

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Second Regular Meeting in May

**DATE:** Tuesday, May 21, 2019

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

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

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Susan M. Keith, President  
Barbara R. Dickerson, Vice President  
Edward C. Ortell, Clerk/Secretary  
Joanne Montgomery, Member  
Patricia A. Rasmussen, Member  
Nancy Gonzalez-Villatoro, Student Trustee

**C. COMMENTS: MEMBERS OF THE AUDIENCE**

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. Please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

**D. REPORTS**

**Geraldine M. Perri, Superintendent/President**  
**Arvid Spor, Vice President of Academic Affairs**  
**Gerald Sequeira, Acting Vice President of Student Services**  
**Claudette E. Dain, Vice President of Finance and Administrative Services**  
**Robert L. Sammis, Director of Human Resources**  
**Nickawanna Shaw, Academic Senate President**  
**Jorge Cortez, Classified Employees**  
**Nancy Gonzalez-Villatoro, Student Trustee**  
**Members of the Board of Trustees**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of May 7, 2019**

**F. INFORMATION AND DISCUSSION**

1. **Strategic Plan 2018-2019 Progress Report – Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness (Page 6)**
2. **Locally Aligned Goals to the Chancellor’s Office Vision for Success Goals – Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, and Dr. Arvid Spor, Vice President of Academic Affairs (Page 7)**
3. **Student Equity and Achievement Program (SEA) – Dr. Gerald Sequeira, Acting Vice President of Student Services (Page 8)**

**G. ACTION ITEMS**

1. **Consent Items**

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and 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 9)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 15)
- c. Authorization is requested to ratify purchase orders issued during April 2019. (Page 17)
- d. Authorization is requested to ratify A & B Warrants issued during April 2019, totaling \$8,126,227.06. (Page 25)

## **Personnel Recommendations**

- d. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. (Page 26)
- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 37)
- f. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 40)

## **END OF CONSENT AGENDA**

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### **G. ACTION (continued)**

#### **Fiscal Services**

- 2. Authorization is requested to utilize the Foundation for California Community Colleges (FCCC) Administrative Services Agreement #CB 164-18, under the bid award of Wiseburn School District to KYA Services, and authorize the Vice President of Finance and Administrative Services or their designee to execute a contract on behalf of the District for the procurement and installation of synthetic turf at areas around the Student Services building at a cost of \$122,331.39. (Page 52)
- 3. Authorization is requested to approve renewal of the institutional memberships listed for the 2019-2020 year. (Page 53)

#### **Academic Affairs**

- 4. Authorization is requested to approve the updated participant list for a field trip/tour for forty-four (44) students from MUSC 175 Jazz Ensemble Tour (Blue Note Orchestra), MUSC 179 Concert Promotion Touring (Night Shift), as well as THEA 295 Summer Concert Touring Production (ETT Program), six (6) staff members, two (2) consultants and one (1) professional expert in Honolulu, Hawaii from June 27 through July 9, 2019. (Page 56)
- 5. Authorization is requested to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs. (Page 58)

## **Personnel Recommendations**

6. Authorization is requested to approve a reduction of 50% to the workload of Dr. Beverly Van Citters' for the academic work year 2019-2020. (Page 63)

## **General**

7. Authorization is requested to approve the enclosed locally aligned goals as presented. (Page 64)

## **Board Policies**

8. Authorization is requested to approve the first reading of BP 6320 Investments and BP 6330 Purchasing. (Page 70)
9. Authorization is requested to approve the second and final reading of, and adopt, BP 3810 Claims Against the District, BP 6200 Budget Preparation, BP 6250 Budget Management and BP 6300 Fiscal Management. (Page 77)

## **Board of Trustees**

10. It is recommended that the Board of Trustees adopt Resolution #2018-19-05 authorizing payment to Trustee Edward C. Ortell for the April 12, 2019 special meeting of the Board of Trustees. (Page 90)

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

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

5. **Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation, Hernandez v. Citrus Community College District, Case No. KC069856.**
6. **Per Section 54956.9(d)(1): Conference with Legal Counsel – Pending Litigation, Serrano v. Citrus Community College District, Case No. BC66597**

**I. RECONVENE IN OPEN SESSION**

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

**J. ADJOURNMENT**

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 or email at "[clink@citruscollege.edu](mailto:clink@citruscollege.edu)" no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

Any writing, related to an open session agenda item at a regular meeting, that is distributed to a majority of the Board less than 72 hours prior to that meeting, shall be available for public inspection in the Office of the Superintendent/President, 1000 W. Foothill Boulevard, Glendora, CA 91741, at the time the writing is distributed to all, or a majority of the Board members.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Strategic Plan 2018-2019 Progress Report	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND

The 2018-2019 academic year marks the third year of implementation for the Citrus College 2016-2021 Strategic Plan.

The 2018-2019 Progress Report documents collegewide advancement and completion of the activities developed for year three of this five-year plan as of mid-April 2019.

Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, will be giving a PowerPoint presentation highlighting these achievements.

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

RECOMMENDATION

Information only; no action required

Lan Hao, Ph.D.  
Recommended by

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

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

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

Item No.     F.1.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	
DATE:	May 21, 2019	Resolution	
SUBJECT:	Locally Aligned Goals to the Chancellor's Office Vision for Success Goals	Information	X
		Enclosure(s)	

**BACKGROUND**

In July 2018, the Chancellor's Office introduced a new funding formula stipulating that California community colleges establish and align local goals to the CCCCO's Vision for Success (VFS) goals. This directive asked that the local goals align with the system-wide goals in the VFS, be numerically measurable, and specify a timeline for improvement.

The Institutional Effectiveness Committee (IEC) was charged with ensuring the college's compliance by the May 31, 2019 deadline. A workgroup was formed with members of IEC and college staff from relevant areas. The workgroup held several meetings to discuss data and reached consensus for a recommendation regarding locally aligned goals.

The recommended goals were presented for consultation with the Educational Programs Committee and the Academic Senate. They were then presented to and approved by IEC on March 25, 2019 and the Steering Committee on May 6, 2019.

Dr Hao and Dr. Spor will give a PowerPoint presentation on the locally aligned goals.

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

**RECOMMENDATION**

Information only; no action required.

Dr. Lan Hao & Dr. Arvid Spor  
Recommended by

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

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

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

Item No.     F.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Student Equity and Achievement Program (SEA)	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Student Equity and Achievement Program is designed to ensure equitable educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstance. This plan identifies Citrus College's disproportionately impacted (DI) groups and provides goals to improve access, course completion, ESL and basic skills completion, degree and certificate completion, and transfer through academic and student support services across campus.

Dr. Gerald Sequeira, Dr. Arvid Spor, and Victoria Dominguez are co-leading the development of this plan. Dr. Sequeira and Dr. Spor will provide a presentation on the plan.

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

RECOMMENDATION

Information only; no action required.

Gerald Sequeira, J.D.  
Recommended by

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

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

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

Item No.     F.3



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	
		Enclosure(s)	X

**BACKGROUND**

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

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

**RECOMMENDATION**

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

Claudette E. Dain  
 \_\_\_\_\_  
 Recommended by

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

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

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

Item No.     G.1.a.

**INDEPENDENT CONTRACTOR AGREEMENTS**  
**Board of Trustees Meeting – May 21, 2019**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Strata Information Group	\$11,900 max	District	5/22/19-6/30/20	Banner Finance Support
<u>COMMUNITY EDUCATION</u>				
Abdul, Quayum	40% of Fees	Fees	6/26/19	NEW! Candle Making for Kids
Abdul, Quayum	40% of Fees	Fees	6/26/19	NEW! Candle Making for Teens
Abdul, Quayum	40% of Fees	Fees	7/8/19-7/25/19	NEW! Solar Photovoltaic Design and Installation
Abdul, Quayum	40% of Fees	Fees	7/10/19	NEW! Soap Making for Kids
Abdul, Quayum	40% of Fees	Fees	7/10/19	NEW! Soap Making for Teens
Abdul, Quayum	40% of Fees	Fees	7/24/19	NEW! Fizzy Bath Bombs for Kids
Abdul, Quayum	40% of Fees	Fees	7/24/19	NEW! Fizzy Bath Bombs for Teens
Abdul, Quayum	40% of Fees	Fees	8/3/19	Candle Making
Abdul, Quayum	40% of Fees	Fees	8/3/19	Soap Making
Abdul, Quayum	40% of Fees	Fees	8/14/19	NEW! Bath Products for Kids
Abdul, Quayum	40% of Fees	Fees	8/14/19	NEW! Bath Products for Teens
CityTennis	40% of Fees	Fees	6/24/19-8/12/19	Summer Tennis Academy (Ages 5-8)
CityTennis	40% of Fees	Fees	6/25/19-8/13/19	Summer Tennis Academy (Ages 9-12)
CityTennis	40% of Fees	Fees	6/25/19-8/13/19	Summer Tennis Academy (Ages 13-17)
CityTennis	40% of Fees	Fees	6/26/19-8/14/19	Summer Tennis Academy (Ages 5-8)
CityTennis	40% of Fees	Fees	6/27/19-8/15/19	Summer Tennis Academy (Ages 9-12)
CityTennis	40% of Fees	Fees	6/27/19-8/15/19	Summer Tennis Academy (Ages 13-17)
CityTennis	40% of Fees	Fees	6/28/19-8/16/19	Summer Tennis Academy (Ages 5-8)
Clough, Brian	40% of Fees	Fees	6/29/19	Brain Fitness
Clough, Brian	40% of Fees	Fees	6/29/19	Math Trix
Clough, Brian	40% of Fees	Fees	7/13/19	NEW! Word Problems-Unlocking the Secrets
Clough, Brian	40% of Fees	Fees	7/13/19	Study Skills
Clough, Brian	40% of Fees	Fees	7/20/19	Math Trix
Clough, Brian	40% of Fees	Fees	7/20/19	NEW! Money Math for Kids-Learn to be Smart with Your Money
Clough, Brian	40% of Fees	Fees	8/10/19	NEW! Test-Taking Strategies
Clough, Brian	40% of Fees	Fees	8/10/19	Study Skills
Fucile, Craig	40% of Fees	Fees	7/11/19-8/8/19	A Beginner's Guide to Digital Photography
George, Kyle	40% of Fees	Fees	7/20/19	Home Buying Simplified
Londo Welding, Inc., dba: Welding Certification Center	80% of Fees	Fees	7/20/19	Welding for the Weekend Warrior
Nicholson, Kellie	50% of Fees	Fees	6/24/19-8/16/19	Basic Level Bartending
Nicholson, Kellie	50% of Fees	Fees	6/24/19-8/16/19	How to Start a Mobile Bar Service
Nicholson, Kellie	50% of Fees	Fees	6/24/19-8/16/19	Master Level Bar Management
Nicholson, Kellie	50% of Fees	Fees	6/24/19-8/16/19	The Basics of Service
Ortiz, Frances	40% of Fees	Fees	7/20/19	JumpStart Into Watercolor
Pappas, Margaret	50% of Fees	Fees	7/20/19	7 Strategies to Control Your Thoughts
Schutz, Jennifer	40% of Fees	Fees	8/3/19	How to Become a Mystery Shopper
Voices for All	40% of Fees	Fees	8/1/19	Introduction to Voiceovers
<u>VISUAL AND PERFORMING ARTS</u>				
Acosta, John Edward	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Aguiniga, Raul E.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services

Ahn, Christopher	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Aiken, Chris	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Aleman, Andrea	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Alvarez, Rodolfo Nick	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
An, Ji Young	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Angel, Michael Allen	\$5,000.00 max	District	7/1/19-6/30/20	Theatrical Services
Arana, Jonathan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Augusto Da Silva, Jose Wilker	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Ayala, Enrique	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Baek, Jane Soobin	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Bandy, Briana	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Barnard, Jeffrey J.	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Barrett, Donald K.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Barron, Richard Elias	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Bi-Coastal Music Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Birnbyer, Michael	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Bonham, Jason Paul	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Bonner, Anthony	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Brecker, Randal Edward	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Brekke, Ian	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Brunelle, David James	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Bunch, Kelly	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Bunnell, Jeffrey	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Burns, Robert Jr.	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Busteed, Alan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Campbell, Keith	\$4,500.00 max	District	7/1/19-6/30/20	Promo/Marketing Services
Cantrell, Julian	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Carillo, Adrian	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Carr, Robert	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Carroll, John	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Casale, Marie	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Castro, Karina	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Catalan, David	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Celtas, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Cervantes, Emmanuel	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Chadwick, William E.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Chang, Chung Mei	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Concept Bass, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Connolly, Kevin M.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Coosaia, Rachel	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Corbett, Jennifer Chantiel	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Cortes, Brandon Gonzalo	\$4,500.00 max	District	7/1/19-6/30/20	Sound Board Operator
Cortes, Cesar D.	\$4,500.00 max	District	7/1/19-6/30/20	Videographer
Cristin, Andrew	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Dark Energy Media, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Videographer
De Alba, Jonathan Christian	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Demeyer, Lot	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Diaz, Sherrie	\$6,000.00 max	District	7/1/19-6/30/20	Costume Design
Di Fiore, Joseph	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Dolin, Trevor	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Elias, Carlos Alejandro	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Fagre, Jennifer	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Farr-Harkins, Jeanette Diane	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Favreau, John J.	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Ferrer, Joshua	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Fischer, Samuel	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Flores, William	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Francescon, Jason	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Furuken, Gavin	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Galvan, Nick	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Garner, Ingrid	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Gartner, Dakota Ray Duffy	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services

