

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in July

**DATE:** Tuesday, July 19, 2022

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

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

**Regular Board Meeting**

Topic: July 19, 2022 Citrus Community College District Board of Trustees Meeting

Time: 4:15 p.m.

Attendance and public participation is welcomed in person and remotely. The Board of Trustees encourages members of the public to join the meeting.

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:

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+1 646 876 9923 (US Toll)

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Meeting ID: 940 2761 8336

International numbers available: <https://cccconfer.zoom.us/j/94027618336>

Or Skype for Business (Lync):

SIP:94027618336@lync.zoom.us

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

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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/07.19.2022.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  
Serina Mummert, 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](mailto: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 will also 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](mailto:clink@citruscollege.edu). In the alternative, you can contact Ms. Link via telephone at 626-914-8821.

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

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**

**Richard F. Rams, Vice President of Student Services and Acting Vice**

**President of Academic Affairs**

- The Haugh Performing Arts Center announced its 2022-23 season on July 5. With a theme of "Explore. Connect. Enjoy!" the season includes a dynamic combination of notable entertainers and world class artists, along with standout academic productions. Among those featured are Latin music star Lupita Infante with Mariachi Herencia de Mexico, Frankie Avalon, Judy Collins, Big Bad Voodoo Daddy Wild Swingin' Holiday Party, Christmas Is..., HAIR, Joseph and The Amazing Technicolor Dreamcoat and more! View the season brochure online by visiting [www.haughpac.com](http://www.haughpac.com).
- Study Abroad is very excited because we have met the maximum number of students allowed for our Fall 2022 program in London. We have two faculty taking 45 students. Erin Tate is our lead faculty teaching psychology courses and Ed Reed, whose home college is College of the Desert, is teaching speech/communications classes.
- The Division of Student Affairs welcomes our new Mental Health Supervisor Nadine Henley to the Student Services team! Nadine is a Licensed Clinical Social Worker (LCSW) with a sociology bachelor's degree from California State University, Long Beach and a master's degree in clinical social work from San Diego State University. Her first day was July 11 and she is excited about supporting Citrus College students and employees!
- A total of 266 students attended Early Alert Workshops via Zoom during the spring semester. The most popular workshops were Test Taking, Study Skills, Time Management, and Learning Styles. A total of 525 students completed the self-paced online Early Alert modules on Comevo during the spring semester.

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

- Construction on the ED Building continues to progress nicely and is approximately 71% complete. Work continues with all trades including, electrical, plumbing and mechanical, as well as continued structural items for the elevator tower and structural items for the front (north) façade. Major mechanical items have been installed and roofing is 100% complete. Drywall, door assemblies, interior painting and preliminary interior equipment is also underway. Exterior flatwork is being installed at the front portico and restroom accessories are being procured for installation.

- The Fiscal Services team has begun their processes for year-end close, and will continue with this over the next several weeks. As of 7/1/22, we have gone live with LACOE's BEST financial system and continue to work with the TeCS team to ensure processes are working as they should be. The student Accounts Receivable/Cashiering team has been working with TeCS to implement a new online payment portal for students, which will also be completed in the next few weeks.
- Reprographics brought production of signage (including parking lot signage) and name badges in house, saving the District time from supply chain delays and money.
- Extended hours have been implemented at the Golf Range for the summer, as well as an expanded stock of snacks and drinks for sale to staff, students, and golfers in the pro shop. As we continue to make positive changes at the range, the customer base continues to grow.
- The Citrus College Bookstore staff, managed by Follett, have been conducting a floor layout move and rearranging items to better suit the flow of the store. Their team is also working on getting everything ready for the school supply fundraising drive they will be conducting in the fall in conjunction with the Foundation.

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

- The Human Resources team has been providing support to departments across the College with the recruitment and processing of newly hired faculty and staff.
- The Human Resources team is also using these summer months to get ready for the fall semester, including some long-term project such as updating the Human Resources Plan, updating the Equal Employment Opportunity Plan, and implementing a new version of the Applicant Tracking System.

### **Jeremy Clark, Academic Senate President**

- On-campus faculty are getting used to the new COVID testing process for students.
- Faculty are busy teaching and/or prepping this summer.
- We are excited to see all the new faculty members listed in the Board of Trustees Agenda today. It looks like a great new group, and we are thrilled to welcome them to campus.
- Academic Senate is working to prepare for the new school year and hopes that it fosters a positive and productive school year.

### **Briceyda Torres, Classified Employees**

- Our chapter delegates are excited to represent Citrus College at the 96<sup>th</sup> annual CSEA Conference. Thank you, Michael Bilbrey, 2<sup>nd</sup> Vice President, and Kathy Goblirsch, Secretary, for representing our Chapter 101 members.
- CSEA E-Board hopes everyone continues to have a great and safe summer.

### **Serina Mummert, Student Trustee Members of the Board of Trustees**

## **E. MINUTES**

- 1. Approval of the regular meeting minutes of June 21, 2022**

## **F. INFORMATION AND DISCUSSION**

- 1. Above and Beyond Classified Development (ABCD) Award – Greg Schulz, Ed.D., Superintendent/President (Page 9)**

**Mark Quijas  
Custodian  
Facilities & Support Service**

2. **Information Update on Citrus College Response to COVID-19 & Safe Transition to Campus – Robert L. Sammis, J.D., Director of Human Resources (Page 10)**
3. **Educational Programs Committee (EPC) - Administrative Procedures Revision – Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs (Page 12)**

**AP 4105 Online Education  
AP 4236 Advanced Placement Credit**

**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 20)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 23)
- c. Authorization is requested to ratify A & B Warrants issued during June 2022, totaling \$9,855,131.59. (Page 25)
- d. Authorization is requested to ratify purchase orders issued during June 2022. (Page 26)

**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 30)

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 40)
- g. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 42)

## **END OF CONSENT AGENDA**

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### **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 47)
- 3. Authorization is requested to approve the destruction of Class 3- Disposable records as listed on the attached inventory pursuant to Title 5, §59020 et seq. of the California Code of Regulations. (Page 49)
- 4. Authorization is requested to approve Change Order #2 for Bid #01-2021, ED Building Modernization Project to Horizons Construction Company International in the amount of \$133,977.65. (Page 51)
- 5. Authorization is requested to award Bid #04-2122, Roofing Project to Bligh Pacific of Santa Fe Springs, California, in the base bid amount of \$199,673, and alternate #1 in the amount of \$96,278, for a total of \$295,951, and to authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District. (Page 54)
- 6. Authorization is requested to accept Project #07-2021 Automatic Doors Touch-less Activation Upgrade to DoorTech of Pomona, as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$287,603.44. (Page 56)
- 7. Authorization is requested to adopt Resolution No. 2022-23-01, Authorizing the Use of the Design-Build Procurement Method for the Center for Excellence Project. (Page 57)

8. Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2022-2023, in an aggregate amount of \$116,295, effective August 1, 2022. Further authorization is requested for the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District. (Page 62)
9. Authorization is requested to approve the 2024-25 through 2028-29 Five-Year Construction Plan and adopt Resolution No. 2022-23-02, New Career Technical Educational Building. (Page 64)

### **Board Policies**

10. Authorization is requested to approve the first reading of BP 2725 Board Member Compensation. (Page 70)
11. Authorization is requested to approve the second and final reading of, and adopt, BP 6250 Budget Management. (Page 72)
12. Authorization is requested to approve the second and final reading of, and adopt, BP 6550 Disposal of District Property. (Page 75)

### **Board of Trustees**

13. Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad hoc committee to review applications for representatives on the Measure Y Citizens' Oversight Committee and make a recommendation to the full Board for appointment to the Measure Y Citizens' Oversight Committee. (Page 79)
14. Authorization is requested to approve an individual membership for the 2022-23 fiscal year, in the amount of \$660.96 to the Association of California Community College Administrators (ACCCA) for Dr. Greg Schulz, Superintendent/President. (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, (CCAFF) Local 6352.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**
4. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
5. **Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation (2 cases):**
  - a. **Alvarez, et al v. Citrus Community College District, Case No. BC681378**
  - b. **Ramirez v. Citrus Community College District, Case No. BC664056**

**I. RECONVENE IN OPEN SESSION**

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

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

**K. ADJOURNMENT**

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

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**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Above and Beyond Classified Development (ABCD) Award	Information	_____ X
		Enclosure(s)	_____

**BACKGROUND**

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

This quarter's recipient is Mr. Mark Quijas, Custodian, Facilities & Support Service.

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

**RECOMMENDATION**

Information only; no action required.

Richard F. Rams, Ed.D. \_\_\_\_\_  
Recommended by

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

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

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

Item No. \_\_\_\_\_ F.1. \_\_\_\_\_

## CITRUS COMMUNITY COLLEGE DISTRICT

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

### BACKGROUND

The following provides an update on the District's current summer session COVID-19 protocols including information as to current COVID-19 trends in Los Angeles County.

#### A. Summer 2022 Student COVID-19 Tests and Positive Cases:

This summer we successfully transitioned our required COVID-19 testing program for students from an antigen to a PCR test. The test is free and is conducted at the on-campus COVID-19 testing center now located in the Campus Center. Student testing is available on Mondays from 7 a.m. to 3 p.m., Tuesdays from 3 p.m. to 6:30 p.m. and Thursdays from 7 a.m. to 3 p.m.

As of July 12, 2022, 1,052 student PCR tests have been administered at the on-campus COVID-19 testing center with three positive test results.

Employees continue to be provided take home antigen tests and are required to test each week.

#### B. Los Angeles County Trend:

As is the case with the state, Los Angeles County has experienced an increase in the number of COVID-19 cases and hospitalizations related to COVID-19. During a COVID-19 telebriefing with the Los Angeles County Department of Public Health, it was expressed that it is highly likely that by the end of July the County will move from a moderate to a high community level as calculated by the Center for Disease Control (CDC). If the County moves to a high community level designation, the County has indicated it will reimpose an indoor-mask requirement.

#### C. 2022 Summer Session Protocols:

Students and employees continue to be required to complete the daily pre-screening. The questions in the daily pre-screening have been

modified to clarify the testing procedure and to align with current public health guidelines and practices.

Most the confirmed student and employee positive COVID-19 tests have come from off-campus self-testing. Students and employees are required to inform the Student Health Center if they test positive.

We continue to monitor all student and employee COVID-19 cases for purposes of contact tracing, campus notification and providing health related information as appropriate.

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

RECOMMENDATION

Information only; no action required.

Robert L. Sammis \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved          Secinded

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

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

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Educational Programs Committee (EPC) - Administrative Procedures Revision	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedure was revised and reviewed by constituent groups on various dates, and by the Steering Committee on June 13, 2022.

AP 4105 Online Education  
AP 4236 Advanced Placement Credit

Neither Administrative Procedure has a corresponding Board Policy.

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

RECOMMENDATION

Information only; no action required.

