

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in May

DATE: Tuesday, May 19, 2020

TIME: 4:15 p.m.

***(This meeting will be held via Zoom meeting for the public.)**

The Board will be functioning in accordance with recent orders from the Governor of California, the Health Officer of the County of Los Angeles and guidelines of the Centers for Disease Control related to maintaining public health and safety at this time. Consistent with these orders and guidelines, this meeting will be held via Zoom meeting only for members of the public as follows:

Regular Board Meeting

Topic: May 19, 2020 Board of Trustees Meeting

Time: May 19, 2020 04:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

[https://cccconfer.\[zoom.us/j/98315678972\]\(https://cccconfer.zoom.us/j/98315678972\)](https://cccconfer.zoom.us/j/98315678972)

Or iPhone one-tap (US Toll): +16699006833,98315678972# or
+12532158782,98315678972#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

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[Meeting ID: 983 1567 8972](https://cccconfer.zoom.us/j/98315678972)

International numbers available: <https://cccconfer.zoom.us/j/98315678972>

Or Skype for Business (Lync):

SIP:98315678972@lync.zoom.us

For this meeting, **there will be no physical meeting location open to the public.** The Board of Trustees encourages members of the public to join the meeting electronically.

Copies of agenda materials are **available online only during periods of campus closure:**

<https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/20%20Agendas/05.19.2020.pdf>

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/20%20Agendas/05.19.2020.pdf>

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

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

C. COMMENTS: MEMBERS OF THE AUDIENCE

For this meeting, the Board will accept Public Comments **electronically only.**

Public Comments will be accepted beginning at 3:00 p.m. on Tuesday, May 19, 2020, until the agenda item is taken up for consideration by the Board. A staff member will facilitate the reading of public comment submissions.

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

Each public comment will be read for 3 timed minutes, and comments will be limited to a total of 20 minutes per topic if there are multiple people submitting comments. Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

D. REPORTS

Geraldine M. Perri, Superintendent/President

Arvid Spor, Vice President of Academic Affairs

As the Chief Instructional Officer for the college, I am in the process of gathering the required information to notify the Chancellor's Office and the Accrediting Commission for Community and Junior Colleges (ACCJC) of

the college's intent to offer courses online this summer that do not have an approved Distance Education (DE) addendum on file. A blanket Emergency DE addendum for summer must be submitted to the Chancellor's Office by May 29th and to ACCJC by June 1st.

The Accreditation Forum will be held May 20, 2019 from 2:45 p.m. – 4:00 p.m. via zoom. Dr. Gohar Momjian, ACCJC Vice President, will co-present at the Forum.

Martha A. McDonald, Vice President of Student Services

Student Services has been working tirelessly to provide students with the services and much-needed resources they require to finish the semester strong. For example, EOP&S provided grants to 496 students of \$140 each. The Student Life Office, in collaboration with the Foundation, awarded 100 Chromebooks and 102 technology grants (valued at \$250 each). The Office will be issuing grocery E-cards to students who are experiencing food insecurity. Student Affairs is working on distributing an additional \$200,000 provided by the Student Equity and Achievement Program funds; \$100,000 will be used to continue offering technology grants and \$100,000 will be used to issue Basic Needs Grant funding.

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

The Governor is expected to release his May Revision budget proposal for 2020-2021, on May 14, 2020. However, due to the current public health emergency, and circumstances such as the deadline extension for personal income tax filings, the Governor is also expected to release an August Revision. Early projections indicate a "grim" fiscal outlook for the state, with a message that will likely be drastically different from what was initially proposed in January. We will continue to monitor key budget developments and will keep the college community apprised. Our Tentative Budget forum is scheduled for June 9, 2020 and will be held via Zoom. Please look for a Save-the-Date flyer with additional information.

Robert L. Sammis, Director of Human Resources

I am pleased to inform the board that CSEA and the District are collaborating on an online professional development program for classified staff. The training topics are:
Sexual Harassment Prevention, Sensitivity Awareness, Boundary Invasion, Discrimination Awareness in the Workplace, Diversity and Inclusion for Staff, Email Messaging Safety and Communications Styles and Skills.