Georges, William J.	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Gold Motel, LLC	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Gonzalez, Sophie Rae	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Grant, Julie B.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Griffin-Casey, Laura	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Guitron, Ericka	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Guzman, Jordan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hall, Larry	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hamic, Shawna	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Hamilton, Rebecca Chung	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hancock, Aaron Bryce	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Harris, Matthew L.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hebenstreit, Charles	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hey, Jerome	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hilera, Gerardo	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hill, Matthew G.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Hludzik, Elizabeth Cox	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Holder, Susan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Huizar, Olivia Marie	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Huxell, Blake	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Iles Music, LLC	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Jacobs, Carin	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Jeremiah Productions, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Jimenez, Carlos	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Jorge, Nathaniel Nibungco	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Jorgenson, John	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Jung, Ellen	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Kamali, Varag	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Kaplan, Alan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Kile, Jacob	\$4,500.00 max	District	7/1/19-6/30/20	Light Board Operator
Kip, Jon	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Krinke, Lynda	\$4,500.00 max	District	7/1/19-6/30/20	Costume Designer
Lawrence, Joshua	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lea, Thomas C.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Leach, Kristina	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Lee, Samantha	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lee, Victoria Hiromi Doo	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lefort, Kenneth William	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Lewis, Chad	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Lin, Ricky Jui-Chi	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Linares, Joshua	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lobel, Dory	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
LoGerfo, Anthony	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lopez, Daniel Steven	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lopez, Julius	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Lotz, Phillip Nathan	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Lyman, Kevin Scott	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Mace, Laura	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Magnum Management Artists, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Malik, Howard	\$4,500.00 max	District	7/1/19-6/30/20	Sound Board Operator
Manaster, Paul	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Maramba, John Paul	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Martin, Ian	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Martinez, Lucas	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Martino, Leanora	\$4,500.00 max	District	7/1/19-6/30/20	Choreography
Mata, Philip Brandon	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Matzkanin, Mark	\$4,500.00 max	District	7/1/19-6/30/20	Automated Lighting Programmer
McCormick, Corey Michael	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
McKenzie, Bryan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
McNair, Gabriel	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Mendes, Joseph	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Mennenmeyer, Elizabeth Robyn	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services

Minasian, David Mark	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Mirsky, Steph	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Molchan, Dennis	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Mora, Gabriel Jr.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Moreno, Roberto	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Moreno, Wyn Eduardo	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Music Magnet Group, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Myung, Sorah	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Novelich, Mark	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Oltman, Aaron	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Ortiz, Hayden	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Ortiz, Jennifer	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Pacowski, Marina	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Pelev, Todor	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Perez, Desire Rochelle	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Perez, Robert A.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Peterson, Robert F.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Pfirrman, Melanie	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Popova, Boryana	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Pow, Lauralie Bell	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Rad Media Worx	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Raines, David	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Ramirez, Steven	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Raymond, John	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Rea, Rachel Naomi	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Reatiga, Ana I.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Reilly, John	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Reinebach, Lydia	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Reinebach, Ray	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Remote West Co., Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Ren, Ying C.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Retrospective	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Reyes, Andrew	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Reyes Jr., Walfredo	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Riley, Carolyn	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Roberts, Seth	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Robertson, Kathleen	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Rocha, Jessica Maria Vicente	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Rowe, Amy	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Rudolph, Zachary	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Sargsyan, Ruzanne	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Shackleton, Elyse	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Shackleton, Philip	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Shin, James	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Sierra, Sequoia	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Sievers, Karl	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Song, Ken	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Squire, Barry	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Stella, Christopher	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Stone, David	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Stratton, Summer	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Suezawa, Ichiro	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Sugata, Colleen	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Sutton, Kaylynn D.	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Tapia Jr., Rafael	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Tarango, Jeff	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Terzian, Garik	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Thanksgiving Whatever, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Third Grade Productions, LLC	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Thomasson, David	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Thomson, Joy Song	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Thorpe, Nick	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services

Tonkha, Evgeny	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Tornow, Christopher	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Torres, Francisco	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Tsai, Aki	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Valerio, Celia Chan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Van Der Sluys, Jaime	\$4,500.00 max	District	7/1/19-6/30/20	Guest Artist
Veil, Ina	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Velichkin, Maksim	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Verdugo, Robert	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Vick, Linda	\$11,000.00 max	District	7/1/19-6/30/20	Costume Design
Victoria Acuna Music, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Vitucci, Simone	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wackerman, Charles August	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wang, Jonathan	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Ware, Craig	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Warren, Christine	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wayne Bergeron Music, Inc.	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Weiss, Yenlik	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Welch, Steve	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wills, Christopher	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wirtz, Rodney	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Wollman, Terry	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Woodbury, Raymond	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Woodson, Gillian	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Wordell, Ryan	\$2,500.00 max	District	7/1/19-6/30/20	Theatrical Services
Wuest, Eric	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Yamato, Kana	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Yeh, Rebecca	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Yerke, Kenneth	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services
Zuniga, Jorge	\$4,500.00 max	District	7/1/19-6/30/20	Musician Services

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Ratification of Facilities Usage/Rentals	Information	_____
		Enclosure(s)	<u>X</u>

**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  
Recommended by

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

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

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

Item No. G.1.b.

**Use of Facilities  
May 21, 2019**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>ESTIMATED CHARGE</b>
Ballet Folklorico Orgullo Mestizo	Performing Arts Center, PA192 and PA193	Dance Show	7/20/19	\$4,048.00 plus additional fees if required
Centre Stage Dance Academy	Performing Arts Center, PA192, PA193 and Dressing Room	Dance Recital	6/18, 6/19 and 6/21/19	\$5,548.00 plus additional fees if required
Whitcomb High School	Performing Arts Center	Graduation	5/26/20	\$1,100.00 plus additional fees if required



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 21, 2019	Resolution	<u>          </u>
SUBJECT:	Ratification of Purchase Orders	Information	<u>          </u>
		Enclosure(s)	<u>X</u>

**BACKGROUND**

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during April 2019 is being submitted to the Board of Trustees for review and ratification.

This item was prepared by Robert Lopez, Interim Director of Purchasing and Warehouse.

**RECOMMENDATION**

Authorization is requested to ratify purchase orders issued during April 2019.

Claudette E. Dain \_\_\_\_\_  
Recommended by

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

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

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

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

<b>Board of Trustees Meeting May 21, 2019</b>					
<b>Purchase Orders Issued April 2019</b>					
<b>PO#</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Funding Source</b>	<b>Department/Division/Program</b>	<b>Amount</b>
P0011391	Sigma-Aldrich, Inc.	Supplies	General	Biological Science	\$411.72
P0011392	Shauna Bigby	Travel-HSACCC Annual Conference	Restricted	Health Center	599.09
P0011393	Maryann Tolano-Leveque	Travel-Lobbying for Funding of Veterans	Student Rep Fee	Student Life & Leadership	600.55
P0011394	Jorge Razo	Travel-FKCE Curriculum Institute	Restricted	Foster/Kinship Services	1,108.93
P0011395	Nathalie Miramontes	Travel-ETS Conference	General	Counseling	115.00
P0011396	Susan Hensley	Travel-ETS Conference	General	Counseling	115.00
P0011397	Maryann Tolano-Leveque	Travel-Economic Forecast Summit	General	Dean Students	177.41
P0011398	Amazon.com	Supplies	Restricted	Kinesiology	758.72
P0011399	The Myers-Briggs Company	Subscription	General	Career Center	195.00
P0011400	Pasco Scientific	Motion Sensors and Interfaces	Restricted	Chemistry	1,974.29
P0011401	Owl Bookshop	Classroom Reference Manual	Restricted	Biological Science	159.86
P0011402	CDW-G, Inc.	Printer Maintenance Fuser Kit	General	Library	391.12
P0011403	Pocket Nurse	Instructional Lab Equipment	Restricted	Nursing	1,094.99
P0011404	Medicat, LLC	Annual System Renewal Fee	Restricted	Health Center	4,608.00
P0011405	Pacific Dining Food Service Management	Blanket PO-Food	General	External Relations	75.00
P0011406	Costco Wholesale	Blanket PO-Supplies	Restricted	Other Student Services	1,000.00
P0011407	Claypool-Frank Concrete Cutting, Inc.	Concrete Work-PAC Lobby	Capital Outlay	Haugh Performing Arts Center	1,900.00
P0011408	Office Depot	Furniture-MA Bldg	Restricted	VP Academic Affairs	121,762.91
P0011409	Pivot Point International, Inc.	Mannequin	Restricted	Cosmetology	660.33
P0011410	CDW-G, Inc.	External Hard Drives	General	Library	156.78
P0011411	Sectorpoint, Inc.	HPAC Website Redesign	General	Haugh Performing Arts Center	10,404.00
P0011412	Apex Audio	Recording Tech Equipment	Restricted	Career Technical Education	11,897.35
P0011413	Michael E Powers & Associates	Task Chair	General	External Relations	335.35
P0011414	Valley Carpet Care, Inc.	Upholstery Cleaning-LI	General	Library	800.00
P0011415	Patterson Dental	Blanket PO-Supplies	General	Dental	352.92
P0011416	Michael E Powers & Associates	Ergo Equipment	General	Admissions & Records	400.38
P0011417	CDW-G, Inc.	Color Printer	Restricted	Other Student Services	643.73
P0011418	Lateria Ellis	CARE-Car Reimbursement	Restricted	Other Student Services	385.83
P0011419	Owl Bookshop	Blanket PO-Supplies	Restricted	Foster/Kinship Services	600.00
P0011420	Justina Du'Brey	Travel-Lobbying for Funding of Veterans	Student Rep Fee	Student Life & Leadership	3,210.35

P0011422	Nickawanna Shaw	Travel-Academic Senate Plenary	General	Academic Senate	2,725.00
P0011423	Gino Munoz	Travel-Academic Senate Plenary	General	Academic Senate	2,662.00
P0011424	Stephen O'Hara	Travel-NAB Conference	General	Staff Development	400.00
P0011425	Traci Rodriguez	Travel-FWATA Conference	General	Kinesiology	698.82
P0011426	Patty Glover	Travel-Academic Senate Plenary	General	Academic Senate	2,878.00
P0011427	Rina Gonzales	Travel-CDAAC Conference	General	Dental	772.00
P0011429	Terrence Miles	Travel-AAAS Conference	General	Staff Development	400.00
P0011430	Robert Smolin	Travel-TACTYC Conference	General	Staff Development	400.00
P0011431	Nicholas Henson	Travel-ASLE Conference	General	Staff Development	400.00
P0011433	Susan Keith	Travel-CCLC Annual Trustees Conference	General	Board of Trustees	2,091.07
P0011434	Barbara Dickerson	Travel-CCLC Annual Trustees Conference	General	Board of Trustees	1,669.20
P0011435	Eileen Sin	Travel-ETS Conference	General	Counseling	115.00
P0011436	McMaster Carr Supply Company	Supplies	General	Dean Visual & Performing Arts	450.05
P0011437	Charnstrom	Blanket PO-Supplies	General	Reprographics	750.00
P0011438	Home Depot	Blanket PO-Supplies	General	Recording Technology	1,000.00
P0011439	Office Depot	Furniture-LB Bldg	Restricted	Basic Skills	57,082.90
P0011441	Jamie Dingman	Travel-Online Teaching Conference	General	Staff Development	320.00
P0011443	Raul Sanchez	Travel-ETS Conference	General	Counseling	115.00
P0011444	Maria Leduc	Travel-ETS Conference	General	Counseling	115.00
P0011445	RockWave, Inc.	Software	Restricted	Physical Science	2,500.00
P0011446	Rafael Herrera	Travel-ETS Conference	General	Counseling	115.00
P0011447	Stephanie Yee	Travel-ETS Conference	General	Counseling	115.00
P0011448	Jessica Lopez Jimenez	Travel-ETS Conference	General	Counseling	115.00
P0011449	Shellyn Aguirre	Travel-ETS Conference	General	Counseling	115.00
P0011450	Dominic Jacquet	Travel-ETS Conference	General	Counseling	115.00
P0011451	Lelaine Arredondo	Travel-ETS Conference	General	Counseling	115.00
P0011452	Lucinda Over	Travel-ETS Conference	General	Counseling	115.00
P0011453	Flora Yee	Travel-ETS Conference	General	Counseling	115.00
P0011454	Laura Villegas	Travel-ETS Conference	General	Counseling	115.00
P0011455	Raquel Gutierrez	Travel-ETS Conference	General	Counseling	115.00
P0011456	Michelle Plug	Travel-CIAC Conference	General	Transfer Center	1,100.78
P0011457	Jorge Acosta	Travel-ETS Conference	General	Counseling	131.00
P0011458	Leina Saikali	Travel-ETS Conference	General	Counseling	131.00
P0011459	David Rodriguez	Travel-ETS Conference	General	Counseling	131.00