Richard F. Rams, Ed.D  
Recommended by

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

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

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

Item No.     F.3.

# CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

## AP 4105 ONLINE EDUCATION

### References:

Education Code Sections 66700 and 70901 et seq.;  
Title 5 Sections 55200 et seq. and 55260 et seq.;  
Title 5 Sections 55260 et seq.;  
34 Code of Federal Regulations Part 602.17 (U.S. Department of Education regulations on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
Accrediting Commission for Community and Junior Colleges Standard II.A.1

### Student Authentication

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in an online education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide each student at the time of registration, a statement of the process in place to protect student privacy.

The Office of Academic Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:

- Secure credentialing/login and password; or
- Proctored examinations; or
- New or other technologies and practices that are effective in verifying student identification.

### Definitions:

1. **Distance Education:** Education that uses one or more of the technologies listed in paragraphs (a)(i) through (iv) of this definition to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.
  - a) The technologies that may be used to offer distance education include:
    - i) The internet
    - ii) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband links, fiber optics, satellite, or wireless communication devices.
    - iii) Audio conference; or
    - iv) Other media used in a course in conjunction with any of the technologies listed in paragraphs (a)(i) through (iii) of this definition.
2. **Instructor:** An individual responsible for delivering course content and who

- meets the qualifications for instruction established by an institution's accrediting agency.
3. **Instructor Contact:** Any portion of a course that is offered through Distance Education includes regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record/online addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities. The expectation is that the frequency of contact is the same as would occur in a comparable in-person classroom course. Examples of regular and effective contact include the use of discussion forums, collaborative student activities, frequent monitoring of contact activity by the instructor, and regularly added/ revised course content that may incorporate student feedback. Instructor's specific policies regarding frequency and timeliness of instructor-initiated contact and feedback are included in the syllabus or other course documents made available at the start of the course.
  4. **Modality:** The modes in which courses that adhere to the definition of Distance Education will be scheduled and identified in the published schedule of classes.
    - a) **Fully Online** – An online education course is delivered via the internet using a campus- supported Learning Management System (LMS). Students must be able to access and actively interact with the course through an on-line compatible device and may be required to use other available technologies to acquire and learn course content. Through regular and effective contact substantive interaction, instructor and students interact to complete assignments and assessments and to demonstrate Student Learning Outcomes. An online course will be designated as fully online in published campus materials and required materials and devices will be listed.
    - b) **Real-Time Online** – A class time with real-time scheduled class meetings that are conducted via a web conferencing tool. Instructor and student will interact in real time as well as via the course LMS to complete assignments and assessments and to demonstrate Student Learning Outcomes. A live online course will be designated as real-time online in published campus materials and required materials and devices will be listed.
    - c) **Hybrid In-Person** – A hybrid online education course replaces some face-to-face class time with online instructional time. Any online education course that requires students to attend on-campus assessments, scheduled class meetings, or other required activities is a hybrid course. A hybrid course will be designated as **hybrid in-person** and include required meeting times, devices, and materials in published campus materials.
    - d) **Hybrid Online** – A hybrid online education course replaces some live zoom class with online instructional time. Any online education course that requires students to attend on-campus assessments, scheduled class meetings, or other required activities is a hybrid course. A hybrid

course will be designated as **hybrid online** and include required meeting times, devices, and materials in published campus materials.

For clarification, the following are not considered online education instruction:

1. Web-enhanced In-person courses that utilize the LMS and online tools, but do not replace classroom time, are not online education courses. Web-enhanced refers to any course that uses Courses may use the campus-supported learning management system to enhance student learning, to introduce course concepts, to submit assignments, and to complete assessments. All class meetings are held as indicated in the schedule of classes. No classroom time is replaced with online instruction Correspondence courses are not online education courses. Correspondence courses are typically self-paced with limited instructor/student interaction. A correspondence course will be designated as **correspondence** in published campus materials.
  
2. **Regular and Substantive Interaction:** For purposes of this definition, substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:
  - (i) Providing direct instruction;
  - (ii) Assessing or providing feedback on a student's coursework;
  - (iii) Providing information or responding to questions about the content of a course or competency;
  - (iv) Facilitating a group discussion regarding the content of a course or competency; or
  - (v) Other instructional activities approved by the institution's or program's accrediting agency.

#### Culture of Integrity

1. Instructor-initiated interaction will create an environment of academic integrity that discourages fraud in the form of student misrepresentation and constitutes a means for the following:
  - A. Monitoring satisfactory progress, defined as earning grades consistent with a final course grade of "C" or "Pass"
  - B. Tracking student attendance through active participation in course activities.
  - C. Determining the last date of attendance for students who drop the course via the following methods:
    - i. Prior to the census date, the instructor will initiate an activity that requires student participation.
    - ii. The instructor will require various robust assessments and assignments on a frequent basis throughout the semester or term.
2. The district will encourage faculty to set high standards for performance in online education courses.

3. The student code of conduct establishes a campus-wide policy on academic integrity, including for online education courses.

### **Distance Education Course Approval**

Each proposed or existing course offered by online education shall be reviewed and approved separately through the Curriculum Committee. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through online education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Online education courses shall be approved under the same conditions and criteria as all other courses. ~~While technology may allow for greater access to students,~~ Enrollment capacity should be set in consultation with faculty/union as well as consider best practices for the distribution and community development in a digital community.

### **Certification**

When approving distance education courses, the Curriculum Committee will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to online education courses as are applied to ~~traditional~~ in-person classroom courses, including “instructor presence”, which ensures that an online education course is comparable to an in-person ~~traditional~~ classroom course in terms of rigor, scope, and regular and effective instructor-student contact.
- **Course Quality Determinations:** Determinations and judgments about the quality of online education courses are made with the full involvement of the Curriculum Committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through online education will include regular ~~effective contact~~ and substantive interaction between instructor and students with the expectation that the frequency of contact is the same as would occur in a comparable ~~traditional~~ in-person classroom course. Examples of regular and substantive interaction ~~effective contact~~ include the use of discussion forums, collaborative student activities, frequent monitoring of contact activity by the instructor, and regularly added/revised course content that may incorporate student feedback. Instructor’s specific policies regarding frequency and timeliness of instructor-initiated contact and feedback are included in the syllabus or other course documents made available at the start of the course. In the event of an illness, family emergency, or other unexpected occurrence, the instructor or department will inform students when regular contact is expected to resume.
- **Duration of Approval:** All online education courses approved under this procedure will continue to be in effect unless there are substantive changes to the course outline.
- **Instructor Contact: Any portion of a course that is offered through Distance Education includes regular and substantive interaction between the**



instructor(s) and students, (and among students as described in the course outline of record), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.

### **Accessibility**

Each section of a course in which the instructional time is conducted in part or in whole through distance education will comply with all applicable accessibility requirements. By proposing a distance education course, the faculty author/department agrees that the course will be able to meet the accessibility requirements in state and federal regulations (Americans with Disabilities Act of 1990 (ADA), section 508 of the Rehabilitation Act of 1973, California Government Code section 11135, and Title 5 section 55205).

### **Equity**

Citrus College acknowledges that equity gaps for some disproportionately impacted student populations have historically been even larger for online education course sections as compared to onsite in-person course sections. Informed by data and guided by values rooted in pedagogy, excellence, equity, diversity, inclusion, and community, the college takes institutional responsibility for closing equity gaps and committing resources in support of approaches that do so. These approaches include equity-minded provisions of online technologies, instruction, student services, professional learning, and research and innovation.

### **Faculty Technology Literacy and Online Pedagogical Readiness**

Faculty who teach online for the district must be proficient in certain basic technology literacy skills and online pedagogical readiness in order to assure course quality and to assist students with the technology used in content delivery. Determination as to whether an instructor meets the technology literacy skills and online pedagogical readiness requirement will be made by the division dean in consultation with the faculty Coordinator of Online Education.

Prior to teaching an online or hybrid course at Citrus College, faculty must meet one of the following requirements:

1. Have completed formal training or college-level coursework from an accredited college or university in online teaching and associated technology.
2. Present a teaching demonstration in an online format, showing evidence of technology literacy and online education pedagogy fundamentals, including familiarity with Citrus College's LMS (see Online Education Best Practices for technology literacy and pedagogical readiness qualifications).
3. Have completed courses for online teaching and learning as prescribed by Citrus College's Online Education Program (currently provided by @One, the California Community College system training provider).

Faculty who have met the above criteria may be required to participate in additional professional development activities in order to meet federal and state regulations and accreditation requirements.

### **Online Education Faculty Working Conditions**

Online education working condition policies are reviewed by the Academic Senate and established by mutual agreement between the Faculty Association and the District. These conditions include course enrollment limits, course load, office hours, and faculty evaluation.

### **Copyright and Intellectual Property**

1. Fair Use and Legal Use of Copyrighted Materials in Online Education Courses  
Copyright guidelines related to online education shall be developed and maintained by the online education program in accordance with copyright laws (U.S. Copyright Act; the Digital Millennium Copyright Act of 1998; Fair Use Policy; and the 2002 Teach Act).
2. Faculty Responsibility for Copyright  
Instructors of online education courses are responsible for ensuring that all instructional material and delivery methods for online education courses are in compliance with copyright laws and College copyright policy.
3. Faculty Intellectual Property Rights  
Faculty will maintain the same intellectual property rights of the instructional material they develop for online education courses as they would for traditional classroom courses.

Board Approved	05/18/10
Revised	05/01/12
Desk Review	06/06/13
Revised	06/19/18

Academic Senate:	05/11/22
ASCC:	04/26/22
CSEA:	04/21/22
Management Team:	05/04/22
Supervisor/Confidential:	04/21/22
Steering:	

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

**CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS**

**AP 4236    ADVANCED PLACEMENT CREDIT**

**References:** Education Code Section 79500;  
Title 5 Section 55052

The District will grant three to six (3-6) units of area or elective credit for an examination score of three, four or five (3, 4 or 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board.

Students must be currently enrolled within the District and must turn in official AP exam results to the Admissions and Records Office to receive Credit for Advanced Placement exams.

For any AP examination that Citrus College does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, Citrus College may award elective credit.

A student's academic record will be annotated to reflect credit earned through an AP examination.

The District's Advanced Placement Credit procedure will be published in the catalog and posted on the Citrus College Website.

