

CITRUS COMMUNITY COLLEGE DISTRICT

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

MEETING: Regular Meeting in January

DATE: Tuesday, January 18, 2022

TIME: 4:15 p.m.

PLACE: Board Room AD 109
1000 West Foothill Boulevard, Glendora, California 91741-1899

Regular Board Meeting

Topic: January 18, 2022 Citrus Community College District Board of Trustees Meeting

Time: 4:15 p.m.

Attendance and public participation will be allowed in person and remotely. Social distancing will be required in the Board Room. As a result, attendance will be limited. Attendees will be required to wear masks at all times in the Board Room. The Board of Trustees encourages members of the public to join the meeting electronically.

To participate electronically, you may 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

Copies of agenda materials are **available online:**

<https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/01.18.2022.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/2022%20Agendas/01.18.2022.pdf>

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Mary Ann Lutz, President
Laura J. Bollinger, Vice President
Anthony Contreras, Clerk/Secretary
Patricia A. Rasmussen, Member
Cheryl Alexander, Member
Taylor McNeal, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may 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, in person, remotely or via email. Any member of the public who wishes to provide live remote public comment should send an email to clink@citruscollege.edu beginning at 3:00 p.m. the day of the meeting. 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>

The name submitted on your email request, must match the 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. A staff member will facilitate the reading of public comment submissions.

Public comment will be accepted via email submission to Christine Link at clink@citruscollege.edu. In the alternative, you can contact Ms. Link via telephone at 626-914-8821.

Each public comment will be read for 5 timed minutes, and comments will be limited to a total of 30 minutes per topic if there are multiple people submitting comments.

Both live remote and written (email) public comment will be accepted until the point at which the public comment period is formally closed. Sign-up to provide/be recognized to provide public comment will only be closed when the public comment period is formally closed.

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

Greg Schulz, Superintendent/President

Joumana McGowan, Vice President of Academic Affairs

- Citrus College Athletics had an incredible fall season of competition with six programs competing in the post-season as follows: Men's and Women's Cross Country, Women's Golf, Women's Soccer, and Men's and Women's Water Polo. Team success was highlighted by various individual awards including: three All-Americans, three All-California Honorees, a Conference Player of the Year, a State Championships Qualifier, and a total of 44 All-Conference Awardees. For more on these team and individual accomplishments and/or up-to-date information, please visit the official Citrus College Athletics website at: www.citrusowls.com
- On December 9, 2021, health sciences held their first in-person vocational nursing pinning ceremony in two years. Despite the challenges of COVID-19, this graduating class was able to begin and complete their pathway on time thanks to the support of clinical partners who accepted students into their clinical sites to complete the required hours; the hard work of health sciences faculty, support staff and administration to guide instruction and pivot as needed when obstacles arose; and the determination of students to show up to class and continue despite many challenges. Congratulations and best wishes to our newest graduating class of vocational nurses!
- On December 8, 2021, 124 biology students and faculty members Nora Sullivan and June Han held an antibiotic discovery poster session outside the Campus Center. The students spent the semester isolating and characterizing antibiotic producing bacteria from soil samples around the campus. Participating students shared poster boards detailing their research projects and answered questions about their projects.

Richard F. Rams, Vice President of Student Services

- The Campus Safety team continues to work fully on-campus to serve and protect the college 24-hours a day, seven days a week. Effective January 1, 2022, parking permits were required in all campus parking lots and Campus Safety Officers have resumed student and staff permit enforcement.
- During the month of January, the CTC will host Application Assistance Open Forums to assist students with the Common Application as well as updates to their UC/CSU transfer applications.
- Citrus College has been selected by Education USA Korea as a participating institution for the 2022 Education USA Virtual Community College Fair. The upcoming fair will take place in February 2022.
- This month, our student services team has nominated and selected Elisa Salas as our outstanding student for January 2022. Ms. Salas is a graduate of Claremont High School, a student athlete, and a Pre- Allied Health major aspiring to transfer to a 4-year university for registered nursing. Prior to the transition into the Promise program, she participated in the Citrus College Early College program. As a women's soccer athlete, Ms. Salas played in 19 games, making 11 starts for the Owls and had three goals and an assist for the year. Two of her goals this season proved to be game-winners for the Owls. Ms. Salas has continuously met with the Promise counselors and has always satisfied program requirements while maintaining a high-grade point average. The division of student services is proud to recognize Ms. Elisa Salas as our student spotlight.

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

- The Fiscal Services team is working with TeCS on the implementation of the Los Angeles County Office of Education's (LACOE) BEST Financial System, which is scheduled to be in-place by the end of this fiscal year. Additionally, staff continue to work on calendar year-end reconciliations, in preparation for the processing and distribution of 1098Ts and 1099s by the end of January.
- The Payroll/Benefits Department held its first online employee benefits open enrollment in November 2021. Seventeen employees successfully elected changes to their benefits using the online platform. The department also implemented a new Health Care and Dependent Care Flexible Spending Account (FSA) program, available to all employees, through American Fidelity. Twenty-five employees signed-up for this new benefit offering during the recent open enrollment period. The Payroll/Benefits Department is also reviewing and finalizing reporting of 1095-C forms for employer-provided health insurance information, to be issued by the end of January.
- Construction on the ED Building continues to progress nicely. The project is approximately 35% complete and the contractor continues to perform well. Electrical, plumbing and mechanical work is underway, as well as continued structural items for the elevator tower and the beginning of structural items for the front (north) façade. Thankfully, the storms that occurred over the winter break did not have any significant impacts on the project, and the interior of the building was protected from water intrusion.
- New resilient flooring was installed in the Student Services (SS) Building over the winter break. The project entailed replacing carpeting in the common areas (large hallways and meeting rooms), with resilient hard surface materials, to better serve the facility and occupants by being more maintainable, foot-traffic friendly, cleanable and appealing. The project was completed successfully over the break, limiting any impact on operations in the Student Services areas.

- The Purchasing/Warehouse team assisted with moving furniture around in the SS building for the resilient flooring project. Additionally, the Purchasing/Warehouse team has been hard at work assembling and installing 25 manicure stations in the Cosmetology area, moving furniture from the Veterans Center, in preparation for the delivery of new furniture, and the team continues to distribute Personal Protective Equipment (PPE) supplies throughout campus, and assist with COVID-19 test distribution and management.

Robert L. Sammis, Director of Human Resources

- The HR staff is busy working with the Academic Senate to organize the spring faculty recruitment process including setting up a recruitment calendar and filling all of positions on the various selection committees.
- In addition, HR is constantly monitoring county, state and federal regulations related to COVID-19 safety.

Gino Munoz, Academic Senate President

- No report

Jorge Cortez, Classified Employees

- January Chapter meeting took place on January 11, 2022
- Our executive board was installed by our Regional Representative to serve as the chapter's officers for their 2022 term
- Our committee members reported out information and updates to our members
- We established an audit committee to go over our chapter finances
- A COVID-19 update was presented to our members with changes to protocols
- We concluded our meeting by saying goodbye to our member Michelle Russell and thanking her for all her years of service in our PAC department, she will be missed, and we wish her well
- Lastly, CSEA Chapter 101 would like to welcome our new Trustee Ms. Cheryl Alexander. We look forward to working with her as well as extending our continued support to our Board of Trustees, and all staff on campus in the success of our students.

**Taylor McNeal, Student Trustee
Members of the Board of Trustees**

E. MINUTES

1. **Approval of the Reorganizational Meeting Minutes of December 14, 2021**

F. INFORMATION AND DISCUSSION

1. **Trustee Area Boundaries – Greg Schulz, Ed.D., Superintendent/President (Page 9)**
2. **Strong Workforce Grant Update – Joumana McGowan, Ed.D., Vice President of Academic Affairs (Page 10)**
3. **Information Update on Citrus College Response to COVID-19 & Safe Transition to Campus – Robert L. Sammis, J.D., Director of Human Resources (Page 11)**

4. **BP/AP 2715 Code of Ethics/Standards of Practice – Greg Schulz, Ed.D., Superintendent/President (Page 12)**

BP/AP 2712 Conflict of Interest Code

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 16)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 18)
- c. Authorization is requested to ratify purchase orders issued during December 2021. (Page 20)
- d. Authorization is requested to ratify A & B Warrants issued during December 2021, totaling \$10,395,874.12. (Page 24)

Personnel Recommendations

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. (Page 25)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 47)

- g. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 50)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

2. Authorization is requested to dispose of the enclosed list of surplus items by sale at public auction to the highest bidder, after public notice of the auction is given, as required by Education Code Section 81450. (Page 55)
3. Authorization is requested to approve the award of RFQ/P #02-2021, CEQA Consulting Services to Chambers Group of Glendale, California, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. (Page 57)
4. Authorization is requested to accept the Installation of Resilient Flooring Project in the SS building, by KYA Services, LLC, of Santa Ana, California, as complete and to authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$103,145.80. (Page 59)

Academic Affairs

5. Authorization is requested to approve these modified courses and new programs. (Page 60)

Human Resources

6. Authorization is requested to approve the employment of Ms. Kimberly Mathews beginning February 1, 2022, as the Dean of Career Technical and Continuing Education at a salary placement of Range 77, Step 3, on the Management Salary Schedule, totaling \$163,243 annually plus health and statutory benefits. (Page 67)
7. Authorization is requested to create the new classification of Audio Visual Support Specialist, and that this classification be placed on the Classified Salary Schedule at Range 37 (\$4,576.44/month), effective January 19, 2022. (Page 68)

Board Policies

8. Authorization is requested to approve the second and final reading of, and adopt, BP 5035 Withholding of Student Records, BP 5110 Counseling, and BP 5140 Disabled Student Programs and Services. (Page 72)

Board of Trustees

9. Authorization is requested to nominate Mary Ann Lutz as a candidate for the California Community College Trustees Board. (Page 80)

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

1. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
2. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
5. **Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation (1 case):**
 - a. **Alvarez, et al v. Citrus Community College District, Case No. BC681378**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. 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 at 626-914-8821 or e-mail her at clink@citruscollege.edu. Timely notification prior to a meeting will enable the District to make reasonable arrangements to ensure accessibility.

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/01.18.2022.pdf>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Trustee Area Boundaries	Information	X
		Enclosure(s)	_____

BACKGROUND

The California Voting Rights Act requires all local governments, including community colleges, to evaluate their current election processes. The process of determining compliance with the State or Federal Voting Rights Acts includes an analysis of the overall district population, the makeup of current trustee areas, mapping of protected subgroups and an exercise to look at different trustee area options. These are conducted with analysis of voting behavior in college trustee and other elections.

Paul Mitchell, owner of Redistricting Partners, will share a presentation discussing the process, scenarios for consideration, and next steps, and will take feedback and questions from trustees and the public.

