

CITRUS COMMUNITY COLLEGE DISTRICT

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

MEETING: Regular Meeting in September

DATE: Tuesday, September 6, 2022

TIME: 4:15 p.m.

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

Regular Board Meeting

Topic: September 6, 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:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+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:**

<https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/09.06.2022.pdf>

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection in the Office of the Superintendent/President (AD 224-231, 1000 West Foothill Boulevard, Glendora, California) and online at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/09.06.2022.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 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. 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

- The Black Scholars Program membership has 40 students and is hosting a homecoming barbecue on September 21st from 4 to 6 p.m. in the Campus Center, East Wing.
- Citrus College ranks number one in the state for admission of international students to the University of California System, for colleges with at least 50 international student applicants. The remarkable admission rate of 91% is a testament of the academic rigor and excellence of Citrus College as well as the collaboration between the International Student Center and the Career/Transfer Center.
- On August 25th our School Relations and Outreach team, along with many student support and academic support programs, welcomed approximately 400 new students and family members to Citrus College. A variety of workshops were offered including topics such as Financial Aid, the Honors Transfer Program, Transfer 101, parent workshops, and many more. In addition, a college resource fair was held in the Campus Center Mall where students were able to learn about the different Career and Academic Pathways (CAPs) and student support programs. Students also had the opportunity to take campus tours.

Dana Hester, Interim Vice President of Academic Affairs

- In support of the Emergency Conditions Allowance Request, the college has submitted the Master Agreement to join the California Virtual Campus/Online Education Initiative (CVC/OEI) Consortium and will complete the final technical requirements to prepare the College to serve as a Teaching College within the Consortium Exchange. The College will join an implementation cohort later this academic year to complete the process.
- Within Online Education (OE), the Peer Online Course Review (POCR) team which reviews and makes recommendations for courses being considered for the CVC/OEI Consortium Exchange has completed their first course review.

- Dr. Senya Lubisich, Online Faculty Coordinator, has assembled and made available a robust faculty OE Resource Center linked from the Citrus College Website and available through the OE Committee Canvas page.
- The OE program is in the early stages of implementing IMPACT, a new software plug-in within Canvas, which is expected to have a positive impact on course layout and student success by providing real-time support and guidance to students and faculty while also identifying areas requiring additional support.

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

- Construction on the ED Building continues to progress nicely, is on schedule, and is approximately 81% complete. Work continues with all trades including electrical, plumbing and mechanical, as well as continued structural and mechanical items for the elevator tower and waterproofing finish items for the front (north) façade. Major mechanical items such as air-handlers and ducting have been installed and roofing is 100% complete. Electrical switchgear is expected to arrive in November for which a planned electrical tie-in will occur over winter break. Drywall, door assemblies, interior painting, preliminary interior equipment, and interior ducting are underway. Interior flooring (resilient linoleum and carpeting) is also underway in some first-floor locations. Exterior flatwork has been installed at the front portico.
- The Fiscal Services team has completed another successful year-end closing and has assisted with the development of the 2022-23 Proposed Budget. The team is now preparing for the 2021-22 Annual Audit, which is scheduled to take place in early October.
- The Enterprise Services team was pleased to welcome students, faculty and staff back to campus for the fall 2022 semester. A campuswide memo was distributed with specific hours of operation and availability of on-campus food and beverage options for the semester.
- An RFQ is underway to solicit proposals for a pool of firms interested in providing architectural and engineering services for the Measure Y construction program, with responses due to Purchasing by September 15th.

Robert L. Sammis, Director of Human Resources

- It has been wonderful to see all the students, faculty and staff on campus. There is a lot of excitement as we begin this new academic year. The Human Resources team continues to serve the campus and most notably by:
 - Processing new hires and welcoming them to Citrus College
 - Updating our sensitivity training for employees who serve on hiring committees
 - Preparing a series of management/supervisory trainings for the academic year
 - Engaging all employees in sexual harassment prevention training
 - Providing Title IX training for our students
- In conjunction with Dr. Shauna Bigby and the COVID-19 Workgroup, we continue to monitor the community spread rate in our county and the best advice and requirements from the County of Los Angeles Department of Public Health. As of August 30th, the testing positivity rate in Los Angeles County continues to decline is now at 8.98%.
- The number of COVID-19 positive cases on campus is relatively low, and with each case, a campus notification is shared with all faculty, staff and students, in accordance with our established protocols.
- Written communication reminders about all of our current safety protocols, which have been developed in alignment with all Los Angeles County Department of Public Health requirements and recommendations, were shared with all students, faculty and staff as we began the fall semester.

Jeremy Clark, Academic Senate President

- Thank you to everyone that helped create such a fantastic Convocation event. The five student stories hit home and reignited our passion at such a critical time. The time in the Haugh helped build energy for a great semester.
- Academic Senate held our first meeting of the year on Convocation in the Visual Arts building. It was a great time to meet with all the faculty. The meeting was held in person with a hybrid option. The meeting went well in the hybrid format. We were able to interact and get some of our committee reports through Zoom.

- We discussed our plan to make more time within the senate meetings for program reports and updates from colleagues. To make this time available, we have created a process and timeline to review BPs/APs. We look forward to learning and growing together as a faculty group.
- We reviewed our Annual Purpose Statement. We have included an effort to serve the students, campus, and committee as one of our goals. We look forward to identifying ways to serve others this year.

Briceyda Torres, Classified Employees

- Our members have shared that they enjoyed this year’s Convocation and the stories shared by current and alumni students.
- Our next chapter meeting is on Tuesday, September 13th.
- We are excited to see the increase in students on campus, it almost has a pre-pandemic feel and we are excited to see our enrollment numbers increase. Wishing everyone a great start to a fall semester.

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

E. MINUTES

1. **Approval of the regular meeting minutes of August 16, 2022**

F. INFORMATION AND DISCUSSION

1. **Review of BP 2745, Board Self-Evaluation – Mary Ann Lutz and Laura J. Bollinger (Page 13)**
2. **2022-2023 Proposed Budget Presentation – Claudette E. Dain, Vice President of Finance and Administrative Services (Page 15)**

G. PUBLIC HEARING

1. **It is recommended that the Board of Trustees open a public hearing and invite members of the audience to present any comments regarding the 2022-2023 Proposed Budget. (Page 16)**

H. 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 17)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 19)

Personnel Recommendations

- c. 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 21)
- d. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees. (Page 30)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 32)
- f. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 34)

END OF CONSENT AGENDA

H. ACTION (continued)

Business Services

- 2. Authorization is requested to approve a new institutional membership to the Mental Health and Wellness Association, in the amount of \$200.00, annually. (Page 39)
- 3. Authorization is requested to approve the attached Proposed Budget for all funds for the 2022-2023 fiscal year. (Page 40)
- 4. Authorization is requested to approve participation in the 2023 Chancellor's Office Tax Offset Program (COTOP), for the purpose of collecting outstanding student debts, and authorize the Vice President of Finance and Administrative Services to execute an agreement with the Chancellor of the California Community Colleges. (Page 52)

5. Authorization is requested to adopt Resolution #2022-23-04 to establish the District's GANN Appropriation Limit of \$77,672,795 for the 2022-2023 fiscal year. (Page 53)
6. Authorization is requested to adopt the Citrus College Emergency Conditions Recovery Plan. (Page 55)

Board of Trustees

7. Authorization is requested to approve the Board of Trustees' Goals for 2022-2023 as follows.
 - I. Campus Relations – The Trustees will represent the Board at campus events.
 - a. In order to support and learn about the campus, the Trustees will reinstitute campus visits to various areas on at least a bi-monthly basis.
 - b. The Trustees will attend campus events either in-person or virtually to support and learn about various programs on campus.

Goal: Each board member will attend at least two campus visits and at least five campus events per year.

- II. Community Relations – The Trustees will be ambassadors for Citrus College in their communities.
 - a. The Trustees will be actively involved and maintain good relationships with the community, education, and business leaders within their respective trustee area by attending events and promoting Citrus College.
 - b. The Trustees will invite city leaders and school board members to Community Day.
 - c. The Trustees will promote Citrus College programs in their communities and encourage collaboration with the college's K-14 educational partners in programs such as Early Decision, IWCC, Promise and Dual Enrollment.
 - d. The Trustees will share their respective communities' educational concerns with Citrus College.
 - e. The Trustees will attend and/or present Citrus updates at local K-12 districts or other community events at least once each academic year.

Goal: Each Trustee will 1) invite at least three people to each Community Day and attend at least one; 2) Attend and/or provide a presentation to at

least one school board or other community meeting such as city council or chamber of commerce, in their community in partnership with staff.

- III. DEIA+ – The Trustees will support, encourage, and set expectations for the implementation of DEIA+ initiatives on campus.
 - a. Continue personal education about DEIA+ issues.
 - b. Learn about implementation of DEIA+ initiatives on the Citrus Campus.
 - c. Encourage DEIA+ in every area of the campus.
 - d. Review data outcomes of implementation to ensure there is progress toward closing equity gaps.
 - e. Advocate accommodation for students and employees of all abilities so everyone can participate in learning and campus life.

Goal: The Trustees will continue personal DEIA+ education. The Trustees request presentations a minimum of twice a year that define measurable outcomes, and changes made on the campus to support DEIA+ goals.

- IV. Enrollment – The Trustees will be actively engaged in understanding enrollment.
 - a. The Trustees will follow the status of enrollment and review regular reports of enrollment statistics.
 - b. The Trustees will actively support campus leaders to expand outreach efforts in their communities.

Goal: The Trustees will request presentations specifically regarding enrollment data and plans for improvement and strategies to increase enrollment. The Trustees will provide input regarding strategies relating to their specific community.

- V. Facilities/Sustainability – The Trustees will do their part to ensure that the facilities of Citrus College are in place to support our mission of providing students with quality educational experiences and support services that make possible student success and do so in a way that follows the precepts of the Citrus College Sustainability Plan.
 - a. The Trustees will ensure the bond projects are fiscally sound, moving forward in a timely fashion and meeting the bond language and the 2020-2030 Educational and Facilities Master Plan.
 - b. The Trustees will follow the progress of the bond projects and be ready to share updates with their communities.

- c. The Trustees will encourage effective uses of resources in promoting a college culture committed to environmental sustainability.

Goal: The Trustees will ensure that the Citizens' Oversight Committee is staffed and running efficiently so we are in legal compliance.

- VI. Fiscal Health – The Trustees will do their part to make sure Citrus remains fiscally healthy.
 - a. The Trustees will take responsibility for understanding and approving financial reports.
 - b. The Trustees will work to understand the state finances/budgeting process and how it affects Citrus College.
 - c. The Trustees will support the Foundation by donating, attending events, and helping to identify and cultivate potential donors and alumni, inviting them to Community Day when appropriate.

Goal: Request a report to understand how the District is planning for and addressing its long-term pension obligations such as post-employment medical benefits (OPEB) and the rising PERS and STRS employer contribution rates.

- VII. Government Relations – The Trustees will seek to advance Citrus College interests in government related matters, through education and advocacy.
 - a. The Trustees will seek out updates about legislative and budget related initiatives that affect the community college system and in particular, Citrus College.
 - b. The Trustees will advocate for key legislative actions which advance the mission and enhance the funding of California's community colleges and support regional initiatives aligned with the college such as the Foothill Gold Line extension.
 - c. The Ad-Hoc Legislative Committee will set goals and create procedures to track and recommend support or opposition of legislation and report back to the board quarterly.