P0011460	Michelle Plug	Travel-ETS Conference	General	Counseling	131.00
P0011461	Gerald Sequeira	Travel-AACC 99th Annual Convention	General	Admissions & Records	2,381.41
P0011462	Valley Printers	Blanket PO-Clarion Printing	General	Student Publications	15,513.50
P0011463	Hampton Tedder Electric	Remove and Replace High Voltage Switch	Capital Outlay	Facilities	14,879.40
P0011464	Best Contracting Services, Inc.	Upgrade-PA & LI Roof	Capital Outlay	Facilities	7,447.16
P0011465	American Dental Association	Institutional Membership	General	VP Finance & Admin Services	2,005.00
P0011466	American College Health Association	Institutional Membership	General	VP Finance & Admin Services	762.00
P0011467	Owl Bookshop	Summer Bridge Textbooks	Restricted	Other Student Services	8,557.43
P0011468	Pacific Dining Food Service Management	Food-Classified Event	General	Staff Development	1,500.00
P0011469	Twyla Nelson	Consultant, BOT 12/4/18	Restricted	DSP&S	9,000.00
P0011470	Amazon.com	Supplies	General	Biological Science	37.25
P0011471	Deborah Bishop	CARE-Car Reimbursement	Restricted	Other Student Services	200.00
P0011472	Sanofi Pasteur, Inc.	TB Tests	Restricted	Health Center	376.75
P0011473	MEAR Construction, Inc.	Exterior Paint-CC	Capital Outlay	Facilities	14,876.00
P0011474	Courtney, Inc.	Water Seal for PAC Roof	Capital Outlay	Facilities	13,885.00
P0011475	Rosa Moncada	Blanket PO-Travel	General	Veterans Center	1,235.93
P0011476	Lucinda Over	Travel-SEA Meeting	General	Counseling	263.08
P0011477	CCCMBA	Institutional Membership	General	VP Finance & Admin Services	325.00
P0011478	Roofers Mart of Southern California, Inc.	Roof Repairs-Supplies	General	Maintenance	1,114.35
P0011479	Gas Control Technologies, Inc.	Underground Gas Pipeline Assessment	Capital Outlay	Facilities	2,570.00
P0011480	Vista Paint Corporation	Paint Gun	General	Grounds	3,612.41
P0011481	American Red Cross Training Services	Lifeguard Certificates	General	Athletics	190.00
P0011482	Virco, Inc.	Chairs-MA 227	Restricted	VP Academic Affairs	7,196.67
P0011483	Office Depot	Chair	General	Admissions & Records	394.19
P0011484	CDW-G, Inc.	Apple Lightning Digital AV Adapter	Restricted	VP Academic Affairs	64.46
P0011485	Packaging Horizons Corp.	Security Bags	General	Learning Center	417.40
P0011486	Rosa Moncada	Travel-Lobbying for Funding of Veterans	Student Rep Fee	Student Life & Leadership	600.55
P0011487	SCCCD	Member Adjustment 2017-18 Contribution	Self Insurance	Risk Management	26,253.00
P0011488	Sunshine Windows	Window Cleaning at (9) Buildings	Capital Outlay	Facilities	13,096.00
P0011489	Daktronics	Parts for Basketball Scoreboard	General	Athletic Facilities	1,457.08
P0011490	Mariano Rubio	Travel-ThinkBig Caterpillar Program Event	Restricted	Career Technical Education	390.00
P0011491	Robert Goodman	Travel-@one Online Conference	Restricted	VP Academic Affairs	65.00
P0011492	California Industrial	Descal & Clean Cooling Towers	Capital Outlay	Facilities	10,922.50
P0011493	Ridelinks, Inc.	Ridelinks SCAQMD Survey	General	Risk Management	14,860.73

P0011494	Bainbridge Environmental Consultants	Asbestos & Lead Testing	Bond	Facilities	1,232.00
P0011495	Tangram Interiors	Furniture	Restricted	Veterans Center	17,875.06
P0011496	Sean Osborn	Travel-CISOA Certificate Workshop	General	Technology & Computer Services	845.00
P0011497	Montgomery Hardware	Emergency Exit Bar-Rear Door CC	Capital Outlay	Facilities	1,478.25
P0011498	Philippe Schicker	Travel-AACC Award Ceremony	Self-supported Services	Foundation	860.00
P0011499	Fisher Scientific	Laboratory Equipment	Restricted	Biological Science	7,030.55
P0011500	Community College League of California	Online Database Subscription Renewals	Restricted	Library	35,888.52
P0011501	Accu Tek Laboratories	Laboratory Supplies	Restricted	Biological Science	5,468.12
P0011502	Pivot Point International, Inc.	Supplies	Restricted	Cosmetology	1,245.31
P0011503	Costco Wholesale	Chair	General	Human Resources	202.56
P0011504	Paul C Buff, Inc.	Lighting Equipment	Restricted	Photography	1,008.26
P0011505	Mynt3d	3-D Printing Pens	Restricted	Art	1,112.70
P0011506	Stanley Security	Talkaphone Call Stations	Capital Outlay	Risk Management	34,729.82
P0011507	ISE, Inc.	Banner Scheduling Software	General	Technology & Computer Services	2,529.00
P0011508	CDW-G, Inc.	Fuser Kit for Color Copier	General	Library	276.49
P0011509	Prestige Golf Cars	Electric Utility Cart	General	Athletics	10,495.08
P0011510	Snap On Industrial	Automotive Lab Tools	Restricted	Career Technical Education	23,133.45
P0011511	Zane Williams Signs & Displays	Blanket PO-Light Pole Banners	General	Superintendent/President's Office	12,000.00
P0011512	Airdraulics	Norco Shop Press	Restricted	Strong Workforce	2,776.91
P0011513	CI Solutions	License Renewal Agreement	General	Technology & Computer Services	1,083.76
P0011514	Amazon.com	Blanket PO-Supplies	General	Technology & Computer Services	1,000.00
P0011515	CDW-G, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	6,000.00
P0011516	Monoprice, Inc.	Blanket PO-Supplies	General	Technology & Computer Services	1,500.00
P0011517	Office Depot	Blanket PO-Supplies	General	Technology & Computer Services	1,500.00
P0011518	Microfit	Athletic Equipment	Restricted	VP Academic Affairs	16,871.78
P0011519	Office Depot	Blanket PO-Supplies	Restricted	Basic Skills	1,500.00
P0011520	John Morris	Tuition Reimbursement	General	Staff Development	2,000.00
P0011521	Computerland	Azure Service Agreement	General	Technology & Computer Services	10,000.00
P0011522	Global Ctl Group, Inc.	Blanket PO-Telephone Support	General	Technology & Computer Services	1,000.00
P0011523	Baudville	Supplies	General	Nursing	381.48
P0011524	Climatec, LLC	Repair-DDC Controls in SS	Capital Outlay	Facilities	13,080.87
P0011525	Avis Car Rental	Blanket PO-Vehicle Rentals	General	Transportation	5,500.00
P0011526	Kelly Paper	Blanket PO-Supplies	General	Purchasing & Warehouse	5,000.00
P0011527	Duarte Chamber of Commerce	Community Event	General	Outreach	200.00

P0011528	Amazon.com	Supplies	General	Purchasing & Warehouse	227.20
P0011529	DCL Construction	Reconfigure AD134 & AD142	Capital Outlay	Facilities	3,800.00
P0011530	Neutec Group, Inc.	Supplies	General	Biological Science	500.00
P0011531	Image 2000, Inc.	Copiers	Capital Outlay	Purchasing & Warehouse	8,619.23
P0011532	S/P2	Online Safety Subscription	General	Engineering & Industrial Tech	299.00
P0011533	Amazon.com	Ergonomic Tabletop	General	Risk Management	262.79
P0011534	Pololu Corp.	Supplies	Restricted	VP Academic Affairs	463.13
P0011535	Kap7 International, Inc.	Antiwave Floating Goal	Capital Outlay	Facilities	4,204.08
P0011536	The Lifeguard Store, Inc.	Supplies	Capital Outlay	Facilities	5,693.94
P0011537	Signworld America, Inc.	Blanket PO-Supplies	General	Reprographics	6,022.50
P0011538	Inverse, Inc.	Consultant, BOT 12/4/18	General	Technology & Computer Services	16,110.00
P0011539	Mac Tools	Automotive Lab Equipment	Restricted	Career Technical Education	17,680.72
P0011540	Switch Vehicles, Inc.	Electric Vehicle Trainer Equipment	Restricted	Career Technical Education	49,328.50
P0011541	Amazon Web Services, Inc.	Blanket PO-Off-Site Storage Backups	General	Technology & Computer Services	3,000.00
P0011542	Amazon.com	Supplies	Restricted	VP Academic Affairs	1,482.41
P0011543	Tasha Van Horn	Travel-Grief and Grieving Seminar	General	Psychology	887.60
P0011544	Victoria Dominguez	Travel-Online Teaching Conference	General	Mathematics	426.98
P0011545	Rebecca Rudd	Travel-Online Teaching Conference	General	English	436.60
P0011546	John Morris	Travel-SCFC Meeting	General	Study Abroad	274.22
P0011547	Jamie Dingman	Consultant Services, BOT 12/4/18	General	English	938.28
P0011548	Denise Beatty	Travel-Cal Grant Conference	Restricted	Financial Aid	567.62
P0011549	Marianne Smith	Travel-UCAR BTTG Conference	Restricted	STEM	2,580.46
P0011550	Advanced Radio Systems, Inc.	Radio Carrying Case	General	Facilities	76.23
P0011551	United Industries UltraBoard	Blanket PO-Supplies	General	Reprographics	3,500.00
P0011552	Signarama	Blanket PO-Supplies	General	Reprographics	2,500.00
P0011553	American Printing & Promotions	Promotional Items	Restricted	STEM	1,075.08
P0011554	Maryann Tolano-Leveque	Travel-Social Responsibility Conference	Restricted	Dean Students	222.98
P0011556	Home Depot	Lumber & Decking Boards	Restricted	Art	1,674.14
P0011557	Patton Sales Corp.	Steel Tubing	Restricted	Art	275.94
P0011559	Amazon.com	Supplies	Restricted	DSP & S	2,683.05
P0011560	Plaza Produce	Food-BTTG Orientation	Restricted	STEM	230.00
P0011561	Office Depot	Chairs-LI	Restricted	VP Academic Affairs	43,177.84
P0011562	Vectorworks, Inc.	Software	Restricted	Theatre Arts	3,091.95
P0011563	Lucia Riderer	Travel-Rocket Owls NASA Student Launch	Restricted	Physical Science	702.74

P0011564	Amazon.com	Supplies	Restricted	Athletics	98.44
P0011565	CDW-G, Inc.	Computer Equipment	Restricted	Library	958.30
P0011566	GBC-Education	Ultima 65 Laminator	Restricted	Library	2,170.43
P0011567	McKesson Medical Surgical, Inc.	Supplies	Restricted	Nursing	501.49
P0011568	Birttani Display, Inc.	Blanket PO-Supplies	General	Reprographics	2,500.00
P0011569	Mrs. Nelson's Library Service	Document Binding	Restricted	Library	600.00
P0011570	Gaylord Bros.	Newspaper Archive Sleeves	Restricted	Library	220.15
P0011571	Pocket Nurse	Supplies	Restricted	Nursing	1,618.43
P0011572	Wright Designs	Promotional Items	Restricted	Strong Workforce	2,371.84
P0011574	Paradigm, Inc.	Blanket PO-Supplies	General	Admissions & Records	6,000.00
P0011575	Owl Bookshop	Blanket PO-Supplies	Restricted	Financial Aid	270.00
P0011576	Pocket Nurse	Supplies	Restricted	Nursing	1,320.82
P0011578	Lightning Oil Company	Oil Spill Cleanup	General	Utilities	1,550.00
P0011579	BSN Sports	Supplies	General	Athletics	7,974.68
P0011581	TriStar Aerial Replacement Parts	Joystick Controller for Boom Lift	General	Facilities	169.15
P0011582	United Fabricare Supply, Inc.	Blanket PO-Laundry Supplies	General	Athletic Facilities	1,500.00
P0011583	The Chronicle of Higher Education	Books	Restricted	Basic Skills	392.02
P0011584	American Printing & Promotions	Promotional Items	Restricted	STEM	1,431.22
P0011585	Pacific Dining Food Service Management	Food	General	Research Planning Effectiveness	157.68
P0011586	ForensiT	Software	General	Technology & Computer Services	89.95
P0011589	Rosalinda Buchwald	Travel-ACBO Spring Conference	General	VP Finance & Admin Services	2,595.00
P0011590	Tangram Interiors	Furniture-ASCC Boardroom	Capital Outlay	Facilities	2,150.80
P0011591	D&R Office Works, Inc.	Furniture-MO101	General	Purchasing & Warehouse	7,262.70
P0011592	Greg Hilton	Golf Services	Golf Driving Range	Golf Driving Range	5,000.00
P0011593	CDW-G, Inc.	Server Components	Capital Outlay	Technology & Computer Services	28,280.16
P0011594	Amazon.com	Books	Restricted	VP Academic Affairs	62.05
P0011595	Office Depot	Furniture-LB203 & LB304	Restricted	VP Academic Affairs	55,596.80
P0011596	Amazon.com	Refrigerator-PS118	General	Physical Science	297.83
P0011597	Office Depot	Blanket PO-Supplies	Restricted	Career Technical Education	1,000.00
P0011598	CDW-G, Inc.	Computers-IS109	Capital Outlay	Technology & Computer Services	14,819.42
P0011599	Computerland	Azure Service Agreement	General	Technology & Computer Services	10,000.00
P0011600	Monique Mozov	Travel-Career Pathway Specialist Retreat	Restricted	Strong Workforce	50.00
P0011601	Therese Adams	Travel-Career Pathway Specialist Retreat	Restricted	Strong Workforce	65.00
P0011602	Martha Deyoung	Travel-Career Pathway Specialist Retreat	Restricted	Strong Workforce	70.00

P0011605	CDW-G, Inc.	Software	General	Technology & Computer Services	909.16
P0011606	Office Depot	Furniture-PA192	Restricted	Basic Skills	22,737.76
P0011607	CDW-G, Inc.	Printer	Restricted	Other Student Services	250.84
P0011608	Carolyn Owens Community Center	Blanket PO-Rental Room Fees	Restricted	Foster/Kinship Services	2,000.00
					<b>\$1,018,524.98</b>



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Ratification of A & B Warrants	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

Payments to employees are issued on "A" Warrants. All other payments such as payments to vendors and students for financial aid and refunds are issued on "B" Warrants. In accordance with AP 6150 Designation of Authorized Signatures, all warrants have been processed in accordance with established procedures to ensure verification of authenticity of the expenditure. The following warrants were issued during April 2019:

	<u>April</u>
Warrants Issued to Vendors	\$2,540,851.03
Warrants Issued to Students	\$801,857.20
Warrants Issued to Employees	\$4,783,518.83
Total	<u>\$8,126,227.06</u>

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

**RECOMMENDATION**

Authorization is requested to ratify A & B Warrants issued during April 2019, totaling \$8,126,227.06.

