug Schultz**, Supervisor, Communications and External Relations

**Nickawanna Shaw**, Faculty, Kinesiology

**Dr. Gerald Sequeira**, Dean, Enrollment Services

**Dr. Marianne Smith**, Director, Institute for Completion and Grants Oversight

**Dr. Nicole Smith**, Dean, Counseling Programs and Services

**Melissa Utsuki**, Executive Director, Communications and External Relations

**John Vaughan**, Dean, Visual and Performing Arts

### FORMER WORKGROUP MEMBERS:

**Dr. Martha A. McDonald**, Past Vice President, Student Services

**Dr. Arvid Spor**, Past Vice President, Academic Affairs

**Jody Barrass**, Administrative Secretary II, IRPE – supporting administrative staff member



## FOLLOW US



@CitrusCollege



@CitrusCollege



@Citrus.College



@CitrusCollegeTV



@Citrus College



## Citrus Community College District Board of Trustees

**Dr. Patricia A. Rasmussen**

*President*

*Trustee Area #4*

Glendora and portions of  
San Dimas Representative

**Ms. Mary Ann Lutz**

*Vice President*

*Trustee Area #5*

Monrovia/Bradbury and portions of  
Duarte Representative

**Ms. Laura Bollinger**

*Clerk/Secretary*

*Trustee Area #2*

Claremont and portions of  
Pomona and La Verne Representative

**Dr. Edward C. Ortell**

*Member*

*Trustee Area #3*

Duarte and portions of  
Azusa, Monrovia, Arcadia, Covina  
and Irwindale Representative

**Dr. Anthony Contreras**

*Member*

*Trustee Area #1*

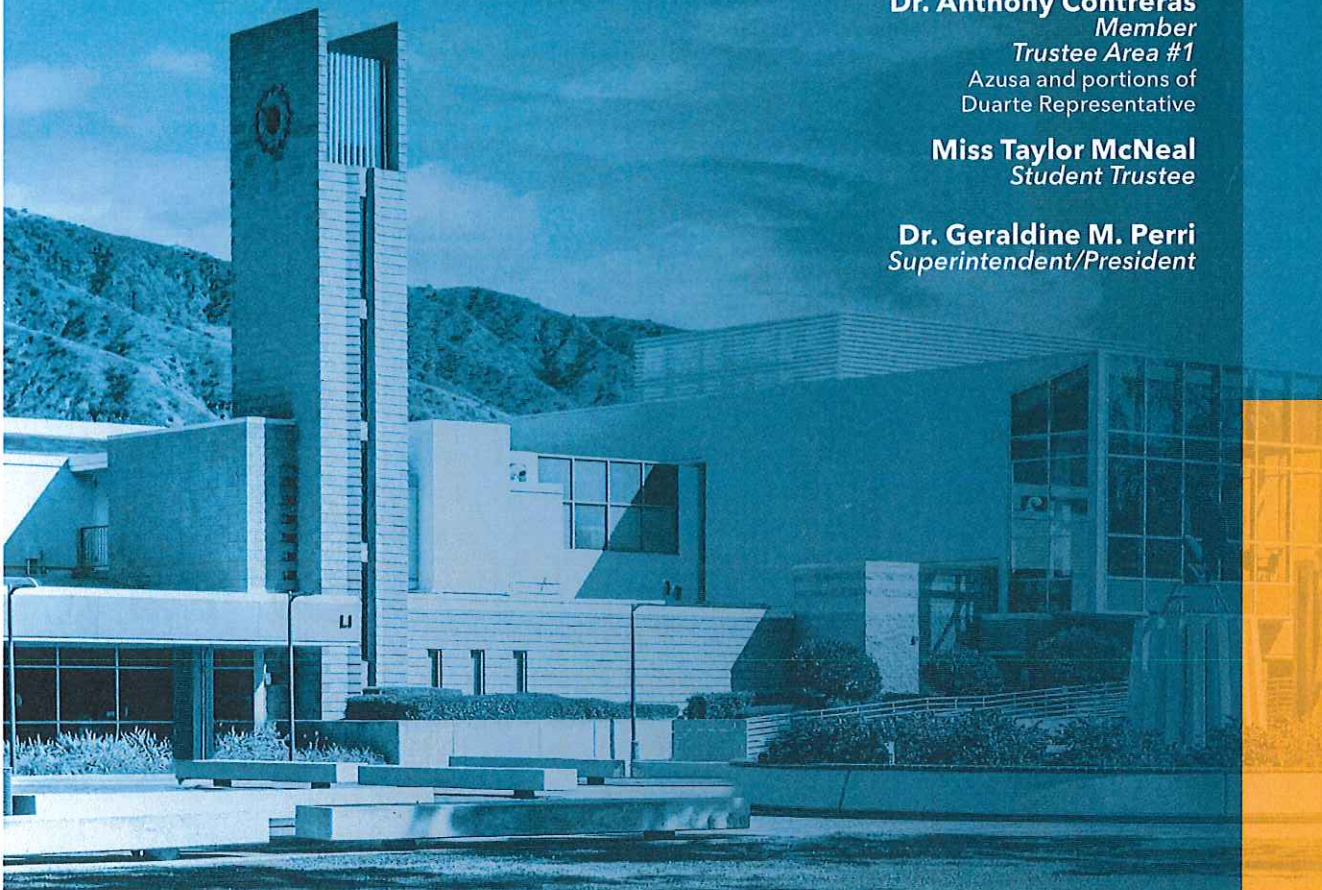
Azusa and portions of  
Duarte Representative