Goal: The Trustees will set up a schedule and processes for legislative updates and parameters for their legislative advocacy.

- VIII. Student Success – The Trustees will support, encourage, and set expectations for the success of students at Citrus College.
 - a. The Trustees will review comprehensive reports of program reviews in the Strong Workforce/CTE Curriculum Development

in career-technical areas, and monitor implementation of new plans or to improve programs as indicated.

- b. The Trustees will review comprehensive reports, data, metrics used by the District to monitor student achievement including Student Equity and Achievement Program (SEAP), AB 705, and Guided Pathways.

Goal: The Trustees will evaluate the data, reports and metrics that measure student success to ensure there are executed plans in place to improve student success.

IX. Trustee Continuing Education – The Trustees will engage in the continuous process of professional development.

- a. The Trustees will attend in person conferences and virtual webinars.
- b. The Trustees will seek out and read publications presented by CCLC intended to educate Trustees.
- c. The Trustees will provide peer training to newer board members when possible.
- d. The Trustees will receive periodic training on the Brown Act and ask for guidance when needed.
- e. The Trustees will also continually review, monitor, and update the District's Policies.
- f. The Trustees will gain understanding of the following reports and programs:
 - 1. The goals of the Strategic Plan and the Annual Implementation Plan
 - 2. The "College of Completion" program
 - 3. Student Equity and Achievement Program (SEAP)
 - 4. Strong Workforce/CTE
 - 5. AB 705
 - 6. Guided Pathways
 - 7. Sustainability Plan and its updates
 - 8. Early Decision
 - 9. I Will Complete College (IWCC)
 - 10. Promise Program
 - 11. Dual Enrollment
 - 12. Citrus College's budget and irrevocable trusts
 - 13. Campus Safety
 - 14. Other reports as presented during the year (add to this list)

Goal: The Trustees will attend at least one conference each year and gain a working knowledge of the reports and programs presented throughout the year.

STUDENT TRUSTEE GOALS

Student Education:

- 1. Provide presentations to students on campus once a semester about student rights, programs/resources/opportunities, and ways they can become actively involved in leadership and life around campus.

Student Representation:

- 2. Host office hours for students to share their personal stories and concerns that allow time for building a relationship with the student trustee.

Student Outreach:

- 3. Visit surrounding high schools and community centers with campus club/program leaders to make Citrus College a goal for more traditional and non-traditional students in our area.

(Page 74)

I. 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 (1 case):**
 - a. **Ramirez v. Citrus Community College District, Case No. BC664056**

J. RECONVENE IN OPEN SESSION
The Board will report closed session action, as appropriate.

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. Timely notification prior to a meeting will enable the District to make reasonable arrangements to ensure accessibility.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	Review of BP 2745, Board Self-Evaluation	Information	X
		Enclosure(s)	X

BACKGROUND

Per BP 2745, Board Self-Evaluation, Trustee Lutz and Trustee Bollinger (the Board's President and Vice President) met on March 29, 2022 for the development of the Board's annual goals, self-evaluation and annual retreat planning.

As a result of discussions at the March meeting, a review of BP 2745, Board Self-Evaluation by the entire Board was suggested to ensure it reflects current practices. A copy of BP 2745 is included for reference.

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

RECOMMENDATION

Information only; no action required.

Mary Ann Lutz
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2745 BOARD GOAL SETTING AND SELF-EVALUATION

References: ACCJC Accreditation Standards IV.C.10.

The Board of Trustees is committed to setting goals and assessing its own performance as a Board in order to identify its priorities strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

The Board may establish a standing committee to meet periodically throughout the year to assist the Board of Trustees in developing its self-evaluation and evaluation instrument and to assist with developing new goals for the upcoming year. The standing committee will consist of the President and the Vice President of the Board of Trustees and ~~—~~The ~~standing committee~~ will meet in compliance with Board Policy 2220. The Board self-evaluation shall occur during the first quarter of the fiscal year ~~the month of July~~. Any evaluation instrument shall be based on the Trustee Goals approved at the beginning of the prior fiscal year. New goals for the upcoming year will incorporate self-evaluation discussions, criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

~~If an instrument is used~~, All Board members will be asked to complete the evaluation instrument and submit it to the Superintendent/President's Office to tabulate a summary of the evaluations.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year. New goals will be developed and approved in the first quarter of the fiscal year.

Board Approved	01/13/09
Revised	08/24/12
Desk Review	03/19/13
Revised	02/02/16
Desk Review	03/14/19
Revised	07/30/20

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	2022-2023 Proposed Budget Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

In accordance with BP 6200, Budget Preparation, Claudette Dain, Vice President of Finance and Administrative Services will provide a presentation summarizing the 2022-2023 Proposed Budget for the Citrus Community College District. The presentation will include key highlights of the 2022-2023 Proposed Budget assumptions, and an overview of future fiscal/budgetary considerations from a long-term perspective.

A similar presentation was provided to the campus community on September 1, 2022, at a Budget Forum.

This item was prepared by Lori Amato, Administrative Assistant.

RECOMMENDATION

Information only; no action required.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	Public Hearing 2022-2023 Proposed Budget	Information	_____
		Enclosure(s)	_____

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58301, Proposed Budget; Hearing; Notice; Publication, and BP 6200 Budget Preparation, the governing board of each district shall hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15th day of September but at least three days following availability of the proposed budget for public inspection, at which any interested person may appear and address the Board of Trustees regarding the proposed budget or any item in the budget.

Via publication in the San Gabriel Valley Tribune (publication date August 30, 2022), the public received notification that the 2022-2023 Proposed Budget was available for public inspection at the Office of the Vice President of Finance and Administrative Services, 1000 W. Foothill Blvd., Glendora, CA 91741, beginning August 31, 2022, during the hours of 9:00 a.m. - 4:00 p.m.

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

RECOMMENDATION

Authorization is requested to open a public hearing and invite members of the audience to present any comments regarding the 2022-2023 Proposed Budget.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	September 6, 2022	Resolution	<u> </u>
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	<u> </u>
		Enclosure(s)	<u>X</u>

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. H.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – September 6, 2022

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>CAREER TECHNICAL EDUCATION/</u>				
Clarus Corporation,	\$11,200.00 max	Grant	11/9/22-1/8/23	Digital Advertising Campaign
Economic Modeling, LLC	\$18,810.00 max	Grant	1/1/23-12/31/23	Career Coach Website
Economic Modeling, LLC	\$14,952.00 max	Grant	1/1/23-12/31/23	Labor Data Analysis Software
Harrington, Robin L.	\$6,000.00 max	Grant	9/20/22-3/30/23	Conduct Two Perkins V Workshops for CTE Faculty
Jobspeaker, Inc.	\$20,000.00 max	Grant	10/1/22-9/30/23	Career Services Web-Based Platform
<u>COMMUNICATION AND EXTERNAL RELATIONS</u>				
Substance Media, Inc.	\$70,000.00 max	District	9/7/22-6/30/23	Video and Digital Media Advertising
<u>HEALTH SCIENCES</u>				
Blue Ocean Dentistry	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Fair Oaks Orthodontics	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Glendora Family Dentistry	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Inland Institute	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Haney, J. Marc DDS	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Lee, Robert DDS	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Little Grins	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
Shuffer, Justin A. DDS	No Fee	No Fee	9/7/22-9/6/27	Clinical Education
<u>HUMAN RESOURCES</u>				
Collins, R. Douglas	\$10,000.00 max	District	8/16/22-6/30/23	Arbitration/Mediation Services
<u>KINESIOLOGY AND ATHLETICS</u>				
University of La Verne	No Fee	No Fee	9/7/22-6/30/27	Athletic Training Program and Clinical Education

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:	September 6, 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. H.1.b.

**Use of Facilities
September 6, 2022**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Banality, LLC	Recording Arts Studio	Basic Tracking	6/8/22	\$500.00, plus additional fees if required
DOMO, LLC	S5 Parking Lot	Equipment and Truck Parking	8/20/22	\$1,005.00, plus additional fees if required
FLS International	LH102	Student Orientation	8/8/22	\$50.00, plus additional fees if required
Jukin Media, LLC	Stadium	Filming	8/27/22	\$1,837.50, plus additional fees if required
Los Angeles Regional Food Bank	Campus Center Mall and E6 Parking Lot	Mobile Food Pantry	9/12, 10/3, 11/7 and 12/5/22; 1/9, 2/6, 3/6, 4/3, 5/1, 6/5, 7/3 and 8/7/23	No rental fee, labor charges only if required.
Options for Youth	Stadium and (2) Softball Fields	Football and Softball Games	9/30/22	\$2,650.00, plus additional fees if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. H.1.c.

**ACADEMIC EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
SEPTEMBER 6, 2022**

NAME	AREA / DISCIPLINE	TENURE TRACK CONTRACT YEAR #	REASON	BEGIN / END DATE	RANGE & STEP	ANNUAL AMOUNT
McBurney, Robin	Counseling	Tenured	Retirement	6/30/23	4-31	\$ 122,519.00
Shrope, Douglas	Music	Tenured	Retirement	8/1/23	1-34	\$ 92,939.00
Van Horn, Tasha	Speech	Tenured	Retirement	6/17/23	2-26	\$ 99,619.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
SEPTEMBER 6, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Anderson, Brian	Mathematics	4-7	\$1,561.00
Ary, Nichole	Speech	3-7	\$1,496.00
Belica, Mercedes	Science	5-6	\$1,574.00
Boldt, Spencer	Automotive	1-5	\$1,249.00
Brown, Jessica	Kinesiology	3-2	\$1,261.00
Clark, Aleli	Biology	1-6	\$1,308.00
Cross, Cynthia	English	2-7	\$1,431.00
Cross, Peter	Biology	4-7	\$1,561.00
D'Amato, Jennifer	Nursing	3-7	\$1,496.00
Dea, Alexis	Esthetician	1-6	\$1,308.00
Delgadillo, Martha	Nursing	3-7	\$1,496.00
Dingman, Jamie	English	4-7	\$1,561.00
Durfield, Amber	English	4-7	\$1,561.00
Eiland, Thomas	English	5-7	\$1,633.00
Farnum, Martin	Chemistry	5-7	\$1,633.00
Flores, Jennifer	Biology	5-7	\$1,633.00
Garate, Elizabeth	Spanish	5-7	\$1,633.00
Godoy, David	English	2-6	\$1,373.00
Goodman, Robert	Biology	4-7	\$1,561.00
Gunderson, Mark	English	3-7	\$1,496.00
Guzman, Jennifer	Nursing	5-7	\$1,633.00
Han, June	Biology	5-7	\$1,633.00
Harker, Katherine	Biology	5-7	\$1,633.00
Henson, Nicholas	English	5-7	\$1,633.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
SEPTEMBER 6, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Hillman, Michael	Art	4-7	\$1,561.00
Kaisler, Denise	Physics	5-7	\$1,633.00
Kary, David	Astronomy	5-7	\$1,633.00
Kibbe, Sonia	Nursing	2-7	\$1,431.00
Kinnaman, Laura	Physics	5-7	\$1,633.00
Kolber, Lisa	Nursing	2-7	\$1,431.00
Kondo, Arnold	Biology	4-7	\$1,561.00
Levine-Peters, Brianne	Psychology	3-7	\$1,496.00
Macready, Kristin	Nursing	3-7	\$1,496.00
Malik, Huma	Biology	3-7	\$1,496.00
Martinez, Suzanne	English	1-7	\$1,367.00
McGarry, Anna	Spanish	4-7	\$1,561.00
Miles, Terrence	Chemistry	4-7	\$1,561.00
Reyes, Tommy	Architecture	1-6	\$1,308.00
Riderer, Lucia	Physics	5-7	\$1,633.00
Rudd, Rebecca	English	4-7	\$1,561.00
Ryba, David	Chemistry	5-7	\$1,633.00
Salwak, Dale	English	5-7	\$1,633.00
Scheuermann, Angelique	Chemistry	1-1	\$1,131.00
Schmiedt, Patrick	Communications	4-7	\$1,561.00
Smolin, Robert	Accounting	4-7	\$1,561.00
Solheim, Bruce	History	5-7	\$1,633.00
Solis, Roberto	Computer Information Science	4-7	\$1,561.00
Sullivan, Nora	Biology	5-7	\$1,633.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
SEPTEMBER 6, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Tsark, Eleanor	Biology	5-7	\$1,633.00
Volonte, Daniel	Theatre Arts	3-7	\$1,496.00
Yoo, Ji Hee	Nursing	1-7	\$1,367.00