CSEA and the District are committed to providing staff with professional development training on an ongoing basis and particularly during this time of remote working.

Nickawanna Shaw, Academic Senate President

The Senate is engaged in the transition process as the new Executive Board was voted in this week. Congratulations to our incoming president, Gino Munoz, and VP, Jeremy Clark. Their leadership comes at a time when we are all working toward the framework that has existed in the VPA and CTE for some time: planned and focused matriculation patterns that allow the student to see their pathway through Citrus and onward. Their leadership as we build success teams and more formally engage in Guided Pathways is a boon for the College. Renee Liskey and Sal Hernandez will be rounding out the leadership board as secretary and treasurer.

Jorge Cortez, Classified Employees

CSEA had its first Zoom chapter meeting on Tuesday May 12, 2020 and it went very well, we had a total of 60 members participate. Committee members reported out to our chapter information pertaining to the committees they sit on. Different resources were given by our field office, for example working from home through a pandemic and several different webinars that CSEA is providing to our members. We also shared a couple of stories and a few well-deserved laughs and plenty of encouragement.

Our Negotiating Committee has met several times and are working on getting our initial proposal done to present to the chapter for approval, the negotiating committee's next meeting will be on May 14, 2020.

I'd like to finish by reporting that our members are all safe and healthy and at this time that's all we can ask for. I would like to thank Dr. Perri, Dr. Sammis, and Ms. Claudette Dain for their continued communication and support through this pandemic. I would also like to thank all essential workers that have been on campus and our Citrus community that continue to work together to keep Citrus running. I hope you all stay safe and healthy and that's the end of my report. Thank you for your time!

Austin Riggs, Student Trustee

Members of the Board of Trustees

E. MINUTES

- 1. Approval of the Regular Meeting Minutes of April 7, 2020**

F. INFORMATION AND DISCUSSION

- 1. Accreditation Update – Dr. Arvid Spor, Vice President of Academic Affairs (Page 10)**

2. **Strategic Plan 2019-2020 Progress Report – Dr. Lan Hao, Director of Institutional Research, Planning and Effectiveness (Page 11)**
3. **Citrus College 2020 Sustainability Plan – Claudette E. Dain, Vice President of Finance and Administrative Services (Page 50)**
4. **Board of Trustees – Administrative Procedures Revision**

AP 7407 Compensation Guide: Academic Administrators
 AP 7507 Compensation Guide: Classified Administrator/Manager and
 Supervisor/Confidential

(Page 51)

G. ACTION ITEMS

1. Consent Items

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and are provided in advance to Board members for review. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by _____ and seconded by _____ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: _____, _____, _____, _____, _____, _____

Business Services

- a. Authorization is requested to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. (Page 58)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 60)
- c. Authorization is requested to ratify A & B Warrants issued during March and April 2020, totaling \$22,711,597.31. (Page 62)
- d. Authorization is requested to dispose of the enclosed list of surplus items by sale at public auction to the highest bidder, after public notice of the auction is given as required by Education Code Section 81450. (Page 63)
- e. Authorization is requested to ratify purchase orders issued during March and April 2020. (Page 65)

Personnel Recommendations

- f. 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 71)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 77)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 79)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

- 2. Authorization is requested to approve and adopt the Citrus College 2020 Sustainability Plan. (Page 82)
- 3. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2020, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 114)
- 4. Authorization is requested to approve renewal of the institutional memberships listed for the 2020-2021 year. (Page 119)
- 5. Authorization is requested to approve the 2020-2021 Budget Development Assumptions. (Page 122)
- 6. Authorization is requested to adopt resolution #2019-20-12 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2020, 2021 and 2022, and authorize the Vice President of Finance and Administrative Services to execute and deliver all related documents and actions. (Page 129)
- 7. Authorization is requested for the Board of Trustees to approve the continuance of exploring the feasibility of a potential general obligation bond measure. (Page 132)