Board Approved	06/19/18
Academic Senate:	05/25/22
ASCC:	05/10/22
CSEA:	05/02/22
Management Team:	05/04/22
Supervisor/Confidential:	05/04/22
Steering:	

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 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 – July 19, 2022**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Cambridge West Partnership, LLC	\$160.00 per hour NTE \$57,600.00 max <i>(Revision- previously \$48,000.00)</i>	Restricted	5/5/21-7/31/22 <i>(Revision- previously 5/5/21-12/31/21)</i>	Facilitate Management of CARES Act Funds
Cordoba Corporation	\$78,000.00 max <i>(Revision- previously \$75,000.00)</i>	District	7/1/20-6/30/22	Construction Management Services <i>(Revision previously 7/1/20-12/31/21)</i>
Cordoba Corporation	\$20,000.00 max	District	7/1/22-6/30/23	Construction Management Services
Los Angeles County Office of Education	\$20,300.00 max	District	7/1/22-6/30/23	PeopleSoft Financial System Services
<u>CAREER TECHNICAL EDUCATION</u>				
Clarus Corporation	\$9,000.00 max	District	7/22/22-8/29/22	Digital Media Advertising for Cloud Computing Program
<u>COMMUNICATION AND EXTERNAL RELATIONS</u>				
Glacier Communications	\$35,000.00 max	District	7/20/22-6/30/23	Digital Media Advertising
Intersection Media, LLC	\$20,655.54 max	District	7/20/22-6/30/23	Advertisements on LA Metro/Gold Line Trains
<u>FINANCIAL AID</u>				
Strata Information Group, Inc.	\$10,200.00 max	Grant	7/20/22-6/30/23	Banner-Cal Grant Interface
<u>LANGUAGE ARTS</u>				
Arroyo Seco Baseball	No Fee	No Fee	6/27/22-8/19/22	Student Work Experience
<u>ONLINE EDUCATION</u>				
Blackboard, Inc.	\$16,161.73 max	District	7/1/22-6/30/23	Provide Accessibility Software Integrated with Canvas
<u>STUDENT SERVICES</u>				
Strata Information Group, Inc.	\$25,500.00 max	Grant	2/22/22-12/31/22 <i>(Revision- previously 2/22/22-6/30/22)</i>	Banner Communication Management System
<u>TECS</u>				
Guardian Power Protection Services, Inc.	\$3,776.00 max	District	7/30/22-7/29/23	Service Agreement for Uninterruptible Power Supply (UPS) System
Global CTI Group, Inc.	\$39,901.00 max	District	7/1/22-6/30/23	Master Service Agreement for Maintenance of Phone and Emergency Notification System
<u>VISUAL AND PERFORMING ARTS</u>				
Aleman, Andrea	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Bonham, Jason	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Cantrell, Julian	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Carr, Robert	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Di Fore, Joseph	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Fogle, Allen J.	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Hilera, Gerardo	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Jimenez, Carlos	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Jorge, Nathaniel	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services

Lefebvre, Madison	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Manaster, Paul	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Manguising, Kathleen	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Peterson, Robert F.	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Potestad, Danielle Marie	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Ramirez, Gregory	\$5,000.00 max	District	7/20/22-6/30/23	Musician Services
Reilly, John	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Stein, Rudolph E.	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Stoutenborough, Laura	\$2,000.00 max	District	7/20/22-6/30/23	Musician Services
Tapia, Rafael Jr.	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services
Valerio, Celia Chan	\$2,500.00 max	District	7/20/22-6/30/23	Musician Services
Wolf, Adam Henrik	\$4,500.00 max	District	7/20/22-6/30/23	Musician Services

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Ratification of Facilities Usage/Rentals	Information	_____
		Enclosure(s)	X _____

BACKGROUND

In accordance with California Education Code Section 82537, Use of School Property, Public Purposes, and in accordance with BP 6700 Civic Center and Other Facilities Use, the attached list of facilities usage and rental agreements are 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 facilities usage and rental agreements.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. G.1.b.

**Use of Facilities  
July 19, 2022**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>ESTIMATED CHARGE</b>
Azusa Pacific University	Tennis Courts	Tennis Tournament	7/16/22	\$1,069.00, plus additional fees if required
Kiwanis Division 35	Campus Center East Wing	Meeting for the benefit of the Veterans Success Center	7/18/22	No rental fee, labor charges only if required
Omo Yoruba of Southern California	LH102	Meeting	7/30/22	\$1,229.00, plus additional fees if required
San Dimas High School	Stadium, Pressbox and Locker Rooms	Smudgepot Football Game	9/10/22	\$4,675.00, plus additional fees if required



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Ratification of A & B Warrants	Information	_____
		Enclosure(s)	_____

BACKGROUND

Payments to employees are issued on "A" Warrants. All other payments such as payments to vendors and students for financial aid and refunds are issued on "B" Warrants. In accordance with AP 6150 Designation of Authorized Signatures, all warrants have been processed in accordance with established procedures to ensure verification of authenticity of the expenditure. The following warrants were issued during June 2022:

	June
Warrants Issued to Vendors	\$3,078,419.58
Warrants Issued for Students Financial Aid	\$617,981.75
Warrants Issued to Employees	\$6,158,730.26
Total	\$9,855,131.59

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

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during June 2022, totaling \$9,855,131.59.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No.         G.1.c.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Ratification of Purchase Orders	Information	_____
		Enclosure(s)	X _____

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during June 2022 is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify purchase orders issued during June 2022.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. \_\_\_\_\_ G.1.d. \_\_\_\_\_

**Board of Trustees Meeting July 19, 2022  
Purchase Orders Issued June 2022**

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0010000	Community College League of California	Board Management Software-BOT 4/5/22	General	VP Finance & Admin Services	\$12,000.00
P0017489	Wasp Barcode Technologies	Software Renewal	General	Purchasing & Warehouse	\$2,750.74
P0017490	Integrated Demolition and Remediation, Inc.	Asbestos Abatement	Capital Outlay	Facilities	\$14,623.00
P0017491	Bainbridge Environmental Consultants	Asbestos Survey	Capital Outlay	Facilities	\$1,050.50
P0017492	Bainbridge Environmental Consultants	Asbestos Testing	Capital Outlay	Facilities	\$6,112.00
P0017493	KYA Services, LLC	Flooring Service-PA North Wing 1	Capital Outlay	Facilities	\$25,720.12
P0017494	KYA Services, LLC	Flooring Service-PA North Wing 2	Capital Outlay	Facilities	\$11,235.27
P0017495	KYA Services, LLC	Flooring Service-PA North Wing 3	Capital Outlay	Facilities	\$18,043.87
P0017496	International Business Machines	Annual Software Subscription	General	Physical Science	\$3,108.00
P0017497	Fisher Scientific	Biotech Supplies	Restricted	Strong Workforce	\$1,535.98
P0017500	Danyil German	Consultant-BOT 5/17/22	General	External Relations	\$2,000.00
P0017501	Glacier Communications	Advertising	General	External Relations	\$8,000.00
P0017502	ALMA Strategies, LLC	Annual Space Inventory Update	Capital Outlay	Facilities	\$11,360.00
P0017503	DCL Construction	Wall Covering Repairs	Capital Outlay	Facilities	\$5,500.00
P0017504	MEAR Construction, Inc.	Painting Service	Capital Outlay	Facilities	\$14,970.00
P0017505	KYA Services, LLC	Flooring Service-Weight Room	Capital Outlay	Facilities	\$169,833.24
P0017506	City Of Industry Post Office	Postage-Summer Postcards	General	External Relations	\$8,800.00
P0017507	Glendora Trophy	Name Tags	Restricted	Health Center	\$181.64
P0017508	Pizza Hut	Blanket PO-Food	General	Nursing	\$300.00
P0017509	Amazon Capital Services, Inc.	Medical Tech. Equipment	Restricted	Strong Workforce	\$1,758.49
P0017510	Uline	Storage Cabinet	Restricted	Strong Workforce	\$2,392.43
P0017511	Continental West Services	Cleaning Solution-Cooling Tower	Capital Outlay	Facilities	\$9,746.10
P0017512	W.W.Grainger, Inc.	Lighting	Capital Outlay	Facilities	\$12,261.60
P0017513	Pacific Dining Food Service Management	Catering Service	General	Staff Development	\$2,800.00
P0017514	Formstack, LLC	Software Renewal 22-23	Restricted	Counseling	\$10,000.01
P0017514	Formstack, LLC	Software Renewal 22-23	Restricted	Dean Admissions & Records	\$6,499.99
P0017515	Dr. Alan Lester	Consultant-BOT 5/17/22	Restricted	STEM	\$600.00
P0017516	Emeh, Inc.	Wall Coverings	Capital Outlay	Facilities	\$4,786.79

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017517	Reed Printing, Inc.	Summer Postcards	General	External Relations	\$3,876.53
P0017518	Ford Printing & Mailing	Summer Postcard Sorting/Handling	General	External Relations	\$4,888.99
P0017521	Lucabella Fine Foods	Catering Service	General	Other Student Services	\$2,000.00
P0017522	Brandy Davis	Travel PO-TerpAcademy Summit	Restricted	DSP&S	\$349.99
P0017524	Tasha Van Horn	Travel PO-Faculty Online Training	General	Staff Development	\$850.00
P0017525	Nilda Chavez	Travel PO-CCEMC Conference	General	VP Academic Affairs	\$437.49
P0017526	Tasha Van Horn	Travel PO-Faculty Online Training	General	VP Academic Affairs	\$800.00
P0017527	Elizabeth Villa	Travel PO-Faculty Online Training	General	VP Academic Affairs	\$400.00
P0017528	Eric Rabitoy	Travel PO-CCEMC Conference	General	VP Academic Affairs	\$409.88
P0017529	Sabrina Lopez	Travel PO-Faculty Online Training	General	VP Academic Affairs	\$400.00
P0017530	Michelle Plug	Travel PO-Faculty Online Training	General	VP Academic Affairs	\$550.00
P0017531	Leefrog Technologies, Inc.	Annual Software Renewal	General	VP Academic Affairs	\$39,060.40
P0017532	University of Colorado, Boulder	Pathways to STEM Cohort	Restricted	STEM	\$8,170.14
P0017533	Playscripts, Inc.	License Rights	General	Theatre Arts	\$1,090.00
P0017534	Proactive Consulting Group, LLC	2021 CARB Annual Report	Capital Outlay	Facilities	\$2,500.00
P0017535	U.S. Live Scan	Blanket PO-Live Scan Services	General	Nursing	\$850.00
P0017536	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Campus Safety	\$300.00
P0017537	iParq	Blanket PO-Appeals, Scanning	Restricted	Campus Safety	\$8,000.00
P0017538	iParq	Blanket PO-Citation, Permit Supplies	Restricted	Campus Safety	\$15,000.00
P0017539	Foothill Communications, LLC	Blanket PO-Radio Supplies	Restricted	Campus Safety	\$3,000.00
P0017540	Keystone Uniform Depot	Blanket PO-Uniforms	Restricted	Campus Safety	\$6,000.00
P0017541	Sprint	Telephone Communications	Restricted	Campus Safety	\$6,500.00
P0017542	Michael Henderson	Citation Review	Restricted	Campus Safety	\$1,500.00
P0017543	Paper Roll Products, LLC	Blanket PO-Supplies	Restricted	Campus Safety	\$700.00
P0017544	A Tires N Auto Repair	Blanket PO-Vehicle Maintenance	Restricted	Campus Safety	\$3,500.00
P0017545	ODP Business Solutions, LLC	Blanket PO-Supplies	General	English	\$1,500.00
P0017546	ODP Business Solutions, LLC	Blanket PO-Supplies	General	English as a Second Language	\$1,000.00
P0017547	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Foreign Language	\$1,000.00
P0017548	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Speech, Debate	\$1,000.00
P0017549	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Student Publications	\$700.00
P0017550	Glendora Trophy	Blanket PO-Awards/Student Publications	General	Student Publications	\$800.00
P0017551	B&H Photo-Video-Pro Audio	Blanket PO-Supplies	General	Student Publications	\$1,500.00