**ACADEMIC EMPLOYEES - FACULTY
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
SEPTEMBER 6, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Clark, Jeremy	Evaluation of High School and ROP Courses	Hourly as needed	9/7/22 through 6/30/23	\$61.16/hr.
Neighbors, Bryce	Evaluation of High School and ROP Courses	Hourly as needed	9/7/22 through 6/30/23	\$61.16/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
SEPTEMBER 6, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Adams, Kelly	Librarian	Hourly as needed	9/7/22 through 12/17/22	\$55.21/hr.
Braden, Darren	Librarian	Hourly as needed	9/7/22 through 12/17/22	\$55.21/hr.
Curran, Sean	Instructor - English	Hourly as needed	8/27/22 through 12/17/22	\$55.21/hr.
Ma, Tiffany	Instructor - Theatre	Hourly as needed	8/26/22 through 12/17/22	\$55.21/hr.
Terhune, Cassandra	Librarian	Hourly as needed	9/7/22 through 12/17/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
SEPTEMBER 6, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Cosio Camacho, Angel	Cosmetology	1-6	\$1,376.00
Craig, Naomi	Cosmetology	1-1	\$1,261.00
Farias, Cristian	Mathematics	1-6	\$1,376.00
Huynh, Rita	Cosmetology	1-6	\$1,376.00
Longhurst, Logan	Economics	1-1	\$1,261.00
Milewski, Dave	Astronomy	4-1	\$1,456.00
Negrete, Tiana	Cosmetology	1-6	\$1,376.00
Perez, Raymond	Art	3-1	\$1,389.00
Price, Cody	Biology	1-2	\$1,261.00
Rodriguez, Peter	Ethnic Studies	1-1	\$1,261.00
Schmidt, Daniel	Art	3-4	\$1,389.00
Terriquez, Adolfo	Automotive	1-2	\$1,261.00
Vega, Suyapa	Cosmetology	1-6	\$1,376.00

ACADEMIC EMPLOYEES - ADJUNCT
SPRING 2023
SEPTEMBER 6, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Allen, Ashley	Dance	1-1	\$1,261.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	Management Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. H.1.d.

**MANAGEMENT EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
SEPTEMBER 6, 2022**

NAME	POSITION	ACADEMIC OR CLASSIFIED	REASON	BEGIN / END DATE	RANGE & STEP	ANNUAL AMOUNT
Allahbachayo, Salima	Interim Dean of Social and Behavioral Sciences and Online Education	Academic	Vacancy	8/26/22 through 6/30/23 or until position is filled	77-5 (plus doctoral stipend)	\$ 180,984.00
Shaw, Nickawanna	Interim Dean of Language Arts and Library	Academic	Vacancy	8/26/22 through 12/31/22	77-1	\$150,924.00*

*Includes a monthly stipend in the amount of \$1,105.00 which will be in addition to the employee's regular faculty salary for a total of \$150,924.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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


RECOMMENDATION

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

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. H.1.e.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
SEPTEMBER 6, 2022**

NAME	PERCENTAGE / POSITION / AREA	REASON	BEGIN / END DATE	RANGE & STEP	MONTHLY AMOUNT
Bautista, Alejandro	100% Admissions & Records Technician III, Admissions & Records	Probationary Release	8/31/22	N/A	N/A
Fernandez, Monea	100% Financial Aid Technician, Financial Aid	Employment	9/20/22	31-1	\$3,946.25
Gonzalez, Crystal	100% Financial Aid Technician, Financial Aid	Promotion	9/7/22	31-1	\$3,946.25
Haynes, Harrison	49% Outreach Liaison, School Relations/Outreach	Employment	9/7/22	33-1	\$2,031.55
Heasley, Beverly	Enterprise Systems Supervisor, TeCS	Resignation	8/19/22	N/A	N/A
Mejia, Olinda	100% Administrative Clerk II, Student Affairs	Employment	9/7/22	22-1	\$3,159.87
Pena, Raquel	49% Account Clerk I, Fiscal Services	Employment	9/7/22	25-1	\$1,667.39

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	Short-Term, Substitutes, Volunteers, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. H.1.f.

**SHORT-TERM
SEPTEMBER 6, 2022**

NAME	JOB CATEGORY	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Bustos, Elias	Performing Arts Support	VPA/HPAC	\$20.00/hr.	9/7/22 through 12/31/22
Gonzalez, Dalia	Technical Support	VPA/HPAC	\$20.00/hr.	9/7/22 through 12/31/22
Zampiello, Stephen	Technical Support	VPA/HPAC	\$20.00/hr.	9/7/22 through 12/31/22

CLASSIFIED SUBSTITUTES
SEPTEMBER 6, 2022

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Leyva, Daisy	Administrative Secretary II/Career, Technical & Continuing Education	Substitute for employee absences	9/30/22 through 2/28/23	34-1	\$24.52

VOLUNTEERS
SEPTEMBER 6, 2022

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Alonso, Karlo	Counseling	9/7/22	12/31/22
Beckley, Alicia	Counseling	9/7/22	12/31/22
Burke, Shelly	Visual Arts	9/7/22	12/16/22
Chadha, Kabir	Kinesiology	9/7/22	6/30/23
Gomez, Justin	Kinesiology	9/7/22	6/30/23
Henderson, Raymond	Kinesiology	9/7/22	6/30/23
Hess, Dorothy	Visual Arts	9/7/22	12/16/22
Hua, Lee	Kinesiology	9/7/22	6/30/23
Jarrar, Leen	Dream Resource Center	9/7/22	8/18/23
Salgado, Richard	Kinesiology	9/7/22	6/30/23
Sanchez, Robert	Kinesiology	9/7/22	6/30/23
Watson, Alexandria	Kinesiology	9/7/22	6/30/23

**PROFESSIONAL EXPERTS
SEPTEMBER 6, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Anderson, Jamaal	Football Program Assistant	Kinesiology	7/1/22 through 12/30/22	\$15.00/hr.	General
Beck, Johnathan	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
Briscoe, Diana	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
Devai, Trace	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
Levy, Leslie	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
McPhinney, Parker	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
Parks, Timothy	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General
Wang, Stephanie	Softball Program Assistant	Kinesiology	9/7/22 through 12/30/22	\$15.00/hr.	General
WorriLOW, Lynn	Figure Drawing Model	Visual and Performing Arts	9/7/22 through 12/31/22	\$35.00/hr.	General

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	Institutional Membership for the California Community College Mental Health and Wellness Association (MHWA)	Information	_____
		Enclosure(s)	_____

BACKGROUND

Membership in the California Community College Mental Health and Wellness Association (MHWA) supports mental health services efforts by: 1) providing consultation, communication, and support to mental health and other health service professionals at the college; 2) providing learning opportunities to optimize the delivery of services and implementation of evidence-based and promising practices to aid in access to services; 3) monitoring and updating the college on legislation that will impact college mental health services in addition to hosting mental health related conferences and trainings; and 4) providing the mental health supervisor with access to a statewide listserv with connections to mental health professionals across the state with the ability to discuss concerns, trends, and best practices.

This item was prepared by Dean of Students Dr. Maryann Tolano-Leveque.

RECOMMENDATION

Authorization is requested to approve a new institutional membership to the Mental Health and Wellness Association, in the amount of \$200.00, annually.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	Proposed Budget 2022-2023	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, Section 58300, Requirements to Prepare and File Annual Statement, the chief executive officer or designee of the governing board of each district shall prepare and keep on file for public inspection a statement of all receipts and expenditures of the district for the preceding fiscal year (2021-2022) and a statement of the estimated total expenses and revenues for the district for the current (2022-2023) fiscal year.

Also, in accordance with Title 5 of the California Code of Regulations, Section 58301, Proposed Budget; Hearing; Notice; Publication and BP 6200 Budget Preparation, a public hearing is required to be held by the Board of Trustees prior to adoption of the 2022-2023 Proposed Budget.

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

RECOMMENDATION

Authorization is requested to approve the attached Proposed Budget for all funds for the 2022-2023 fiscal year.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. H.3.

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
UNRESTRICTED GENERAL FUND**

EXPENDITURES

1XXXX	ACADEMIC SALARIES	\$ 28,442,675
2XXXX	CLASSIFIED SALARIES	19,003,459
3XXXX	BENEFITS	23,155,955
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	13,149,420
7XXXX	OTHER OUTGO	2,055,000
79XXXX	RESERVE FOR CONTINGENCIES	36,337,916
	TOTAL EXPENDITURES	<u>\$ 122,144,425</u>

REVENUES

86XXX	STATE REVENUE	\$ 74,273,197
88XXX	LOCAL REVENUE	14,050,566
	TOTAL REVENUES	<u>\$ 88,323,763</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
RESTRICTED GENERAL FUND**

EXPENDITURES

1XXXX	ACADEMIC SALARIES	\$ 3,083,801
2XXXX	CLASSIFIED SALARIES	4,948,316
3XXXX	BENEFITS	3,581,812
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	18,098,206
7XXXX	OTHER OUTGO	6,166,607
79XXXX	RESERVE FOR CONTINGENCIES	2,293,862
	TOTAL EXPENDITURES	<u>\$ 38,172,604</u>

REVENUES

81XXX	FEDERAL REVENUE	\$ 3,361,750
86XXX	STATE REVENUE	29,748,595
88XXX	LOCAL REVENUE	949,488
	TOTAL REVENUES	<u>\$ 34,059,833</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
COMMUNITY EDUCATION FUND**

EXPENDITURES

1XXXX	ACADEMIC SALARIES	\$ 15,092
2XXXX	CLASSIFIED SALARIES	70,781
3XXXX	BENEFITS	57,806
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	41,514
	TOTAL EXPENDITURES	<u>\$ 185,193</u>