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

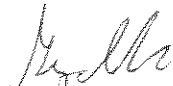
RECOMMENDATION

No action required; information and discussion only.

Greg Schulz, Ed.D.
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Strong Workforce Grant Update	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Strong Workforce Program (SWP) was established by the California Legislature in 2016 for the purpose of expanding the availability of quality career technical education (CTE) and workforce development training that leads to high-demand, high-wage jobs. The SWP is outcomes driven with a focus on student success, career pathways, curriculum development, program completion and job placement. The Legislature has committed \$248 million annually in ongoing funding for the California Community College system to be used for regional collaborations and local projects. Citrus College is a partner in several regional collaborations and has developed a number of local projects which target new programs that lead to high-demand and high-wage jobs.

Ms. Victoria Dominguez will provide an update of the Strong Workforce Program and how Citrus College is leveraging this funding to support the development of new and emerging CTE programs, increase access to workforce development training, and provide a clear pathway for student success, completion and employment.

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

RECOMMENDATION

Information only; no action required.

Joumana McGowan, Ed.D.
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Information Update on Citrus College Response to COVID-19 & Safe Transition to Campus	Information	X
		Enclosure(s)	_____

BACKGROUND

As part of our ongoing commitment to provide timely information on the implementation and status of the District's COVID-19 safety protocols and the trends within our area, Dr. Robert Sammis and Dr. Shauna Bigby will present an update on our COVID-19 protocols with a look at the recent Los Angeles County trends, information on the Omicron variant, updated information related to COVID-19 testing, and additional steps the College is taking to maintain a safe learning and working environment.

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

RECOMMENDATION

Information only; no action required.

Greg Schulz, Ed.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:	January 18, 2022	Resolution	_____
SUBJECT:	BP/AP 2715 Code of Ethics/Standards of Practice	Information	X
		Enclosure(s)	X

BACKGROUND

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

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

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

RECOMMENDATION

No action necessary; information and discussion only.

Greg Schulz, Ed.D.
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. F.4.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

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

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

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

Board members are responsible to:

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

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

(Violations of BP 2715 are addressed under AP 2715)

Board Approved	04/07/09
Desk Review	01/18/12
Desk Review	03/19/13
Board Review	12/03/13
Board Review	09/09/14
Board Review	12/08/15
Board Review	12/06/16
Board Review	12/05/17
Board Review	12/04/18
Desk Review	03/14/19
Revised	08/20/19
Revised	03/16/21

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

AP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

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

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

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

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 18, 2022	Resolution	
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

BACKGROUND

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

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


RECOMMENDATION

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

Claudette E. Dain, CPA
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – January 18, 2022

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMISSIONS AND RECORDS</u>				
CareerAmerica, LLC	No Fee	No Fee	1/1/22-6/30/22	AI Supplement and Live Texting
<u>CAREER TECHNICAL EDUCATION</u>				
Clarus Corporation	\$10,000.00 max	Grant	1/19/22-3/4/22	Digital Advertising Campaign
Clarus Corporation	\$8,000.00 max	Grant	4/5/22-5/21/22	Digital Advertising Campaign
Economic Modeling, LLC	\$13,350.00 max	Grant	1/1/22-12/31/22	Labor Data Analysis Software
Economic Modeling, LLC	\$17,100.00 max	Grant	1/1/22-12/31/22	Career Coach Website
<u>FINANCIAL AID</u>				
Strata Information Group, Inc.	\$10,200.00 max	Grant	12/15/21-6/30/22	Interface Support for Banner Financial Aid
<u>HEALTH SCIENCES</u>				
PIH Health	No Fee	No Fee	1/5/22-1/4/24	Clinical Education
San Antonio Regional Hospital	No Fee	No Fee	9/1/21-8/31/23	Clinical Education
<u>HUMAN RESOURCES</u>				
PMH Laboratory, Inc.	No Fee	No Fee	1/1/22-12/31/22	COVID-19 Testing
<u>SCHOOL RELATIONS AND OUTREACH</u>				
Faye Business Systems Group, Inc.	\$15,500.00 max	Grant	1/19/22-6/30/22	Zendesk Software Training and Support
<u>VISUAL AND PERFORMING ARTS</u>				
Cortes, Cesar D.	\$17,000.00 max <i>(Revision previously \$10,000.00 max)</i>	District	8/2/21-6/30/22	Videographer
Garcia, Anthony N.	\$2,500.00 max	District	1/19/22-6/30/22	Instrumental Services
Medina, Michael	\$2,000.00 max	District	1/19/22-6/30/22	Instrumental Services

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

**Use of Facilities
January 18, 2022**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Azusa Pacific University	Gym	Basketball Practice	12/17/21	\$660.00 plus additional fees if required
Azusa Pacific University	Hammer Throw Cage	Hammer Throw Practice	Tuesdays and Fridays from 1/11/22 through 5/24/22	No rental fee, repairs to the cage at the end of the rental period, if required
Kim Comeaux Production Services, Inc.	Exterior Locations at VA, LI and Quad Areas	Photoshoot	12/12/21	\$2,560.00 plus additional fees if required

Board of Trustees Meeting January 18, 2022
Purchase Orders Issued December 2021

PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0016704	Snap On Industrial	Auto Equipment	General	Engineering & Industrial Tech	\$3,000.00
P0016705	Gaico Industrial Electronics, Inc.	Auto Equipment	General	Engineering & Industrial Tech	2,000.00
P0016706	Safety-Kleen	Safety Cabinets	General	Automotive Technology	2,000.00
P0016707	Wurth USA, Inc.	Auto Supplies	General	Diesel Technology	3,000.00
P0016708	Hotsy of Southern California	Auto Equipment	General	Automotive Technology	2,000.00
P0016709	City Of Industry Post Office	Postage	Restricted	Outreach	7,200.00
P0016710	Ford Printing & Mailing	Postage	Restricted	Outreach	3,200.00
P0016711	Reed Printing, Inc.	Printing Service	Restricted	Outreach	3,150.00
P0016712	Daily Trojan	Advertisements	General	External Relations	800.00
P0016713	Amazon.com	Auto Equipment	Restricted	Strong Workforce	1,543.35
P0016714	MSC Industrial Supply Co.	Auto Equipment	Restricted	Strong Workforce	2,534.06
P0016715	W.W.Grainger, Inc.	Auto Equipment	Restricted	Strong Workforce	564.24
P0016716	National Business Furniture	Furniture	Restricted	Strong Workforce	4,514.45
P0016717	Shreya Print and Web Inc.	Equipment	Restricted	Strong Workforce	4,379.38
P0016718	SectorPoint, Inc.	Website Service	Restricted	Strong Workforce	78,340.00
P0016719	Colton Surveying Instruments	Auto Equipment	Restricted	Strong Workforce	20,826.80
P0016720	Southern California Chapter of the Appraisal Institute	Trainee Appraiser Coursework	Restricted	Strong Workforce	14,000.00
P0016721	Jonathan Beck	Art Model	General	Art	195.00
P0016722	Claudette Dahn	Travel PO-ACCCA/ACBO Budget Conf	General	VP Finance & Admin Services	75.00
P0016723	Wade Ellis	Travel PO-ACCCA/ACBO Budget Conf	General	VP Finance & Admin Services	75.00
P0016724	Marie Noriega	Travel PO-ACCCA/ACBO Budget Conf	General	VP Finance & Admin Services	75.00
P0016725	Turf Star	Equipment-TORO Mower	General	VP Academic Affairs	82,686.09
P0016727	Underground Electric Supply	Electrical Supplies	Capital Outlay	Facilities	43,843.68
P0016728	Frasca Plumbing Company	Repair of Water Main (ED)	Capital Outlay	Facilities	2,642.28
P0016729	United Rentals	Lift Rental	General	Athletic Facilities	1,068.56
P0016730	North State Environmental	Campus-wide Hazardous Waste Removal	General	Risk Management	3,010.20
P0016731	First Bankcard	Supplies	General	Haugh Performing Arts Center	169.11
P0016733	County Of Los Angeles	Backflow Assembly Admin Fee	General	Facilities	481.00
P0016735	Amazon.com	Equipment	Restricted	Strong Workforce	106.89
P0016736	Community College League of California	Library Services Platform	Restricted	VP Finance & Admin Services	25,832.00

P0016737	Cengage Learning	Equipment	Restricted	Strong Workforce	325.88
P0016738	Mercury Fence Co., Inc.	Fence Repairs	General	Kinesiology	12,300.00
P0016739	Whalen Bindery & Mailing Services	Mailing Service	General	Haugh Performing Arts Center	13,500.00
P0016740	CDW-G, Inc.	Computer Equipment	General	Technology & Computer Services	13,777.66
P0016741	Reed Printing, Inc.	Printing Service	General	External Relations	265.00
P0016742	MSC Industrial Supply Co.	Equipment	Restricted	Strong Workforce	1,274.01
P0016743	Jeffs Sporting Goods	Supplies	Trust & Fiduciary	Athletics	3,556.08
P0016744	Repsoda, Inc.	Supplies	Trust & Fiduciary	Athletics	3,599.00
P0016745	COMEVO, Inc.	Subscription Renewal	Restricted	Career Center	14,676.00
P0016746	Campus Bookstore Consulting Corporation	Consultant-BOT 11/16/21	General	VP Finance & Admin Services	17,500.00
P0016749	Chief Student Services Officers Association	Institutional Membership	General	VP Finance & Admin Services	300.00
P0016750	Sapsis Rigging, Inc.	Service Inspection	Capital Outlay	Haugh Performing Arts Center	2,810.00
P0016751	Gobi Library Solutions From EBSCO	Blanket PO-Supplies	General	Library	400.00
P0016752	Recruit	Blanket PO-Supplies	General	Athletics	900.00
P0016753	The Grand Florist	Blanket PO-Supplies	General	Nursing	200.00
P0016754	NASFA	Institutional Membership	General	VP Finance & Admin Services	459.00
P0016755	PIKTOCHART SDN BHD	Subscription	Restricted	Outreach	239.94
P0016756	Environmental Lights	Equipment	Trust & Fiduciary	Music	3,008.70
P0016757	Nada Bus, Inc.	Blanket PO-Charter Bus Service	General	Transportation	30,000.00
P0016758	City of Covina	Library Fee	General	Library	28.00
P0016759	University Times, Cal State LA	Advertisement	General	External Relations	225.00
P0016761	Caliber Pool & SPA Service	Service Repairs	Capital Outlay	Facilities	13,766.34
P0016762	Reed Printing, Inc.	Enrollment Postcard Printing	General	External Relations	1,575.00
P0016763	Christina Mittler	Travel PO-APAP Conference	Trust & Fiduciary	Haugh Performing Arts Center	1,850.00
P0016764	Augusoft, Inc.	Software Subscription	Comm/Contract Ed	Community Education	14,476.00
P0016765	Stover Seed Company	Seed for Baseball Field	General	Athletic Facilities	1,874.25
P0016766	Rossi Automotive Equipment, Inc.	Auto Equipment	General	Automotive Technology	2,000.00
P0016767	ProQuest	Streaming Media	General	Library	150.00
P0016769	SOS Survival Products	Emergency Supplies	General	Risk Management	672.03
P0016770	Catalyst Education, LLC	Software Online Lab Manual	General	Chemistry	1,215.00
P0016771	Glendora Trophy	Perpetual Plaques	General	Student Publications	2,268.95
P0016774	Tri-Tech Forensics, Inc.	Supplies	General	Nursing	685.78
P0016776	Amazon.com	Supplies	Restricted	Strong Workforce	49.35
P0016780	Clarus Corp.	Digital Campaign Impressions	Restricted	Strong Workforce	17,930.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 18, 2022	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