Claudette E. Dain  
Recommended by

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

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

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

Item No. G.1.d.



**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
MAY 21, 2019**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Fitzpatrick, Sean	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$59.96/hr.
Fitzpatrick, Sean	Applied Music Tutor	Hourly as needed	1/1/20	6/30/20	\$61.16/hr.
Hoehne, William	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$59.96/hr.
Hoehne, William	Applied Music Tutor	Hourly as needed	1/1/20	6/30/20	\$61.16/hr.
Munoz, Gino	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$59.96/hr.
Munoz, Gino	Applied Music Tutor	Hourly as needed	1/1/20	6/30/20	\$61.16/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 21, 2019**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Barrett, Sean	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Barrett, Sean	Music arranging	Stipend	5/22/19	5/25/19	\$50.00/hr.
Beatty, David	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Beltran, Maruis	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Calderon, Joseph	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Carden, David	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Carey, J. Richard	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Castriotta, Gabrielle	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Converse, Mark	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Cotter, Steve	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Dea, Alexis	Counselor	Hourly as needed	4/25/19	6/15/19	\$53.07/hr.
Galvan, Alexander	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Gardels, Carlos	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Gasio, Kevin	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Gonzales, Angelo	Counselor	Hourly as needed	5/22/19	6/30/19	\$53.07/hr.
Gonzales, Angelo	Counselor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 21, 2019**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Green, Jason	Counselor	Hourly as needed	6/7/19	6/30/19	\$53.07/hr.
Green, Jason	Counselor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Hackworth, Catherine Ireland	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Hamilton, Kristen	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Honda, Marissa	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Jackson, Joseph	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Joel, Kirsten	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Kozubek, Michael	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Maloney, Ryan	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Milliken, Keely	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Mixson, Vonetta	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Olson, Jennifer	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
O'Neal, J. Michael	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Praniuk, Ingrid	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Rivera, Rebecca	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Shaw, Brandon	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Silva, Daniel	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Stetson, Stephanie	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 21, 2019**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Taylor, Bryan	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Valverde, Frank	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Waddington, Seung Ah	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.
Zukovsky, Michele	Applied Music Tutor	Hourly as needed	7/1/19	12/31/19	\$53.07/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
SUMMER 2019  
MAY 21, 2019**

<b>NAME</b>	<b>AREA</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Alvarado, Diana	Counseling	2-4	\$1,274.00
Anderson, Gretchen	Counseling	2-5	\$1,324.00
Dionisio, Myra	Nursing	1-4	\$1,212.00
Duckett, Norris Lee	Visual & Performing Arts	1-1	\$1,212.00
Garner, Jacqueline	Counseling	1-1	\$1,212.00
McLaren, Shane	Social and Behavioral Sciences	1-1	\$1,212.00
Sanchez, Vanessa	Counseling	3-2	\$1,335.00
Sanzon Perez, Erick	Counseling	3-3	\$1,335.00
Tavakoli, Monica	Nursing	1-4	\$1,212.00
Wong, Hoi Yin	Visual & Performing Arts	1-1	\$1,212.00

**ACADEMIC EMPLOYEES - ADJUNCT  
FALL 2019  
MAY 21, 2019**

<b>NAME</b>	<b>AREA</b>	<b>PLACEMENT</b>	<b>LHE RATE</b>
Pinto, Christopher	Language Arts	1-1	\$1,212.00
Robles, Irene	Language Arts	1-1	\$1,212.00
Scott, Jonathan	Language Arts	1-1	\$1,212.00
Soza, Karen	Language Arts	1-1	\$1,212.00
Wenger, William	Social & Behavioral Sciences	4-5	\$1,458.00



**ACADEMIC EMPLOYEES  
LAB SUPERVISORS  
2019-2020  
MAY 21, 2019**

<b>NAME</b>	<b>ADJUNCT OR FULL- TIME</b>	<b>AREA</b>	<b>BEGIN</b>	<b>END</b>	<b>PLCMT</b>	<b>HOURLY RATE</b>
Barrett, Sean	A	Visual & Performing Arts	7/1/19	12/31/19	2-3	\$38.65
Calderon, Joseph	A	Visual & Performing Arts	7/1/19	12/31/19	1-3	\$36.53
Carey, Richard	A	Visual & Performing Arts	7/1/19	12/31/19	1-3	\$36.53
Monaster, Patrica	A	Learning Center	7/1/19	12/31/19	2-3	\$38.65
Silva, Daniel	A	Visual & Performing Arts	7/1/19	12/31/19	1-3	\$36.53

**ACADEMIC EMPLOYEES - NON-CREDIT  
SUMMER 2019  
MAY 21, 2019**

<b>Instructor</b>	<b>Placement</b>	<b>Hourly Rate</b>
Bilderback, Barbara	1-1	\$45.42
Black, Tawnie	1-1	\$45.42
Brown, Karen	1-3	\$49.94
Carvalho, Brittany	1-1	\$45.42
Cedillos, Denise	1-3	\$49.94
Conzo, Natalie	1-1	\$45.42
Crilly, Wendy	1-1	\$45.42
Cuellar, Carlos	1-3	\$49.94
Deangelo, Megan	1-3	\$49.94
Delao, Scarlett	1-1	\$45.42
Duff, Shawn	1-3	\$49.94
Easton, Ryan	1-1	\$45.42
Fallat, Paul	1-3	\$49.94
Gomez, Custodio	1-1	\$45.42
Hernandez, Octavio	1-3	\$49.94
Hertenstien, Katherine	1-3	\$49.94
Ho, Benjamin	1-3	\$49.94
Kim, Caroline	1-3	\$49.94
Kinder, Rob	1-3	\$49.94
Kinder, Tina	1-3	\$49.94
Mascarin, Dereck	1-1	\$45.42
Mayo, Whitney	1-1	\$45.42
Nehring, Brian	1-3	\$49.94
Oberbeck, Jaime	1-3	\$49.94
Oring, Robert	1-1	\$45.42
Person, Janet	1-3	\$49.94
Reno, Vanessa	1-1	\$45.42
Reese, Alison	1-1	\$45.42
Rosales-Fernandez, Dania	1-3	\$49.94
Rubalcava, Esperanza	1-3	\$49.94
Sosnovsky, Nathan	1-3	\$49.94
Sullivan, Reid	1-1	\$45.42
Valdez, Graciela	1-3	\$49.94

**ACADEMIC EMPLOYEES - NON-CREDIT  
SUMMER 2019  
MAY 21, 2019**

<b>Instructor</b>	<b>Placement</b>	<b>Hourly Rate</b>
Vazquez, Luis	1-3	\$49.94
Velasquez, Ana	1-3	\$49.94
Villagomez, Richard	1-3	\$49.94
Webner, Anthony	1-3	\$49.94
Wilson, Ruth	1-3	\$49.94
Zabayle, Zachary	1-3	\$49.94

**ACADEMIC EMPLOYEES  
LEAVE/SEPARATIONS  
MAY 21, 2019**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>AREA</b>	<b>REASON</b>	<b>DATE OF SEPARATION</b>
Cifone, Rocco	Dean	Career, Technical, and Continuing Education	Resignation	4/30/19
McLeod, Jennifer	Counselor	Disabled Students Programs and Services	Resignation	4/1/19

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO: BOARD OF TRUSTEES

Action X

DATE: May 21, 2019

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.

RECOMMENDATION

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

Robert L. Sammis  
Recommended by

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

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

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

Item No. G.1.f.

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
May 21, 2019**

<b>NAME</b>	<b>PCT/CLASS</b>	<b>REASON</b>	<b>BEGIN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Knapp, Rebecca	100% Administrative Secretary II	Employment	6/18/19	34-1	\$4,084.70
Sanchez, Brittany	49% Student Services Assistant	Employment	5/22/19	17-1	\$1,315.37
Siegel, Steve	Maintenance Supervisor	Temporary Upgrade	5/28/19 through 6/7/19	12-3	\$7,367.00
Siegel, Steve	Maintenance Supervisor	Temporary Upgrade	7/15/19 through 7/26/19	12-3	\$7,367.00

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
MAY 21, 2019**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT</b>	<b>DATES</b>
Esparza, Autumn	100% Administrative Secretary II	Resignation	Visual and Performing Arts	6/17/19
Madison, Mary	100% Instructional Lab Technician III	Retirement	Chemistry	12/31/19

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	_____
		Enclosure(s)	X _____

**BACKGROUND**

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

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II and Briceyda Torres, Human Resources Technician II.

**RECOMMENDATION**

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

Robert L. Sammis  
Recommended by

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

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

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

Item No.          G.1.g.



**SHORT-TERM, HOURLY  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Aguilar, Mauricio	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	7/1/19 through 12/31/19
Baker, Corey	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Ballesteros, Rene	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Basore, Kenneth	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Batcheller, Sarah	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Benjamin, Stacy	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	5/22/19 through 6/30/19
Benjamin, Stacy	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Bettner, Mikayla	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Brown, Timorah	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Bush, Teresa	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19

**SHORT-TERM, HOURLY  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Cassel, Lindsay	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Contryman, Kevin	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Cumpston, Dylan	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	7/1/19 through 12/31/19
Egan, Kelly	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Egbert, Rossanne	Fiscal Support	Student Registration	Fiscal Services	\$14.00/hr.	7/1/19 - 7/12/19, 7/29/19 - 8/2/19, 8/19/19 - 9/13/19
Farris, Lindsey	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Garcia, Nathan	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Gatti, Christopher	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Golden, Dakota	Fiscal Support	Summer Rush	Bookstore	\$14.00/hr.	6/15/19 through 6/30/19
Gomez, Paula	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19

**SHORT-TERM, HOURLY  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Hall, Richard	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Hancock, Thomas	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	7/1/19 through 12/31/19
Hansen, Paula	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	7/1/19 through 12/31/19
Hartman, Trae	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Inda, Kathryn	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Jacob, Erin	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Johnson, Kara	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Jontz, James	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Kniss, Matthew	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Kofmehl, Jocelyn	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Leones, Noah	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19

**SHORT-TERM, HOURLY  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Lopez, Geovanny	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Lopez, Erick	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Mantus-Martinez, Joseph	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Nystrom, Alec	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Palacios, Magda	Performing Arts Support	Event Support	Visual and Performing Arts	\$12.00/hr.	7/1/19 through 12/31/19
Pearson, Kimberly	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Ramos, Julio	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Ramos, Robert	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Renaut, Antoine	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Robles, Alicia	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19

**SHORT-TERM, HOURLY  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Rodriguez, Vanessa	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Rusk, Kyle	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Sanjenis, David	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Santos Ayala, Ava	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Smith, Megan	Fiscal Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Smith, Veronica	Fiscal Support	Student Registration	Fiscal Services	\$14.00/hr.	7/1/19 - 7/12/19, 7/29/19 - 8/2/19, 8/19/19 - 9/13/19
Sturkie, Brian	Student Services Support	Event Support	Visual and Performing Arts	\$14.00/hr.	7/1/19 through 12/31/19
Torres, Vanessa	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19
Worman, James	Technical Support	Event Support	Visual and Performing Arts	\$20.00/hr.	7/1/19 through 12/31/19

**STIPENDS STRS NON-CREDITABLE  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Abernathy, Nolan	Stipend	Men's Basketball Summer Camp Director	Kinesiology	Not to exceed \$12,000/tl.	6/17/19 through 7/12/19
Adams, Amir	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Bausely, Dondre	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Cartwright, Alex	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Caston, Josh	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Delgado, William	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Elrod, Jesse	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Fortune, David	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Frey, Kendal	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$4,000/tl.	6/17/19 through 7/12/19

**STIPENDS STRS NON-CREDITABLE  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Frenchwood, Jamal	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$4,000/tl.	6/17/19 through 7/12/19
Gagliardi, Sam	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Grant, William	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Harris, Keith	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Hemsley, De'von	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Jefferson, Garrett	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Johnson, Level	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Knight, Shaden	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Kund, Tobin	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19

**STIPENDS STRS NON-CREDITABLE  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Maduakor, Psalm	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Manor, Nick	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Mason, Darrius	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Mason, Jack	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Mcquay, Ronald	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Merriweather - Williams, Daniel	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Norris, Casey	Stipend	Men's Basketball Summer Camp Director	Kinesiology	Not to exceed \$12,000/tl.	6/17/19 through 7/12/19
Okeke, Efanye	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Okwukey, Chiedu	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19



**STIPENDS STRS NON-CREDITABLE  
MAY 21, 2019**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END DATE</b>
Orr, Colby	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Reed, CJ	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Tello, Anthony	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Turner, Leonard	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Watts-Hale, Trevon	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Wilson, Gjerrard	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19
Winborn, Tyree	Variable pay/Not to be less than minimum wage	Men's Basketball Summer Camp	Kinesiology	Not to exceed \$1,000/tl.	6/17/19 through 7/12/19

**VOLUNTEERS, NON-ACADEMIC  
MAY 21, 2019**

<b>VOLUNTEER NAME</b>	<b>AREA</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Andrew, Lauryn	Kinesiology	5/22/19	6/30/20
Bentley, Matthew	Veterans Success Center	6/15/19	8/16/19
Glover, Dustin	Veterans Success Center	6/15/19	8/16/19
Jefferson, Garrett	Kinesiology	5/22/19	6/30/20
Kazden, Maura	Veterans Success Center	5/28/19	12/31/19
Molina-Williams, Xavier	Kinesiology	5/22/19	6/30/20
Njuh, John	Veterans Success Center	6/15/19	8/16/19
Robolledo, Pablo	Veterans Success Center	6/15/19	8/16/19
Sanchez, Luis	Veterans Success Center	6/15/19	8/16/19

**PROFESSIONAL EXPERTS  
MAY 21, 2019**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AREA</b>	<b>BEGIN/END</b>	<b>RATE</b>
Espinoza, Evelyn	PAGE Instructor	Teacher Preparation Pipeline	6/1/19 through 6/30/19	\$43.00/hr.
Espinoza, Evelyn	PAGE Instructor	Teacher Preparation Pipeline	7/1/19 through 7/31/19	\$43.00/hr.
Hermis, Ninos	STEM TRiO Facilitator	TRiO	5/22/19 through 6/30/19	\$24.00/hr.
MacLaughlin, Nicholas	Fitness Center Attendant	Continuing Education	7/1/19 through 12/31/19	\$24.00/hr.
Wright, Linda	Group Fitness Leader	Continuing Education	6/24/19 through 6/30/19	\$30.33/hr.
Wright, Linda	Group Fitness Leader	Continuing Education	7/1/19 through 12/31/19	\$30.33/hr.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Authorization to Piggyback on the FCC Administrative Services Agreement with KYA Services for Synthetic Turf	Information	
		Enclosure(s)	

### BACKGROUND

Public Contract Code Sections 10298 and 20652 authorize community colleges to “piggyback” on contracts legally awarded by another public entity. The Foundation for California Community Colleges (FCCC) is the sole official auxiliary nonprofit organization for the California Community Colleges’ Board of Governors and the California Community Colleges Chancellor’s Office. FCCC is a public agency as defined in Government Code Section 20057(b).