REVENUES

88XXX	LOCAL REVENUE	\$ 95,000
89XXX	OTHER SOURCES	90,193
	TOTAL REVENUES	<u>\$ 185,193</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
CAPITAL OUTLAY FUND**

EXPENDITURES

2XXXX	CLASSIFIED SALARIES	\$ 182,722
3XXXX	BENEFITS	102,443
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	43,022,077
79XXX	RESERVE FOR CONTINGENCIES	12,172,461
TOTAL EXPENDITURES		<u>\$ 55,479,703</u>

REVENUES

86XXX	STATE REVENUE	\$ 9,251,055
88XXX	LOCAL REVENUE	1,260,000
89XXX	OTHER SOURCES	1,000,000
TOTAL REVENUES		<u>\$ 11,511,055</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
BOND CONSTRUCTION FUND**

EXPENDITURES

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 47,569,875
79XXX	RESERVE FOR CONTINGENCIES	200,000
	TOTAL EXPENDITURES	<u>\$ 47,769,875</u>

REVENUES

88XXX	INTEREST INCOME	\$ 200,000
	TOTAL REVENUES	<u>\$ 200,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
GOLF DRIVING RANGE FUND**

EXPENDITURES

2XXXX	CLASSIFIED SALARIES	\$ 157,314
3XXXX	BENEFITS	75,012
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	28,000
79XXX	RESERVE FOR CONTINGENCIES	56,049
	TOTAL EXPENDITURES	<u>\$ 316,375</u>

REVENUES

88XXX	LOCAL REVENUE	\$ 40,000
89XXX	OTHER SOURCES	50,000
	TOTAL REVENUES	<u>\$ 90,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
SELF INSURANCE FUND**

EXPENDITURES

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 1,406,371
79XXX	RESERVE FOR CONTINGENCIES	624,662
	TOTAL EXPENDITURES	<u>\$ 2,031,033</u>

REVENUES

88XXX	LOCAL REVENUE	\$ 1,100,000
	TOTAL REVENUES	<u>\$ 1,100,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
RETIREMENT HEALTH FUND**

EXPENDITURES

79XXX	RESERVE FOR CONTINGENCIES	\$ 4,759,474
	TOTAL EXPENDITURES	<u>\$ 4,759,474</u>

REVENUES

88XXX	LOCAL REVENUE	\$ 20,000
89XXX	OTHER SOURCES	250,000
	TOTAL REVENUES	<u>\$ 270,000</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
ASSOCIATED STUDENTS ORGANIZATION FUND**

EXPENDITURES		ASCC	Student Clubs	Scholarship	Other Trust Fund
2XXXX	CLASSIFIED SALARIES	\$ 242,236	\$ -	\$ -	\$ 205,875
3XXXX	BENEFITS	190,468			18,222
4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	189,104	4,350		644,768
7XXXX	OTHER OUTGO	4,000	1,200	80,000	127,475
79XXX	RESERVE FOR CONTINGENCIES	1,569,812	84,925	41,160	1,345,334
	TOTAL EXPENDITURES	<u>\$ 2,195,620</u>	<u>\$ 90,475</u>	<u>\$ 121,160</u>	<u>\$ 2,341,674</u>
REVENUES					
88XXX	LOCAL REVENUE	\$ 449,244	\$ 5,500	\$ 80,000	\$ 567,200
	TOTAL REVENUES	<u>\$ 449,244</u>	<u>\$ 5,500</u>	<u>\$ 80,000</u>	<u>\$ 567,200</u>

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
STUDENT REPRESENTATION FEE FUND**

EXPENDITURES

4XXXX/5XXXX/6XXXX	SUPPLIES/OTHER EXPENSES/CAPITAL OUTLAY	\$ 20,000
7XXXX	OTHER OUTGO	2,000
79XXX	RESERVE FOR CONTINGENCIES	106,354
	TOTAL EXPENDITURES	<u>\$ 128,354</u>

REVENUES

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

**CITRUS COMMUNITY COLLEGE DISTRICT
PROPOSED BUDGET 2022-2023
STUDENT FINANCIAL AID FUND**

EXPENDITURES

7XXX	STUDENT AIDE & OTHER OUTGO	\$ 21,567,296
	TOTAL EXPENDITURES	<u>\$ 21,567,296</u>

REVENUES

81XX	FEDERAL REVENUE	\$ 13,066,072
86XX	STATE REVENUE	8,445,049
	TOTAL REVENUES	<u>\$ 21,511,121</u>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	District Participation in the 2023 Chancellor's Office Tax Offset Program (COTOP)	Information	
		Enclosure(s)	

BACKGROUND

AB2347 authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced by legislation to permit the offset of specific non-financial aid obligations owed to districts.

By contracting with the Chancellor's Office, local districts can recover outstanding student debts such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts. The COTOP program has succeeded in offsetting and returning millions of dollars directly to participating districts.

Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office. Authorization is then given to the State Controller to disburse the offset amount, minus an administrative fee, to the participating local districts.

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

RECOMMENDATION

Authorization is requested to approve participation in the 2023 Chancellor's Office Tax Offset Program (COTOP), for the purpose of collecting outstanding student debts, and authorize the Vice President of Finance and Administrative Services to execute an agreement with the Chancellor of the California Community Colleges.

Claudette E. Dain, CPA
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	X
SUBJECT:	District's GANN Appropriation Limit	Information	
		Enclosure(s)	X

BACKGROUND

Pursuant to Government Code 7910(a) and Article XIII B of the Constitution of the State of California, the governing board of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year.

The GANN Appropriation Limit sets limitation of expenditures for state and local governments. The Citrus Community College District's 2022-2023 limitation is \$66,012,343 compared with its appropriations subject to the limit of \$77,672,795. This means the District will exceed its limit and therefore, the additional limit of \$11,660,452 will be transferred to the District from the State of California, as required by Government Code 7902.1(a).

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

RECOMMENDATION

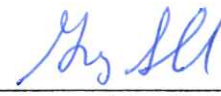
Authorization is requested to adopt Resolution #2022-23-04 to establish the District's GANN Appropriation Limit of \$77,672,795 for the 2022-2023 fiscal year.

Claudette E. Dain, CPA
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. H.5.

**CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION
2022-23-04**

APPROPRIATION LIMIT FOR 2022-2023

WHEREAS, Article XIII B of the Constitution of the State of California requires the establishment of Appropriation Limits for the following fiscal year, and

WHEREAS, each district is required to determine and adopt such an Appropriation Limit for the 2022-2023 fiscal year, as a legislative act, and

WHEREAS, the Citrus Community College District's Appropriation Limit has been calculated in accordance with Article XIII B of the State Constitution and Division 9 of Title I of the Government Code,

BE IT THEREFORE RESOLVED, that for the purposes of Article XIII B, the Citrus Community College District hereby establishes the district's "Appropriation Limit" of \$77,672,795 for the 2022-2023 fiscal year.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 6th day of September 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: September 6, 2022

Mary Ann Lutz, President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	
SUBJECT:	Emergency Conditions Recovery Plan	Information	
		Enclosure(s)	X

BACKGROUND

The COVID-19 pandemic has adversely affected our communities and has resulted in dramatic enrollment declines at institutions of higher education, throughout the nation. Citrus College, like many California community colleges, began experiencing a rapid and drastic decline in full-time equivalent students (FTES) in March 2020. In the event of an emergency, Title 5 provides the state Chancellor the authority to hold a district's FTES stable at a level reported prior to the occurrence of the emergency. As such, in March 2020, the California Community Colleges Chancellor's Office provided this protection to all districts, upon application. As the COVID-19 pandemic continued into 2021 and 2022, the protection continued to be made available to districts and Citrus College participated in the available protection. The Chancellor's Office has now indicated that 2022-23 marks the final extension of the COVID-19 FTES protections.

The application process for this final year of protection requires a district to comply with a number of requirements aimed at ensuring the District is applying a "good faith effort to restore enrollments and re-engage displaced students" and at applying "good faith efforts to avoid a material decrease in general purpose apportionments." One such requirement is to submit an Emergency Conditions Recovery Plan to the Chancellor's Office in September 2022, with a final Plan update to be furnished to the Board and submitted to the Chancellor's Office by no later than February 28, 2023.

This item was prepared by Vice President Dain, Vice President Rams, and Interim Vice President Hester.

RECOMMENDATION

Authorization is requested to adopt the Citrus College Emergency Conditions Recovery Plan.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded



Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.6.