**Miss Taylor McNeal**

*Student Trustee*

**Dr. Geraldine M. Perri**

*Superintendent/President*



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Selection of Representative of the Board of Trustees to the Los Angeles County School Trustees Association	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Los Angeles County School Trustees Association (LACSTA) is an organization of school board members created in 1937 by the County Superintendent of Schools. Approximately 90 percent of the 93 school and community college districts in Los Angeles County, as well as the County Board of Education, are members of LACSTA.

Under the auspices of the Los Angeles County Office of Education, LACSTA provides school board members with training, information and networking opportunities. LACSTA also cooperates with the California School Boards Association and other organizations for the betterment of education.

Trustee Anthony Contreras is the current representative.

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

**RECOMMENDATION**

Authorization is requested to select \_\_\_\_\_ as the annual representative to the Los Angeles County School Trustees Association from July 1, 2021, through June 30, 2022. 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.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No. G.19.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	June 15, 2021	Resolution	_____
SUBJECT:	Employment – Superintendent/President	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

As a result of the retirement of the current Superintendent/President of Citrus College, Dr. Geraldine M. Perri, a nationwide search was conducted. An 18-member first level interview committee was established and candidates were forwarded to the Board for second interviews.

Finalists were invited to participate in public forums held on May 25, 2021.

The Board conducted final interviews at their special board meeting beginning May 27, 2021 and continuing on May 28, 2021.

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

**RECOMMENDATION**

Authorization is requested to appoint Greg Schulz, Ed.D., Superintendent/President of Citrus Community College District by approving an Employment Agreement between Citrus Community College District and Dr. Schulz. Prior to a vote on this item, consistent with Government Code section 54953, the Board President will orally report a summary of the salary and compensation paid in the form of fringe benefits under the agreement.

Patricia A. Rasmussen  
Recommended by

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

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

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

Item No. G.20.

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

May 4, 2021

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, May 4, 2021, via Zoom (Meeting ID: 940 2761 8336).

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Riggs led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Laura Bollinger, Anthony Contreras, Mary Ann Lutz, Edward C. Ortell, Patricia A. Rasmussen and Austin Riggs, Student Trustee.

**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; Richard F. Rams, 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.