FCCC offers numerous “piggyback” bids to California Community Colleges that have been awarded by FCCC and other California government agencies. One such bid is Wiseburn Unified School District (WUSD) Master Agreement dated May 15, 2018, for the procurement and installation of synthetic turf. FCCC awarded Administrative Services Agreement #CB 164-18 to KYA Services utilizing the WUSD bid to provide access to all 114 California community colleges.

The landscaping at areas around the Students Services building is in need of replacement. The cost for the synthetic turf placement project is \$122,331.39 and will be funded from the Capital Outlay Fund.

This item was prepared by Robert Lopez, Interim Director of Purchasing and Warehouse.

### RECOMMENDATION

Authorization is requested to utilize the Foundation for California Community Colleges (FCCC) Administrative Services Agreement #CB 164-18, under the bid award of Wiseburn School District to KYA Services, and authorize the Vice President of Finance and Administrative Services or their designee to execute a contract on behalf of the District for the procurement and installation of synthetic turf at areas around the Student Services building at a cost of \$122,331.39.

Claudette E. Dain  
Recommended by

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

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

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

Item No.     G.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Institutional Memberships	Information	
		Enclosure(s)	X

**BACKGROUND**

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

Annually, the Board of Trustees approves renewal of institutional memberships to be effective July 1 of the next fiscal year. Attached is the list of renewing institutional memberships for the 2019-2020 year, with estimated membership amounts.

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

**RECOMMENDATION**

Authorization is requested to approve renewal of the institutional memberships listed for the 2019-2020 year.

Claudette E. Dain  
Recommended by

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

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

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

Item No. G.3.

**2019-2020**  
**INSTITUTIONAL MEMBERSHIPS**

<b>INSTITUTIONAL MEMBERSHIPS</b>	<b>ESTIMATED AMOUNT</b>
Academic Senate for California Community Colleges	\$4,077.25
Accrediting Commission for Community and Junior Colleges	30,105.00
American Association of Community Colleges	16,145.00
American College Health Association	762.00
American Dental Association	2,005.00
American Nurses Association	275.00
Associated Collegiate Press	139.00
Association for Institutional Research	140.00
Association of Chief Human Resource Officers/Equal Employment Officers (ACHRO/EEO)	350.00
Association of Community College Trustees	6,881.00
Association of Community and Continuing Education (ACCE)	200.00
Association on Higher Education & Disability (AHEAD)	265.00
Athletic Equipment Managers Association	100.00
Automatic Transmission Rebuilders Association	425.00
Automotive Engine Builders Association (AERA)	279.00
Automotive Service Councils of California, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	280.00
Califa Group	300.00
California Association for Postsecondary Education & Disability (CAPED)	390.00
California Association of College Stores (CACCS)	545.00
California Association of Community Colleges Registrars & Admissions Officers (CACCRAO)	300.00
California Association of School Business Officials (CASBO)	650.00
California Colleges for International Education	450.00
California Community College Athletic Directors Association	340.00
California Community College Baseball Coaches Association	115.00
California Community College Chief Instructional Officers (CCCIO)	300.00
California Community College Cross Country & Track Coaches Association	160.00
California Community College Fastpitch Coaches Association (Softball)	120.00
California Community College Football Coaches Association	200.00
California Community College Men's Basketball Coaches Association	325.00
California Community College Men's Golf Coaches Association	150.00
California Community College Men's Soccer Coaches Association	100.00
California Community College Men's Water Polo Coaches Association	100.00
California Community College Swimming and Diving Coaches Association	200.00
California Community College Veteran's Caucus (CCCVC)	150.00
California Community College Women's Basketball Coaches Association	200.00
California Community College Women's Golf Coaches Association	150.00
California Community College Women's Soccer Coaches Association	100.00
California Community College Women's Volleyball Coaches Association	125.00
California Community College Women's Water Polo Coaches Association	100.00
California Community Colleges Physical Educators (CCCPE)	400.00
California Organization of Associate Degree Nursing Program Directors	100.00
Chief Student Services Officers (CSSO) Association	300.00
Claremont Chamber of Commerce	575.00
Commission on Athletics (California Community College Athletic Association)	9,950.00
Community College Counselor/Advisor Academic Association for Athletics (3C4A)	125.00
Community College Facility Coalition	950.00

**2019-2020**  
**INSTITUTIONAL MEMBERSHIPS**

<b>INSTITUTIONAL MEMBERSHIPS</b>	<b>ESTIMATED AMOUNT</b>
Community College League of California	21,402.00
Community College Public Relations Organization	200.00
Connect <sub>2</sub> One	1,400.00
Council for Resource Development	325.00
Council of Chief Librarians, California Community Colleges	150.00
Covina Chamber of Commerce	110.00
Duarte Chamber of Commerce	265.00
Educause	3,638.00
Electrical Generating Systems Association	675.00
Glendora Chamber of Commerce	1,500.00
Glendora Community Coordinating Council	50.00
Health Services Association of California Community Colleges	175.00
Hispanic Association of Colleges and Universities	8,950.00
Honors Transfer Council of California (HTCC)	120.00
Independent College Bookstore Association (ICBA)	2,000.00
Irwindale Chamber of Commerce	250.00
Journalism Association of Community Colleges	750.00
Learning Resources Network (LERN)	745.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District Association	63.00
Maintenance Superintendents Association	75.00
Monrovia Chamber of Commerce	428.00
National Association of International Educators	459.00
National Association of College Stores, Inc.	975.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,544.00
National Athletic Trainers Association (NATA)	783.00
National Institute for Staff and Organizational Development (NISOD)	11,753.00
Open Education Consortium/Community College Consortium for Open Educational Resources	650.00
Organization for Safety, Asepsis and Prevention (OSAP)	150.00
San Gabriel Valley Economic Partnership	2,625.00
San Gabriel Valley/Foothill Association of Community Colleges	700.00
Society for News Design	130.00
South Coast Higher Education Council (SCHEC)	50.00
Southern 30/EEDEC Information Exchange Consortium	200.00
Southern California Football Association (SCFA)	2,450.00
Southern California Intersegmental Articulation Council	100.00
Specialty Equipment Market Association	150.00
The Research and Planning Group	500.00
T-Ten Instructor Community	500.00
Western Association for College Admission Counseling	50.00
Western Association of Veteran Educational Specialists	75.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00
	<u>\$153,018.25</u>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 21, 2019	Resolution	_____
SUBJECT:	Instrumental Music Field Trip/Tour Revision	Information	_____
		Enclosure(s)	_____

BACKGROUND

Citrus College students from the instrumental music program and the technical theater program will be performing in Honolulu, Hawaii from June 27-July 9, 2019. The primary tour was approved by the Board of Trustees on March 19, 2019. At that time, the students from the Emerging Theatre Technology (ETT) program were yet to be identified. Additionally, one student has been replaced and two students have been added. An updated list of students and staff who will be participating in these tours is attached. There is no change to the original budget.

This item was prepared by John Vaughan, Dean of Visual and Performing Arts.

RECOMMENDATION

Authorization is requested to approve the updated participant list for a field trip/tour for forty-four (44) students from MUSC 175 Jazz Ensemble Tour (Blue Note Orchestra), MUSC 179 Concert Promotion Touring (Night Shift), as well as THEA 295 Summer Concert Touring Production (ETT Program), six (6) staff members, two (2) consultants and one (1) professional expert in Honolulu, Hawaii from June 27 through July 9, 2019.

Arvid Spor, Ed.D.  
Recommended by

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

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

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

Item No. G.4.



PARTICIPANT LIST  
INSTRUMENTAL MUSIC  
HAWAII FIELD TRIP / TOUR  
June 27 - July 9, 2019

**Students**

1. ETT – Ariana Brambila
2. ETT – Dylan Cumpston
3. ETT – Parker Distelrath
4. ETT – Zachary Glaze
5. ETT – Ezequiel Gonzalez
6. ETT – Jason Orozco
7. ETT – Chelsea Upton
8. Nick Bruno
9. Jenny Carlson
10. Briana Chavez
11. Stephanie Chavez
12. Eric Croissant
13. Aaron J. Curtin
14. Elliot Diaz
15. Timmy Dodd
16. Amanda Enriquez
17. Ethan Fuller
18. Peter Garcia
19. Vicente Gonzalez
20. Peter Gutierrez
21. Clinton Hampton
22. Ben Harris
23. Jesse Hernandez
24. Frank Juarez
25. Nagisa Kuwabara
26. Junior Leyva Gallardo
27. Victor Lopez
28. Peter Manzo
29. Gabriel Martinez
30. Joseluis Maya
31. Gabriella Musquez
32. Valerie Olivas
33. Calista Ortiz
34. Danielle Potestad
35. Greg Ramirez

36. Daziel Rodriguez
37. Carlos Ochoa
38. Desiree Sandoval
39. Yuka Shibata
40. John Stone
41. Connie Tan
42. Daniel Verdugo
43. Phillip Williams
44. Mason Wood

**Faculty/Staff**

1. Kristen Campbell
2. Michael Lebrun
3. Vonetta Mixson
4. Gino Munoz
5. Dan Volonte (6/27 – 7/3)
6. Alan Waddington (7/1 – 7/9)

**Consultants**

1. Ebit Cervantes
2. Gabriel Mora

**Professional Expert**

1. Allen Everman

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE:	May 21, 2019	Resolution	_____ _____
SUBJECT:	Curriculum Committee Actions	Information	_____ _____
		Enclosure(s)	X _____

### BACKGROUND

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

This list represents work performed on May 9, 2019, by the Curriculum Committee.

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

### RECOMMENDATION

Authorization is requested to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs.

Arvid Spor, Ed.D.  
Recommended by

/

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

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

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

Item No. G.5.

<b>MODIFIED COURSES</b>		
<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Justification</b>
COS 199A	Esthetician I	Course subject and number changed to ESTH 140. Change made to distinguish Esthetician program courses from Cosmetology program courses.
COS 199B	Esthetician II	Course subject and number changed to ESTH 141. Change made to distinguish Esthetician program courses from Cosmetology program courses.
COS 199C	Esthetician Salon Success	Course subject and number changed to ESTH 142. Change made to distinguish Esthetician program courses from Cosmetology program courses.
DSPS 085	E-Text Basics	Course subject and number changed to EAC 085. EAC (Educational Assistance Classes) is the new Title 5 term for disability support classes.
DSPS 088	Strategies for Stress and Anxiety Management	Course subject and number changed to EAC 088. EAC (Educational Assistance Classes) is the new Title 5 term for disability support classes.
DSPS 090	Empowerment for Students with Disabilities	Course subject and number changed to EAC 090. EAC (Educational Assistance Classes) is the new Title 5 term for disability support classes.
DSPS 092	Study Skills for Students with Disabilities	Course subject and number changed to EAC 092. EAC (Educational Assistance Classes) is the new Title 5 term for disability support classes.
KIN 168	Introduction to Public Health	Updated catalog description, student learning outcomes, major course content, and textbook listings.

<b>MODIFIED COURSES</b>		
<b>Course Subject and Number</b>	<b>Course Title</b>	<b>Justification</b>
MATH 151	Plane Trigonometry	Removed "MATH 031 or high school geometry" from prerequisite to remove unnecessary restrictions for student placement into course.
NRS 100	Introduction to Vocational Nursing	Lecture hours changed from 72 to 36 and lab hours changed from 0 to 54, changing course from 4 units to 3. This will bring the course into alignment with board accreditation regulations.
MTRK 170A	Power Systems 1	Course subject and number changed to SPWG 170A. This new course designation created to mark courses that are part of the Stationary Power Generation program.
MTRK 170B	Power Systems 2	Course subject and number changed to SPWG 170B. This new course designation created to mark courses that are part of the Stationary Power Generation program.
MTRK 171	Advanced Power Systems Controls	Course subject and number changed to SPWG 171. This new course designation created to mark courses that are part of the Stationary Power Generation program.