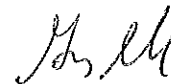
RECOMMENDATION

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

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.1.e.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JANUARY 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Englert, Priscilla	Engineering Curriculum Development/Revision	Hourly as needed	1/19/22 through 6/30/22	\$61.16/hr.
Flores, Jennifer	Biology Lab Coordinator	Hourly as needed	1/18/22 through 6/30/22	\$61.16/hr.
Han, June	Biology Lab Coordinator	Hourly as needed	2/22/22 through 6/30/22	\$61.16/hr.
Harker, Katherine	Keck Graduate Institute Biotechnology Externship Program	Hourly as needed	1/10/22 through 1/31/22	\$61.16/hr.
Munoz, Gino	Creating musical arrangements for concert	Stipend	1/19/22 through 1/25/22	\$1,750.00/ttl.
Rubio, Mariano	Engineering Curriculum Development/Revision	Hourly as needed	1/19/22 through 6/30/22	\$61.16/hr.
Tsark, Eleanor	Keck Graduate Institute Biotechnology Externship Program	Hourly as needed	1/10/22 through 1/31/22	\$61.16/hr.

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
WINTER INTERSESSION 2022
JANUARY 18, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Gonzales, Rina	Dental	1-10	\$1,543.00
Morrish, Maria	Cosmetology	4-14	\$1,973.00

ACADEMIC EMPLOYEES
LEAVE/SEPARATIONS
JANUARY 18, 2022

NAME	CLASSIFICATION	AREA	REASON	DATE OF SEPARATION
Smith, Marianne	Director, Institute for Completion & Grant Development and Oversight	Institute for Completion	Retirement	6/30/22