**Geraldine M. Perri, Ph.D., Superintendent/President**, thanked the members of the Strategic Plan Workgroup for their efforts in putting together the draft plan, as well as the college community for attending the Strategic Plan Forum last month. She also thanked Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, for her leadership with the plan. She then shared a fun fact: over the past five years, the college community completed 426 strategic plan activities to support student success and completion. Superintendent/President Perri shined a spotlight on student Brooke Arelano, who is one of only 50 community college students in the United States to be named a 2021 Coca-Cola Academic Team Gold Scholar. Additionally, history instructor Brian Waddington received the Phi Theta Kappa (PTK) Distinguished Advisor Award, and adjunct faculty member Areej Qasqas received a PTK Paragon Award for Distinguished New Advisor. She congratulated Mr. Waddington and Ms. Qasqas on these much-deserved honors. Superintendent/President Perri noted that a great deal of planning is going into this year's virtual commencement ceremony on Saturday, June 12, 2021, and several surprises and special touches will be sure to make graduates feel honored and celebrated. She then gave a shout-out to classified staff in recognition of Classified School Employees Week, thanking them for their dedication and for going above-and-beyond during this past year. In closing, Superintendent/President Perri acknowledged Student Trustee Austin Riggs' last meeting, thanking him for his service, leadership and wishing him good luck at the University of California, Los Angeles.

**Joumana McGowan, Ed.D., Vice President of Academic Affairs**, in a written report, shared that four honors transfer program students, Brooke Arelano, Sarah Mousseau,

Paulina Pimentel-Mora and Jessie San, presented research at a University of California, Irvine, Honors Research Conference from March 26-27, 2021. The students were mentored by honors faculty Dr. Jennifer Miller-Thayer and Areej Qasqas. Ms. Pimentel-Mora and Ms. San were among 25 students at the conference who received scholarships for outstanding achievement in an honors program. At the Phi Theta Kappa (PTK) spring regional conference, Ms. San was elected vice president of technology for the PTK regional office. The Citrus College PTK chapter was recognized as the first place chapter for both chapter leadership and for its "Honors in Action" project. At the PTK international conference, the Citrus College PTK chapter was recognized as one of the top 100 chapters in the United States and a Five Star Chapter, which is the highest ranking a PTK chapter can attain. Superintendent/President Perri also received the Dr. Michael Bennett Lifetime Achievement Award for distinguished service at the conference. On April 19, 2021, athletics began bringing back student athletes from the baseball, softball and swimming programs for conditioning activities. Other sports programs will return on May 17, 2021. On April 21, 2021, Citrus College was featured on a KPCC radio broadcast, which highlighted the college's successful workforce development partnership with Proterra, an electric bus manufacturing company. A follow-up article was also published on the LAist website, featuring instructor Mariano Rubio and student Albert Baena, who graduated in January and now works for Proterra. The program was developed by automotive technology faculty, including Mariano Rubio, Priscilla Englert, Bryce Neighbors, Greg Lipp, Jeremy Clark, and Dave Brown.

**Richard F. Rams, Ed.D., Vice President of Student Services**, in a written report, shared that planning is underway for the 105<sup>th</sup> Citrus College virtual commencement ceremony. The 90-minute event will premiere at 4:00 p.m. on June 12, 2021 via the college's YouTube channel. Student affairs is preparing for the annual Achievement Awards, and student award recipients will be announced later this month. The Veterans Success Center welcomed new employee Rita Barber as a Veteran Services Technician. Student Life and Leadership Development awarded 621 COVID-19 technology support grants, 293 student support grants, 894 grocery gift cards and 326 Chromebooks.

The Career/Transfer Center and the Veterans Success Center are hosting a virtual Veterans Career Panel on May 5, 2021. The Career/Transfer Center and the Citrus College Business Association are hosting a Business Seminar on May 7, 2021. The Counseling and Advisement Center created self-paced Early Alert Workshops on Comevo. On April 7, 2021, School Relations and Outreach hosted a virtual Parent Workshop for parents of prospective students, and 81 parents and family members attended. Financial Aid conducted a FAFSA completion campaign, where staff contacted more than 940 students eligible for Pell Grants to offer individual support. The campaign resulted in more than 100 students completing their FAFSA application.