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017552	Print Now 365	Blanket PO-Printing	General	Student Publications	\$22,000.00
P0017553	Primo Graphics	Blanket PO-Printing	General	Student Publications	\$8,000.00
P0017554	New York Times	Blanket PO-Subscription	General	Student Publications	\$750.00
P0017555	Los Angeles Times	Blanket PO-Subscription	General	Student Publications	\$650.00
P0017556	Hostmonster	Blanket PO-Subscription	General	Student Publications	\$300.00
P0017557	Liberated Syndication	Blanket PO-Subscription	General	Student Publications	\$180.00
P0017558	CDW-G, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	\$10,000.00
P0017559	Costco Wholesale	Blanket PO-Supplies	General	Technology & Computer Services	\$500.00
P0017560	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Technology & Computer Services	\$500.00
P0017561	Computerland	Annual Service Agreement	General	Technology & Computer Services	\$8,000.00
P0017562	Amazon Capital Services, Inc.	Blanket PO-Off-Site Backups	General	Technology & Computer Services	\$18,000.00
P0017563	Follett Higher Education Group	Blanket PO-Supplies	General	English	\$500.00
P0017564	EPIK	Consultant-BOT 3/16/21	General	Utilities	\$32,000.00
P0017565	RingLeader, Inc.	Blanket PO-Utilities	General	Utilities	\$1,500.00
P0017566	ODP Business Solutions, LLC	Blanket PO-Supplies	General	VP Academic Affairs	\$1,000.00
P0017567	Smart & Final	Blanket PO-Supplies	General	VP Academic Affairs	\$1,000.00
P0017568	Victoria Dominguez	Travel PO-Mileage	Restricted	STEM	\$75.00
P0017569	Amazon Capital Services, Inc.	Blanket PO-Supplies	Restricted	Campus Safety	\$6,000.00
P0017570	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	\$2,000.00
P0017571	Follett Higher Education Group	Blanket PO-Supplies	General	Counseling	\$1,000.00
P0017572	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Counseling	\$6,650.00
P0017573	The Shredders	Blanket PO-Services	General	Counseling	\$400.00
P0017574	Kateri McKinney	Reimbursement for Supplies	General	Staff Development	\$155.19
P0017575	Claudette Dain	Travel PO-CCFC Conf 9/7-9/9/22	General	VP Finance & Admin Services	\$2,000.00
P0017576	Claudette Dain	Travel PO-Mileage 2022-23	General	VP Finance & Admin Services	\$500.00
P0017577	Claudette Dain	Travel PO-SWACC Migs 2021-2022	General	VP Finance & Admin Services	\$3,000.00
P0017578	Executive Management Security, Inc.	Consultant-BOT 6/21/22	General	VP Student Services	\$2,135.00
P0017579	The Shredders	Blanket PO-Services	General	Human Resources	\$500.00
P0017580	Frontier Communications	Blanket PO-Utilities	General	Utilities	\$5,000.00
P0017581	Charter Communications Holdings, LLC	Blanket PO-Utilities	General	Utilities	\$12,000.00
					\$631,898.38



**ACADEMIC EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS/SEPARATION  
JULY 19, 2022**

<b>NAME</b>	<b>AREA / DISCIPLINE</b>	<b>TENURE TRACK CONTRACT YEAR #</b>	<b>REASON</b>	<b>BEGIN / END DATE</b>	<b>RANGE &amp; STEP</b>	<b>ANNUAL AMOUNT</b>
Bautista, Susan	Cosmetology	Tenured	Retirement	12/19/22	1-21	\$92,939.00
Boldt, Spencer	Automotive	1	Employment	8/26/22	1-1	\$61,154.00
Brown, Jessica	Kinesiology	1	Employment	8/26/22	1-1	\$61,154.00
Chen, Robert	Mathematics	1	Employment	8/26/22	2-1	\$64,661.00
Dea, Alexis	Esthetician	1	Employment	Revised 8/26/2022	1-1	\$ 61,154.00
Giammalva, Anthony	Counseling	1	Employment	Revised 8/15/22	3-1	\$ 68,189.00
Godoy, David	English	1	Employment	8/26/22	2-1	\$ 64,661.00
Hall, Darren	Librarian	1	Employment	8/26/22	1-1	\$ 61,154.00
Hogan, Ghada	English	N/A	Retreat to Tenured Faculty	8/26/22	5-20	\$ 116,899.00
Laicans, Albert	EMT	1	Employment	Revised 8/26/2022	1-1	\$ 61,154.00
Marquez, Gilbert	Digital/Media Arts	1	Employment	Revised 8/26/2022	1-1	\$ 61,154.00
Povero, Nicole	English	1	Employment	8/26/22	1-1	\$ 61,154.00
Reyes, Tommy	Architecture & Drafting	1	Employment	Revised 8/26/2022	1-1	\$ 61,154.00
Scheuermann, Angelique	Chemistry	1	Employment	Revised 8/26/2022	1-1	\$ 61,154.00

**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Dhillon, Dalvir	Skills Lab Instructor/Facilitator	Hourly as needed	7/19/22 through 8/20/22	\$61.16/hr.
Edwards, Kenneth	Music Tutor	Hourly as needed	7/1/22 through 6/30/23	\$61.16/hr.
Fitzpatrick, Sean	Music Tutor	Hourly as needed	7/1/22 through 6/30/23	\$61.16/hr.
Lubisich, Senya	@One Training Facilitator	Stipend	7/1/22 through 6/30/23	\$1,500/ttl.
Marquez, Gilbert	Substitute Instructor	Hourly as needed	7/1/22 through 6/30/23	\$61.16/hr.
Munoz, Gino	Music Tutor	Hourly as needed	7/1/22 through 6/30/23	\$61.16/hr.



**ACADEMIC EMPLOYEES - FULL TIME FACULTY  
SUMMER INTERSESSION 2022  
JULY 19, 2022**

<b>NAME</b>	<b>AREA</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Schmiedt, Patrick	Communications	4-12	\$1,855.00
Tracey, Timothy	Kinesiology	1-9	\$1,484.00

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Barrett, Sean	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Beatty, David	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Beltran, Marius	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Bonsera, Anthony	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Canchola, Shannon	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Carden, Dave	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Converse, Mark	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Cotter, Steve	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Del Rosario, Ever	Skills Lab Instructor/Facilitator	Stipend	8/20/22 through 8/25/22	\$55.21/hr.
Flynn, Bethany	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Gardels, Carlos	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Gasio, Kevin	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Hackworth, Catherine	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Hamilton, Kristen	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Honda, Marissa	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Jackson, Joseph	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Joel, Kirsten	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Kelly, Joseph	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Limon, Maurice	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Loya, Roberto	Strong Workforce Program	Stipend	7/20/22 through 7/30/23	\$55.21/hr.
Maloney, Ryan	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Milliken, Keely	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Mixson, Vonetta	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Nasr, Elhami	Strong Workforce Program	Stipend	7/20/22 through 7/30/23	\$55.21/hr.
O'Neal, J. Michael	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Perez, Claire	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Praniuk, Ingrid	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Rivera, Rebecca	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN/END</b>	<b>RATE</b>
Shaw, Brandon	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Silva, Dan	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Taylor, Bryan	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Thomas, Stephanie	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Valverde, Frank	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Victoria, Concepcion	Skills Lab Instructor/Facilitator	Stipend	7/20/22 through 8/20/22	\$55.21/hr.
Waddington, Seunghah	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Wilcove, Jennifer	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.
Yi, Tammy Sue	Applied Music Tutor	Hourly as needed	8/17/22 through 12/30/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
FALL 2022  
JULY 19, 2022**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Chiang, Hai Hua	Dance	1-1	\$1,261.00
Francescon, Jason	Theatre	1-1	\$1,261.00
Gensel, Trisha	Dental	1-3	\$1,261.00
Hu, Mayumi	Foreign Language	1-5	\$1,318.00
Khanchalian, Megan	Psychology	1-1	\$1,261.00
McWilliams, Stuart	Health Sciences	1-6	\$1,376.00
Parry, Erica	Dental	1-6	\$1,376.00
Sinha, Nandani	Music	1-1	\$1,261.00
Tomlinson, Todd	Art	1-1	\$1,261.00
Yniguez, Sheena	Health Sciences	1-1	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2022  
JULY 19, 2022**

<b>NAME</b>	<b>PROGRAM</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Carbone, Mark	Kinesiology	1-1	\$1,261.00

ACADEMIC EMPLOYEES - NON-CREDIT  
SUMMER 2022  
JULY 19, 2022

Instructor	Placement	Hourly Rate
Laicans, Albert	1-2	\$48.60





**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS/SEPARATION  
JULY 19, 2022**

NAME	PERCENTAGE / POSITION / AREA	REASON	BEGIN / END DATE	RANGE & STEP	MONTHLY AMOUNT
Foster, Charmaine	75% Account Clerk III, Foundation	Resignation	7/3/22	N/A	N/A
Ibarra, Nicole	100% Administrative Assistant, Foundation	Resignation	7/1/22	N/A	N/A
Marquez, Roberto	100% Completion Specialist, School Relations/Outreach	Employment	8/8/22	33-1	\$4,146.03
Nealy, Randall	100% Campus Safety Officer II, Campus Safety	Resignation	7/7/22	N/A	N/A
Ramos, Michael	100% Environmental Health and Safety Programs Supervisor, Business Services	Promotion	7/20/22	11-4	\$7,664.00
Settecase, Alessandra	100% Human Resources Technician II, Human Resources	Temporary Upgrade	8/31/22	40-2	\$5,174.74
Sjodin, Jayne	49% Web Page Specialist, Math & Business	Retirement	12/1/22	N/A	N/A
Tolliver, Diana	100% Administrative Secretary I, Business Services	Retirement	12/30/22	N/A	N/A
Vallin, Vanessa	100% Administrative Clerk II, Counseling	Employment	7/25/22	22-1	\$3,159.87
Villegas, Cindy	100% Financial Aid Technician, Financial Aid	Resignation	7/31/22	N/A	N/A
Wilcox, Todd	100% Purchasing Assistant, Business Services	Resignation	7/8/22	N/A	N/A