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JANUARY 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Flynn, Bethany Erin	Applied Music Tutor	Hourly as needed	1/19/22 through 6/30/22	\$55.21/hr.
Parry, Erica	Instructor - Health Sciences	Hourly as needed	12/2/21 through 12/11/21	\$55.21/hr.
Perez, Claire Hsini Wang	Applied Music Tutor	Hourly as needed	1/19/22 through 6/30/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Adawiya, Issa	Public Works	1-6	\$1,376.00
Alameddine, Zein	Political Science	1-6	\$1,376.00
Alba, Ralphie	Public Works	1-6	\$1,376.00
Alexander, Jennifer	Biology	1-6	\$1,376.00
Alexander, Kyreeana	Dance	1-6	\$1,376.00
Ali, Alefiyah	Biology	2-6	\$1,443.00
Allgaier, Jennifer	Dance	4-6	\$1,576.00
Alverson, David	Music	1-6	\$1,376.00
Anderson, Norman	Counseling	3-6	\$1,513.00
Anfiteatro, Antonio	Architecture	4-6	\$1,576.00
Anson, Melanie	Speech	4-6	\$1,576.00
Arbagey, Julie	Music	1-1	\$1,261.00
Arboleda, Molly	History	4-6	\$1,576.00
Arguello, Anthony	Kinesiology	1-3	\$1,261.00
Arroyo, Lizette	Economics	1-6	\$1,376.00
Asaro, Marcus	Astronomy	4-5	\$1,517.00
Attebery, Dana	Photography	2-6	\$1,443.00
Averitt, Jesse	Music	2-5	\$1,377.00
Axelrod, Herbert	Chemistry	4-6	\$1,576.00
Bagheri, Maryam	Psychology	2-6	\$1,443.00
Bagtas, Lea Marie	Accounting	4-3	\$1,456.00
Barrett, Sean	Music	2-6	\$1,443.00
Bartelt, John	Child Development	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Bartelt, Linda	Child Development	1-6	\$1,376.00
Bartenstein, Lillian	Theatre Arts	4-2	\$1,456.00
Batista, Gerard	Public Works	1-6	\$1,376.00
Beltran, Marius	Music	1-4	\$1,261.00
Bender, Thomas	Automotive	1-6	\$1,376.00
Beyer, Debra	Music	1-6	\$1,376.00
Bilderback, Leslie	Art	1-6	\$1,376.00
Blaylock, John	Theatre Arts	1-5	\$1,318.00
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,576.00
Boldt, Spencer	Automotive	1-5	\$1,318.00
Bonsera, Anthony	Music	3-6	\$1,513.00
Botello, Rochelle	Art	3-6	\$1,513.00
Bowers, Erika	Accounting	1-6	\$1,376.00
Bradley, Ann-Marie	Sociology	2-6	\$1,443.00
Bradshaw, Stacy	Language Arts	1-1	\$1,261.00
Brashears, James	Computer Science	1-6	\$1,376.00
Brown, Malaika	Psychology	4-6	\$1,576.00
Brown, Yuka	Foreign Language	1-6	\$1,376.00
Bruce-Oliver, Fred	Kinesiology	1-6	\$1,376.00
Buuck, Jason	Theatre Arts	3-6	\$1,513.00
Byerly, Charles	Real Estate	1-6	\$1,376.00
Cabral, Martha	Health Sciences	1-5	\$1,318.00
Camacho, Steven	Language Arts	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Carey, J. Richard	Music	1-6	\$1,376.00
Carey, Mary Anne	Art	3-6	\$1,513.00
Carmody, Jordan	Kinesiology	1-2	\$1,261.00
Castillo, Lisa	Business	2-3	\$1,325.00
Cayem, Daniel	Psychology	4-6	\$1,576.00
Chammas, Michael	Accounting	1-4	\$1,261.00
Chang, Keng	Computer Science	4-6	\$1,576.00
Chen, Robert	Mathematics	2-6	\$1,443.00
Choppi, Ronald	Chemistry	2-6	\$1,443.00
Christensen, Niel	Political Science	4-6	\$1,576.00
Chun, Mina	Mathematics	2-6	\$1,443.00
Colby, Kathryn	Chemistry	4-6	\$1,576.00
Corches, Alex	Biology	1-3	\$1,261.00
Cordova-Caddes, Andrea	Dance	4-6	\$1,576.00
Cotter, Steven	Music	1-6	\$1,376.00
Cowgill, Darian	Recording Arts	1-6	\$1,376.00
Culliver-Carter, Katherine	Speech	4-6	\$1,576.00
Culverson, Adrian	Art	3-6	\$1,513.00
Curran, Keith	Language Arts	1-6	\$1,376.00
Curran, Sean	Language Arts	1-6	\$1,376.00
De Long, Linda	Business	4-6	\$1,576.00
Dea, Alexis Maria	Speech	1-6	\$1,376.00
Dean, Rebecca	Art	1-5	\$1,318.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
DeAngelis, Gail	Art	2-6	\$1,443.00
Deatrick, Steven	Recording Arts	1-6	\$1,376.00
Delgado, Daniel	Biology	4-5	\$1,517.00
Delmuro, Michael	Communications	1-6	\$1,376.00
Delvaux, Veronika	Computer Science	1-6	\$1,376.00
Di Luccio, Tiziana	Physics	4-2	\$1,456.00
Dionisio, Mary	Health Sciences	1-6	\$1,376.00
Duggal, Aman	Chemistry	4-5	\$1,517.00
Dusserre, James	Business	2-4	\$1,325.00
Eastmond, Daniel	Earth Science	4-4	\$1,456.00
Elias, Brian	Administration of Justice	1-6	\$1,376.00
Entus, Robert	Chemistry	4-6	\$1,576.00
Erb, Nicole	Theatre Arts	4-6	\$1,576.00
Escalante, Danny	Art	4-6	\$1,576.00
Evans, Jonathan	Theatre Arts	4-6	\$1,576.00
Fanai-Khayat, Sara	Biology	4-6	\$1,576.00
Farias, Cristian	Mathematics	1-5	\$1,318.00
Ferrelli, Rebecca	Counseling	3-5	\$1,449.00
Fischella, James	Business	2-6	\$1,443.00
Flores, Wendy	Dental	1-4	\$1,261.00
Fryman, Brandon	Ethnic Studies	1-6	\$1,376.00
Gallo, Michelle	Child Development	2-6	\$1,443.00
Galvez, Laryssa	Language Arts	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Garcia, Victor	Spanish	1-6	\$1,376.00
Gardels, Carlos	Music	1-6	\$1,376.00
Gaw, Melissa	Language Arts	3-5	\$1,449.00
Gensel, Trisha	Dental	1-2	\$1,261.00
Gerrard, Amanda	Biology	2-6	\$1,443.00
Gibson, Gail	Psychology	4-6	\$1,576.00
Gill, Kevin	Philosophy	4-6	\$1,576.00
Godoy, David	Language Arts	2-6	\$1,443.00
Goguen, Aimee	Art	3-1	\$1,389.00
Gold, Peter	Administration of Justice	1-6	\$1,376.00
Gomez, Cristina	Psychology	4-3	\$1,456.00
Gonsalves, Olufemi	Music	2-6	\$1,443.00
Gonzales, Angelo	Counseling	1-6	\$1,376.00
Gonzalez, Anthony	Kinesiology	1-1	\$1,261.00
Gonzalez, Michael	English	1-6	\$1,376.00
Graham, Trevor	Psychology	1-4	\$1,261.00
Green, Jason	Counseling	4-5	\$1,517.00
Gregoire, Monique	Administration of Justice	4-6	\$1,576.00
Grijalva, Ambar	Biology	2-6	\$1,443.00
Grip, Katie Lynn	Art	3-6	\$1,513.00
Gutierrez, Kent	Recording Arts	1-5	\$1,318.00
Haema, Theodore	Automotive	1-3	\$1,261.00
Hague, James	Computer Science	1-4	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Hall, James	English	1-6	\$1,376.00
Hamawi, Izzat	Engineering	1-6	\$1,376.00
Handa, Shea	Language Arts	3-6	\$1,513.00
Hanna, Loren	Speech	1-6	\$1,376.00
Hanson, Shanyn	English	2-6	\$1,443.00
Harris, Kalimba	Biology	3-6	\$1,513.00
Hennessey, Alison	Dance	1-5	\$1,318.00
Hernandez, Adrianna	Language Arts	1-6	\$1,376.00
Hernandez, Zaira	Drafting	1-1	\$1,261.00
Hertenstein, Katherine	English	1-6	\$1,376.00
Hill-West, Jami	Child Development	1-6	\$1,376.00
Hogenauer, Tyrone	Chemistry	4-6	\$1,576.00
Hollenshead, Marcia	Biology	4-6	\$1,576.00
Holm, Daniel Lee	Cosmetology	1-6	\$1,376.00
Holmes, Alison	Art	1-6	\$1,376.00
Hovsepian, Lousineh	Accounting	1-1	\$1,261.00
Hunter, Lorimar	Health Sciences	1-1	\$1,261.00
Huver, Joseph	Language Arts	3-6	\$1,513.00
Huynh, Rita	Cosmetology	1-6	\$1,376.00
Ingram, Victor	Medium/Heavy Duty Truck	1-6	\$1,376.00
Jacinto, Christopher	Mathematics	2-6	\$1,443.00
Johnson, David	Earth Science	2-6	\$1,443.00
Johnson, Steven	Chemistry	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Jones Herron, Nadiyah	Speech	2-6	\$1,443.00
Jones, Jamison	Theatre Arts	4-2	\$1,456.00
Jung, Shinsuck	Kinesiology	1-6	\$1,376.00
Kamara, Abdul	Engineering	4-6	\$1,576.00
Keelin, Christine	Business	3-6	\$1,513.00
Keithly, Dana	Anthropology	4-6	\$1,576.00
Kelly, Donna	Language Arts	4-6	\$1,576.00
Kennelley, Erika	Speech	1-6	\$1,376.00
Khair, Sara	Mathematics	1-6	\$1,376.00
Kim, Hyoung	Music	4-3	\$1,456.00
Kimbrough, Pamela	Chemistry	4-6	\$1,576.00
King, Clara Jo Anette	Biology	2-6	\$1,443.00
Ko, Sandy	Foreign Language	1-6	\$1,376.00
Kuroki, Mikage	Language Arts	4-6	\$1,576.00
Laicans, Albert	Health Sciences	1-6	\$1,376.00
Lam, Wood	English as a Second Language	2-6	\$1,443.00
Lee, Brenda	Esthetician	1-1	\$1,261.00
Leung, Lee	Music	1-6	\$1,376.00
Lewis, David	History	1-6	\$1,376.00
Lewis, Jeremy	Theatre Arts	3-6	\$1,513.00
Liebel, Serena	Real Estate	1-1	\$1,261.00
Limon, Maurice	Music	3-6	\$1,513.00
Linville, Brian	Language Arts	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Long, Stacy	Communications	1-6	\$1,376.00
Lopez, Ana	Mathematics	2-6	\$1,443.00
Lopez, Eric	Sociology	2-6	\$1,443.00
Lopez, Luis	Administration of Justice	3-1	\$1,389.00
Lopez, Magdalena	Health Sciences	1-5	\$1,318.00
Mackensen, Amanda	Theatre Arts	4-2	\$1,456.00
Maing, Susanna	Art	4-6	\$1,576.00
Malette, Jacqueline	Chemistry	1-6	\$1,376.00
Manalo, Lucy	Art	3-5	\$1,449.00
Marquez, Daniel	Water Treatment	2-6	\$1,443.00
Martinez, Cristian	Mathematics	1-6	\$1,376.00
Martinez, Jeannie	Mathematics	3-6	\$1,513.00
Martinez, Jose	Water Treatment	1-6	\$1,376.00
Matthews, Lisa Janeen	History	2-6	\$1,443.00
Mccabe, Dale	Biology	3-6	\$1,513.00
McClatchey, Shane	Art	3-4	\$1,389.00
McGeough, Tyler	Music	2-5	\$1,377.00
McLaren, Shane	Geography	3-6	\$1,513.00
McMullen, Matthew	Art	3-3	\$1,389.00
McWilliams, Stuart	Emergency Medical Technology	1-6	\$1,376.00
Melanson, Eric A.	Music	1-6	\$1,376.00
Meredith, Stephanie Carol	Art	3-6	\$1,513.00
Milliken, Keely M.	Music	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Minasian, Jennifer Sarah	Art	3-3	\$1,389.00
Mitchell, Michelle	Child Development	2-6	\$1,443.00
Mitchell, Ruslyn-Nicole	Counseling	1-1	\$1,261.00
Monaster, Patricia	English	1-3	\$1,261.00
Montes, Monica	Biology	2-6	\$1,443.00
Morrison, Grace	Theatre Arts	4-3	\$1,456.00
Moscozo, Raquel	Speech	1-6	\$1,376.00
Mounioloux, Gaelle	Foreign Language	4-3	\$1,456.00
Mozzini, Adriane	Sociology	2-6	\$1,443.00
Murray, Tira	Communications	1-5	\$1,318.00
Musallet, Omar	Speech	1-6	\$1,376.00
Nahabedian, Steven	Speech	1-6	\$1,376.00
Naiyer, Zakaria	English	2-6	\$1,443.00
Nasr, Elhami	Construction Management	4-5	\$1,517.00
Nasr, Tarek	Construction Management	1-2	\$1,261.00
Negrete, Tiana Marie	Cosmetology	1-6	\$1,376.00
Nguyen, Hongnhung	Mathematics	3-6	\$1,513.00
Nielson, Wesley	Anthropology	1-6	\$1,376.00
Oda, Maritess	Chemistry	2-6	\$1,443.00
O'Grady, Catherine	Esthetician	1-2	\$1,261.00
Olivas, Sally	English	4-6	\$1,576.00
Orona, Anthony	Communications	1-1	\$1,261.00
Ortenberg, Dasha	Architecture	1-1	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Ortiz, Mario	Administration of Justice	1-3	\$1,261.00
Pablico-Kobayashi, Veneza	Language Arts	3-6	\$1,513.00
Page, Rita	History	4-6	\$1,576.00
Parry, Erica	Dental	1-6	\$1,376.00
Pate, Kathleen	Art	3-6	\$1,513.00
Patrick, Brian	Health Sciences	1-6	\$1,376.00
Paulson, Nicholas	Business	2-6	\$1,443.00
Pecoraro, Susan	Child Development	2-6	\$1,443.00
Pegan, Andrew	History	3-5	\$1,449.00
Phillips, Riley	English	2-6	\$1,443.00
Pinto, Christopher	American Sign Language	3-3	\$1,389.00
Pitts, Lisa Ann	Geography	4-6	\$1,576.00
Porter, Kimberly	Health Sciences	3-5	\$1,449.00
Povero, Nicole	English	1-6	\$1,376.00
Praeger, Kevin	Office Technology	1-6	\$1,376.00
Price, Cody	Biology	1-2	\$1,261.00
Punsalan, Kevin	Mathematics	1-6	\$1,376.00
Qasqas, Areej	History	2-6	\$1,443.00
Quinones, Nancy	Ethnic Studies	4-6	\$1,576.00
Ramirez, Laura	Chemistry	4-6	\$1,576.00
Ramos Bernal, Natasha	Political Science	1-6	\$1,376.00
Ray, Eric	Music	1-6	\$1,376.00
Raygoza, Alfredo	English	1-3	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Raymundo, Napoleon	Accounting	3-5	\$1,449.00
Reotutar, Grace	Office Technology	2-6	\$1,443.00
Resch, Amy	Psychology	2-6	\$1,443.00
Reyes, Andrea	Spanish	4-6	\$1,576.00
Reyes, Jose Felix	Medium/Heavy Duty Truck	1-3	\$1,261.00
Roberts, Sabrina	Speech	1-6	\$1,376.00
Robles, Irene	American Sign Language	2-5	\$1,377.00
Rochlin, Jennifer	Art	4-6	\$1,576.00
Rodriguez Vargas, Maria	Counseling	1-1	\$1,261.00
Rodriguez, Eric	Arch	1-6	\$1,376.00
Rodriguez, Nathan	Language Arts	1-6	\$1,376.00
Rodriguez, Yvonne	Drafting	1-1	\$1,261.00
Rodriquez, Ashley	Sociology	3-5	\$1,449.00
Ross, Lisa	Political Science	4-6	\$1,576.00
Roth, Samantha	Art	2-6	\$1,443.00
Rusch, Lori Fuller	Art	1-6	\$1,376.00
Saad, Nancy Hosny	Biology	3-6	\$1,513.00
Sahakian, Mineh	Psychology	1-1	\$1,261.00
San Pablo, Kristofferson	Art	4-6	\$1,576.00
Santos, Pamela	Construction Management	1-3	\$1,261.00
Saykali, Sanaa	Mathematics	1-3	\$1,261.00
Seligman, Ross	Psychology	2-6	\$1,443.00
Seymour, Lawrence	Information Technology	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Shaw, Tammie	Psychology	4-6	\$1,576.00
Shehab Eldin, Tariq	Public Works	4-6	\$1,576.00
Sheridan, Dameisha	Health Sciences	1-1	\$1,261.00
Shimano, Brooke	Biology	1-6	\$1,376.00
Shutt, Ronda	Accounting	1-5	\$1,318.00
Siberio, Eric	Speech	1-6	\$1,376.00
Slaby, Marci	Esthetician	2-6	\$1,443.00
Slay, Kevin	Art	3-6	\$1,513.00
Smith, Melanie	Biology	2-6	\$1,443.00
Sorensen, Kathryn	Anthropology	4-6	\$1,576.00
Stephens, Chuck	Art	3-6	\$1,513.00
Sterling, Jerica	Mathematics	1-6	\$1,376.00
Stevenson, Matthew	Mathematics	1-6	\$1,376.00
Strom, Julie	Anthropology	1-5	\$1,318.00
Stubbe, Robert	Information Technology	2-6	\$1,443.00
Sua, Andy	Chemistry	1-2	\$1,261.00
Tabata, Flint	Architecture	1-6	\$1,376.00
Tavakoli, Monica	Health Sciences	1-6	\$1,376.00
Taylor, Jeanne	Psychology	3-6	\$1,513.00
Teraoka, Adam	Art	2-6	\$1,443.00
Terriquez, Adolfo	Automotive	1-2	\$1,261.00
Thompson, Jeffrey	Psychology	4-6	\$1,576.00
Thompson, Matthew	Art	3-6	\$1,513.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Tilghman, Tyee Jerome	Theatre Arts	4-2	\$1,456.00
Truong, Sy	Biology	2-6	\$1,443.00
Tsuyuki, Dean	English	4-6	\$1,576.00
Tufano, Andrew	Speech	1-6	\$1,376.00
Tyck, Robert John	Recording Arts	1-6	\$1,376.00
Tyrl, Craig A.	Theatre Arts	4-6	\$1,576.00
Valdez, Antonio	Cosmetology	1-6	\$1,376.00
Valverde, Yesenia	Dance	1-6	\$1,376.00
Van Leersum-Morano, Amanda	Biology	1-6	\$1,376.00
Van Wart, Adam	Chemistry	4-5	\$1,517.00
Vasquez, Charity	Child Development	1-5	\$1,318.00
Vega, Suyapa Lorena	Cosmetology	1-6	\$1,376.00
Villa, Arthur	Administration of Justice	1-2	\$1,261.00
Vilos, Jamie	Anthropology	2-6	\$1,443.00
Vogel, Esther	Spanish	2-6	\$1,443.00
Waddington, Alan	Kinesiology	1-6	\$1,376.00
Watkins, Robert	Art	4-6	\$1,576.00
Weiss, Jennifer	Music	4-6	\$1,576.00
Wessel, Mark	Art	2-6	\$1,443.00
White, John E.	English	2-6	\$1,443.00
Wiles, Nellie	Public Works	1-6	\$1,376.00
Williams, Adam	Language Arts	2-5	\$1,377.00
Williams, Tiffany	Cosmetology	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
 SPRING 2022
 JANUARY 18, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Williford, Judson	Theatre Arts	1-1	\$1,261.00
Wills, Laura	Anthropology	4-6	\$1,576.00
Wilson, Karen	Foreign Language	4-6	\$1,576.00
Wong, Kerwin	Administration of Justice	1-6	\$1,376.00
Woolford, Ryan	Geography	3-6	\$1,513.00
Woolsey, Ronald	History	2-6	\$1,443.00
Wu, Shubo	Mathematics	3-6	\$1,513.00
Ye, Michelle	Child Development	1-4	\$1,261.00
Yi, Tammy	Music	1-1	\$1,261.00
Yong, Huayong	Physics	4-6	\$1,576.00
Yu, Jane	Drafting	1-6	\$1,376.00
Zeman, William	History	2-6	\$1,443.00