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

<b>Program Title</b>	<b>Justification</b>
Social Justice Studies A.A.-T	The A.A.-T in Social Justice Studies is intended to meet the lower division requirements for various Social Science majors (or similar majors) at a CSU. This degree is designed to appeal to the student who is interested in learning about the experiences of marginalized groups and those going into majors such as: Sociology, History, Political Science, Women's Studies, Race and Ethnic Studies.

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

<b>Program Title</b>	<b>Justification</b>
Commercial Art - One-Year Certificate of Achievement	This program has not been offered in years and was never officially deactivated in the Chancellor's Inventory.
Commercial Art - Two-Year Certificate of Achievement	This program has not been offered in years and was never officially deactivated in the Chancellor's Inventory.
Digital Design Media Certificate of Achievement	This program has not been offered in years and was never officially deactivated in the Chancellor's Inventory.
Graphic Design Certificate of Achievement	This program has not been offered in years and was never officially deactivated in the Chancellor's Inventory.
Motorcycle Technology A.S.	This program has not been offered in years and was never officially deactivated in the Chancellor's Inventory.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Reduced Workload – Dr. Beverly Van Citters	Information	
		Enclosure(s)	

**BACKGROUND**

In accordance with Article 9 of the Citrus College Faculty Association Agreement, Dr. Beverly Van Citters has requested to reduce her workload to 50% for the academic year 2019-2020 as a pre-cursor to retirement.

This item was prepared by Linda Hughes, Human Resources Technician II.

**RECOMMENDATION**

Authorization is requested to approve a reduction of 50% to the workload of Dr. Beverly Van Citters' for the academic work year 2019-2020.

Robert L. Sammis  
Recommended by

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

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

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

Item No.         G.6

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Locally Aligned Goals to the Chancellor's Office Vision for Success Goals	Information	
		Enclosure(s)	X

**BACKGROUND**

In July 2018, the Chancellor's Office introduced a new funding formula stipulating that California community colleges establish and align local goals to the CCCCO's Vision for Success (VFS) goals. This directive asked that the local goals align with the system-wide goals in the VFS, be numerically measurable, and specify a timeline for improvement.

The Institutional Effectiveness Committee (IEC) was charged with ensuring the college's compliance by the May 31, 2019 deadline. A workgroup was formed with members of IEC and college staff from relevant areas. The workgroup held several meetings to discuss data and reached consensus for a recommendation regarding locally aligned goals.

The recommended goals were presented for consultation with the Educational Programs Committee and the Academic Senate. They were then presented to and approved by IEC on March 25, 2019 and the Steering Committee on May 6, 2019.

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

**RECOMMENDATION**

Authorization is requested to approve the enclosed locally aligned goals as presented.

Dr. Lan Hao & Dr. Arvid Spor  
Recommended by

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

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

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

Item No.         G.7



## Goal 1: Completion

### System-wide Goal

Increase by at least 20% the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job oriented skill sets.

### Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs)

Citrus College will increase among all students, the number who earned an associate degree or associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
1,837	1,929	5%

#### Rationale:

Numeric target adopted from the Strategic Plan, Objective **10**: 1% increase per year → 5% for 5 years

### Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Citrus College will increase among all students, the number who earned a Chancellor's Office approved certificate in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
1,339	1,406	5%

#### Rationale:

Numeric target adopted from the Strategic Plan, Objective **11**: 1% increase per year → 5% for 5 years



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## Goal 2: Transfer

### System-wide Goal

Increase by at least 35% the number of CCC students system-wide transferring annually to a UC or CSU.

### Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer

Citrus College will increase among all students, the number who earned an associate degree for transfer in the selected or subsequent year from:

# in 2016-17	Expected # in 2021-22	% Increase
747	822	10%

#### Rationale:

Numeric target adopted from the Strategic Plan, Objective 12: 2% increase per year → 10% for 5 years

## Goal 3: Unit Accumulation

### System-wide Goal

Decrease the average number of units accumulated by CCC students earning associate degrees, from approximately 87 total units to 79 total units, a decrease of 9%.

### Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Citrus College will decrease among all students who earned an associate degree in the selected year, the average number of units earned in the California community college system among students who had taken at least 60 units at the college from:

# in 2016-17	Expected # in 2021-22	% Decrease
88.38	80	9%

#### Rationale:

Citrus College goal: a decrease of 9 units from 88 to 80 over five years, 9% decrease.

**Reference:** CCCCCO goal: System-wide decrease the average number of units accumulated by CCC students earning associate degrees, from 87 total units to 79, a decrease of 9%.

College context: the implementation of AB 705 will, and Guided Pathways has the potential to, decrease the total number of units accumulated by associate degree earners. (60 units required for an associate degree)



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## Goal 4: Workforce

### System-wide Goal

Increase the percent of exiting students who report being employed in their field of study, from the most recent statewide average of 69% to 76%, an increase of 9%.

### Goal 4B: Increase All Students Who Attained the Living Wage

Citrus College will increase among all students who exited college and did not transfer to a four-year institution, the proportion who attained the regional living wage for a single adult measured immediately following academic year of exit from:

# in 2016-17	Expected # in 2021-22	% Increase
32%	37%	5%

#### Rationale:

Citrus College goal: increase collegewide percent of students who attained the living wage, from **32%** to **37%** over five years, a 5% increase.

Please note: For goal 4, we went through a process of elimination. We choose not to set a goal for 4C due to the small sample size and the low response rate to the CTE survey. The college is currently working on measures that would potentially increase the survey response rate. Both 4A and 4B are somewhat dependent upon the economy. However, 4B will allow us to set a goal for DI group Pell Grant recipients.

Goal 4A and 4C language is being provided below for reference:

#### Goal 4A: Increase Median Annual Earnings of All Students

Citrus College will increase among all students who did not transfer to a four-year institution, sum of median earnings for the four quarters immediately following academic year of exit from:

#### Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

Citrus College will increase among all students who responded to the CTE Outcomes Survey and did not transfer, the proportion who reported that they are working in a job very closely or closely related to their field of study from:



## Goal 5: Equity

<b>Goal 5.1A: Increase All Students Who Earned an Associate Degree</b>		
DI group 1: African American students, identified from the Student Equity Plan.		
<b># in 2016-17</b>	<b>Expected # in 2021-22</b>	<b>% Increase</b>
64	71	11%
<b>Rationale:</b> Numeric target adopted from the Strategic Plan, Objective 8: 2% increase per year → 10% for 5 years.		
DI group 2: LGBT students, identified from the Student Equity Plan.		
<b># in 2016-17</b>	<b>Expected # in 2021-22</b>	<b>% Increase</b>
16	18	13%
<b>Rationale:</b> Numeric target adopted from the Strategic Plan, Objective 8: 2% increase per year → 10% for 5 years.		

<b>Goal 5.1B: Increase All Students Who Earned a Chancellor’s Office Approved Certificate</b>		
DI group 1: African American students, identified from the Student Equity Plan.		
<b># in 2016-17</b>	<b>Expected # in 2021-22</b>	<b>% Increase</b>
51	56	10%
<b>Rationale:</b> Numeric target adopted from the Strategic Plan, Objective 8: 2% increase per year → 10% for 5 years.		
DI group 2: LGBT students, identified from the Student Equity Plan.		
<b># in 2016-17</b>	<b>Expected # in 2021-22</b>	<b>% Increase</b>
18	20	11%
<b>Rationale:</b> Numeric target adopted from the Strategic Plan, Objective 8: 2% increase per year → 10% for 5 years.		



**Goal 5.2A: Increase All Students Who Earned an Associate Degree for Transfer****DI group:** LGBT students, identified from the Student Equity Plan.

# in 2016-17	Expected # in 2021-22	% Increase
16	18	13%

**Rationale:**

Numeric target adopted from the Strategic Plan, Objective 9: 2% increase per year → 10% for 5 years.

**Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners**

No Equity Goal needed for Goal 5.3A per CCCCCO email.

**Goal 5.4B: Increase All Students Who Attained the Living Wage**

**DI group:** Pell grant recipient students, identified from the raw data provided on the Student Success Metric portal with the following reasons: We all agree that government/tax payers invested significant financial resources in Pell grant recipients and we should work to improve the performance of the Pell grant recipients. We can help this group by 1) increase the number of Pell grant recipients who transfer to four-year institutions, thus lower the number of students in the group and 2) increase the number of certificate earners thus help them attain a living wage.

# in 2016-17	Expected # in 2021-22	% Increase
28%	34%	6%

**Rationale:**Numeric target recommended: increase the percent of **Pell Grant recipient** students who attained the living wage, from **28%** to **34%** over five years of time, a **6%** increase, in order to close the equity gap (34% is 3% below the collegewide goal 37%, with 3% being the largest margin of error allowed).California  
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**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Financial Resources Committee – Board Policies Revisions – First Reading	Information	
		Enclosure(s)	X

**BACKGROUND**

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

The following Board Policies were revised and reviewed by constituent groups on various dates and by the Steering Committee on May 6, 2019. Included with the policies, for information only, are the corresponding Administrative Procedures.

BP 6320 Investments  
 BP 6330 Purchasing

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

**RECOMMENDATION**

Authorization is requested to approve the first reading of BP 6320 Investments and BP 6330 Purchasing.

Claudette E. Dain \_\_\_\_\_  
 Recommended by

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

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

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

Item No.     G.8.

# CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

## BP 6320 INVESTMENTS

**References:** Government Code Sections 53600 et seq.

The Superintendent/President or designee is responsible for investing the funds of the District that are not required for the immediate needs of the District. Investments shall be in accordance with any investment policy approved by the Board of Trustees and in accordance with California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance;
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements; and
- Transactions ~~should be avoided~~ that might impair public confidence should be avoided.

Also sSee Administrative Procedure 6320 Investments.

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

Reviewed by:	
Financial Resources	02/06/19
ASCC	03/12/19
Academic Senate	03/13/19
Management Team	04/03/19
Steering Committee	

Distributed:	
CSEA	3/5/19 & 4/5/19
Supv/Confidential Team	3/5/19 & 4/5/19

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

# CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

## AP 6320 INVESTMENTS

**References:** Government Code Sections 53600 et seq.

The Vice President of Finance and Administrative Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow any investment policy approved by the Board of Trustees in accordance with the Government Code Sections 53600 et seq. cited and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment. The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective. In managing District investments, District officials should avoid any transactions that might impair public confidence. Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

**County Treasurer's Investment Pool** – Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.

**State's Local Agency Investment Fund** (Government Code Sections 16429.1- 16429.3) – District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory



Board (Government Code Section 16429.2).

**Other Investments** – Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601, 53601.8, 53635 and 53635.8, may be made by the Vice President of Finance and Administrative Services subject to prior approval of the Board of Trustees.

Also ~~see~~ See Board Policy 6320 Investments.

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

Reviewed by:	
Financial Resources	02/06/19
ASCC	03/12/19
Academic Senate	03/13/19
Management Team	04/03/19
Steering Committee	

Distributed:	
CSEA	3/5/19 & 4/5/19
Supv/Confidential Team	3/5/19 & 4/5/19

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

**CITRUS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE SERVICES**

**BP 6330 PURCHASING**

**References:** Education Code Section 81656; Public Contract Code Section 20650 and  
20651

The Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by ~~Section 20651~~ of the applicable sections of the California Public Contract Code ~~as~~which ~~may be~~ amended from time to time.

Such transactions shall be reviewed by the Board of Trustees at least every 60 days.

~~Also s~~See Administrative Procedure 6330 Purchasing.

Board Approved                    07/21/09  
Desk Review                        02/04/13

Reviewed by:  
Financial Resources            02/06/19  
ASCC                                03/12/19  
Academic Senate                03/13/19  
Management Team              04/03/19  
Steering Committee              05/06/19

Distributed:  
CSEA                                3/5/19 & 4/5/19  
Supv/Confidential Team      3/5/19 & 4/5/19

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

# CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

## AP 6330 PURCHASING

**References:** Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

The following procedures and rules shall apply in purchasing supplies and equipment for Citrus College, for which payment is to be made from District funds.

1. Requisitions for purchases shall be approved by the Administrative Services Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases, ~~the only exceptions being for emergency purposes and blanket purchase orders except in the case of blanket purchase orders and for emergency purposes.~~
2. All purchases shall be made by the Purchasing Office after competitive bids or quotations are obtained on standard forms and through any other established or required procedures.
3. ~~Specifications on requisitions must be complete when submitted to the Administrative Services Office and the Purchasing Office.~~ No commitments are to be made by ~~teachers~~ faculty or unauthorized staff members when securing information about products and/or services.
4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when ~~the latter is involved~~ applicable.
5. ~~Blanket orders shall be used when only in the judgment of the Vice President of Finance and Administrative Services, purchasing can be facilitated to save time and cost.~~
6. ~~All persons responsible for providing materials and services are urged to anticipate their needs such that purchasing may be arranged in an orderly fashion and not on an EMERGENCY basis.~~
7. Purchases shall be based on quality, availability, price, and suitability to the educational program.

### Purchasing Procedure

1. Budgets for supplies, equipment, and services for the year for each department and administrative unit are established by the Board of Trustees in September.
2. The Cost Center Manager administers the budget for the department and must approve all requisitions to purchase instructional material, supplies and equipment. Requisitions will be transmitted to the Administrative Services Office and the Purchasing Office for execution.
3. Through established routines, the Administrative Services Office will handle

- all contract negotiations and purchasing to be paid for from District funds.
4. All receipts of supplies, equipment, or services must be recorded through the warehouse receiving routine functions.
  5. Responsibility for any obligations created other than through these established District ~~routine~~procedures may not be accepted by the District and may become the responsibility of the person initiating the purchase.