EMERGENCY CONDITIONS RECOVERY PLAN

August 2022

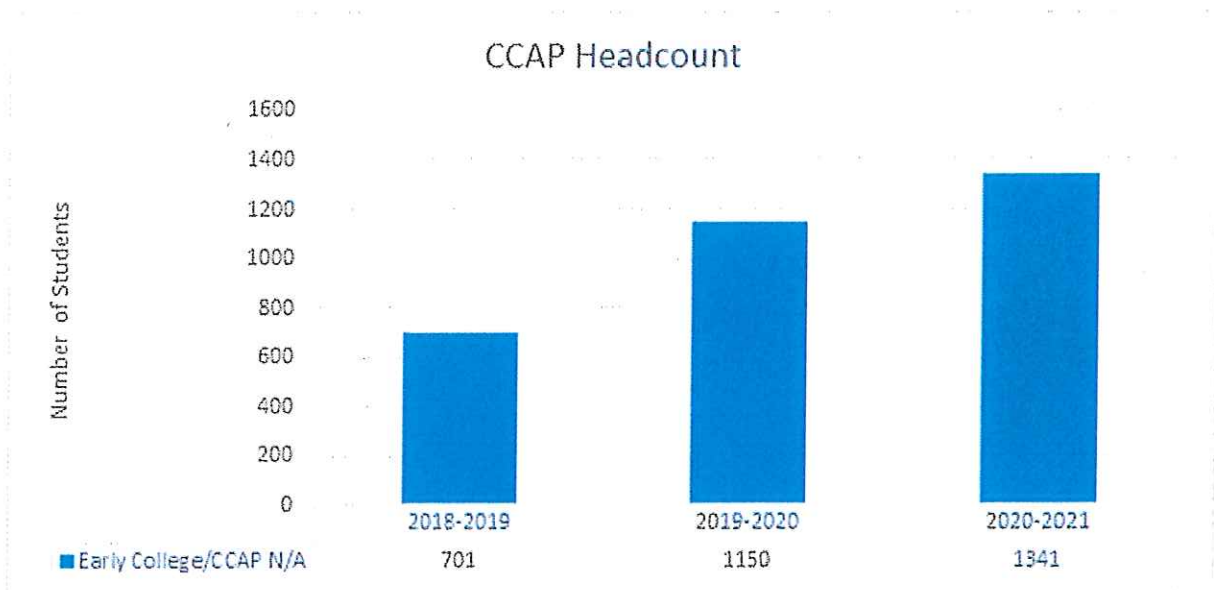
INTRODUCTION

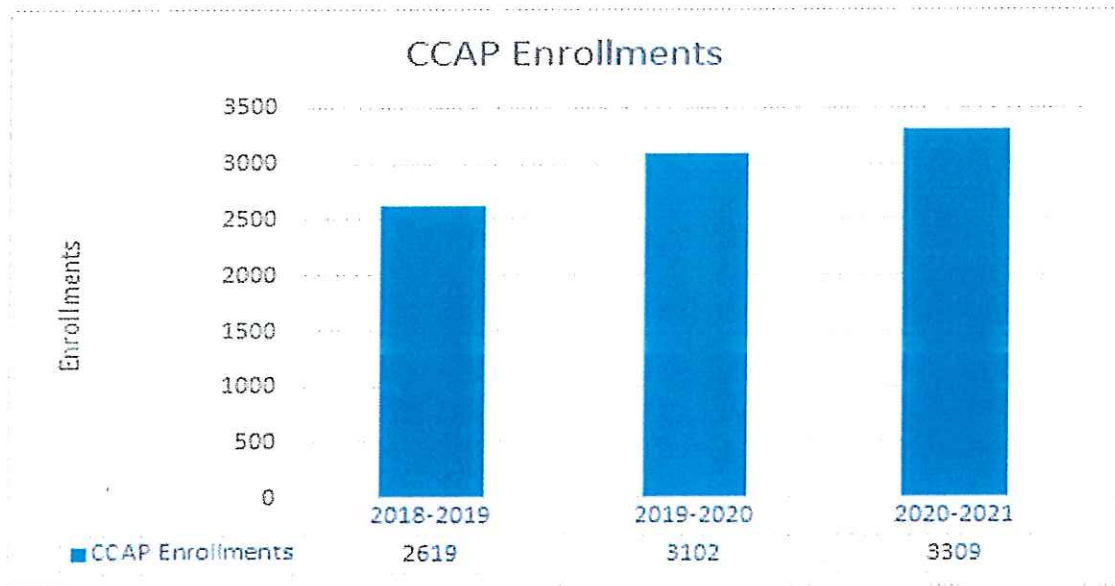
The COVID-19 pandemic significantly impacted the communities served by the Citrus Community College District. The effects of the pandemic resulted in dramatic enrollment declines at institutions of higher education, throughout the nation. Citrus College, like many California community colleges, began experiencing a rapid and drastic decline in full-time equivalent students (FTES), beginning in March 2020, during the spring 2020 semester, with the onset of the pandemic. During this time, federal, state and county “stay-at-home” restrictions were put into place, forcing the college to rapidly redesign its operations, instruction, and support services to transition its educational and work environment into a fully remote operation, in order to continue meeting the needs of students, faculty and staff. In accordance with the authority granted to the state Chancellor, through Title 5 regulations, emergency FTES protections were made available to community colleges, to provide relief for the significant enrollment declines experienced since the onset of the pandemic, in spring 2020. The Chancellor’s Office has now indicated that 2022-23 marks the final extension of the COVID-19 FTES protections. As such, this Emergency Conditions Recovery Plan outlines the actions the District has taken, is currently taking, and has planned for the future, to increase enrollment, persistence and completion, and to sustainably absorb enrollment losses after 2022-23, when the COVID-19 Emergency Conditions Allowance (ECA) funding terminates. This Emergency Conditions Recovery Plan will accompany the District’s 2022-23 COVID-19 Emergency Conditions Allowance Application, and is intended to describe the challenges posed by the COVID-19 pandemic, and address the strategies the District will employ to support its recovery efforts. A final version of this plan, with updated information and data, will be presented to the Board of Trustees for final review and adoption, by February 28, 2023.

CURRENT ACTIVITIES AND STRATEGIES TO INCREASE ENROLLMENT, PERSISTENCE AND COMPLETION

Citrus College is actively engaged in numerous activities and strategies to increase enrollment, persistence and completion, as summarized below.

- Citrus College bolstered and/or expanded its existing dual/concurrent enrollment (CCAP) and Early College/Early Decision programs.
- The College's School Relations and Outreach team is conducting information sessions, application workshops, and orientations, and is processing concurrent enrollments and registering all CCAP students every registration term. The School Relations and Outreach team also conducts follow ups for students, such as scheduling counseling appointments for CCAP students. Through these efforts, the CCAP program has increased from 138 sections and 3,102 enrollments in the 2020-2021 academic year, to 154 sections and 3,309 enrollments in the 2021-2022 academic year, and we expect to see additional growth in the 2022-2023 academic year. The following charts provide additional information regarding CCAP headcounts and enrollments.





- The School Relations and Outreach team also partners with local high schools to assist graduating seniors with the Citrus College on-boarding process called “Early Decision.” The Early Decision on-boarding process includes a presentation, application workshop, orientation, and a Student Education Plan workshop with Citrus College counselors. In addition, School Relations and Outreach assists students with registration and applying for financial aid, and ensures that students participate in the College’s Promise Program and apply for other eligible support programs. For the 2020-2021 year, 690 students completed the Early Decision application process, of which 556 (over 80%) registered in fall 2021. For the 2021-2022 year, 1,093 students have completed the Early Decision program and, as of July 2022, 847 (over 77%) have registered for fall 2022.
- Citrus College’s Communications and External Relations team is currently partnering with the School Relations and Outreach team to promote the Citrus College Promise Program for first-time college students via postcards mailed to area residents during summer 2022.
- In 2020, School Relations and Outreach began sending a monthly outreach newsletter to a list that now reaches over 3,000 recipients and includes potential students, parents, high school administrators, community members, and Citrus

College employees. The newsletter includes information on upcoming events like Cash for College and Saluting our Veterans, reminds readers of important deadlines, highlights programs and departments like Disabled Student Programs and Services (DSPS), Black Scholars, Foster Kinship, and the Dream Resource Center, and showcases an outstanding faculty member.

- With the support of the College's IT department, on June 1, 2022, Admissions and Records, Financial Aid, and School Relations and Outreach launched help centers using Zendesk, a software used to manage interactions with current and prospective students and employees, and where programs can post knowledge-based articles. Since the launch of Zendesk, 258 articles have been published, receiving 11,634 views. A total of 1,644 request tickets have been received by participating programs, with a resolution rate of 98.3%. These efforts bolster the college's response to inquiries, increasing enrollment and persistence of students.
- Also, with the support of the College's IT department, Admissions and Records and Financial Aid have implemented Banner Communication Management which allows the programs to send individually targeted communications to students. For the month of May 2022, the offices sent a total of 105,420 email messages via 833 individual communications that ranged from reminders on fiscal services holds, notification when students missed registration appointments, resending the welcome letter, informing students when the promise payment was posted to their account, informing students that they were awarded a California College Promise Grant (CCPG), and informing students who applied for one financial aid year and had not applied to the preceding or subsequent financial aid year. In total, over 50 different types of communications are actively sent to students, to support increased enrollment, retention and completion efforts.
- Under the leadership of the Vice President of Academic Affairs, the Academic Deans continue to plan a class schedule that responds to the needs of students and aligns with the college's program maps (CAPS-Career and Academic Pathways). To better serve students, courses are being offered in a variety of modalities, course lengths, and times of day, as applicable.

- All online courses are taught by faculty who have completed the required training set forth in Administrative Procedure 4105 Online Education.
- In addition to the help ticketing system in Canvas LMS, Citrus College now provides access to a 24/7 help phone line for faculty and students. This new feature is expected to positively impact persistence and completion.
- The College purchased Impact, a software plugin to Canvas, which allows for robust support messaging to faculty and students. Full implementation of this plugin is expected by October 2022. This software is expected to promote persistence and completion.
- In June 2020, the Citrus Community College District Board of Trustees established a DEI Task Force resulting in the hiring of a new position, Director of Diversity, Equity and Inclusion, and the creation of a DEIA+ Standing Committee. The work of the Task Force has resulted in meaningful professional development opportunities for promoting and implementing high impact practices and gap analyses across our board policies and administrative procedures and the following areas: inside the classroom and curriculum; outside the classroom and student support services; and human resources, employees and professional development.
- In partnership with the Office of Institutional Research, Academic Affairs and Student Services units have surveyed student needs and preferences to modify instruction and support services, and direct resources accordingly in alignment with CARES/HEERF, SB85, and additional ongoing and one-time funding opportunities available during the pandemic.
- The Communications and External Relations Office has launched innovative print, social media and promotional campaigns to promote Citrus College.
- Campus Safety has aligned with the CCCCO's recommendations to democratize practices by reviewing department procedures and policies to enhance the student experience on campus.
- The college has utilized SB 85 funding to support a newly created professional

expert position to engage and reengage probation and dismissal students. This position is responsible for contacting all probation and dismissal students and assisting with registering for classes, re-applying to the college, information regarding the payment of fees, navigating the college's website to locate information, help with resetting an email password, and assistance in finding registration appointments. The SB 85 professional expert also tracks the first-time probation students who complete the online probation workshop, the continuing probation students who attend the required Strategies for Academic Success Workshops with the probation/dismissal counselor, students who have scheduled counseling appointments with the probation/dismissal counselor, and the students who complete petitions for reinstatement and appeals of dismissal, to provide individualized assistance in-person or via calls/texts.

- Several technological improvements to the student probation and dismissal process were recently implemented. The probation and dismissal webpage was developed to provide students with information and resources. The petition for reinstatement and petition to appeal dismissal forms were converted to Formstack forms, facilitating efficient processing and tracking of status. Students who complete the online probation workshop have their registration hold automatically cleared upon completion. The College has begun utilizing texting apps to contact students and provide assistance. An existing college student system report has been updated to provide more student information and a new report was created to identify holds and registration information. Each of these improvements has expedited and enhanced counseling services for students on probation or dismissal.
- The following are counseling strategies that are utilized to support students in an effort to improve their probation/dismissal status:
 - Students may schedule an appointment with a counselor to discuss a customized Student Education Plan to improve their probation status and attain their academic goal at Citrus College.
 - Counselors may recommend Early Alert Workshops.
 - Reinstatement appointments with counselors are available.

- After not being enrolled for one fall or spring semester, a dismissed student may request reinstatement through the Counseling and Advisement Center using the online form.
- The student will be required to participate in a recommended counseling intervention, which may include a maximum number of units the student may enroll in, as determined by the counselor.
- The Owl Success Hub hosts a variety of support services for students learning online.
- The online New Student Orientation program provides information on probation and dismissal and reviews student success strategies and the consequences of poor academic achievement.
- The probation and dismissal counselor collaborates with full-time faculty, adjunct faculty and staff to provide students with intrusive counseling, comprehensive education planning and referral to resources.

DIFFERENT ACTIVITIES AIMED AT INCREASING ENROLLMENT, PERSISTENCE AND COMPLETION

Citrus College continues to focus on a number of strategies, as listed below, focused on student re-engagement and persistence, as well as changes to course scheduling and program review, with attention to strategies that may positively impact certain student populations.

- Citrus College's School Relations and Outreach team hired a professional expert in January 2022 to reach out to and support students who stopped enrolling after the pandemic began in spring 2020. This position supports and complements the work of the College's Student Services classified professionals by supporting email responsiveness, calling students, and piloting a text campaign to help reach more students. A new, dynamic report was developed to support this work, generating a list of students who stopped attending Citrus College, and a Smartsheet was developed to track all communications with this student population. As of August 2022, the professional expert has reached out to over 6,800 students.