ACADEMIC EMPLOYEES - ADJUNCT
WINTER 2022
JANUARY 18, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Caballero, Brett	Automotive	1-1	\$1,261.00

ACADEMIC EMPLOYEES
LAB SUPERVISORS
JANUARY 18, 2022

NAME	ADJUNCT OR FULL- TIME	PROGRAM	BEGIN/END	PLACEMENT	HOURLY RATE
Walleck, Hannah	A	Learning Center	2/23/22 through 6/18/22	1-1	\$33.36/hr.

ACADEMIC EMPLOYEES - NON-CREDIT
SPRING 2022
JANUARY 18, 2022

Instructor	Placement	Hourly Rate
Thorne, Elizabeth	1-2	\$48.60/hr.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JANUARY 18, 2022**

NAME	PCT/CLASS	REASON	BEGIN	RANGE & STEP	MONTHLY RATE
Cortez, Jorge	Grounds Supervisor	Promotion	1/19/22	9-1	\$6,005.00
De La Cruz, Emmanuel	Transportation/Warehouse Coordinator	Temporary Upgrade	1/19/22	34-2	\$4,462.16

CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JANUARY 18, 2022

NAME	CLASSIFICATION	REASON	AREA	DATES
Russell, Michelle	Administrative Secretary I	Resignation	Visual and Performing Arts	1/7/22

**SHORT-TERM
JANUARY 18, 2022**

NAME	JOB CATEGORY	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Alvarez, Arturo	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Brown, Timorah	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Diaz, Alexis	Student Services Support	Visual and Performing Arts	\$15.00/hr.	1/19/22 through 6/30/22
Gatti, Christopher	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Hall, Richard	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Leones, Noah	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Moller, Joseph	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Ontiveros, Christian	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Swindle-Peloquin, Breanna	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22
Villa, Patricia	Instructional Support	DSPS	\$15.00/hr.	1/6/22 through 6/30/22
Zellers, Vanessa	Technical Support	Visual and Performing Arts	\$20.00/hr.	1/1/22 through 6/30/22

**CLASSIFIED SUBSTITUTES
JANUARY 18, 2022**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Benjamin, Stacy	Performing Arts Operations & Promotions Supervisor	Substitute for absent employee	1/19/22 through 6/30/22	10-1	\$36.38

**VOLUNTEERS
JANUARY 18, 2022**

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Claytor, Whitney	Visual and Performing Arts	1/19/22	2/10/22
Cook, Stephen	Visual and Performing Arts	1/19/22	2/10/22
Cortina, Ayesha	Visual and Performing Arts	1/19/22	2/10/22
Heckel, Shen (Stephen)	Visual and Performing Arts	1/19/22	2/10/22
Jackson, Graham	Visual and Performing Arts	1/19/22	2/10/22
Leclerc, Marc	Visual and Performing Arts	1/19/22	2/10/22
Mackenson, Amanda	Visual and Performing Arts	1/19/22	2/10/22
Mendoza, Nita	Visual and Performing Arts	1/19/22	2/10/22
Miller, Kristina	Visual and Performing Arts	1/19/22	2/10/22
Nakoa, Pomaikaikealoha	Visual and Performing Arts	1/19/22	2/10/22
Robbins, Kira	Visual and Performing Arts	1/19/22	2/10/22
Roy, Adam	Visual and Performing Arts	1/19/22	2/10/22
Solorzao, Illiana	Visual and Performing Arts	1/19/22	2/10/22
Stephens, Leland	Visual and Performing Arts	1/19/22	2/10/22

**PROFESSIONAL EXPERTS
JANUARY 18, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Bonomo, Nicole	COVID-19 Testing Proctor	Health Center	1/3/22 through 8/18/22	\$30.00/hr.	General
Calderon, Joshua	Scenery Construction	Visual and Performing Arts	1/19/22 through 6/30/22	\$28.00/hr.	General
Guzman, Ashley	Citrus College Promise Engagement/Re-Engagement	Outreach	1/19/22 through 6/30/22	\$27.06/hr.	Restricted
Herrera, Alexis	COVID-19 Testing Proctor	Health Center	1/3/22 through 8/18/22	\$30.00/hr.	General
Jacob, Erin	Scenery Painter	Visual and Performing Arts	1/19/22 through 6/30/22	\$22.00/hr.	General
Jennings, Jennifer	EOPS/CARE, CalWORKs Professional Expert	EOPS/CARE and CalWORKs	1/19/22 through 6/30/22	\$27.06/hr.	Restricted
Lopez, Eimi	Application Validation Support	Admissions and Records	1/1/22 through 6/30/22	\$21.00/hr.	Restricted
Nystrom, Alec	Scenery Construction	Visual and Performing Arts	1/19/22 through 6/30/22	\$22.00/hr.	General
Zaragoza, Yvonne	Degree Works/Guided Pathways Project Specialist	Guided Pathways	1/19/22 through 6/30/22	\$35.00/hr.	Restricted
Zepeda, Audrey	Student Engagement/Re-Engagement	Counseling	1/19/22 through 6/30/22	\$27.06/hr.	Restricted

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Disposal of Surplus Property	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

Education Code Section 81450 authorizes the governing board of a community college district to sell for cash any personal property belonging to the district if the property is not required for district purposes, if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. It further allows a district to sell the items by means of a public auction conducted by employees of the district or other agencies or by contract with a private auction firm after certain public notice requirements are satisfied.

The District periodically disposes of items described in Education Code Section 81450 by sale at public auction to the highest bidder. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

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


RECOMMENDATION

Authorization is requested to dispose of the enclosed list of surplus items by sale at public auction to the highest bidder, after public notice of the auction is given, as required by Education Code Section 81450.

Claudette E. Dain, CPA
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.2.

Surplus List
Board of Trustees Meeting - January 18, 2022

Item #	Description	Manufacturer	Model Number	Serial Number	Tag*
1	(62) Nesting Chairs	Tangram	N/A	N/A	N/A
2	Metal Table	N/A	N/A	N/A	N/A
3	(45) Metal Shelves	N/A	N/A	N/A	N/A
4	(4) Glass Cases	N/A	N/A	N/A	N/A
5	Engine	Cummins	BG195	N/A	N/A
6	Air Compressor	Hill Bros & Co.	N/A	15105	N/A
7	Shrink Packaging Tunnel	Easte	EM1622T	11541622TPP	7747
8	Parade Car	Chevrolet	1914	N/A	19287
9	Metal Lathe	N/A	N/A	N/A	N/A
10	Cylinder Linehone	N/A	N/A	N/A	N/A
11	Drill Press	N/A	N/A	N/A	N/A
12	(6) Copy Machines	Ricoh	Copystar	N/A	4515,7601, 7602,7606, 7608,8701
13	Office Furniture	N/A	N/A	N/A	N/A

*Those items notated as "N/A" did not meet the threshold for fixed asset tracking purposes.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Award of RFQ/P #02-2021 CEQA Consulting Services	Information	_____
		Enclosure(s)	X

BACKGROUND

On June 15, 2021, the Board approved the award of RFQ/P #02-2021, CEQA Consulting Services to VCS Environmental of San Juan Capistrano. The District and VCS were unable to negotiate a satisfactory agreement and therefore, did not proceed with this project. As a result, the District reissued RFQ/P #02-2021, CEQA Consulting Services, in November 2021. In response to the reissued RFQ/P, two Requests for Quotes/Proposals (RFQ/Ps) were received on December 2, 2021. Proposals were evaluated based on a comprehensive set of criteria including the technical expertise and viability of the firm, including experience of principals and staff; comprehensiveness of the methodology proposed for supporting the District's program; fees/cost proposal; assessment of current and potential project challenges and their solutions, as well as their overall performance in the interview.

Based on the analysis of the evaluation criteria for RFQ/P #02-2021, CEQA Consulting Services, it is recommended that Chambers Group of Glendale, California be selected to provide the District with CEQA consulting services.


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

RECOMMENDATION

Authorization is requested to approve the award of RFQ/P #02-2021, CEQA Consulting Services to Chambers Group of Glendale, California, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District.

Claudette E. Dain, CPA
Recommended by

Moved / Seconded



Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.3.

Recap for RFQ/P #02-2021 CEQA Consulting Services

<u>Vendor</u>	<u>Proposed Cost</u>
Chambers Group	\$73,509
Rincon Consultants, Inc.	\$157,914

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Notice of Completion for Installation of Resilient Flooring Project, SS Building	Information	_____
		Enclosure(s)	_____

BACKGROUND

The District issued a contract to KYA Services, LLC of Santa Ana, California for the Installation of Resilient Flooring Project in the SS Building. The project has now been completed. The final contract amount is \$103,145.80.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located, within ten days of the acceptance of the project.

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

RECOMMENDATION

Authorization is requested to accept the Installation of Resilient Flooring Project in the SS building, by KYA Services, LLC, of Santa Ana, California, as complete and to authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$103,145.80.