Also ~~s~~See Administrative Procedure 6330 Purchasing.

Board Approved	07/21/09
Desk Review	02/04/13

Reviewed by:

Financial Resources	02/06/19
ASCC	03/12/19
Academic Senate	03/13/19
Management Team	04/03/19
Steering Committee	05/06/19

Distributed:

CSEA	3/5/19 & 4/5/19
Supv/Confidential Team	3/5/19 & 4/5/19

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 21, 2019	Resolution	
SUBJECT:	Financial Resources Committee – Board Policies Revisions – Second Reading	Information	
		Enclosure(s)	X

**BACKGROUND**

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

The following Board Policies were revised and reviewed by constituent groups on various dates and by the Steering Committee on March 25, 2019. Included with the policies, for information only, are the corresponding Administrative Procedures.

- BP 3810 Claims Against the District
- BP 6200 Budget Preparation
- BP 6250 Budget Management
- BP 6300 Fiscal Management

These Board Policies were presented to and approved by the Board of Trustees on May 7, 2019, for the first reading.

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

**RECOMMENDATION**

Authorization is requested to approve the second and final reading of, and adopt, BP 3810 Claims Against the District, BP 6200 Budget Preparation, BP 6250 Budget Management and BP 6300 Fiscal Management.

Claudette E. Dain  
Recommended by

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

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

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

Item No.         G.9

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## **BP 3810                    CLAIMS AGAINST THE DISTRICT**

References:                    Education Code Section 72502;  
   Government Code Sections 900 et seq., 910 et seq. and 935 et seq.

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal proceedings upon the District is 1000 West Foothill Blvd., Glendora, CA 91741.

See Administrative Procedure 3810 Claims Against the District.

Board Approved	02/15/11
Desk Review	06/04/14
Revised	07/18/17
Revised	05/07/19

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

# **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

## **AP 3810                    CLAIMS AGAINST THE DISTRICT**

**References:**                    Education Code Section 72502;  
    Government Code Sections 900 et seq., 910 et seq. and 935

### **Claims by Third Party**

1. Third party claims for damages against the District shall be presented no later than six months after an injury to person or personal property, giving rise to the cause for action. A form will be made available by the District to any injured party wishing to file a claim within the prescribed time. Should a claim be filed on the claimant's own form it shall contain all pertinent information requested on the District's form.
2. All claims for damages against the District shall be acted on by the Board of Trustees within forty-five (45) days of receipt. It shall be the policy of the Board of Trustees to deny the claims and refer to the District's Claims Administrator.
3. Written notice of such action by the Board shall be furnished to the claimant within forty-five (45) days of receipt of claim at the address stated on the claim.
4. Any claims not acted upon by the Board of Trustees within forty-five (45) days of receipt of the claim shall be deemed to have been rejected by the board on the forty-fifth (45<sup>th</sup>) day.

### **Other Claims**

1. Pursuant to the authority contained in Section 935 of the Government Code of the State, the following claims procedures are established for those claims against the District for money or damages not now governed by State or local laws:
  - a. Employee claims. Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses for allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by

the District.

- b. Contract and other claims. In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Claims shall be in writing and shall stipulate date(s), time(s), nature of claims(s), as well as a statement as to why said claim was not presented to the Board of Trustees at the time of occurrence.

See Board Policy 3810 Claims Against the District.

Board Approved	02/01/11
Desk Review	08/02/13
Revised	06/20/17
Revised	05/07/19

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19



# CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES

## **BP 6200 BUDGET PREPARATION**

**References:** Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.; Accrediting Commission for Community and Junior Colleges Standard III.D

Each year, the Superintendent/President or designee shall present to the Board of Trustees, a budget prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state laws and regulations and provide adequate time for study by the Board of Trustees.

Budget development shall meet the following criteria:

- The annual budget shall support the District's integrated planning process.
- Assumptions upon which the budget is based are presented to the Board of Trustees for approval.
- A schedule is provided to the Board of Trustees in February of each year that includes dates for presentation of the tentative budget, required public hearing, and approval of the final budget. At the public hearings, interested persons may appear and address the Board of Trustees regarding the proposed budget or any item in the proposed budget.
- Significant changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner.
- Budget projections address long-term goals and commitments.

See Administrative Procedure 6200 Budget Preparation.

Board Approved	02/03/09
Desk Review	02/04/09
Revised	04/17/15
Revised	05/07/19

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

## **CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES**

### **AP 6200 BUDGET PREPARATION**

**References:** Education Code Section 70902(b)(5);  
Title 5 Sections 58300 et seq.;  
Accrediting Commission for Community  
and Junior Colleges Standard III.D

The Vice President of Finance and Administrative Services is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of financial and budgetary reports. Each year the annual budget will be developed in a collaborative environment, will support the goals and guidelines established by the Board of Trustees, and will support the institution's integrated planning process.

A summary of the budget development process is as follows:

- The Financial Resources Committee approves a budget calendar in February and preliminary budget assumptions and priorities in April;
- The Vice President of Finance and Administrative Services provides the budget calendar to the Board of Trustees in March and the preliminary budget assumptions in May;
- In April/May, the Director of Fiscal Services will provide budget worksheets to cost center managers for development of the next year's budget;
- Cost center managers will return budget development documents to the Director of Fiscal Services in May;
- No later than June 15, the Financial Resources Committee will review and approve the Tentative Budget assumptions and Unrestricted General Fund ongoing revenues/expenses;
- On or before June 30, the Tentative Budget will be presented to the Board of Trustees for adoption;
- During the summer months the Finance and Administrative Services Office will monitor State budget developments and make modifications to the Tentative Budget;
- No later than September 15, but at least three (3) days following availability of the proposed budget for public inspection, a public hearing will be held to allow for public comment on the proposed Adopted Budget. Upon conclusion of the public hearing, the Adopted Budget will be presented to the Board of Trustees for adoption;
- On or before October 10, the Vice President of Finance and Administrative Services shall complete and submit a copy of the annual financial and budget report to the California Community Colleges Chancellor's Office.

Deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5 Sections 58305 and 58306.

See Board Policy 6200 Budget Preparation.

Board Approved	06/16/09
Desk Review	02/04/13
Revised	05/07/19

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

**CITRUS COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE SERVICES**

**BP 6250 BUDGET MANAGEMENT**

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

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

The District's unrestricted general reserves shall be no less than 5 percent.

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

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

See Administrative Procedure 6250 Budget Management.

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

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

# CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

## AP 6250 BUDGET MANAGEMENT

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

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

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

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

See Board Policy 6250 Budget Management.

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

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

## **CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES**

### **BP 6300 FISCAL MANAGEMENT**

**References:** Education Code Section 84040(c);  
Title 5 Section 58311; Accrediting Commission for Community and Junior  
Colleges Standard III.D  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and  
200.400 et seq.

The Superintendent/President, or designee, shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Superintendent/President, or designee, shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR), Second Edition, for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District. The Vice President of Finance and Administrative Services shall prepare the quarterly report on forms provided by the California Community Colleges Chancellor's Office and submit to the Chancellor's Office no later than forty-five (45) days following the end of the quarter.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300 Fiscal Management.

Board Approved	02/03/09
Desk Review	02/04/13
Revised	05/07/19

Reviewed by:	
Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

# **CITRUS COMMUNITY COLLEGE DISTRICT BUSINESS AND FISCAL SERVICES**

## **AP 6300 FISCAL MANAGEMENT**

**References:** Education Code Sections 84040(c);  
Title 5 Section 58311;  
Accrediting Commission for Community and Junior Colleges Standard III.D.9  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and  
200.400 et seq.

The Citrus Community College District is committed to principles of sound fiscal management to provide responsible stewardship of available resources as outlined in Administrative Procedure 6200 Budget Preparation and Administrative Procedure 6250 Budget Management. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures.

In addition, The Vice President of Finance and Administrative Services shall:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that the Board of Trustees are kept current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Board of Trustees, staff, and students.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
- Provide procedures for determining allowability of costs in accordance with the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition, Sub Part E, Cost Principles.
- Provide procedures to implement the requirements of 2 Code Federal Regulations Part 200.305, Governing Payments.



See Board Policy 6300 Fiscal Management.

Board Approved	06/16/09
Desk Review	02/04/13
Revised	05/07/19

Reviewed by:

Financial Resources	01/09/19
ASCC	02/26/19
CSEA	02/14/19
Academic Senate	03/13/19
Management Team	02/13/19
Supv/Confidential Team	03/01/19
Steering Committee	03/25/19

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	April 12, 2019	Resolution	X
SUBJECT:	Excused Absence	Information	
		Enclosure(s)	X

### BACKGROUND

Board Policy 2725 provides that, "A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board."

In addition, Education Code section 72024(d) provides that, "A member (of the Board of Trustees) may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board."

Trustee Edward C. Ortell was absent from the April 12 2019 special meeting of the Board of Trustees due to his being recognized at the University of Dubuque for his contributions to higher education athletics.

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

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2018-19-05 authorizing payment to Trustee Edward C. Ortell for the April 12, 2019 special meeting of the Board of Trustees.

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

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

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

Item No. \_\_\_\_\_ G.10. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION AUTHORIZING PAYMENT  
TO TRUSTEE ABSENT FROM BOARD MEETING  
RESOLUTION NO. 2018-19-05**

**WHEREAS**, Board Policy 2725 provides that, “A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board.” Similarly, Education Code Section 72024(d) provides that, “A member (of the Board of Trustees) may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board;” and

**WHEREAS**, on April 12, 2019, the Board of Trustees of the Citrus Community College District held a special meeting, which Trustee Edward C. Ortell could not attend due to his being recognized at the University of Dubuque for his contributions to higher education athletics.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board finds that Trustee Edward C. Ortell was absent from the April 12, 2019 special Board meeting due to his being recognized at the University of Dubuque for his contributions to higher education athletics;

**BE IT FURTHER RESOLVED** that pursuant to Board Policy 2725 and Education Code Section 72024, Trustee Ortell shall be paid at the regular rate of compensation for the month of April 2019 and his compensation shall not be pro-rated based on his absence at the April 12, 2019 special Board meeting.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 21<sup>st</sup> day of May 2019, by the following vote:

Trustee Dickerson:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Keith:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Montgomery:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Ortell:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Rasmussen:	Aye: _____	Nay: _____	Absent: _____	Abstain _____

Date: \_\_\_\_\_

\_\_\_\_\_  
Susan M. Keith  
President  
Board of Trustees

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

May 7, 2019

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, May 7, 2019, in the Administration Building Board Room.

Board President Keith called the meeting to order at 3:15 p.m. Student Trustee Rivas led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen and Yachi Rivas (Student Trustee). Absent: None.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Gerald Sequeira, Acting Vice President of Student Services; Arvid Spor, Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Nickawanna Shaw, Academic Senate President; Jorge Cortez, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Rosalinda Buchwald, Junior Domingo, Christina Garcia, Lan Hao, Dana Hester, Bob Hughes, Robert Lopez, Shawn Jones, Eric Magallon, Eric Rabitoy, Marianne Smith, Melissa Utsuki, John Vaughan and Michael Wangler

**Faculty:** Dave Brown, Patty Glover and Terry Miles

**Supervisors/Confidential:** Doug Schultz

**Classified Staff:** Clarence Cernal, Jorge Cortez and Felix Perez, Jr.

**Adjunct:** Cecil Brower,

**ROSS L. HANDY CAMPUS CENTER DEDICAITON AND GRAND REOPENING**

At 3:15 p.m., the Board, as a group, departed AD 109 and went to the Ross L. Handy Campus Center to participate in a dedication and grand reopening ceremony. Members of the public were invited to join the Board during the ceremony.

At 4:15 p.m., the Board returned to AD 109 and continued the meeting.

## COMMENTS FROM THE AUDIENCE

Mr. Bob Lopez, announced his retirement from Citrus College, effective May 15, 2019. He said that he started working for Citrus College on July 6, 2002 and observed that this is the best of the four collegiate institutions he has worked for. He credited Dr. Perri for her leadership and the trustees for their wisdom and guidance. He thanked Ms. Dain for the opportunity to serve as the Interim Director of Purchasing and Warehouse for the last 13 months. And, he mentioned a reception to be held in his honor on May 10<sup>th</sup> in the Center for Innovation (CI) community room.

Mr. Terry Miles, President of the Citrus College Faculty Association (CCFA), announced that CCFA will hold its annual end-of-year gathering at the San Antonio Winery in Los Angeles on June 1<sup>st</sup> from 12 noon to 4 p.m. He also announced that Stephanie Yee, Counselor, is the Citrus College recipient of the annual “WHO” award (We Honor Ours) presented at the recent Community College Association (CCA) gala event. Elections for CCA Officers also occurs at this spring conference - Justina Rivadeneyra, Counselor at Citrus College, was re-elected as the representative of CCA District G.