- Citrus College has hired a diverse group of twelve (12) new full-time faculty, across multiple disciplines, who will begin teaching/counseling in fall 2022.
- Citrus College is increasing its marketing and recruitment of international and out-of-state students, adult students, and non-traditional students through various methods, including increasing agency agreements worldwide for international students.
- The College continues to expand support to students, especially in light of rising gas and transportation prices. Effective fall 2022, Citrus College is providing free bus and Metro (rail) transportation to students through the updated GoPass program.
- Citrus College has hired a full-time Mental Health Services Supervisor, effective July 2022, to scale up mental health support services.
- Citrus College has established a Pride Center to support the needs of LGBTQ+ students in Summer 2022 and will onboard a coordinator for this center in fall 2022.
- Academic Affairs and Student Services will work together to increase the number of students from diverse backgrounds who have a comprehensive educational plan. The College will leverage its resources to provide a “high-touch” intervention to close identified gaps.
- A workgroup has been established to accelerate the implementation of various options for students to obtain credit for prior learning.
- Citrus College continues to partner with K-12 institutions to explore and strengthen partnerships for Dual Enrollment.
- Citrus College continues to expand its international partnerships and restart its in-person participation in international recruitment fairs, including planned visits to Korea, Vietnam and the Philippines, in fall 2022.
- Citrus College is strengthening its non-credit enrollments through innovative course offerings such as Drone Pilot courses, which have reached capacity prior

to the start of classes. Citrus College will continue to adapt its non-credit offerings.

- Citrus College's SB 85 professional expert position provides high-touch and tailored services to probation and dismissal students to assist with enrollment, persistence, and completion. This is the first time the College's Counseling department has had a dedicated staff member to provide these services, and the College is committed to exploring additional funding opportunities to continue the work of this position. Annual program review goals were previously established to update the online probation workshop and create an intrusive intervention for continuing probation students. The professional expert position has strengthened and enhanced this support. The probation and dismissal process will continue to be refined and simplified for students with the possibility of utilizing Banner 9 Communication Messages and through Guided Pathways efforts.
- Citrus College will continue to monitor student demand for courses based on modality, course length and meeting patterns to provide responsive course offerings to students.
- Citrus College will continue to promote and/or provide online teaching training to all new and continuing online faculty.

UTILIZATION OF EXISTING RESOURCES TO SUPPORT STUDENTS' BASIC NEEDS

The following items indicate how Citrus College is using existing resources to support students' basic needs and direct resources to students:

- The Division of Student Affairs, under the leadership of the dean of students, provides students with technology grants, Chromebooks, emergency grants, book grants, hot meals, free snacks, food pantry services, mobile food pantry services, and housing support services. Additional direct resources include free transportation passes, CalFresh application assistance, housing placement, and free legal services for undocumented students.
- The Division of Student Affairs is working to expand college and student awareness of basic needs resources and has created online tools to facilitate

students' ability to request basic needs assistance and obtain information to support student engagement and persistence.

- The dean of students established the Basic Needs Office (BNO) in 2018 to remove barriers to students' educational goals and to increase persistence and completion. The BNO connects students to on- and off-campus resources and provides the campus with a free snack program where offices can request that grab-and-go snacks be delivered to their offices so that students can access nutritious food without stigma.
- The BNO provides various grants of up to \$500, hot meal grants of up to \$400 per term, gently used professional clothing, grab-and-go snacks, housing placement, bi-weekly grocery boxes, and referrals to campus medical and mental health resources. The office is well-versed in available campus resources for specific campus populations and can easily provide students with a warm handoff to other campus offices (e.g., undocumented students, queer students, student veterans). If a resource is unavailable on-campus, the BNO refers students to community organizations that provide free or low-cost services.
- The Division of Student Affairs continues to expand its relationships with community partners to increase available resources for students. Some examples of this include the college's GoPass program, which provides students with unlimited free rides on Foothill Transit, LA Metro bus and rail, Big Blue Bus, Montebello Bus, Norwalk Transit, Culver CityBus, and the City of Commerce.

DETAILS ON CLASS SCHEDULING

The following table (Table 1) provides details on class scheduling for fall 2022 and spring 2023, including the proportion of courses offered by time of day(day/evening/weekend), the proportion of courses offered by course length (full session, 8 - 10 week, less than 8 weeks), and the proportion of courses offered by modality (in person, online, hybrid).

Table 1: Course Offerings in Fall 2022 and Spring 2023

By Modality							
Term	Modality	Section Count	Section Proportion	Enrollment	Max Seats	Fill Rate	Avg. Class Size
Fall 2022	In-person	807	58%	11,577	21,515	54%	14.3
	Online	453	33%	10,998	16,404	67%	24.3
	Hybrid	123	9%	2,247	3,540	63%	18.3
	Total	1,383	100%	24,822	41,459	60%	17.9
Spring 2023	In-person	682	55%	NA			
	Online	426	35%				
	Hybrid	126	10%				
	Total	1,234	100%				

By Time of Day							
Term	Time of Day	Section Count	Section Proportion	Enrollment	Max Seats	Fill Rate	Avg. Class Size
Fall 2022	Morning	536	39%	8,587	14,876	58%	16.0
	Afternoon	294	21%	4,179	7,956	53%	14.2
	Evening	145	10%	1,868	3,950	47%	12.9
	Weekend	4	0%	22	55	40%	5.5
	Online/Other	404	29%	10,166	14,622	70%	25.2
	Total	1,383	100%	24,822	41,459	60%	17.9
Spring 2023	Morning	455	37%	NA			
	Afternoon	257	21%				
	Evening	136	11%				
	Weekend	10	1%				
	Online/Other	376	30%				
	Total	1,234	100%				

By Course Length							
Term	Course Length	Section Count	Section Proportion	Enrollment	Max Seats	Fill Rate	Avg. Class Size
Fall 2022	Full-Term (16 wks)	1,028	74%	19,028	30,552	62%	18.5
	8-10 wks	218	16%	3,820	6,640	58%	17.5
	11 or more wks (except 16)	96	7%	1,409	3,111	45%	14.7
	Less than 8 wks	41	3%	565	1,156	49%	13.8
	Total	1,383	100%	24,822	41,459	60%	17.9
Spring 2023	Full-Term (16 wks)	960	78%	NA			
	8-10 wks	205	17%				
	11 or more wks (except 16)	69	6%				
	Less than 8 wks	0	0%				
	Total	1,234	100%				

Data Source: FillRates Argos Report (Banner 320 report) downloaded on 8-17-2022

The college has planned a variety of options for both in-person and online/hybrid courses. Students are selecting by modality with a much more invigorated preference for in-person, as compared to the 2021-2022 academic year. Currently, students are nearly evenly split between preferences for in-person and online/hybrid options. Evening enrollment demand is still slightly below the level experienced in pre-pandemic semesters. Spring 2023 scheduling may continue to be adjusted in response to tracking current fall and spring enrollment demand and patterns with respect to term length, time of day, and modality. Spring registration is set to begin on November 1, 2022.

OPERATIONAL PLANS TO ABSORB ENROLLMENT LOSSES AFTER 2022-2023

Citrus College is well positioned to sustain operations beyond 2022-2023. The College maintains sufficient reserves and most recently adopted a formal Board Policy (BP 6250, Budget Management) in alignment with the Budgeting Best Practices published by the Government Finance Officers Association (GFOA). Additionally, since the onset of the Student Centered Funding Formula (SCFF), Citrus College has consistently deployed a conservative budgeting methodology to budget to hold harmless, even though the College was not in hold harmless status. Currently, with the significant enrollment declines experienced as a result of the COVID-19 pandemic, the College has continued to budget its operations to the hold harmless level, despite applying for the Emergency Conditions Allowance (ECA) funding, available through the California Community Colleges Chancellor's Office. The College's budgeting model is such that only "earned" funding has been considered as "ongoing" funding whereas any hold harmless or ECA funding is considered "one-time" in nature. This approach has been incorporated into the College's current budget and its multi-year forecasting model, to ensure long-term financial stability. To support institutional priorities, Citrus College monitors its expenditures from an "ongoing" vs. "one-time" perspective, in alignment with its budgeting model. As such, personnel actions such as replacement of vacated positions or requests for new positions are carefully monitored against the College's comprehensive position control system, and are centrally authorized through discussions at the Superintendent/President's Cabinet level, based on monitoring the College's needs, demand and capacity of programs and services.

Additionally, the Academic Affairs team continues to monitor efficiency targets, fill rates, and productivity of classes, while keeping the scheduling guided toward completions, to enhance fiscal viability and intentional focus on the Student Centered Funding Formula (SCFF). The College continues to look for operational efficiencies to reduce expenditures (e.g., consolidation of services, process improvement, automation, and personnel). Citrus College also continues to identify and obtain alternate sources of funding such as grants, nonresident tuition, and support from the Citrus College Foundation, to supplement its programs and services.

FINANCIAL AID AND FEE WAIVERS

The following efforts are in place to increase the uptake of federal financial aid and fee waivers:

- The Financial Aid (FA) Department evaluates and awards all financial aid applications for the California College Promise Grant (CCPG) fee waiver eligibility. In addition, the department offers workshops throughout the year to assist students with completing the relevant applications. These workshops boasted record attendance in both 2020-2021 and 2021-2022. The FA Department has also developed targeted communication strategies that utilize Banner Communication Management to increase the Free Application for Federal Student Aid (FAFSA) completion rates. In 2022-2023, the FA Department is increasing targeted communications and financial aid application awareness through workshops and other communication mediums.
- The FA Department implemented a Banner Communication Management targeted email campaign for 2021-2022 financial aid applicants, informing students how to submit a professional judgment appeal. The email was sent to 2,004 students informing them of the appeal process and qualifying extenuating circumstances. Students were encouraged to contact the FA Department to discuss their circumstances and to apply. As of April 15, 2022, there was a 75% increase in appeals submitted, as compared to 2020-2021. In analyzing these results, it is important to note that most appeals are submitted leading up to the beginning of the fall semester of each academic year. In Fall 2020, the FA Department had

transitioned to remote operations which may have resulted in fewer appeals being submitted for that semester while the department returned to full in-person operations prior to fall 2021. However, comparing the data to the prior academic years shows an overall increase of 11% compared to 2019-2020 and 13% compared to 2018-2019. In consultation with Blue Icon advisors, the policies and procedures for professional judgment exceptions were updated and staff were trained on this process in April 2022.

- The Financial Aid Department has implemented a Satisfactory Academic Progress (SAP) campaign, targeting students disqualified from receiving financial aid. In addition to providing a SAP Appeal Workshop each term, the department implemented communications through Banner Communications Management which provided highly personalized information regarding student's SAP status. After implementing this campaign, the department saw a 29% increase in SAP Appeal submissions. In 2022-2023, the FA Department is increasing the frequency of the SAP Appeal Workshop, to offer them monthly. Furthermore, additional communications will be created to target students currently on probation with individualized information to decrease the frequency of students being terminated from probation.

ANALYSIS OF STUDENTS LOST AS A RESULT OF THE COVID-19 PANDEMIC

The following is an analysis of students the district lost between spring 2020 and spring 2022, disaggregated by age, race & ethnicity, and other impacted groups.

- Enrollments were relatively stable until 2020, when the COVID-19 pandemic hit. As a result, in fall 2021, the College saw a loss of 2,478 students (19%) compared to spring 2020. By spring 2022, the college lost 3,624 students (28%) compared to spring 2020.
- Proportionally, Citrus College lost more male students (32% decline) than female students (26% decline) between spring 2020 and spring 2022. However, in headcounts, the college lost more female students (1,868) than male students (1,759).