**Claudette E. Dain, Vice President of Finance and Administrative Services**, in a written report, shared that fiscal services recently concluded the interim audit for fiscal year 2020-2021, and preliminary results appear favorable. Planning is underway to

develop the 2021-2022 budget, and a tentative budget will be due in June 2021. As a phased-in return-to-campus is being planned, purchasing continues to secure personal protective equipment to accommodate increased student activity. Three bids were received for the ED Center modernization project, and they were evaluated based on responsiveness to the bid requirements and the responsibility of the bidder. A bid award for the contract, including two alternates, is being presented to the Board for consideration. Preparation of a request for quote/proposal (RFQ/P) has begun for the management of the Measure Y bond program. Additionally, the preparation of a RFQ/P for California Environmental Quality Act compliance has been issued for solicitation of consultants.

**Robert L. Sammis, J.D., Director of Human Resources**, in a written report, shared that Human Resources staff have been busy completing faculty evaluations and preparing summer and fall faculty assignments. The new Banner-based personnel file system is now operational. New documents are being placed in Banner, and staff will begin transferring paper files when the campus reopens.

**Gino Munoz, Academic Senate President**, in a written report, shared that the Academic Senate met on April 28, 2021. They are currently holding elections for the 2021-2022 academic year. The only open position is treasurer, as Sal Hernandez has stepped down from his two-year term in that position. The election process is expected to be completed by May. Jeremy Clark, Academic Senate Vice President, and Mr. Munoz attended the virtual Academic Senate for California Community Colleges Spring 2021 Plenary Session from April 15-17, 2021. Many of the session discussions were related to diversity, equity and inclusion.

**Jorge Cortez, CSEA President**, in a written report, shared that the chapter had a monthly meeting on April 13, 2021, during which time the 2021 Unsung Hero Award was presented to Michael Bilbrey, Bookstore Operations Coordinator. This quarter's ABCD Award recipient, John Morris, Study Abroad Specialist, was also celebrated at the meeting. Delegates Kathy Goblirsch, Cathy Day, Kai Wattree-Jackson and Michael Bilbrey will represent the chapter at this year's virtual CSEA's 95<sup>th</sup> Annual Conference from July 25-29, 2021. On April 23, 2021, the chapter held a special meeting to vote on and ratify the "Designation of Ongoing Essential Employees" memorandum of understanding, which now includes classified staff from the Kinesiology and Visual and Performing Arts programs. The next executive board meeting will take place on May 4, 2021, and the chapter will discuss plans for Classified School Employees Week, which is the week of May 16-22, 2021. In lieu of hosting its annual BBQ to raise funds for their scholarship program, the chapter is working on hosting a virtual raffle. The next chapter meeting will take place on May 11, 2021.

**Austin Riggs, Student Trustee**, commented that he enjoyed the time he has spent on the Board of Trustees. The Associated Students of Citrus College (ASCC) had a Major Meet and Greet social event on April 22, 2021. A second Friendship Event is planned for May 6, 2021. The Campus Activities Board completed WingSpan and Canvas video tutorials to assist the Academic Senate, and they were shared at a meeting on April 28,

2021. The ASCC Constitution was amended to allow for the president vacancy to be filled by someone who has not served in ASCC for at least one semester. Mr. Riggs will meet with the incoming Student Trustee, Taylor McNeal, on May 10, 2021 to help her become acquainted with the position and responsibilities. Three new senators, Daniel Caldera, Hala Fakhoury and Jessie San, were also elected, as well as a new legislative liaison, Arvin Shahid. In closing, Mr. Riggs highlighted graduating ASCC students and the impressive four-year institutions to which they will be transferring.

**Mary Ann Lutz, Vice President, Board of Trustees**, thanked Student Trustee Riggs for all he has done during his term, wishing him all the best in the future. She commended everyone in the college community who make all the end-of-year milestones possible, including the students. Trustee Lutz said she's looking forward to attending the upcoming Community College League of California conference. She then expressed gratitude to everyone who worked on the Strategic Plan.