**VOLUNTEERS**  
**JULY 19, 2022**

<b>VOLUNTEER NAME</b>	<b>AREA</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Carmona, Jose	Veterans Success Center	7/20/22	12/17/22
Hall, Jackie	Kinesiology	7/20/22	6/30/23
Matsumoto, Piper	Kinesiology	7/20/22	6/30/23
Oseguera, Alexia	Kinesiology	7/20/22	6/30/23
Peradotto, Jasmine	Veterans Success Center	7/20/22	12/17/22
Ramirez, Jerrikah	Kinesiology	7/20/22	6/30/23
Voght, Briana	Kinesiology	7/20/22	6/30/23

**PROFESSIONAL EXPERTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Banuelos, Destinie	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Chagolla, Monique	Scribe/Note Taker	DSPS	6/20/22 through 6/30/22	\$15.00/hr.	Restricted
Chagolla, Monique	Scribe/Note Taker	DSPS	7/1/22 through 12/30/22	\$15.00/hr.	Restricted
Chau, Jazmin	Fitness Center Attendant	Noncredit	7/25/22 through 12/31/22	\$25.00/hr.	General
Franks, Nadia	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Gautreau, Edward	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Gautreau, Michael	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Gillard, Melissa	Study Hall Monitor	Kinesiology	7/20/22 through 12/31/22	\$23.50/hr.	General
Gonzalez, Anthony	Study Hall Monitor	Kinesiology	7/20/22 through 12/31/22	\$23.50/hr.	General
Handaja, Jesslyn	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Lopez, Alicia	Career Pathways Specialist	Career Technical Education - Regional Strong Workforce	7/5/22 through 6/30/23	\$35.00/hr.	Restricted
Matter, Janet	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Montellano, Elizabeth	Internship. Employment Placement Specialist	Career Technical Education - Local Strong Workforce	7/25/22 through 6/30/23	\$35.00/hr.	Restricted

**PROFESSIONAL EXPERTS  
JULY 19, 2022**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>	<b>FUNDING SOURCE</b>
Murphy, Erin	Study Hall Monitor	Kinesiology	7/20/22 through 12/31/22	\$23.50/hr.	General
Nolan, Gavin	Men's Water Polo Program Assistant	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Sandoval, Shamyl	Lifeguard	Kinesiology	7/20/22 through 12/31/22	\$15.00/hr.	General
Santos, Jeriko	Study Hall Monitor	Kinesiology	7/20/22 through 12/31/22	\$23.50/hr.	General

**STIPENDS STRS NON-CREDITABLE  
JULY 19, 2022**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Deatrick, Steven	Stipend	Audio Engineer - Citrus Summer Conservatory	Visual & Performing Arts/Music	Not to exceed \$1,500.00/ttl.	7/25/22 through 6/30/23

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Disposal of Surplus Property	Information	_____
		Enclosure(s)	X

**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. Additionally, Education Code Section 81450.5 allows for donations of property to a school district, community college district or other public entity.

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 - July 19, 2022**

Item #	Description	Manufacturer	Model Number	Serial Number	Tag*
1	(14) Nova Stations	Nova	T789	N/A	N/A
2	Mustang DYNO	Mustang	N/A	N/A	N/A
3	Hunter Alignment Rack	Hunter	DSP-400	N/A	N/A
4	Welding Table	Fume	N/A	N/A	N/A
5	Toyota Trainer	Toyota	TE-125	N/A	N/A
6	Air Compressor	IR	100099996	N/A	N/A
7	Cummins Motor	Cummins	N/A	N/A	N/A
8	Radial Saw	Delta	424-02	N/A	N/A
9	(4) Clay Tables	N/A	N/A	N/A	N/A
10	(2) Big Screen TVs	Sony	60sn56314,65tnv78563	N/A	N/A
11	Seal 44 Ultra Laminator	Seal	N/A	N/A	N/A
12	(4) Shop Vacuums	N/A	N/A	N/A	N/A
13	(5) Carpet Cleaners	N/A	Ti-1034,1136,1171,2560,1036	N/A	N/A
14	Scannx Book Scanner	Scannx	6167	N/A	N/A
15	Super Flow Water Container	N/A	503	N/A	N/A
16	(6) Bins of Ewaste	N/A	N/A	N/A	N/A
17	(4) Bins Miscellaneous Equip	N/A	N/A	N/A	N/A
18	Conex Container 8 X 20	N/A	HK2210	N/A	N/A
19	GMC Sonoma #140	GMC	1997	N/A	N/A
20	Rigid 535 Threader	Rigid	N/A	N/A	N/A
21	Square D Cylinder Sander	Square	132802	N/A	N/A

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



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Destruction of Class 3-Disposable Records	Information	_____
		Enclosure(s)	X

BACKGROUND

The District periodically destroys nonessential records such as warrant registers, cash receipts, bank statements, purchase orders, quotations, bid recaps, etc., that are no longer of value or have no legal consequence as part of a routine records management procedure. The District has reviewed the classification of documents and in compliance with Title 5, §59020 et seq. of the California Code of Regulations, has identified those Class 3-Disposable records on the attached inventory that may now be destroyed in accordance with BP 3310 and AP 3310 Records Retention and Destruction.

Class 3-Disposable records have specific required retention periods and procedures for destruction or transfer as specified in Title 5, Sections 59025-59029 of the California Code of Regulations.

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

RECOMMENDATION

Authorization is requested to approve the destruction of Class 3-Disposable records as listed on the attached inventory pursuant to Title 5, §59020 et seq. of the California Code of Regulations.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. G.3.

**Class 3-Disposable Inventory of Records for Destruction After July 1, 2022**

**Board of Trustees Meeting – July 19, 2022**

Admissions & Records:

- Scanned Student Files, 69 boxes Various

Foster Kinship Education:

- Various Documents, 6 boxes 2014-2017

Golf Range:

- Department Reports, Petty Cash Information, 6 boxes 2015-2017



**CHANGE ORDER**

Westberg + White Architects  
 14471 Chambers Road, Suite 210  
 Tustin, CA 92780  
 Phone: (714) 508-1780  
 E-mail: jgomer@wwarch.com

PROJECT:	<u>Educational Development Building Modernization (01-2021)</u>	CHANGE ORDER #	<u>02</u>
	<u>Citrus Community College District</u>	Board Date:	<u>July 19, 2022</u>
CONTRACTOR:	<u>Horizons Construction Co. Int'l, Inc.</u>	D.S.A. Application#	<u>03-120346</u>
	<u>432 W. Meats Avenue</u>	D.S.A. File #	<u>19-C9</u>
	<u>Orange, CA 92865</u>	Architect Project #:	<u>N/A</u>

Contract Summary

ORIGINAL CONTRACT AMOUNT:		\$	<u>14,091,700.00</u>
Previous Change Order:	\$	<u>65,239.38</u>	
This Change Order:	\$	<u>133,977.65</u>	
Total Change Orders:	\$	<u>199,217.03</u>	
REVISED CONTRACT AMOUNT:		\$	<u>14,290,917.03</u>

Percentage of Change to Contract for  
 Total Change Orders: 1.41%

Notice To Proceed Date: June 1, 2021, 578 Calendar Day Contract  
 ORIGINAL CONTRACT COMPLETION DATE: December 31, 2022

Previous Change Order:	<u>0</u>	Calendar Days
This Change Order:	<u>0</u>	Calendar Days
Total Change Orders:	<u>0</u>	Calendar Days

REVISED CONTRACT COMPLETION DATE: December 31, 2022

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

The Owner and the Contractor hereby agree that this change order constitutes full mutual accord and satisfaction for all time, costs and all impacts related directly or indirectly to this change order. By acceptance of this change order, the Contractor hereby agrees that the price of this Change Order represents full and final compensation to the Contractor for all cost, direct and indirect, associated with the work, including but not limited to all costs for general conditions, field and home office overhead, profit, delay, disruption or suspension of work, acceleration, labor inefficiencies and the change's impact on the unchanged work. Contractor further agrees on behalf of itself and all subcontractors to waive all rights to any further claims or requests for equitable adjustment. The time extension set forth in this Change Order constitutes the final adjustment to the date of Substantial Completion for any and all delays to the Contract Time for the items listed in this Change Order and the project as a whole.

APPROVALS:

_____ Architect: Jon Gomer, Westberg + White Architects	DATE: _____
_____ Contractor: Print and Sign, Horizons Construction Co. International, Inc.	DATE: _____
_____ Owner: Claudette E. Dain, Citrus Community College District	DATE: _____

CITRUS COLLEGE - ED Modernization Project									
DSA #03-120346, Bid #01-2021									
CHANGE ORDER LOG									
CHANGE ORDER REF. NO.	CHANGE ORDER REQUEST NO.	DESCRIPTION	AMOUNT	DAYS ADDED TO CONTRACT	DATE APPROVED	CHANGE ORDER REQUESTED BY / REASON	CONTRACT AMOUNT		
							ORIGINAL AMOUNT	REVISED AMOUNT	
01		Change Order #01, Board Approved 4/5/2022					\$14,091,700.00	\$14,156,939.38	
2.01	12R	Replace original underground chilled and hot water lines that were discovered to be leaking during tap-in and re-route around new stair per RF#73.	\$90,609.20	0	6/21/2022	U		\$14,247,548.58	
2.02	15R1	Adjust (2) door openings to avoid structural and utility infrastructure per RF#86 and bulletin#03. Adjust (2) restroom door openings to provide better privacy per bulletin#11.	\$7,759.83	0	6/21/2022	DC		\$14,255,308.41	
2.03	16	Change chilled water flow meters so that they are compatible with the new chilled water piping system per RF#78.	\$2,735.25	0	6/21/2022	DC		\$14,258,043.66	
2.04	17	Install additional heat detectors at waffle slab to comply with current fire code requirements related to coverage in beam pockets per CCD#05.	\$8,027.17	0	6/21/2022	DC		\$14,266,070.83	
2.05	18	Install galvanized sheet metal covers over new mechanical unit platforms per RF#108.	\$6,772.81	0	6/21/2022	DC		\$14,272,843.64	
2.06	19	Re-route fuel gas regulator vent through the roof in lieu of running it through the wall per RF#117.	\$2,936.73	0	6/21/2022	D		\$14,275,780.37	
2.07	20	Install parapet cap under new guardrail in lieu of break metal to allow for flush and uniform finish per RF#124.	\$7,794.30	0	6/21/2022	DC		\$14,283,574.67	
2.08	23R1	Change electronic door hardware from Safelock to Dormakaba to match the new campus standard per bulletin#12.	\$7,342.36	0	6/21/2022	D		\$14,290,917.03	
<b>TOTALS</b>			<b>\$133,977.65</b>	<b>0</b>			<b>\$14,156,939.38</b>	<b>\$14,290,917.03</b>	

\* Change Order Requested By and/or Reasons: C - Code Compliance, D - District Request, DC - Document Coordination, O - Other Reasons (Changed Conditions), U - Unforeseen Condition, V - Value Engineering



### Bid Recap for Bid #04-2122 Roofing Project

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Total of Base Bid with Alternate #1</u>
<b>Bligh Pacific</b>	<b>\$199,673</b>	<b>\$96,278</b>	<b>\$295,951</b>
Bishop, Inc.	\$222,323	\$96,975	\$319,298
AME Builders, Inc.	\$280,490	\$116,960	\$397,450
Best Contracting Services, Inc.	\$286,374	\$125,895	\$412,269

**Note:**

**Base Bid: Roof coating for IS & LL, remove and replace roofing for AQ**

**Alternate #1: Remove and replace roofing on Utility Buildings 7 & 10  
(Adjacent to Admin Building)**

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Project #07-2021 Notice of Completion, DoorTech, Automatic Doors Touch-less Activation Upgrade	Information	_____
		Enclosure(s)	_____

BACKGROUND

To help reduce the possible transmission of COVID-19 on campus, the Board authorized the upgrade of 272 automatic doors across campus to a touch-less operation. DoorTech of Pomona, California was awarded a contract utilizing the Citrus Community College District Emergency Resolution #2019-20-11 Novel Coronavirus. The project has now been completed. The final contract amount is \$287,603.44.