- In terms of age group, Citrus College saw the greatest decline from students of traditional college age (20 to 24). There were 1,782 (36%) fewer students of this age-range enrolled in spring 2022, as compared to spring 2020.
- The greatest decrease in headcount was noted among Hispanic students (2,367), followed by Asian (485) and White students (446).
- Full-time students had a larger decline (35%) than part-time students (25%).
- Proportionately, there were greater losses among CCPG recipients than Pell grant recipients. There were 37% fewer CCPG recipients and 34% fewer Pell grant recipients in spring 2022, as compared to spring 2020.

The following table (Table 2) summarizes the changes in Headcounts from spring 2020 to spring 2022.

Table 2: Student Headcount Change from Spring 2020 to Spring 2022

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Gender																		
Female	7,102	6,976	6,442	5,912	5,234	55%	57%	57%	57%	57%	-126	-660	-1,190	-1,868	-2%	-9%	-17%	-26%
Male	5,544	5,049	4,583	4,269	3,785	43%	41%	41%	41%	41%	-495	-961	-1,275	-1,759	-9%	-17%	-23%	-32%
Non-Binary/ Unknown	200	165	190	187	203	2%	1%	2%	2%	2%	-32	-10	-13	3	-16%	-5%	-7%	2%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Age Group																		
19 or Less	4,065	4,420	3,511	3,712	3,161	32%	36%	31%	36%	34%	355	-554	-353	-904	9%	-14%	-9%	-22%
20 to 24	4,983	4,128	3,822	3,378	3,201	39%	34%	34%	33%	35%	-855	-1,161	-1,605	-1,782	-17%	-23%	-32%	-36%
25 to 29	1,804	1,681	1,589	1,472	1,275	14%	14%	14%	14%	14%	-123	-215	-332	-529	-7%	-12%	-18%	-25%
30 to 34	785	838	864	697	603	6%	7%	8%	7%	7%	53	79	-88	-182	7%	10%	-11%	-23%
35 to 39	409	395	536	386	319	3%	3%	5%	4%	3%	-14	127	-23	-90	-3%	31%	-6%	-22%
40 to 49	456	450	554	450	426	4%	4%	5%	4%	5%	-16	58	-46	-70	-3%	12%	-9%	-14%
50 +	304	251	339	273	237	2%	2%	3%	3%	3%	-53	35	-31	-67	-17%	12%	-10%	-22%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Ethnicity																		
African Am.	443	389	340	342	297	3%	3%	3%	3%	3%	-54	-103	-101	-146	-12%	-23%	-23%	-33%
Am. Indian/ Alaskan Ntv	30	26	18	22	17	0%	0%	0%	0%	0%	-4	-12	-8	-13	-13%	-40%	-27%	-43%
Asian	1,556	1,337	1,240	1,140	1,071	12%	11%	11%	11%	12%	-219	-316	-416	-485	-14%	-20%	-27%	-31%
Hispanic	5,253	7,979	7,007	6,737	5,886	64%	65%	62%	65%	64%	-274	-1,246	-1,516	-2,367	-3%	-15%	-18%	-29%
Multi-Eth.	370	387	355	361	329	3%	3%	3%	3%	4%	17	-15	-9	-41	5%	-4%	-2%	-11%
Pac. Islander	26	23	24	22	22	0%	0%	0%	0%	0%	-3	-2	-4	-4	-12%	-8%	-15%	-15%
Unknown	291	226	278	154	169	2%	2%	2%	1%	2%	-65	-13	-137	-122	-22%	-4%	-47%	-42%
White/ Non-Hisp.	1,877	1,826	1,953	1,590	1,431	15%	15%	17%	15%	16%	-51	76	-287	-446	-3%	4%	-15%	-24%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Full-/ Part-time																		
Part-time	8,002	7,393	7,312	6,417	5,995	62%	61%	65%	62%	65%	-609	-690	-1,585	-2,007	-8%	-9%	-20%	-25%
Full-time	4,636	4,628	3,741	3,737	3,029	36%	38%	33%	36%	33%	-8	-895	-899	-1,607	0%	-19%	-19%	-35%
Noncredit	208	172	162	214	198	2%	1%	1%	2%	2%	-36	-46	6	-10	-17%	-22%	3%	-5%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Pell Grant Recipient																		
Yes	3,664	2,996	2,825	2,721	2,422	29%	25%	25%	26%	26%	-668	-839	-943	-1,242	-18%	-23%	-26%	-34%
No	9,182	9,197	8,390	7,647	6,800	71%	75%	75%	74%	74%	15	-792	-1,535	-2,382	0%	-9%	-17%	-26%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

	Student Headcount					Percent of Total					Change from Spring 2020				Percent change from Spring 2020			
	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2020	Spring 2021	Fall 2021	Spring 2022
CCPG recipient																		
Yes	7,251	6,290	6,044	5,227	4,593	56%	52%	54%	50%	50%	-961	-1,207	-2,024	-2,658	-13%	-17%	-28%	-37%
No	5,595	5,903	5,171	5,141	4,629	44%	48%	46%	50%	50%	308	-424	-454	-966	6%	-8%	-8%	-17%
Total	12,846	12,193	11,215	10,368	9,222	100%	100%	100%	100%	100%	-653	-1,631	-2,478	-3,624	-5%	-13%	-19%	-28%

ENGAGEMENT WITH THE CITRUS COLLEGE BOARD OF TRUSTEES

The Citrus Community College District Board of Trustees is fully engaged in matters dealing with the enrollment decline and other challenges brought on by the COVID-19 pandemic. The Board of Trustees receives regular updates related to enrollment and the progress on achieving the goals outlined in the Citrus College Strategic Plan (2021-2026).

The College's Strategic Plan and Educational and Facilities Master Plan (EFMP) are closely aligned with the *Vision for Success* goals. The Board of Trustees has also established its goals to reflect a focus on these and other key priorities. The Board of Trustees has established goals specific to advocating for new opportunities in the legislature that may positively impact student enrollment, success, persistence, and completion for Citrus College students. In the coming months, the Board of Trustees will continue to receive regular updates regarding the activities outlined in this Plan and will continue to monitor the long-term planning initiatives in place to advance the *Vision for Success* goals. A final version of this Plan, with updated activities and data, will be presented to the Board of Trustees for review and adoption by no later than February 28, 2023.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	September 6, 2022	Resolution	_____
SUBJECT:	2022-2023 Board Goals	Information	_____
		Enclosure(s)	_____

BACKGROUND

At the August 16, 2022 Board of Trustees Goal Setting Work Session, the Board proposed goals for the 2022-2023 academic year. From that discussion and additional input from the Board, the following responsibilities and goals are being presented to the Board for approval:

- I. Campus Relations – The Trustees will represent the Board at campus events.
 - a. In order to support and learn about the campus, the Trustees will reinstitute campus visits to various areas on at least a bi-monthly basis.
 - b. The Trustees will attend campus events either in-person or virtually to support and learn about various programs on campus.

Goal: Each board member will attend at least two campus visits and at least five campus events per year.

- II. Community Relations – The Trustees will be ambassadors for Citrus College in their communities.
 - a. The Trustees will be actively involved and maintain good relationships with the community, education, and business leaders within their respective trustee area by attending events and promoting Citrus College.
 - b. The Trustees will invite city leaders and school board members to Community Day.
 - c. The Trustees will promote Citrus College programs in their communities and encourage collaboration with the college's K-14 educational partners in programs such as Early Decision, IWCC, Promise and Dual Enrollment.
 - d. The Trustees will share their respective communities' educational concerns with Citrus College.

- e. The Trustees will attend and/or present Citrus updates at local K-12 districts or other community events at least once each academic year.

Goal: Each Trustee will 1) invite at least three people to each Community Day and attend at least one; 2) Attend and/or provide a presentation to at least one school board or other community meeting such as city council or chamber of commerce, in their community in partnership with staff.

- III. DEIA+ – The Trustees will support, encourage, and set expectations for the implementation of DEIA+ initiatives on campus.
 - a. Continue personal education about DEIA+ issues.
 - b. Learn about implementation of DEIA+ initiatives on the Citrus Campus.
 - c. Encourage DEIA+ in every area of the campus.
 - d. Review data outcomes of implementation to ensure there is progress toward closing equity gaps.
 - e. Advocate accommodation for students and employees of all abilities so everyone can participate in learning and campus life.

Goal: The Trustees will continue personal DEIA+ education. The Trustees request presentations a minimum of twice a year that define measurable outcomes, and changes made on the campus to support DEIA+ goals.

- IV. Enrollment – The Trustees will be actively engaged in understanding enrollment.
 - a. The Trustees will follow the status of enrollment and review regular reports of enrollment statistics.
 - b. The Trustees will actively support campus leaders to expand outreach efforts in their communities.

Goal: The Trustees will request presentations specifically regarding enrollment data and plans for improvement and strategies to increase enrollment. The Trustees will provide input regarding strategies relating to their specific community.

- V. Facilities/Sustainability – The Trustees will do their part to ensure that the facilities of Citrus College are in place to support our mission of providing students with quality educational experiences and support services that make possible student success and do so in a way that follows the precepts of the Citrus College Sustainability Plan.

- a. The Trustees will ensure the bond projects are fiscally sound, moving forward in a timely fashion and meeting the bond language and the 2020-2030 Educational and Facilities Master Plan.
- b. The Trustees will follow the progress of the bond projects and be ready to share updates with their communities.
- c. The Trustees will encourage effective uses of resources in promoting a college culture committed to environmental sustainability.

Goal: The Trustees will ensure that the Citizens' Oversight Committee is staffed and running efficiently so we are in legal compliance.

- VI. Fiscal Health – The Trustees will do their part to make sure Citrus remains fiscally healthy.
 - a. The Trustees will take responsibility for understanding and approving financial reports.
 - b. The Trustees will work to understand the state finances/budgeting process and how it affects Citrus College.
 - c. The Trustees will support the Foundation by donating, attending events, and helping to identify and cultivate potential donors and alumni, inviting them to Community Day when appropriate.

Goal: Request a report to understand how the District is planning for and addressing its long-term pension obligations such as post-employment medical benefits (OPEB) and the rising PERS and STRS employer contribution rates.

- VII. Government Relations – The Trustees will seek to advance Citrus College interests in government related matters, through education and advocacy.
 - a. The Trustees will seek out updates about legislative and budget related initiatives that affect the community college system and in particular, Citrus College.
 - b. The Trustees will advocate for key legislative actions which advance the mission and enhance the funding of California's community colleges and support regional initiatives aligned with the college such as the Foothill Gold Line extension.
 - c. The Ad-Hoc Legislative Committee will set goals and create procedures to track and recommend support or opposition of legislation and report back to the board quarterly.

Goal: The Trustees will set up a schedule and processes for legislative updates and parameters for their legislative advocacy.

- VIII. Student Success – The Trustees will support, encourage, and set expectations for the success of students at Citrus College.
- a. The Trustees will review comprehensive reports of program reviews in the Strong Workforce/CTE Curriculum Development in career-technical areas, and monitor implementation of new plans or to improve programs as indicated.
 - b. The Trustees will review comprehensive reports, data, metrics used by the District to monitor student achievement including Student Equity and Achievement Program (SEAP), AB 705, and Guided Pathways.