Claudette E. Dain, CPA
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.4.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
ART 150	Computer Art Basics	Updated minimum qualifications.
ART 152	Introduction to Art: Mobile Digital Devices	Updated minimum qualifications.
ART 158	Commercial Graphic Design	Updated minimum qualifications.
ART 159	Introduction to Typography	Updated minimum qualifications.
ART 162	Computer Graphics I	Updated minimum qualifications.
ART 167	Web Design I	Updated minimum qualifications.
ART 168	Animation I	Updated minimum qualifications.
ART 189	Art Portfolio and Resume Production	Updated minimum qualifications.
ART 252	Introduction to Art: Mobile Digital Devices 2	Updated minimum qualifications.
ART 267	Web Design II	Updated minimum qualifications.
ART 268	Animation II	Updated minimum qualifications.
CHLD 183	Infant and Toddler Caregiver: Learning and Development	Added online education addendum.
DANC 162	Beginning Ballet	Updated student learning outcomes.
DENT 121	Preclinical Dental Science	Updated online education addendum.
DENT 122	Infection Control in the Dental Office	Updated online education addendum.
ENGL 216	American Latino Literature	Updated course objectives, methods of instruction, methods of assessment, library resources and online education addendum.
ENGL 271	Introduction to World Literature: Ancient - Early Modern	Updated methods of instruction and course textbooks.
GEOG 102	Cultural Geography	Updated course catalog description, student learning outcomes, and course objectives. Updated methods of instruction, course textbooks, library resources, and online education addendum.
HIST 107	History of the United States before 1877	Updated course textbooks and online education addendum.

HIST 131	History of Latin America to 1825	Updated online education addendum.
HIST 132	History of Modern Latin America	Updated course textbook and online education addendum.
HUM 115	Multi-Cultural Mythologies	Updated course catalog description and online education addendum.
HUM 120	British Civilization	Updated course catalog description, strongly recommended courses, course textbooks and library resources.
KIN 100	Introduction to Kinesiology	Updated course objectives, methods of instruction, methods of assessment and course textbooks.
NC 210A	Freshman English A	Updated course catalog description, methods of instruction, library resources and course assignments. Added online education addendum.
NC 210B	Freshman English B	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 211A	Sophomore English A	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 211B	Sophomore English B	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 212A	Junior English A	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 212B	Junior English B	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.

NC 213A	Senior English A	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 213B	Senior English B	Updated course catalog description, methods of instruction, and library resources. Added online education addendum.
NC 215A	World History A	Updated course catalog description, student learning outcomes, and course objectives. Updated methods of instruction, and library resources. Added online education addendum.
NC 215B	World History B	Updated course catalog description, methods of instruction, student learning outcomes, and library resources. Added online education addendum.
NC 216	American Government	Updated course catalog description, methods of instruction, student learning outcomes, and library resources. Added online education addendum.
NC 225A	Pre-Calculus A	Updated course catalog description, course content, methods of instruction, methods of assessment and library resources. Added online education addendum.
NC 225B	Pre-Calculus B	Updated course content, methods of instruction, methods of assessment and library resources. Added online education addendum.
NC 226A	Integrated Math IA	Updated course catalog description, methods of instruction, course textbooks and library resources. Added online education addendum.

NC 226B	Integrated Math IB	Updated course objectives, methods of instruction, course textbooks and library resources. Added online education addendum.
NC 227A	Integrated Math IIA	Updated course catalog description, course objectives, course content, and methods of instruction. Updated course textbooks, library resources, and course assignments. Added online education addendum.
NC 227B	Integrated Math IIB	Updated course catalog description, course objectives, course content, and methods of instruction. Updated course textbooks, library resources, and course assignments. Added online education addendum.
NC 228A	Integrated Math IIIA	Updated course catalog description, course objectives, course content, and methods of instruction. Updated course textbooks, library resources, and course assignments. Added online education addendum.
NC 228B	Integrated Math IIIB	Updated course catalog description, course objectives, methods of instruction, and library resources. Added online education addendum.
NC 656	Marketing and Social Media for Small Business	Updated course short title to reflect the content of the course.
POLI 103	American Government and Politics	Updated course textbooks and online education addendum.
POLI 103H	American Government and Politics - Honors	Updated course textbook.
POLI 105	Comparative Politics	Updated course textbook.
POLI 116	International Relations	Updated course textbook.

RNRS 195	Beginning Medical/Surgical Nursing II	Updated course lab hours, course textbooks, and online education addendum. Increased units by .05.
RNRS 251	Medical-Surgical Nursing IV	Updated course lab hours, course textbooks, and online education addendum. Increased units by .05.
SOC 220	Introduction to Gender	Updated methods of instruction, course textbooks, library resources and added online education addendum.

NEW PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS

Program Title	Justification
Introduction to American Sign Language (ASL) Certificate of Competency	This certificate offers students the opportunity to get familiar with the Deaf community, learn the key linguistic features of American Sign Language, and prepare to acquire a job in ASL-related careers. It is designed to offer students insight into the Deaf community, including lifestyle and cultural perspectives. Students will also be introduced to some key linguistic features of American Sign Language, such as the signed manual alphabet, facial grammar, and vocabulary. Additionally, it will give students an overview of various ASL-related professions and job openings, discuss the role each career plays in the ASL/Deaf community, and how to begin preparing for such careers.
Introduction to Automotive Service Certificate of Competency	This certificate will empower students to find and retain employment in the automobile repair industry. It is designed to benefit students who seek, or want to improve, their position in the automobile repair industry by introducing students to the basics of professional automotive service and repair. Certificate recipients will have basic skills to communicate and execute automobile industry practices in a professional setting. Students will also develop familiarity with the techniques of inspecting a vehicle for service and preparing proper written documentation for the consumer.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	January 18, 2022	Resolution	_____
SUBJECT:	Employment of Kimberly Mathews	Information	_____
	Dean of Career Technical and Continuing Education	Enclosure(s)	_____

BACKGROUND

Ms. Kimberly Mathews has been selected through the hiring process as the recommended candidate to serve as Dean of Career Technical and Continuing Education.

Ms. Mathews comes to Citrus College with over 15 years of experience in higher education. She most recently served as the director for special programs/career education for over eight years at Santa Ana College (SAC) in the Career Education and Workforce Development (CEWD) Division. She provided administrative direction and oversight to five career education divisions which included 147 certificates, 62 AS degrees, and one bachelor's degree program. Prior to her role as director for special programs/career education, she served as the career technician and career guidance specialist at the Rancho Santiago Community College District. Her teaching experience includes serving as an adjunct instructor with Santiago Canyon College's Division of Continuing Education in the Inmate Education Program (IEP) where she taught workforce preparation, adult basic education, and GED/HiSET preparation classes to men and women in the Orange County Jails.

Ms. Mathews holds a master's degree in management from the University of Redlands and a master's degree in pastoral counseling from Trinity College of Graduate Studies. She received her bachelor's degree in psychology and sociology from the University of Notre Dame.


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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Kimberly Mathews beginning February 1, 2022, as the Dean of Career Technical and Continuing Education at a salary placement of Range 77, Step 3, on the Management Salary Schedule, totaling \$163,243 annually plus health and statutory benefits.

Robert L. Sammis
Recommended by

Moved / Secoded



Approved for Submittal

Aye ___ Nay ___ Abstained ___
1/18/2022

Item No. G.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	January 18, 2022	Resolution	
SUBJECT:	Classified Staff Classification – Audio Visual Support Specialist	Information	
		Enclosure(s)	X

BACKGROUND

Technology and Computer Services (TeCS) is responsible for maintaining the operation of the technology in the classrooms and labs on campus. There are currently 130 classrooms on campus containing technology typically consisting of a data projector, a podium with a computer and monitor, a document camera, a DVD/VCR player, a sound system, and components for switching inputs and outputs between devices.

Previously, TeCS received basic audio visual support from Library staff members who were tasked to deliver reserved audio visual equipment to each classroom as requested, change light bulbs, and perform basic equipment set-up. This basic support is no longer available and the equipment installed in the classrooms and labs require more expertise with the sophisticated equipment installed. Job descriptions of current TeCS staff members do not have specific callouts or require expertise in audio visual equipment.

It is recommended that the District create a new classification, Audio Visual Support Specialist, and that this classification be placed on the Classified Salary Schedule at Range 37 (\$4,576.44/month), effective January 19, 2022. A copy of the proposed job description that sets forth the classification's essential duties and responsibilities is attached.

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


RECOMMENDATION

Authorization is requested to create the new classification of Audio Visual Support Specialist, and that this classification be placed on the Classified Salary Schedule at Range 37 (\$4,576.44/month), effective January 19, 2022.

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.7.



POSITION DESCRIPTION
Audio-Visual (A/V) Support Specialist

Position..... Audio-Visual (A/V) Support Specialist
Department/Site Technology and Computer Services
FLSA Non-Exempt
Evaluated by..... Technical Operations Support Services Supervisor
Salary Range 37

Summary

Under the direction of the Supervisor of Technical Operations Support Services, install, configure, troubleshoot, and service computers and audio-visual (A/V) related equipment and software used in conference rooms, instructional classrooms and lab environments. Update and configure operating systems, interfaces, control panels, and drivers in devices used for audio-visual presentations. Install, troubleshoot and service both wired and wireless connections between devices. Provide technical support and help functions that relate to audio-visual hardware, software, data communications, and connectivity. Utilize work orders and phone support techniques to support the TeCS Help desk.

Essential Duties and Responsibilities

- Troubleshoots and performs various technical audio-visual, computer and peripheral repair duties that include but are not limited to diagnosing failures and isolating faulty parts, repairing or replacing parts, and verifying and testing for correct operations. Performs preventative maintenance.
- Installs and configures connected audio-visual devices, e.g., projectors, smart boards, large format video displays, computers, document cameras, web cameras, amplifiers, speakers, microphones, device controllers, cabling, and related communications equipment. Troubleshoots Internet connections and software on presentation computers, projectors, displays and controllers.
- Tests device drivers and updates to ensure compatibility with existing equipment. Configures software to communicate with peripherals such as projectors, video display systems, microphones, amplifiers, and related devices. Use, install and upgrade current versions of standard software.
- Operates and maintains instructional equipment. May set up and test the working condition of equipment used to support computer-aided instruction.
- Develops and maintains up-to-date documentation supporting assigned and related areas of responsibility, as well as the use, condition and location of equipment and materials. This includes procedures and steps for equipment setup, help desk questions and answers, and inventory recording.
- Reads and interprets technical instructions related to use and maintenance of hardware, software and network connections.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**
 - Requires working technical knowledge of audio-video components and personal computers, including the relationship and usage of various input and output components, business and education support software, and terminology.