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 Project #07-2021 Automatic Doors Touch-less Activation Upgrade to DoorTech of Pomona, as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$287,603.44.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No.         G.6.



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	X
SUBJECT:	Resolution Authorizing the Use of the Design-Build Project Delivery Method and Procurement Method for the Center for Excellence Project	Information	
		Enclosure(s)	X

**BACKGROUND**

Section 81700 of the California Education Code (CEC) allows community college districts to use safe and cost-effective alternative options for building and modernizing community college facilities. As such, the CEC recognizes the Design-Build procurement method as an optional, alternative procedure for bidding and building community college construction projects.

Section 81702 of the CEC authorizes community college districts to use Design-Build contracting for public works contracts exceeding \$2,500,000. The governing board of a community college district may enter into a Design-Build contract for both the design and construction of a community college facility if that expenditure exceeds \$2,500,000 and, if after evaluation of the traditional Design-Bid-Build process and of the Design-Build process in a public meeting, the governing board makes written findings that use of the Design-Build process will achieve one of the following objectives: (1) reduce comparable project costs, (2) expedite the project's completion, or (3) provide features not achievable through the traditional Design-Bid-Build method. The governing board is also required to adopt a resolution approving the use of a Design-Build contract, prior to entering into such a contract.

As part of the construction planning process, the District's Measure Y Planning Team, comprised of the Vice President of Finance and Administrative Services, the Director of Facilities and Construction, the Director of Business Services, and the program/construction management firm, Cordoba Corporation, evaluated the efficacy of the traditional Design-Bid-Build procurement method and other alternative procurement methods, including the Design-Build method. It was determined that for the District's Center for Excellence Project, the Design-Build procurement method would meet all three of the objectives noted in CEC Section 81702. The Design-Build method would better facilitate collaboration between the designer, the builder and specialty trade contractors, thus providing for a more comprehensive design, reducing the number of potential changes in the field, and securing a more favorable project duration. The use of Design-



RESOLUTION NO. 2022-23-01

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

AUTHORIZING THE USE OF THE DESIGN-BUILD PROJECT DELIVERY METHOD  
AND PROCUREMENT METHOD FOR THE CENTER FOR EXCELLENCE PROJECT

**WHEREAS**, California Education Code section 81700, *et seq.*, authorizes California community college districts such as the Citrus Community College District (the "District"), to use the Design-Build delivery method on public works of improvement costing in excess of \$2.5 million; and

**WHEREAS**, California Education Code section 81702(a) requires the Governing Board to adopt a resolution approving the use of the Design-Build delivery method prior to entering into a Design-Build contract; and

**WHEREAS**, the District, during a regular open meeting of its Governing Board, conducted a public informational workshop and an evaluation of Design-Build versus the traditional Design-Bid-Build delivery methods; and

**WHEREAS**, in May 2003, the Chancellor of the California Community Colleges published the "California Community Colleges Design-Build Guidelines" (the "Guidelines"); and

**WHEREAS**, District staff has reviewed the Guidelines and has provided copies of such Guidelines to each member of the District's Board of Trustees, for review and reference; and

**WHEREAS**, pursuant to California Education Code section 81702(a), the Governing Board has reviewed the Guidelines developed pursuant to former Education Code section 81706; and

**WHEREAS**, the Governing Board finds that use of the Design-Build delivery method for public works should either (1) reduce comparable costs of the project, or (2) expedite the schedule of the project, or (3) provide features and benefits unavailable through the traditional Design-Bid-Build process; and

**WHEREAS**, there are continuing cost escalations occurring with construction industry labor, materials and equipment which generally affect all marketplace costs (i.e., general inflationary factors, extraordinary petroleum costs, etc.) and cost escalations which specifically affect the construction industry marketplace (i.e., lumber, concrete, copper, steel, plastics) prices; and

**WHEREAS**, current construction cost escalation factors under the traditional Design-Bid-

Build process erode the extent, scope, schedule and/or quality of physical facilities/improvements; and

**WHEREAS**, with the collaborative process and efficient timeframe of the Design-Build process; transfer of risk to the Design-Build entity; and reduction of change order potential, the Design-Build project delivery and procurement method will result in a more economical and favorable delivery of the Center for Excellence Project (the "Project"); and

**WHEREAS**, the Request for Proposal ("RFP") package for Design-Build procurement will comply with State Law and provide the minimum performance criteria and design standards for the Project; and,

**WHEREAS**, the RFP will also identify the basic scope of work, conceptual drawings and requirements of the Project, the expected cost range, and other information deemed necessary to inform interested parties of the contracting opportunity; and

**WHEREAS**, the RFP will define the factors and sub-factors that the District reasonably expects to consider in evaluating proposals, including cost or price and all non-monetary related factors and sub-factors, the methodology and rating or weighting matrix that will be used in evaluating competitive proposals; and,

**WHEREAS**, to the extent the District wishes to reserve the right to hold discussions or negotiations with responsive bidders, the RFP will define the applicable rules and procedures to ensure that any discussions or negotiations are conducted in a fair and impartial manner.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Citrus Community College District hereby declares its intention to commence the process for the Design-Build Project Delivery and Procurement Method, in accordance with applicable State Law, guidelines, processes, and on the terms and conditions set forth therein.

**ADOPTED, SIGNED AND APPROVED**, by the Board of Trustees of the Citrus Community College District this 19<sup>th</sup> day of July 2022, by the following vote:

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

\_\_\_\_\_  
Mary Ann Lutz  
President  
Board of Trustees

Date: July 19, 2022

ATTEST:

\_\_\_\_\_  
Anthony Contreras  
Clerk/Secretary

Date: July 19, 2022

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE:	July 19, 2022	Resolution	<hr/>
SUBJECT:	Student Accident and Intercollegiate Athletic Accident Insurance for 2022-2023	Information	<hr/>
		Enclosure(s)	<hr/>

### BACKGROUND

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

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

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

The premium amount of \$116,295 represents a 4.2% decrease over the previous year.

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

RECOMMENDATION

Authorization is requested to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2022-2023, in an aggregate amount of \$116,295, effective August 1, 2022. Further authorization is requested for the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District.

Claudette E. Dain, CPA  
Recommended by

/  
Moved      Seconded

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

  
Approved for Submittal

Item No. G.8.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	X
SUBJECT:	Approval of 2024-2025 through 2028-2029 Five-Year Construction Plan	Information	
		Enclosure(s)	X

### BACKGROUND

In accordance with the Community College Construction Act of 1980 and pursuant with California Education Code Section 81800, *et seq.*, the District submits a five-year construction plan to the State Chancellor's Office, on or before August 1 of each year. The Five-Year Construction Plan (5YCP) is an annual summary of current and proposed capital outlay projects, regardless of funding source. Although named a five-year plan, the plan actually spans seven years.

The major purposes of the 5YCP are as follows:

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

The 5YCP prioritization of projects establishes the basis to justify the projects for which Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are prepared, and communicates the project description and overall need to the State Chancellor's Office. Citrus College's 5YCP is developed in coordination with the District's 2020-2030 Educational and Facilities Master Plan, and includes 13 projects in the following priority order: Campus-Wide Improvements; Educational Development Center Renovation, Center for Excellence; Student Union/Dining Hall/Information Services; Fuel Gas Line Infrastructure Replacement; Remodel for Efficiency (Level I); Career Technical Education Building, Remodel for Efficiency (Level II); Classroom Building; Science/STEM Building, Library Learning Resource Center; Kinesiology Building; and Remodel for Efficiency (Level III). The 5YCP Project Priority List includes projects planned with a combination of funding from both local and state funding. The schedule



includes the preliminary plans (P), working drawings (W), construction (C), and equipment (E) phases of each project.

Additionally, in an attempt to maximize resources for the District's capital construction needs, Citrus College has been approved by the State Chancellor's Office to submit the following documents with the 2024-25 5YCP:

- 2024-25 New Career Technical Education Building FPP. This project is submitted as a 50% - 50% proposal, requesting that the State provide 50% of the funding, or \$39,483,883 of the estimated cost of \$78,967,765.
- 2025-26 IPPs for the following four (4) projects: Classroom Building; Science/STEM Building; Library Learning Resource Center; and Kinesiology Building.

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

RECOMMENDATION

Authorization is requested to approve the 2024-25 through 2028-29 Five-Year Construction Plan and adopt Resolution No. 2022-23-02, Final Project Proposal - New Career Technical Educational Building.

Claudette E. Dain, CPA  
Recommended by

                  /                    
Moved            Seconded

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

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

Item No.           G.9.