**Laura Bollinger, Clerk/Secretary, Board of Trustees**, acknowledged that May 4<sup>th</sup> is Teacher Appreciation Day, highlighting all of the extra effort that college instructors have put forth during this past challenging year. As liaison to the Citrus College Foundation, she attended the April 19, 2021 meeting, noting that the board set a \$45,000 board giving goal for 2021. Trustee Bollinger highlighted the Claremont Kiwanis awarding a grant to the Veterans Success Center. Lastly, she thanked and congratulated Student Trustee Riggs.

**Edward C. Ortell, Member, Board of Trustees**, congratulated Student Trustee Riggs, and emphasized the successful transfer pathway that Citrus College offers. He noted that, if you encounter a first responder, there's an 80% chance that they were trained at a community college. Trustee Ortell referenced President Joe Biden, observing a new emphasis on community colleges – the “people’s college.”

**Anthony Contreras, Member, Board of Trustees**, also congratulated Student Trustee Riggs, saying how much he admired Mr. Riggs’ adaptability. He said he was excited to hear that the college’s athletic teams are back on campus. Trustee Contreras attended the Los Angeles County School Trustees Association (LACSTA) meeting on April 26, 2021, with a topic of learning loss mitigation. He gave kudos to the Strategic Plan team for their impressive presentation. Trustee Contreras thanked all the instructors on Teacher Appreciation Day, as well as all classified employees – they didn’t just survive; they thrived.

**Patricia A. Rasmussen, President, Board of Trustees**, commended the staff on the wonderful 2019-2020 Annual Report, saying it’s the best that she's seen. She also attended the Strategic Plan Forum, commenting that it was really well done. Board President Rasmussen thanked Bob Hughes, Chief Information Services Officer, for his email detailing all the ways the college is combating spam and email fraud. She said it was wonderful to see all the commencement plans coming to fruition, noting that the college is doing a lot to honor its graduating students. Board President Rasmussen reported that the superintendent/president search ad hoc committee will discuss the

questions that the Board plans to ask candidates in their final interviews. The Board of Trustees' self-evaluation and goals ad hoc committee met to review and revise the survey instrument. There will be a Board retreat later in the year. In conclusion, she asked everyone to mark their calendars for a June 10, 2021, farewell party on Zoom for Superintendent/President Perri.

## **MINUTES**

**Item 1:** Moved by Trustee Ortell and seconded by Trustee Bollinger to approve the regular meeting minutes of April 6, 2021.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **INFORMATION AND DISCUSSION**

### **Citrus College Celebrates “May as Alumni Month” – Christina M Garcia, Director of the Foundation**

Christina M. Garcia, Director of the Foundation, introduced Steven Bluit Flowers, president of the Citrus Alumni & Friends Association, who provided a presentation honoring May as Alumni Month at Citrus College. Mr. Flowers then announced that the recipient of the 2020-2021 Distinguished Alumni Award is Art Vasquez. Ms. Garcia also announced that a new scholarship is being established to recognize Superintendent/President Perri on the occasion of her retirement in June - the *Dr. Geraldine M. Perri Academic Excellence and Outstanding Leadership Award*.

### **Student Equity and Achievement Program (SEA) – Richard F. Rams, Ed.D., Vice President of Student Services**

Dr. Rams introduced Dr. Nicole Smith, Dean of Counseling Programs and Services; Dr. My Chau, Assistant Director of the Student Equity and Achievement Program; and LaKisha Simpson, child development faculty member; who provided a presentation on the college's Student Equity and Achievement Program. This program is designed to ensure equal educational opportunities and promote student success for all students, regardless of race, gender, age, disability or economic circumstance. It identifies Citrus College's disproportionately impacted groups and provides goals to improve access, retention, transfer-level English and mathematics completion, degree and certificate completion, and transfer through academic and student support services across campus.