POSITION DESCRIPTION
Audio-Visual (A/V) Support Specialist

- Requires a working knowledge of operating systems.
- Must understand the protocols and procedures for setting up new audio-visual and computer equipment, troubleshooting and performing routine maintenance.
- Must be able to gather and analyze data and draw logical conclusions.
- Requires a working knowledge of audio-visual systems and connectivity between devices.
- Requires sufficient writing skill to document technical procedures.
- Requires the ability to install, configure, and troubleshoot audio-visual and computer systems.
- Must be able to install and configure components utilizing both wired and wireless (Bluetooth, wireless Internet, infrared (IR) and radio frequency (RF)) connections
- Must be able to connect interface cables and connections between computers and peripherals.
- Must be able to analyze and evaluate the needs of users and develop alternative solutions.
- Must be able to prioritize and organize work to meet deadlines and timetables.
- Must be able to apply customer service protocol and maintain a customer service- oriented priority.
- Must be able to communicate clearly and concisely, both orally and in writing, to effectively communicate with supervisors, faculty, staff and students in a multi-cultural environment.
- Must be able to establish and maintain cooperative and effective working relationships with members of the District community and with outside contacts.

Abilities

- Requires the ability to install, configure, and troubleshoot audio-visual systems, computers, controllers and peripherals.
- Must be able to connect interface cables and connections between audio-visual system components.
- Must be able to analyze and evaluate the needs of users and develop alternative solutions.
- Must be able to prioritize and organize work to meet deadlines and timetables.
- Must be able to read, interpret and apply complex technical information including equipment manuals, blueprints and schematics.
- Must be able to give one-on-one training in the use of audio-visual systems and presentation software.

Physical Abilities

- Requires the ability to accomplish work of a sedentary to moderately active nature.
- Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to install cables and equipment.
- Requires sufficient hand eye coordination and dexterity to make small component connections.
- Requires sufficient visual acuity to read technical documents and instructions and align small components.
- Requires sufficient auditory ability to carry on routine conversations.
- Requires the ability to lift, push, and pull objects of medium weight (less than 50 lbs.) on an occasional basis.



POSITION DESCRIPTION

Audio-Visual (A/V) Support Specialist

- Requires the ability to work in confined areas with noise variations, dust, and limited ventilation.

Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units or a certificate in computer networks or computer technical support, and two years of computer networks or computer technical support experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units or a certificate in computer networks or computer technical support, four years of computer networks or computer technical support experience.

Licenses and Certificates

- Possession of, or ability to obtain and retain an Extron Audio Visual Associate (AVA) Certification or equivalent.
- May require a valid driver's license.

Working Conditions

- Work is performed indoors where some safety considerations exist from physical labor, positioning in cramped areas, and handling of medium weight, yet, awkward materials.

**CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES**

BP 5035 WITHHOLDING OF STUDENT RECORDS

References: Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have diplomas and registration privileges withheld. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

See Administrative Procedure 5035 Withholding of Student Records.

Board Approved 07/21/09
Revised 05/05/15
Desk Review 06/19/18
Revised

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5035 WITHHOLDING OF STUDENT RECORDS

References: Title 5 Section 59410

The Dean of Enrollment Services may withhold diplomas and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Each department shall be responsible for notifying the student via District email of any financial obligations to the District for that department's services. If a student fails to respond to the letter, that department will place a "hold" in the administrative computer system that will result in the withholding of diplomas and registration privileges.

If the student owes any outstanding fees, the Cashier's Office will send a bill to the student via District email or mail and place a hold on the student's record.

Board Approved	03/02/10
Revised	11/06/14
Revised	05/05/15
Revised	06/19/18
Revised	12/14/21

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5110 COUNSELING

References: Education Code Section 72620; Title 5 Section 51018; Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard II.C.5

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation. A counseling intervention shall be required for students on academic probation, progress probation, and students returning from dismissal.

See Administrative Procedure 5110 Counseling.

See Administrative Procedure 4250 Probation.

See Administrative Procedure 4255 Dismissal and Readmission.

Board Approved	07/21/09
Revised	06/17/14
Revised	07/19/16
Revised	05/21/19
Revised	

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5110 COUNSELING

References: Education Code Section 72620; Title 5 Section 51018; Accrediting Commission for Community and Junior Colleges (ACCJC) Accreditation Standard II.C.5

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance, and career development services;
- Evaluating and interpreting test data including learning disabilities assessment, career assessments, assessment/placement testing, and other forms of informal assessment;
- Counseling intervention shall be required for students on academic or progress probation (See AP 4250 Probation);
- Students returning from dismissal shall be required to make an appointment with a counselor to complete a petition for readmission (See AP 4255 Dismissal and Readmission).

Counselors also have a role in consultation and advocacy on behalf of students, including such activities as participation in liaison roles, articulation, counseling curriculum development, and explanation of student rights and responsibilities.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to

the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Superintendent/President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; and reporting information to one or more persons specified in a written waiver by the student.

Board Approved	07/21/09
Desk Review	06/17/14
Revised	07/19/16
Revised	12/14/21

**CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES**

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq.

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

Disabled Student Programs and Services (DSPS) shall be the primary provider for academic adjustments, auxiliary aids, and services, that facilitate equal educational opportunities for students with disabilities who can profit from instruction as required by federal and state laws.

DSPS shall be available to students with verified disabilities. The services to be provided are based on educational need and include, but are not limited to, reasonable accommodations, academic adjustments, sign language interpreters, technology accessibility, adaptive equipment, disability and academic counseling.

Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. No student with disabilities is required to participate in DSPS. The District's assigned ADA/504 Coordinator will be the contact point for students with professionally verified disabilities, not participating in DSPS, who need reasonable accommodations in order to equally participate in the educational programs at the College.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that DSPS conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5140.

Board Approved 07/21/09
Revised 12/03/13
Revised 07/18/17
Revised

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq.

The District will maintain a plan for the provision of programs and services to students with disabilities designed to assure that they have equality of access to District classes and programs.

The plan will address:

- procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the Vice President of Academic Affairs;
- long-range goals and short term measurable objectives for the program;
- definitions of disabilities and students eligible for the program;
- support services and instruction that is provided;
- technology accessibility;
- verification of disability;
- student rights and responsibilities;
- academic accommodation plan that is developed by a designated person in consultation with the student;
- academic adjustment, auxiliary aids, and services;
- provisions for course substitution: please note that transfer institutions are not bound by decisions made by the Citrus Community College District regarding course substitutions. Students are responsible for contacting potential transfer institutions regarding the acceptability of prior coursework.
- staffing;
- advisory committee; and
- complaints concerning denial of accommodation(s). This plan will not address discrimination complaints on the basis of disability (See AP 7101.1 – Discrimination Complaint Procedure: Students)

Board Approved	03/02/10
Revised	11/12/13
Revised	07/18/17
Revised	12/14/21

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

The Board of Trustees of the Citrus Community College District met for the reorganizational meeting on Tuesday, December 14, 2021, in the Administration Building Board Room (AD 109) with audience participation in-person and via Zoom (Meeting ID: 940 2761 8336).

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

TRUSTEE ROLL CALL: Present: Laura J. Bollinger, Anthony Contreras, Mary Ann Lutz, Patricia A. Rasmussen and Taylor McNeal (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Greg Schulz, Superintendent/President (remotely); 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; Robert Hughes, Chief Information Services Officer; and Christine Link, recording secretary.

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

Management Team: Wade Ellis

Faculty: Dave Ryba

COMMENTS

Ten employees addressed the Board of Trustees: Paul Swatzel, mathematics instructor; Lisa Villa, counseling instructor; Dr. David Ryba, chemistry instructor and President of the Citrus College Faculty Association (CCFA); Leina Saikali Willis, counseling instructor; Lelaine Arredondo, counseling instructor; Michelle Plug, articulation officer; Natalie Desimone, counseling instructor; Claudia Castillo, counseling instructor; Carsten Dau, English instructor; and Kristie-Ann Shimokawa, counseling instructor.

Board of Trustees

Item 1: Moved by Trustee Bollinger and seconded by Trustee Contreras to elect Mary Ann Lutz for the office of President of the Board of Trustees for the period from December 14, 2021, through December 13, 2022.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Item 2: Moved by Outgoing Board President Rasmussen and seconded by Trustee Contreras to elect Laura J. Bollinger for the office of Vice President of the Board of Trustees for the period from December 14, 2021, through December 13, 2022. 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Item 3: Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to elect Anthony Contreras for the office of Clerk/Secretary of the Board of Trustees for the period from December 14, 2021, through December 13, 2022. 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Item 4: Moved by Outgoing Board President Rasmussen and seconded by Trustee Contreras to elect Laura J. Bollinger to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors from December 14, 2021, through December 13, 2022. 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Item 5: Moved by Trustee Bollinger and seconded by Outgoing Board President Rasmussen to select Anthony Contreras as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2022. 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Item 6: Moved by Trustee Contreras and seconded by Outgoing Board President Rasmussen to approve the dates, time and place for regular meetings of the Board of Trustees for the period of January 1, 2022, through December 13, 2022:

Date/Time: January 18, 2022 @ 4:15 p.m.
February 15, 2022 @ 4:15 p.m.
March 15, 2022 @ 4:15 p.m.
April 5, 2022 @ 4:15 p.m.
May 17, 2022 @ 4:15 p.m.
June 21, 2022 @ 4:15 p.m.
July 19, 2022 @ 4:15 p.m.
August 16, 2022 @ 4:15 p.m.
September 6, 2022 @ 4:15 p.m.
October 18, 2022 @ 4:15 p.m.
November 15, 2022 @ 4:15 p.m.
December 13, 2022 (Organizational/Regular meeting) @ 4:15 p.m.

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

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

4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

Greg Schulz, Ed.D., Superintendent/President, thanked the campus community for attending the college's Holiday Open House on December 1, 2021. In addition, he shared:

- He joined Trustee Lutz in the City of Monrovia Holiday Parade in downtown Monrovia.
- He enjoyed attending the Citrus College Foundation Winter Reception with his wife, as well as the annual holiday spectacular, "Christmas Is..." inside the Haugh Performing Arts Center.
- He thanked faculty and staff for their effort in submitting the college's application for the 2023 Aspen Prize for Community College Excellence.
- He congratulated those faculty and staff who are retiring at the end of the calendar year.
- He wished everyone a holiday season filled with peace, comfort and joy.

Joumana McGowan, Ed.D., Vice President of Academic Affairs, in a written report, shared:

- The annual holiday spectacular "Christmas Is..." returned to the Haugh Performing Arts Center with performances in December.
- The dental program hosted a hybrid Accreditation Site Visit on December 1 and 2, 2021, and looks forward to receiving a good report from the visiting team.
- Theatre arts instructor Dan Volonte received a University Resident Theatre Association Award for Excellence in Undergraduate Training.