# FUSION

## District Projects Priority Order (2022-2028)

### Planning

#### Citrus Community College District (820)

No. Project		Schedule of Funds							
Campus	Source	Total Cost	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>1 Campus-Wide Improvements</b>									
Citrus College			Phase C						
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$18,000,000	\$16,830,000						
<b>2 Educational Development Center Renovation</b>									
Citrus College			Phase E						
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 22,114	DISTRICT:	\$14,157,000	\$0						
<b>3 Citrus College Center for Excellence</b>									
Citrus College			Phase W		Phases C,E				
Occupancy: 2025-26	STATE:	\$0	\$0		\$0				
Net ASF: 14,715	DISTRICT:	\$45,806,000	\$2,404,815		\$42,828,610				
<b>4 Student Union/Dining Hall/Information Services</b>									
Citrus College			Phase W		Phases C,E				
Occupancy: 2025-26	STATE:	\$0	\$0		\$0				
Net ASF: -8,356	DISTRICT:	\$42,763,002	\$2,245,058		\$39,983,406				
<b>5 Fuel Gas Line Infrastructure Replacement</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2026-27	STATE:	\$4,047,516		\$377,435	\$3,670,081				
Net ASF: 1	DISTRICT:	\$1,349,172		\$125,812	\$1,223,360				
<b>6 Remodel for Efficiency - Level 1 (Minor)</b>									
Citrus College			Phase P	Phase W	Phases C,E				
Occupancy: 2027-28	STATE:	\$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT:	\$38,302,020	\$383,020	\$1,915,101	\$36,003,899				
<b>7 New Career Technical Education Building</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2028-29	STATE:	\$39,483,883		\$2,764,344	\$36,719,539				
Net ASF: 0	DISTRICT:	\$39,483,883		\$2,764,344	\$36,719,539				
<b>8 Remodel for Efficiency - Level II</b>									
Citrus College			Phase P	Phase W	Phases C,E				
Occupancy: 2028-29	STATE:	\$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT:	\$16,387,440	\$163,874	\$819,372	\$15,404,194				
<b>9 Classroom Building &amp; Veteran's Success Center</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2028-29	STATE:	\$14,618,904		\$1,134,088	\$13,484,816				
Net ASF: 0	DISTRICT:	\$14,618,904		\$1,134,088	\$13,484,816				
<b>10 Science/STEM Building</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2028-29	STATE:	\$22,115,350		\$1,588,197	\$20,527,153				
Net ASF: 0	DISTRICT:	\$22,115,349		\$1,588,197	\$20,527,152				
<b>11 Library/Learning Resource Center</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2028-29	STATE:	\$16,815,637		\$1,267,043	\$15,548,594				
Net ASF: 0	DISTRICT:	\$16,815,638		\$1,267,043	\$15,548,595				
<b>12 Kinesiology</b>									
Citrus College			Phases P,W		Phases C,E				
Occupancy: 2029-30	STATE:	\$16,739,147		\$1,279,092	\$15,460,055				
Net ASF: -793	DISTRICT:	\$16,739,146		\$1,279,092	\$15,460,054				

**13 Remodel for Efficiency - Level III**

Citrus College					Phase P	Phase W	Phases C,E		
Occupancy: 2029-30	STATE:		\$0		\$0	\$0	\$0		
Net ASF: 0	DISTRICT:	\$65,436,120			\$1,308,722	\$1,963,084	\$62,164,314		
<b>GRAND TOTALS</b>			<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
	STATE:	\$113,820,437	\$0	\$377,435	\$6,434,425	\$41,987,959	\$65,020,618	\$0	\$0
	DISTRICT:	\$351,973,674	\$21,862,893	\$2,204,787	\$123,622,991	\$58,700,875	\$66,983,701	\$62,164,314	\$0

RESOLUTION NO. 2022-23-02

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

FINAL PROJECT PROPOSAL – NEW CAREER TECHNICAL EDUCATION BUILDING

**WHEREAS**, under provisions of California Education Code Section 81800, *et seq.*, of the California Community College Construction Act of 1980, Citrus Community College District is required to submit a Final Project Proposal for the 2024-25 fiscal funding year; and

**WHEREAS**, the requested projects are part of the District's 2024-25 through 2028-29 Five-Year Construction Plan.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Citrus Community College District approves the forwarding of the New Career Technical Education Building Final Project Proposal to the Chancellor's Office.

**ADOPTED, SIGNED AND APPROVED**, by the Board of Trustees of the Citrus Community College District this 19<sup>th</sup> day of July 2022, by the following vote:

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

Date: July 19, 2022

\_\_\_\_\_  
Mary Ann Lutz  
President  
Board of Trustees

ATTEST:

Date: July 19, 2022

\_\_\_\_\_  
Anthony Contreras  
Clerk/Secretary

**APPROVAL PAGE**  
**Final Project Proposal**

Budget Year 2024-25

**District:** Citrus Community College District

**Project Location:** Citrus College  
*(College or Center)*

**Project:** New Career Technical Education Building

The district proposes funds for inclusion in the state capital outlay budget (check items):  
preliminary plans , working drawings , construction , equipment

**District Certification**

**Contact Person:** Fred Diamond **Telephone:** (626) 914-8691  
*(Director of Facilities and Construction)*

**E-Mail Address:** fdiamond@citruscollege.edu **Fax:** \_\_\_\_\_

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature and Date)*

\_\_\_\_\_  
*(Secretary of the Board of Trustees Signature and Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 4th Floor (Ste. 6549)  
Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	
SUBJECT:	Board of Trustees – Board Policy Revision – First Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policy was revised to be in compliance with Education Code 72024. There is no corresponding Administrative Procedure.

BP 2725 Board Member Compensation

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 2725 Board Member Compensation.

Greg Schulz, Ed.D.  
Recommended by

  /    
Moved      Seconded

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

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

Item No.   G.10.

**CITRUS COMMUNITY COLLEGE DISTRICT  
BOARD**

**BP 2725 BOARD MEMBER COMPENSATION**

References: Education Code Sections 1090, 35120, and 72024

Members of the Board who attend all Board meetings shall receive monthly compensation in accordance with the provisions in Education Code Section 72024 ~~\$400 per month and the student member shall receive \$40.00 per Board Meeting attended~~. A member of the Board of Trustees who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

Compensation of Board members may increase according to Education Code.

Board Approved	01/13/09
Desk Review	01/18/12
Desk Review	03/19/13
Desk Review	10/21/15
Desk Review	03/14/19
Revised	06/__/22

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Financial Resources Committee – Board Policy Revision – Second Reading	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

The following Board Policy was revised and reviewed by constituent groups on various dates and the Steering Committee on June 13, 2022.

BP 6250 Budget Management

Included with the policy, for information only, is the corresponding Administrative Procedure.

This Board Policy was presented to and approved by the Board on June 21, 2022, for the first reading.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, BP 6250 Budget Management.

Claudette E. Dain, CPA  
Recommended by

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

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

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

Item No. G.11.



# CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

## BP 6250 BUDGET MANAGEMENT

**References:** Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than two months of total general fund operating expenditures, such as salaries, benefits, supplies and materials.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon resolution of the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board of Trustees.

See Administrative Procedure 6250 Budget Management.

Board Approved	07/21/09
Desk Review	02/04/13
Revised	04/17/15
Revised	05/07/19
Revised	05/21/19

Reviewed by:	
Financial Resources	02/02/22
ASCC	04/12/22
CSEA	04/15/22
Academic Senate	05/25/22
Management Team	05/02/22
Supv/Confidential Team	05/13/22
Steering Committee	06/13/22
First Reading by BOT	06/21/22

**CITRUS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE SERVICES**

**AP 6250 BUDGET MANAGEMENT**

**References:** Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.

Funds included in the general reserve of the District are generally not available for appropriation. However, if necessary, transfers may be made from the reserve for contingencies to any expenditure classification by submitting a Budget Revision Summary to the Board of Trustees and must be approved by a two-thirds vote of the members of the Board of Trustees.

Transfers may be made between expenditure classifications by submitting a Budget Transfer Summary to the Board of Trustees and must be approved by a majority of the members of the Board of Trustees.

See Board Policy 6250 Budget Management.

Board Approved	07/21/09
Desk Review	02/04/13
Revised	05/07/19



**CITRUS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE SERVICES**

**BP 6550    DISPOSAL OF DISTRICT PROPERTY**

**References:** Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.

The Superintendent/President, or designee, is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Trustees on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedure 6550 Disposal of District Property.

Board Approved	07/21/09
Desk Review	02/05/13

Approved by:	
Physical Resources	02/24/22
ASCC	04/12/22
CSEA	04/15/22
Academic Senate	05/25/22
Management Team	05/26/22
Supv/Confidential Team	05/13/22
Steering Committee	06/13/22
First Reading by BOT	06/21/22

**CITRUS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE SERVICES**

**AP 6550          DISPOSAL OF DISTRICT PROPERTY**

**References:** Education Code Sections 70902(b)(6), 81360 et seq. and 81450 et seq.

The Vice President of Finance and Administrative Services, or designee, is authorized to dispose of District personal property. The disposal of District personal property and equipment will be conducted on an as-needed basis and will be submitted to the Board of Trustees for action.

District personal property shall be sold as surplus by means of a public auction by a contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

The District may sell for cash, any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for a least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

The Vice President of Finance and Administrative Services, or designee, shall sell the property to the highest responsible bidder, or shall reject all bids.

Subject to Board of Trustees approval, if one or more items of personal property does not exceed in value the sum of \$5,000, the property may be sold by the Vice President of Finance and Administrative Services, or designee, at private sale without advertising. To avoid a conflict of interest situation, such private sale prohibits District employees from purchasing surplus property through private sale.

Any items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice President of Finance and Administrative Services, or designee, at a private sale without advertising, or the property may be otherwise disposed of in a local dump in accordance with California law.

In addition, the Board of Trustees may sell or lease real property belonging to the District under the following conditions:

- The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; or
- If the District has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board of Trustees, the Board of Trustees may by majority vote delegate to an officer or employee the power to enter into leases, for and on behalf of the District, of any real property of the District.
- Generally, the funds derived from sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Board of Trustees has determined that the District has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

See Board Policy 6550 Disposal of District Property

Board Approved	07/21/09
Revised	05/07/13
Revised	06/21/22

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 19, 2022	Resolution	_____
SUBJECT:	Measure Y Citizens' Oversight Committee Board Ad Hoc Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

In accordance with the requirements of Measures G and Y, approved by voters in 2004 and 2020, respectively, the District is required to maintain a citizen's oversight committee (COC). The bond oversight committee is charged with informing the public, at least annually, concerning the District's expenditure of bond proceeds and shall consist of a minimum of seven (7) members appointed by the Board of Trustees.

A Board Ad-Hoc Committee must be formed to review applications for the vacancies on the committee and make recommendations for the Board's action.

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

RECOMMENDATION

Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad hoc committee to review applications for representatives on the Measure Y Citizens' Oversight Committee and make a recommendation to the full Board for appointment to the Measure Y Citizens' Oversight Committee.

Greg Schulz, Ed.D.  
Recommended by

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

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

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

Item No. G.13.





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

**June 21, 2022**

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, June 21, 2022, in the Administration Building Board Rom (AD 109) with audience participating in person and via Zoom (Meeting ID: 940 2761 8336).

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

**TRUSTEE ROLL CALL:** Present: Cheryl Alexander, Anthony Contreras, Mary Ann Lutz, Patricia A. Rasmussen and Serena Mummert (Student Trustee). Absent: Laura J. Bollinger.

**RESOURCE PERSONNEL PRESENT:** Greg Schulz, Superintendent/President; Claudette E. Dain, Vice President of Student Services; Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources (remotely); Robert Hughes, Chief Information Services Officer; and Raquel Perez, recording secretary.