Goal: The Trustees will evaluate the data, reports and metrics that measure student success to ensure there are executed plans in place to improve student success.

- IX. Trustee Continuing Education – The Trustees will engage in the continuous process of professional development.
- a. The Trustees will attend in person conferences and virtual webinars.
 - b. The Trustees will seek out and read publications presented by CCLC intended to educate Trustees.
 - c. The Trustees will provide peer training to newer board members when possible.
 - d. The Trustees will receive periodic training on the Brown Act and ask for guidance when needed.
 - e. The Trustees will also continually review, monitor, and update the District's Policies.
 - f. The Trustees will gain understanding of the following reports and programs:
 - 1. The goals of the Strategic Plan and the Annual Implementation Plan
 - 2. The “College of Completion” program
 - 3. Student Equity and Achievement Program (SEAP)
 - 4. Strong Workforce/CTE
 - 5. AB 705
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 - 7. Sustainability Plan and its updates
 - 8. Early Decision
 - 9. I Will Complete College (IWCC)
 - 10. Promise Program
 - 11. Dual Enrollment
 - 12. Citrus College’s budget and irrevocable trusts
 - 13. Campus Safety

14. Other reports as presented during the year (add to this list)

Goal: The Trustees will attend at least one conference each year and gain a working knowledge of the reports and programs presented throughout the year.

STUDENT TRUSTEE GOALS

Student Education:

1. Provide presentations to students on campus once a semester about student rights, programs/resources/opportunities, and ways they can become actively involved in leadership and life around campus.

Student Representation:

2. Host office hours for students to share their personal stories and concerns that allow time for building a relationship with the student trustee.

Student Outreach:

3. Visit surrounding high schools and community centers with campus club/program leaders to make Citrus College a goal for more traditional and non-traditional students in our area.

This item was prepared by Christine Link, Executive Assistant and recording secretary to the Board.

RECOMMENDATION

Authorization is requested to approve the Board of Trustees' Goals for 2022-2023 as follows.

- I. Campus Relations – The Trustees will represent the Board at campus events.
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Mary Ann Lutz
Recommended by

/
Moved Seconded

Aye__Nay__Abstained__


Approved for Submittal

Item No. H.7.

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

August 16, 2022

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, August 16, 2022, in the Administration Building Board Room (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, Laura J. Bollinger, Anthony Contreras, Mary Ann Lutz, Patricia A. Rasmussen and Serina Mummert (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Greg Schulz, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Robert Hughes, Chief Information Services Officer; and Christine Link, recording secretary.

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

Management Team: Junior Domingo Dana Hester, Eric Rabitoy, Nicole Smith, Ty Thomas, Maryann Tolano-Leveque and Melissa Utsuki

Faculty: Jeremy Clark and Senya Lubisich

COMMENTS

One employee addressed the Board of Trustees: Dr. Senya Lubisich, history and humanities instructor, online education coordinator, and new Citrus College Faculty Association President.

Greg Schulz, Ed.D., Superintendent/President, shared:

- A recent memorial service for Dr. Louis E. Zellers, the fifth Superintendent/President of Citrus College, took place in the campus building named for him: the Louis E. Zellers Center for Innovation. Thanks to the Zellers family for including the campus community in this special gathering, as well as those colleagues who listened to and honored the wishes of the Zellers family.
- Congratulations to Dr. Dana Hester on her pending appointment as Interim Vice President of Academic Affairs. Thanks also to Dr. Rams for serving as Acting Vice

President of Academic Affairs this past summer, while continuing in his role as Vice President of Student Services.

- As we approach the beginning of the fall semester, our enrollment continues to grow. As of this morning, our unduplicated headcount has increased 3.6%. Thanks to everyone helping students prepare and register for the fall semester.
- We're looking forward to welcoming new students at Welcome Day, taking place on August 25, 2022.
- Save-the-date for our annual fall Convocation event on August 26, 2022, as well as the 13th Annual Citrus College Foundation Scholarship Reception and Donor Appreciation Celebration on August 18, 2022.

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

- The Citrus College Athletics Golf Classic was held after a six-year hiatus on July 29, 2022 at the San Dimas Canyon Golf Course. The event featured a full field of 36 foursomes.
- The athletics fall season begins on August 15, 2022. Home competitions begin on Friday, August 26, 2022, with men's soccer at 3 p.m. and volleyball at 5 p.m.
- Admissions and Records, Financial Aid, School Relations and Outreach, and TeCS launched help centers using Zendesk, an online program used to manage interactions with students and employees. Within two business days, Zendesk received a combined 1,644 request tickets, achieving a resolution rate of 98.3%.
- Student affairs announced an expanded "GoPass" program, formerly known as the "Class Pass," which gives students unlimited free rides on local public transportation.

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

- Construction on the Educational Development Center is 79% complete.
- Fiscal Services is working on the 2022-2023 Proposed Budget, which is scheduled to be completed by the end of the month. The Proposed Budget forum will be held on September 1, 2022.
- Purchasing/Warehouse has moved several offices over the past few months. They have also repurposed many of the items and furniture from these moves to other areas on campus.

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

- Human Resources continues to work on developing a robust employee training program.
- A review of board policies and administrative procedures is continuing, including collaborative work with Diversity, Equity and Inclusion Director Tyeshia Thomas.

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

- Dr. Senya Lubisich led a group of faculty members through a four-week course, Introduction to Online Teaching and Learning.
- Librarian Sarah Bosler has again agreed to serve as the college's open educational resources (OER) liaison to the Academic Senate for California Community Colleges.

- The first Academic Senate meeting of the year will take place on August 26, 2022.

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

- CSEA Chapter 101 members approved modifications to the Sports Information Coordinator job description, with 96% approval.
- The CSEA's 96th Annual Conference took place in late July and member Kathy Goblirsch returned with information to share.

Serina Mummert, Student Trustee, attended the CCLC Student Trustees Workshop this past weekend, learning how to be an effective leader on the Board and for the campus.

Laura J. Bollinger, Vice President, Board of Trustees, updated the Board on the recently formed ad hoc Citizens' Oversight Committee application process, leading to the pending appointment of several individuals to the committee.

Anthony Contreras, Clerk/Secretary, Board of Trustees, praised Dr. Zellers' memorial service, which was a wonderful celebration of his life. He congratulated Dr. Hester on her pending appointment. Trustee Contreras attended a DEI town hall, and congratulated DEI Director Tyesha Thomas and Dr. Rams for their leadership. He also praised the counselors who help students on their educational journey.

Patricia A. Rasmussen, Member, Board of Trustees, shared the city of Glendora's fall Glendora Report magazine, which featured a back-page article on Citrus College with a picture of Superintendent/President Schulz and a graduating student. She's looking forward to the upcoming Scholarship Reception and Donor Appreciation Celebration and Convocation events.

Cheryl Alexander, Member, Board of Trustees, shared that she met with the superintendent of the Duarte Unified School District to discuss their partnership with Citrus College. She also attended an amateur boxing competition sponsored by the Duarte teen center.

Mary Ann Lutz, President, Board of Trustees, thanked everyone who attended the DEI town hall. She then thanked Christine Link for setting up the online board documents process, saying that they're all looking forward to being paperless in October. Trustee Lutz also welcomed Dr. Hester to her new role.

Members of the Board of Trustees

MINUTES

- Item 1:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the regular meeting minutes of July 19, 2022.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

INFORMATION AND DISCUSSION

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

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

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Contreras and seconded by Trustee Bollinger to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

FACILITIES USE

Item 3: Moved by Trustee Contreras and seconded by Trustee Bollinger to ratify the attached list of facilities usage and rental agreements. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

BUDGET – WARRANTS

Item 4: Moved by Trustee Contreras and seconded by Trustee Bollinger to ratify A & B Warrants issued during July 2022, totaling \$4,701,492.56. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 5: Moved by Trustee Contreras and seconded by Trustee Bollinger to ratify purchase orders issued during July 2022. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Contreras and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 7: Moved by Trustee Contreras and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 8: Moved by Trustee Contreras and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 9: Moved by Trustee Contreras and seconded by Trustee Bollinger to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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

FIELD TRIP

Item 10: Moved by Trustee Alexander and seconded by Trustee Bollinger to approve a field trip for seven (7) students from the Automotive Technology: High Performance Institute, Research and Development program, and five (5) faculty members to Las Vegas, Nevada from November 1 through November 4, 2022.

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

AGREEMENTS

Item 11: Moved by Trustee Alexander and seconded by Trustee Contreras to approve the second reading and renewal of College and Career Access Pathways Partnership Agreement for Dual Enrollment, as authorized by AB 288, between the Citrus Community College District and the Azusa Unified School District, Claremont Unified School District, Duarte Unified School District, Glendora Unified School District, Monrovia Unified School District, and California School of the Arts, San Gabriel Valley.

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Bollinger to revise the job description and realign the classification of Sports Information Coordinator on the Classified Salary Schedule from Range 33 (\$4,146.03 - \$5,556.09/month) to Range 38 (\$4,690.85 - \$6,286.18/month), effective August 17, 2022.

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

BOARD POLICIES

Item 13: Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the second and final reading of, and adopt, BP 2725 Board Member Compensation.

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

BOND

Item 14: Moved by Trustee Contreras and seconded by Trustee Bollinger to appoint the following individuals to the Citizens' Oversight Committee for the term listed:

- Brenda J. Trainor – business organization representative – two-year term (September 1, 2022 – August 31, 2024)
- Robert Helbing – taxpayer organization representative – two-year term (September 1, 2022 – August 31, 2024)

- Wesley A. Menard – at-large representative – two-year term (September 1, 2022 – August 31, 2024)
 - Jess Swick – senior citizen organization representative – two-year term (September 1, 2022 – August 31, 2024)
 - Serina Mummert – student representative – one-year term (September 1, 2022 – August 31, 2023)
- 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

RESOLUTION

Item 15: Moved by Trustee Rasmussen and seconded by Trustee Contreras to adopt Resolution #2022-23-03, authorizing payment to Student Trustee Serina Mummert for the July 19, 2022 regular meeting of the Board of Trustees.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

CLOSED SESSION: At 5:08 p.m., Board President Lutz adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX23.

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

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

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

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

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case

RECONVENE IN OPEN SESSION: At 6:51 p.m., Board President Lutz reconvened the meeting to open session and reported the following action:

STUDENT EXPULSION – SUSPENSION – DISCIPLINE

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Bollinger, members of the Governing Board voted to uphold the expulsion of Student # AXXXXXX23, per Section 72122 of the California Education Code and Administrative Procedure 5520.

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

INFORMATION AND DISCUSSION – BOARD OF TRUSTEES RETREAT

During their retreat, the Board reviewed its 2021-2022 goals and drafted/developed new goals for the 2022-2023 academic year. They also plan to conduct a mid-year self-assessment of their goals. A final version of the 2022-2023 goals will be included in an upcoming Board agenda for approval.

ADJOURNMENT: At 7:56 p.m., it was moved by Trustee Bollinger and seconded by Trustee Contreras to adjourn the meeting.

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

Date

Anthony Contreras
Clerk/Secretary
Board of Trustees