Richard F. Rams, Ed.D., Vice President of Student Services, in a written report, shared:

- The EOPS/CARE and CalWORKs programs hosted the annual Adopt an Angel event on December 9, 2021. Students were issued gift cards and played holiday trivia with the staff. This event is supported by donations and funding from the Citrus College Foundation.
- The International Student Center participated in six EducationUSA virtual events. Over 600 prospective international students participated in these events.
- Student life and leadership development hosted CalFresh workshops, a Veteran's Ally training and an email etiquette workshop. Additionally, they awarded 40 COVID-19 technology support grants, 28 student support grants, and 228 Chromebooks during the fall 2021 semester.
- Student services selected Carlos Millan as its outstanding student for December 2021. He is on track to earn two associate degrees from Citrus College by June 2022.

Claudette E. Dain, Vice President of Finance and Administrative Services, in a written report, shared:

- Construction on the Educational Development Center is 22% complete at this time. Current work includes the elevator tower and the beginning of structural work for the north façade.

- Over winter break, facilities will complete a flooring enhancement project in the Student Services Building to include new resilient hard surface materials in common areas.
- The purchasing/warehouse team is testing vehicles for smog certification and completing forklift training. Additionally, the team has been removing furniture and equipment from the bookstore in preparation for outsourcing to Follett.

Robert L. Sammis, J.D., Director of Human Resources, in a written report, shared:

- Human resources is gearing up for what promises to be a busy spring 2022 semester with faculty hiring and ongoing classified, management and supervisory employee recruitment.

Gino Munoz, Academic Senate President, in a written report, shared:

- The Academic Senate has been busy reviewing and passing administrative procedures.
- A resolution in support of open educational resources (OER) was approved.
- The Academic Senate continues to review policies regarding online education.

Jorge Cortez, CSEA President, in a written report, shared:

- The December CSEA chapter meeting will take place on December 14, 2021.
- Steve Siegel will serve as the chapter's Second Vice President, while the rest of the 2021 executive board will continue to serve for 2022.
- CSEA would like to thank the superintendent/president's office and everyone who participated in the planning of the college's Holiday Open House.

Laura J. Bollinger, Incoming Vice President, Board of Trustees, thanked Outgoing Board President Rasmussen for her leadership. She noted that the Citrus College Foundation approved the appointment of a new board member, Dr. Martin Gundersen. Trustee Bollinger provided highlights of the many events and meetings that she attended. She concluded her comments by wishing everyone an enjoyable holiday season.

Anthony Contreras, Incoming Clerk/Secretary, Board of Trustees, said how great it was to see "Christmas Is...", saying it was a joyous, fun and professional production. He provided highlights of the many events and meetings that he attended. Trustee Contreras also wished everyone happy holidays.

Patricia A. Rasmussen, Outgoing President, Board of Trustees, said she had a lovely time at the Glendora Christmas Parade and enjoyed getting to know Student Trustee McNeal. She highlighted recent commercials she's seen advertising community colleges, which were made by the Chancellor's Office. Outgoing Board President Rasmussen provided highlights of the many events and meetings that she attended. In closing, she wished everyone a wonderful holiday.

Mary Ann Lutz, Incoming President, Board of Trustees, echoed the praise that "Christmas Is..." received from her colleagues. She noted some highlights from a recent

diversity, equity and inclusion (DEI) town hall, which she attended with Trustee Contreras. Incoming Board President Lutz remarked on a productive meeting she and Superintendent/President Schulz had with the executive director of Foothill Transit. She provided highlights of the many events and meetings that she attended.

Taylor McNeal, Student Trustee, shared that the Associated Students of Citrus College (ASCC) held their annual holiday party, celebrating the past semester. She joined Outgoing Board President Rasmussen in the Glendora Christmas Parade. Student Trustee McNeal thanked the Student Health Center for keeping everyone safe on campus. She congratulated the trustees on their new appointments.

MINUTES

Item 7: Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the regular meeting minutes of November 16, 2021.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

INFORMATION AND DISCUSSION

Audit Report Presentation – Claudette E. Dain, Vice President of Finance and Administrative Services

Ms. Dain introduced Rick Alonzo from the District's audit firm, Eide Bailly, LLP, who presented highlights of the 2020-2021 Annual Financial and Compliance Audit for the Citrus Community College District.

Educational Programs Committee - Administrative Procedures Revisions – Joumana McGowan, Ed.D., Vice President of Academic Affairs

AP 4106	Nursing Programs
AP 4255	Dismissal and Readmission

Superintendent/President Schulz provided information about several revisions to Administrative Procedures (APs) from the Educational Programs Committee. The District's APs are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California and federal and state guidelines.

Student Services Committee – Administrative Procedures Revisions – Richard F. Rams, Ed.D., Vice President of Student Services

AP 3515	Reporting of Crimes
AP 5052	Open Enrollment
AP 5055	Enrollment Priorities
AP 5150	Extended Opportunity Programs and Services
AP 5300	Student Equity
AP 5530	Student Rights and Grievances

Superintendent/President Schulz provided information about several revisions to Administrative Procedures (APs) from the Student Services Committee.

INDEPENDENT CONTRACTORS

- Item 8:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

FACILITIES USE

- Item 9:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to ratify the attached list of facilities usage and rental agreements.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

- Item 10:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to ratify A & B Warrants issued during November 2021, totaling \$11,532,386.34. 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).
- Item 11:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to ratify purchase orders issued during November 2021.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 12:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).
- Item 13:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).
- Item 14:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

AUDITORS

- Item 15:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to accept the Citrus Community College District Annual Financial and Compliance Audit and the Measure G Proposition 39 Financial and Performance Audit Reports from Eide Bailly, LLP, for the fiscal year ended June 30, 2021.
4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

SIGNATURES AUTHORIZATION

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

SABBATICAL – FACULTY

- Item 17:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Contreras to approve faculty 2022-2023 sabbatical leave recommendations as follows
- Dr. Elisabeth Ritacca – Fall 2022 Semester
 - Dr. Ana M. Afzali – Fall 2022 Semester
 - Ms. Anna McGarry – Spring 2023 Semester
- 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

CURRICULUM

- Item 18:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve new courses, modified courses, course deletions, and new programs.
- 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

EMPLOYMENT – FACULTY

- Item 19:** Moved by Outgoing Board President Rasmussen and seconded by Trustee Contreras to accept the 2022-2023 ranked order of the full-time faculty positions identified by the Faculty Needs Identification Committee (FNIC). Consistent with the District's forecasted hiring obligation for fall 2022, it is requested that the Board of Trustees authorize recruitment of full-time faculty positions 1 through 16 effective with the fall 2022 semester. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation.
- 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

BOARD POLICIES

- Item 20:** Moved by Trustee Bollinger and seconded by Outgoing Board President Rasmussen to approve the first reading of BP 5035 Withholding of Student Records, BP 5110 Counseling, and BP 5140 Disabled Student Programs and Services.
- 4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

CLOSED SESSION: At 5:58 p.m., Incoming Board President Lutz 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.

RECONVENE: At 7:13 p.m., Incoming Board President Lutz reconvened the meeting to open session with no action taken.

IMMUNIZATION/VACCINATION

Item 21: Moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger that the Citrus Community College District Board of Trustees maintain the current vaccination and testing requirements in place, to ensure that all employees and students who come to campus are either fully vaccinated or undergo regular COVID-19 testing and produce proof of negative COVID-19 test results, for the 2022 winter and spring terms. Specifically:

- By no later than January 3, 2022, all students enrolled in winter or spring term on-campus classes, provide proof of COVID-19 vaccination or undergo mandatory regular testing
- For the winter term, mandatory testing, regardless of vaccination status, will continue

It is further recommended that the Board of Trustees delegate authority to the Superintendent/President and/or designee to take all actions necessary to develop and implement any new requirements related to COVID-19, as identified by the CDC, Public Health, Cal/OSHA and other federal and state agencies.

4 Yes. (Bollinger, Contreras, Lutz, Rasmussen).

HEARING

Incoming Board President Lutz opened a public hearing at 7:24 p.m. for the purpose of hearing from the public with regard to the Board's provisional appointment to the Area #3 Board of Trustees vacant seat.

Effective October 16, 2021, the Area #3 Board of Trustees seat became vacant.

Pursuant to the Board of Trustees' authorization to proceed with a provisional appointment, the District, consistent with Administrative Procedure 2110, Vacancies on the Board, developed a candidate information sheet including an application for interested individuals to use to apply for the Area #3 vacancy. The information was posted on the District's webpage, published in the San Gabriel Valley Tribune and posted in at least three public places.

Applications were required to be submitted by the close of business on December 8, 2021.

The District received applications from two interested individuals; each of whom meets the legal requirements to serve as a trustee for Area #3 (listed in alphabetic order).

Cheryl Alexander
Bracy Fuentes

Each candidate was provided the following questions to address in a presentation to the Board of Trustees during this public hearing:

1. Please share your general knowledge of the Citrus Community College District.
2. Please state why you are seeking appointment to the Citrus Community College District Board of Trustees.
3. What skills and abilities would you bring to the work of the Citrus Community College District Board of Trustees?
4. Please describe your experience in serving on boards, commissions or appointed or elected positions.
5. Please describe other community involvement and experience in Trustee Area #3 that would contribute to the work of the Citrus Community College District Board of Trustees and the college.
6. What do you hope to accomplish by serving as a trustee?

The candidates were allotted 10 minutes each for their presentations.

The following random selection regarding the order of candidate presentations was conducted in advance of the meeting.

1. Cheryl Alexander
2. Cheryl Bracy

The public hearing was closed at 7:41 p.m.

BOARD OF TRUSTEES

Item 22: Moved by Outgoing Board President Rasmussen and seconded by Incoming Board President Lutz to provisionally appoint Cheryl Alexander to serve as the Area #3 Trustee, effective as of the December 14, 2021 Board of Trustees meeting, for the duration of the Area #3 unexpired term which ends December 9, 2022, and direct the Superintendent/President to provide public notice and take all other actions required by law to effect this appointment.

A roll call vote was taken:

Laura J. Bollinger – aye

Anthony Contreras – aye

Mary Ann Lutz – aye

Patricia A. Rasmussen – aye

Motion Passed: 4 aye; 0 nay

OATH OF OFFICE

Greg Schulz, Ed.D., Superintendent/President, administered the Oath of Office to Cheryl Alexander, Trustee Area #3, provisionally appointed to the Board of Trustees on December 14, 2021.

ADJOURNMENT: At 7:54 p.m., it was moved by Outgoing Board President Rasmussen and seconded by Trustee Bollinger to adjourn the meeting in memory of the following Citrus College colleagues: Ms. Ann Battle, Dr. Richard Fernandes and Ms. Karen Praeger. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Date

Anthony Contreras
Clerk/Secretary
Board of Trustees