### **Strategic Plan 2020-2021 Progress Report – Lan Hao, Ph.D., Director of Institutional Research, Planning and Effectiveness**

Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, provided a presentation on the Strategic Plan 2020-2021 Progress Report. The 2020-2021 academic year marks the fifth and final year of implementation for the



Citrus College 2016-2021 Strategic Plan. The 2020-2021 Progress Report documents college-wide advancement and completion of the activities developed for year five of this five-year plan as of mid-April 2021.

### **INDEPENDENT CONTRACTORS**

**Item 2:** 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 STATEMENTS, ETC.**

**Item 3:** Moved by Trustee Ortell and seconded by Trustee Lutz to ratify A & B Warrants issued during March 2021, totaling \$16,337,563.77. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

**Item 4:** Moved by Trustee Ortell and seconded by Trustee Lutz to ratify purchase orders issued during March 2021. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

### **PERSONNEL RECOMMENDATIONS**

**Item 5:** 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 6:** 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 7:** 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 STATEMENTS, ETC.**

**Item 8:** Moved by Trustee Contreras and seconded by Trustee Ortell to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2021, 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).

**Item 9:** Moved by Trustee Bollinger and seconded by Trustee Ortell to approve the 2021-2022 Budget Development Assumptions, as approved by the Financial Resources Committee on April 7, 2021. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

- Item 10:** Moved by Trustee Ortell and seconded by Trustee Bollinger to award Bid #01-2021, ED Building Modernization Project to Horizons Construction Company International, Inc. of Orange, California, in the base bid amount of \$11,407,000, alternate #1 in the amount of \$547,000 and alternate #2 in the amount of \$2,137,000, for a total of \$14,091,700, and to authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **BOND**

- Item 11:** Moved by Trustee Ortell and seconded by Trustee Lutz to approve Resolution No. 2020-21-07, informing the Los Angeles County Auditor-Controller of the District's intent to issue up to \$112 million of general obligation bonds under Measure Y, by August 2021. This resolution is proposed as a required step in the process of the District issuing the first series of bonds under Measure Y.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **CURRICULUM**

- Item 12:** Moved by Trustee Contreras and seconded by Trustee Bollinger to approve new courses, modified courses, course deletions, new programs and modified programs.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **SALARIES**

- Item 13:** Moved by Trustee Bollinger and seconded by Trustee Lutz to declare salaries for all unrepresented employees indefinite for the 2021-2022 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **COLLECTIVE BARGAINING**

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Contreras to approve the tentative agreement between the Citrus Community College District and the Citrus College Faculty Association/California Teachers Association/National Education Association effective January 1, 2021 through December 31, 2023, contingent upon ratification of the tentative agreement by the Faculty Association prior to June 1, 2021.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **BOARD POLICIES**

- Item 15:** Moved by Trustee Contreras and seconded by Trustee Ortell to approve the second and final reading of, and adopt, BP 3520 Local Law Enforcement, and BP 5120 Transfer Center.  
5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **PROCLAMATIONS**

**Item 16:** Moved by Trustee Ortell and seconded by Trustee Lutz to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 16–22, 2021, as Classified School Employees Week. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

## **RESOLUTIONS**

**Item 17:** Moved by Trustee Ortell and seconded by Trustee Bollinger to adopt Resolution #2020-21-08 indicating that the Board of Trustees of the Citrus Community College District hereby reaffirms its support for diversity among faculty, students, staff and programs; and expects members of the college community, through their roles and responsibilities, to implement the district's diversity initiatives and maintain a climate of respect, civility, anti-racism and inclusion as part of the college's commitment to educational excellence. 5 Yes. (Bollinger, Contreras, Lutz, Ortell, Rasmussen).

**CLOSED SESSION:** At 5:50 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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

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

**Per Section 54957: Public Employment – Superintendent/President.**

**Per Section 54957: Public Employment/Appointment Interim Superintendent/President.**

**RECONVENE IN OPEN SESSION:** At 7:07 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 7:08 p.m., it was moved by Trustee Ortell and seconded by Trustee Contreras to adjourn the meeting.

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

---

Date

---

Laura Bollinger  
Clerk/Secretary  
Board of Trustees