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

**Management Team:** Dana Hester, Tyesha Thomas and Melissa Utsuki

**Faculty:** Nickawanna Shaw

**Classified:** Lori Jean Cuccio

**REPORTS**

**Greg Schulz, Ed.D., Superintendent/President,** in a written report shared:

- Congratulations to the graduates who were celebrated at the college's 106<sup>th</sup> annual commencement ceremony on June 18, 2022.
- Welcome new Student Trustee Serina Mummert to the Board of Trustees.
- Thank you to those colleagues who attended the second Superintendent/President's Open Forum. Thanks also to Raquel Perez and Christine Link for helping to coordinate this event.
- Appreciation to everyone for their hard work making several end-of-year celebrations a success, including the 59<sup>th</sup> annual Achievement Awards ceremony; a Veterans Recognition lunch; a Phi Theta Kappa Induction ceremony; the Foundation's

Community Day event and Alumni Reception; a Black Scholars Recognition Celebration; and various pinning ceremonies.

- An acknowledgment of the passing of Dr. Louis E. Zellers, the fifth Superintendent/President of Citrus College. Thoughts and condolences go out to his entire family, including Theresa Villeneuve.

**Richard F. Rams, Ed.D., Vice President of Student Services and Acting Vice President of Academic Affairs**, in a written report shared:

- Visual and Performing Arts is pleased to report that, in conjunction with the Foundation, \$4,500 was raised to assist displaced Ukrainian artists. The Citrus Singers tour of Romania and Hungary was a success. Thanks to the Board of Trustees for their support of these tours.
- School Relations and Outreach hosted a College Information Night on April 28, 2022, and over 100 prospective students, parents and family members attended.
- On June 9, 2022, Student Services launched Zendesk to provide state-of-the-art help desk ticketing and a knowledge guide for students, prospective students and employees.
- Student Services selected Rio Nakamachi as its outstanding student for June 2022. She is an international student from Japan and a sociology major who plans on transferring to UCLA.

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

- Construction on the Educational Development Center is 68% complete. Major mechanical items have been installed and roofing is 100% complete. Drywall, door assemblies, interior painting and preliminary interior equipment is also underway.
- Thanks to the 55 attendees who participated in the Tentative Budget Forum on June 8, 2022. The presentation materials have been posted online.
- Fiscal Services will begin reviewing and processing all end-of-year transactions to close out the 2021-2022 fiscal year and finalize the Proposed Budget for the 2022-2023 fiscal year.

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

- Human Resources is updating processes and documents following recommendations from the DEI Task Force on topics related to diversity, equity, inclusion, accessibility, gender identification and preferred names.
- Human Resources has been recruiting and interviewing faculty and staff positions. Thank you to all employees who have participated in this process.

**Jeremy Clark, Academic Senate President**, in a written report shared:

- The Academic Senate looks forward to taking a “10+1” focused look at continuously improving our campus.
- Faculty have been providing the Academic Senate with ideas they would like to see implemented next year. The Academic Senate will be working to include those in its Purpose Statement and building an action plan to see them put into practice.

- Special thanks to Gino Munoz and Renee Liskey for their contributions to the executive board.

**Briceyda Torres, Classified Employees**, in a written report shared:

- The June CSEA chapter meeting – the last one before the summer schedule begins – took place on June 14, 2022.
- A vote was taken to finalize an update to the CSEA constitution to continue to utilize electronic meetings in the future.
- The executive board would like to wish everyone a happy start of summer.

**Anthony Contreras, Clerk/Secretary, Board of Trustees**, attended the final Los Angeles County School Trustees Association (LACSTA) meeting of the academic year and highlighted some of the actions at the event. He also commended all of the recent celebrations honoring the end of the academic year, giving thanks to everyone involved who helped coordinate the events.

**Patricia A. Rasmussen, Member, Board of Trustees**, noted that commencement was the most well-organized and joyful event she’s been to in 14 years. She also congratulated Dave Brown on being named the Distinguished Faculty recipient. Trustee Rasmussen commended the graduates of the EOPS/CARE commencement ceremony, as well as the employees who run the program. She congratulated the Citrus Singers on their recent tour of eastern Europe, as well as for raising over \$4,000 for Ukrainian artists.

**Cheryl Alexander, Member, Board of Trustees**, talked about how honored she was to be a part of the campus community during all of the recent events. She specifically highlighted Community Day, saying how fabulous it was that the event showcased Citrus College. Trustee Alexander also praised the Black Scholars Recognition Celebration and the registered nursing pinning ceremony.

**Mary Ann Lutz, President, Board of Trustees**, said the “month of celebration” was just spectacular. She praised the classes of 2020 and 2021 for walking during the recent ceremony, noting how challenging their time has been over the past few years. Board President Lutz was honored to award two scholarships on behalf of the college to students from Monrovia. Board President Lutz accompanied Superintendent/President Schulz, who was honored at Race Unity Day on June 11, 2022. Sponsored by the Bahá’ís of Monrovia, the celebration recognizes organizations and individuals who work for DEI.

## MINUTES

- Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Contreras to approve the regular meeting minutes of May 17, 2022.
- 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

- Item 2:** Moved by Trustee Contreras and seconded by Trustee Alexander to approve the special meeting minutes of May 24, 2022.  
4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

## **INFORMATION AND DISCUSSION**

### **Diversity, Equity and Inclusion (DEI) Task Force Update – Richard F. Rams, Ed.D., Vice President of Student Services and Acting Vice President of Academic Affairs**

Dr. Rams introduced Tyesha Thomas, director of DEI, and DEI Task Force co-leads Nickawanna Shaw and Dr. Dana Hester, who presented a status report of the DEI progress made to date.

### **Information Update on Citrus College Response to COVID-19 & Safe Transition to Campus – Robert L. Sammis, J.D., Director of Human Resources**

Dr. Sammis provided a presentation on the college's response to COVID-19 and safe transition to campus.

### **Board of Trustees Compensation – Greg Schulz, Ed.D., Superintendent/President**

Superintendent/President Schulz provided a Board of Trustees compensation update.

### **College and Career Access Pathways Partnership Agreement Renewal with Citrus College Authorized by Assembly Bill 288 – First Reading – Richard F. Rams, Ed.D., Vice President of Student Services and Acting Vice President of Academic Affairs**

Dr. Rams provided information about a renewal of college and career access pathways partnership agreements authorized by Assembly Bill (AB) 288. Citrus College is planning to renew its partnership with five high school districts and one charter school to provide educational services as authorized by AB 288.

### **Student Services Committee (SSC) – Revised Administrative Procedure – Richard F. Rams, Ed.D., Vice President of Student Services and Acting Vice President of Academic Affairs**

#### **AP 6750 Parking**

Dr. Rams provided information about a revised administrative procedure: AP 6750 Parking.

**INDEPENDENT CONTRACTORS**

- Item 3:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**FACILITIES USE**

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

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

- Item 5:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to ratify A & B Warrants issued during May 2022, totaling \$14,008,149.75. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 6:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to ratify purchase orders issued during May 2022. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**PERSONNEL RECOMMENDATIONS**

- Item 7:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 8:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

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

**Item 11:** Moved by Trustee Contreras and seconded by Trustee Rasmussen to approve the 2022-2023 Tentative Budget and to set a public hearing for September 6, 2022, at the Citrus College Administration Building Board Room, 1000 W. Foothill Blvd., Glendora, California 91741, at or about 4:15 p.m., or via Zoom, pursuant to Section 58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to adoption.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Contreras to approve Resolution 2021-22-11 for the Vice President of Finance and Administrative Services, or designee, to borrow funds from the Los Angeles County Treasurer during the 2022-2023 fiscal year, whenever such transfers are needed for cash flow purposes and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$68,775,490.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**Item 13:** Moved by Trustee Contreras and seconded by Trustee Rasmussen to approve Resolution 2021-22-12 for the Vice President of Finance and Administrative Services, or designee, to make temporary cash loans during the 2022-2023 fiscal year, between District funds, as needed for cash flow purposes and to permit payment of obligations.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**INSURANCE**

**Item 14:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to renew the property and liability insurance coverage with the Statewide Association of Community Colleges (SWACC) and Schools Association for Excess Risk (SAFER) for 2022-2023, in the amount of \$603,897, and to authorize the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**Item 15:** Moved by Trustee Alexander and seconded by Trustee Contreras to renew the workers' compensation insurance coverage with the Protected Insurance Program for Schools (PIPS) and Community College Districts for 2022-2023, in the amount of \$802,474, and to authorize the Vice President of Finance and Administrative Services to execute the insurance policy on behalf of the District.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**INSTITUTIONAL MEMBERSHIP**

- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve renewal of the institutional memberships listed for the 2022-2023 year. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**FIELD TRIP**

- Item 17:** Moved by Trustee Alexander and seconded by Trustee Rasmussen to approve the revised budget for a field trip/tour for eight (8) students from THEA 295, 296, 297 and three (3) staff members in New York City, New York from July 8, 2022 to July 12, 2022. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**CURRICULUM**

- Item 18:** Moved by Trustee Alexander and seconded by Trustee Rasmussen to approve these new courses and modified courses. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**BOARD POLICIES**

- Item 19:** Moved by Trustee Contreras and seconded by Trustee Alexander to approve the first reading of BP 6250 Budget Management. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 20:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the first reading of BP 6550 Disposal of District Property. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 21:** Moved by Trustee Alexander and seconded by Trustee Contreras to approve the second and final reading of, and adopt, BP 3415 Immigration Enforcement Activities. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).
- Item 22:** Moved by Trustee Alexander and seconded by Trustee Rasmussen to approve the second and final reading of, and adopt, BP 5300 Student Equity. 4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**BOARD OF TRUSTEES**

**Item 23:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to select Anthony Contreras as the annual representative to the Los Angeles County School Trustees Association from July 1, 2022, through June 30, 2023. The representative shall perform duties as described in the Los Angeles County School Trustees Association's Standing Rule #6: (a) vote on all association matters; and (b) communicate between the Executive Board, the Association, and the local Board.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**SUPERINTENDENT/PRESIDENT**

**Item 24:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the First Addendum to the Employment Agreement between the Citrus Community College District and Dr. Greg Schulz, to be effective July 1, 2022, extending the term by one year, resulting in a new expiration date of June 30, 2026, and based on his positive evaluation and consistent with his contract, advance the Superintendent/President to Step 2 of the Superintendent/President's salary schedule. There are no other changes to the Agreement. Prior to a vote on this item, in accordance with Government Code section 54953, the Board President will orally report a summary of the salary and compensation paid in the form of fringe benefits under the Agreement.

4 Yes (Alexander, Contreras, Lutz, Rasmussen).  
1 Absent (Bollinger).

**CLOSED SESSION:** At 5:48 p.m., 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 IN OPEN SESSION:** At 7:25 p.m., Board President Lutz reconvened the meeting to open session with the following action taken:



**Item 25:** By unanimous vote, the Governing Board approved an agreement to accept the resignation of employee number A00389404.

**ADJOURNMENT:** At 7:25 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Contreras to adjourn the meeting in honor and memory of former superintendent/president, Dr. Louis E. Zellers, who recently passed away.

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

1 Absent (Bollinger).

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Date

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Anthony Contreras  
Clerk/Secretary  
Board of Trustees