**Geraldine M. Perri, Superintendent/President**, started by thanking Ms. Tiina Mittler, Director of the Haugh Performing Arts Center, and her committee for planning and organizing the Campus Center – ribbon cutting ceremony, and Dr. Gerald Sequeira, Acting Vice President of Student Services, for his performance as master of ceremonies. Dr. Perri then announced that Trustee Montgomery was given the “Fulfilling the Trust” award at the recent Community College League of California (CCLC) conference for the California Community College Trustees (CCCT) that Dr. Perri and the trustees attended. Dr. Perri congratulated Trustee Montgomery for receiving this award recognizing her 20 plus years of service on the Board of Trustees at Citrus College. Dr. Perri then thanked Student Trustee Yachi Rivas for serving two terms as Student Trustee and performing her duties with excellence. Dr. Perri invited Board President Keith to join her in presenting Ms. Rivas with a plaque and gift to show the District’s appreciation for her service. Dr. Perri also called attention to the Spring 2019 Citrus College Fact Book, and congratulated and thanked Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness, and her team for their work to produce the new fact book. Dr. Perri concluded her remarks by referencing the Award of Excellence in Student Success that was presented to Citrus College at the American Association of Community Colleges (AACC) gala during the annual conference in April. She thanked everyone (students, staff and faculty) who have worked so well to help Citrus College advance and be recognized with this national student success award.

**Arvid Spor, Vice President of Academic Affairs**, invited faculty members, Mr. Brian Waddington, Honors Transfer Coordinator and Phi Theta Kappa (PTK) Advisor, and Mr. Jamie Love, Honors Transfer instructor, to discuss the honors program and PTK chapter, and introduce distinguished students who have won prestigious awards and recognition. Mr. Waddington first introduced Mr. Philippe Schicker, who served as one of only five community college students world-wide who were elected to serve for a year as an

international officer of PTK. Mr. Waddington announced that the Citrus College chapter of PTK has been awarded a five-star PTK certificate, which is the highest ranking that PTK gives to any chapter. The PTK students introduced to the Board included: Mr. Schicker; Ms. Amanda Gutierrez, Vice President of Activities; Ms. Kara Elder, Communications Officer; and, Mr. Logan Burton, Vice President of Fellowship. Mr. Waddington then introduced the following honors students who presented research at the Honors Transfer Council of California - Undergraduate Research Conference at UC Irvine: Ms. Christabel Tiffanie, Mr. Joey LeFave, Ms. Rachael Ponce and Ms. Elina Hughes.

After the presentation above, Dr. Spor continued his report by announcing that on April 19<sup>th</sup>, a team of English and math faculty, along with staff from the Institutional Research, Planning and Effectiveness department participated in and presented on Citrus College's best practices at the RP Group's regional AB 705 meeting at Irvine Valley College. Then, on April 29<sup>th</sup>, the divisions of Mathematics and Business, and Language Arts and Library, hosted 22 math and English faculty from across the state at an open house event co-sponsored by the California Acceleration Project.

**Gerald Sequeira, Acting Vice President of Student Services**, reported that 1,472 students participated in the Early Decision program this year, a 25% increase over the previous year. Parent night on May 2<sup>nd</sup> was attended by 304 participants. Dr. Sequeira thanked Ms. Ivon McCraven, Outreach Supervisor, and her staff for their ongoing visits to area high schools to help students register, and congratulated the outreach staff for their incredible success this year. Dr. Sequeira also announced that the State Chancellor's Office has recently re-allocated grant funding based on actual student awards which resulted in Citrus College receiving an additional Student Success Completion Grant of \$120,000 to support 60 to 180 additional full-time students.

**Claudette E. Dain, Vice President of Finance and Administrative Services**, thanked Mr. Bob Lopez, Interim Director of Purchasing and Warehouse, for a job well done, and announced that he is retiring this month. Ms. Dain reminded everyone about the upcoming Educational and Facilities Master Plan (EFMP) Charrette on May 9<sup>th</sup>. She also commented on the changing state budget, and the volatility of the state's community college funding formula. She indicated that the leadership of Citrus College has taken some precautions to guard against possible budget deficits caused by state budget changes.

**Robert L. Sammis, Director of Human Resources**, indicated that the current recruitment of new faculty has been successful. He thanked faculty, managers and supervisors for their participation in the hiring process. He praised the Human Resources team, and especially Ms. Karen Giles, Human Resources Technician II, for her work in the hiring of new faculty.

**Nickawanna Shaw, Academic Senate President**, expressed her concerns about AB 302 and support for SB 291. She said that a survey of faculty has resulted in an emphasis

on five themes for the next year. Subsequent updates to the Board will elaborate on those themes and plans for the future.

**Jorge Cortez, Classified Employees**, reported on the success of the CSEA BBQ to raise more than \$2,000 toward student scholarships, and indicated that applications for those scholarships are now available. He thanked everyone who participated and made it a fun event. Mr. Cortez mentioned that the first CSEA chapter newsletter has been published. He noted that retro-checks have been distributed and he thanked everyone who helped get it done. He also thanked Ms. Dain and Mr. Shawn Jones, Director of Business Services, for all of the information regarding the change in insurance. Mr. Cortez said he is looking forward to the CSEA breakfast. He concluded by thanking Mr. Lopez for his personal mentorship, and congratulated him regarding his retirement.

**Yachi Rivas, Student Trustee**, congratulated the newly elected ASCC officers: Lilia Alvarez, President; Dustin Glover, Vice President; Nancy Gonzalez-Villatoro, Student Trustee; as well as Kimmy Hoon, Uriah Lopez, Naty Soto, Jennifer Zhao, Jackson Salinas, and Mathew Contreras as Senators. Ms. Rivas thanked the trustees, Dr. Perri, the cabinet, and Ms. Christine Link, Executive Assistant, for their support and help along the way. Ms. Rivas noted that she was 19 when she first became the student trustee. She said the position has been rewarding. She indicated that she is planning to transfer to Sacramento State University and observed that this would not have been possible without the influence of the faculty, staff, and amazing counselors in EOP&S.

**Barbara R. Dickerson, Vice President, Board of Trustees**, spoke about Alumni month, and Foster Care month, and mentioned the Los Angeles County School Trustees Association (LACSTA) focus on foster youth and what can be done to support them. She also congratulated Trustee Montgomery for her service award at the conference. Trustee Dickerson attended three interesting workshops at the conference dealing with: Texas' "No Excuses" Community College; Unintended Bias Training; and, Desegregation of Data. On April 12<sup>th</sup>, she attended the car donation ceremony at Seidner's Collision Center in Duarte where the Auto Club of Southern California and Seidner's gifted a 2013 Toyota Prius to James Whitaker a 27-year-old, recently married, Marine Veteran and Citrus College Student. Trustee Dickerson also mentioned the Azusa Unified School District's practice of recognizing seniors who are going to four-year universities, and suggested that Citrus College is also a good place to start the pathway to a college education and life-long learning.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, began his remarks by congratulating the Citrus College softball and baseball teams for making it to the state playoffs. He then voiced his concerns about California's new Online Community College, and suggested that its changing mission statement and highly paid management deserve special scrutiny to ensure that existing community colleges are not blindsided by a "Trojan Horse" that recruit's students from districts throughout the state who also offer online courses.

**Joanne Montgomery, Member, Board of Trustees**, mentioned that she was honored to receive the award given to her at the conference. She indicated three workshops that she attended: Board Setting Goals; Restructuring Student Financial Aid; and one about “No Excuses” from Texas. Trustee Montgomery said that the reopening of the Campus Center was exciting, and she was pleased to see so many students there. She also thanked Dr. Hao for the new fact book.

**Patricia A. Rasmussen, Member, Board of Trustees**, also mentioned the reopening of the Campus Center, and she was pleased that members of the Handy family were in attendance. She said that she loved the Hair Show put on by the Cosmetology Department. She attended the incredible Citrus Singers performance last week. Trustee Rasmussen was pleased with the press coverage regarding the Award of Excellence for Student Success. She added her congratulations to Trustee Montgomery, and said that she is going to miss Student Trustee Rivas.

**Susan M. Keith, President, Board of Trustees**, started by congratulating Trustee Montgomery for her award. She added that she considers Trustee Montgomery a great Board member and friend. Trustee Keith has been a member of the CCCT Financial Aid Task Force. She indicated that the results of their study of the issues were reported at the CCLC conference for the CCCT, and said that a document (with roadmap) is being prepared noting best practices for community colleges. She also noted that the CCLC is pushing hard for equitable funding of community colleges. Trustee Keith commended Dr. Perri; Dr. Gina Hogan, Dean of Language Arts and Library; and, Mr. Michael Wangler, Dean of Mathematics and Business; along with the English and math faculty, for their work on AB 705 and the way it facilitates timely completion.

## **MINUTES**

- Item 1:** Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the regular meeting minutes of April 1, 2019, as submitted.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 2:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the special meeting minutes of April 12, 2019, as submitted.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **INFORMATION AND DISCUSSION**

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

Ms. Christina Garcia, Director of the Foundation, reminded everyone that May is “Alumni Month” as established by the Board of Trustees in 2011. She indicated that in 2018 nearly 200 alumni were signed up for the Citrus College Alumni Association. She said that on June 15<sup>th</sup> an alumni luncheon will be held after Commencement in Hayden Library to honor distinguished Citrus College alumni. She then announced who the recipients will be for 2019: Mr. Sal Medina, a



successful businessman hailing from Claremont, and Dr. Martin Gunderson, who is the Lloyd Hunt professor of electrical power engineering and professor of electrical engineering physics and materials science at the University of Southern California. Ms. Garcia thanked the committee members who helped select the distinguished alumni; Ms. Karen Cullen and Ms. Sharon Lewis. She also thanked the nominators of the distinguished alumni: Mr. Mariano Rubio for Dr. Gunderson, and Board President Keith for Mr. Medina. Finally, she thanked the college community for producing such successful alumni.

**Office of Human Resources – Human Resources Plan 2018-2023 – Dr. Robert L. Sammis, Director of Human Resources**

Dr. Sammis introduced the 2018-2023 Human Resources (H.R.) Plan, and highlighted pages: 9 - the overview of 5 key areas of H.R., 11 - goals, 13 – annual objectives, and 20 – assessment of objectives.

**INDEPENDENT CONTRACTORS**

**Item 3:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**FACILITIES USE**

**Item 4:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify the attached list of facilities usage and rental agreements. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

**Item 5:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify A & B Warrants issued during March 2019, totaling \$14,431,985.39. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**SURPLUS PROPERTY**

**Item 6:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to dispose of the enclosed list of surplus items by exchange for value, private sale at public auction or donation to another public entity or non-profit agency. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

**Item 7:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to ratify purchase orders issued during March 2019. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**PERSONNEL RECOMMENDATIONS**

**Item 8:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 9:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 10:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

### **CONSTRUCTION – CAPITAL PROJECTS**

**Item 11:** Moved by Trustee Dickerson and seconded by Trustee Ortell to approve Change Order #3 for Bid #01-1718, Campus Center Renovation Project to Horizons Construction Company International, Inc. in the amount of \$86,314.77. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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

**Item 12:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2019, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 13:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the 2019-2020 Budget Development Assumptions.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

### **NOTICE OF COMPLETION**

**Item 14:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to accept Project #04-1617 Energy Service Contract, Phase 3 RCx awarded to Climatec, LLC of Irvine, California as complete and authorize the Interim Director of Purchasing and Warehouse to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$520,822. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

### **INSURANCE**

**Item 15:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson for the Vice President of Finance and Administrative Services to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2019-2020, in an aggregate amount of \$116,790 effective August 1, 2019.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **FIELD TRIPS**

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve a field trip/tour extension of one day for forty-three (43) students from MUSC 104, MUSC 105 and MUSC 204 to perform in New York City, plus two (2) faculty members and one (1) administrator to accompany them from June 5, 2019 through June 12, 2019.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **CURRICULUM**

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

## **MEMORANDUM OF UNDERSTANDING**

- Item 18:** Moved by Trustee Ortell and seconded by Trustee Dickerson to approve the second reading and renewal of Memoranda of Understanding 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 (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

## **EMPLOYMENT – FACULTY**

- Item 19:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve the employment of Ms. Priscilla Englert effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Automotive Technology, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,955.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 20:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of Ms. Rihao Gao effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Political Science, at a salary placement of Class 4, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$70,286.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 21:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the employment of Dr. Katherine Harker effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Biology, at a salary placement of Class 5, Step 3, on the Full-

Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$74,105.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 22:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the employment of Ms. Lisa Jay effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Dance, at a salary placement of Class 1, Step 5, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$66,184.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 23:** Moved Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of Ms. Brianne Levine-Peters effective August 23, 2019, in a full-time tenure track position (a first-year contract of 175 days) in the discipline of Psychology, at a salary placement of Class 3, Step 5, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$73,061.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

#### **EMPLOYMENT – MANAGEMENT**

**Item 24:** Moved by Trustee Dickerson and seconded by Trustee Rasmussen to approve the employment of Mr. Shawn Jones beginning May 8, 2019, as Director of Business Services at a salary placement of Range 65, Step 1 on the Management Salary Schedule totaling \$126,981.00 annually plus health and statutory benefits.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 25:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to provide a five percent (5%) salary stipend to Mr. Michael Wangler, Dean of Mathematics and Business, for the purpose of assuming additional duties and responsibilities as the Acting Dean of Career, Technical and Continuing Education, beginning May 8, 2019, and continuing until the position is filled.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

#### **PROCLAMATIONS**

**Item 26:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 19-25, 2019, as Classified School Employees Week.  
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**BOARD POLICIES**

**Item 28:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the first reading of BP 2100 Board Elections and BP 2305 Annual Organization Meeting.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**Item 29:** Moved by Trustee Rasmussen and seconded by Trustee Dickerson to approve the second and final reading of, and adopt, BP 3250 Institutional Planning.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

**CLOSED SESSION:** At 5:30 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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

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

**RECONVENE OPEN SESSION:** At 6:15 p.m., Board President Keith reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:15 p.m., it was moved by Trustee Ortell and seconded by Trustee Rasmussen to adjourn the meeting.

5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

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Date

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Edward C. Ortell  
Clerk/Secretary  
Board of Trustees