Academic Affairs

8. Authorization is requested to approve the new courses, modified courses, inactivated courses, new programs, modified programs, and inactivated programs. (Page 134)
9. Authorization is requested to appoint Mr. Michael Wangler, Dean of Career, Technical and Continuing Education, to serve as the Citrus College representative and voting member on the Citrus College Adult Education Consortium (CCAEC). (Page 142)

Human Resources

10. Authorization is requested to provide a five percent (5%) salary stipend to Mr. Shawn Jones, effective April 8, 2020, until the position of Payroll/Benefits Supervisor is filled, for the purpose of continuing to perform the additional duties and responsibilities related to the employee benefits program. (Page 143)
11. Authorization is requested, pursuant to Education Code Sections 87480, 87481, and 87482, to approve the employment of Mr. Jeffrey Thompson as a one semester, full-time temporary, non-tenure track instructor in Psychology beginning on February 19, 2020, and ending on June 12, 2020, at a salary placement of Class 4, Step 4 on the Full-Time Faculty Salary Schedule totaling \$37,425.00. (Page 144)
12. Authorization is requested to approve the employment of Mr. Wade Ellis beginning May 20, 2020, as Director of Fiscal Services at a salary placement of Range 77, Step 5, on the Management Salary Schedule totaling \$173,100.00 annually plus health and statutory benefits. (Page 145)

General

13. Authorization is requested to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and to adopt a proclamation declaring the week of May 17–23, 2020, as Classified School Employees Week at Citrus College. (Page 146)
14. Authorization is requested to adopt Resolution #2019-20-13 to affirm Citrus College's commitment to continue to practice its values of diversity and inclusivity, and its encouragement of students, faculty and staff to demonstrate cultural awareness and integrity during this pandemic. (Page 149)

Board of Trustees

15. It is recommended that the Board of Trustees adopt Resolution #2019-20-14 authorizing payment to Trustee Edward C. Ortell for the April 7, 2020 regular meeting of the Board of Trustees. (Page 151)
16. It is recommended that the Board of Trustees adopt Resolution #2019-20-15 authorizing an increase in the limitations on words for the candidate statement from 200 to 400 words to appear on the November 3, 2020 ballot for Trustee Areas 2, 4 and 5. (Page 153)

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 54957: Public Employee Performance Evaluation Title: Superintendent/President**
6. **Per Section 54957.6: Conference with Labor Negotiator, Patricia A. Rasmussen, District Designated Representative and President, Board of Trustees, Citrus Community College District – Unrepresented Employee: Superintendent/President.**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. ADJOURNMENT

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

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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Accreditation Update	Information	X
		Enclosure(s)	_____

BACKGROUND

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC). Each college affiliated with ACCJC must undergo periodic evaluation of their programs and services through self-study and peer review in a six-year cycle.

Citrus College received reaffirmation of its accreditation in February 2016. The Commission accepted the Citrus College Follow-Up Report in June 2017 and acted to reaffirm accreditation for the remainder of the six-year cycle. The college is currently creating its Institutional Self-Evaluation Report (ISER) for the next accreditation cycle.

Dr. Arvid Spor, Vice President of Academic Affairs, will present an update of the current status of the latest accreditation cycle.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Strategic Plan 2019-2020 - Progress Report	Information	_____ X
		Enclosure(s)	_____ X

BACKGROUND

The 2019-2020 academic year marks the fourth year of implementation for the Citrus College 2016-2021 Strategic Plan.

The 2019-2020 Progress Report documents collegewide advancement and completion of the activities developed for year four of this five-year plan as of mid-April 2020.

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.2.

Citrus College

STRATEGIC PLAN

2019-2020

PROGRESS REPORT





Dear Colleagues:

The level of success Citrus College achieves is a direct result of the quality of its planning. Four years ago, the college's 2016-2021 Strategic Plan debuted with one overarching goal of increasing student success and completion. Since that time, faculty and staff have continued to work diligently to achieve the strategic objectives. I am excited to share the impressive results this hard work generated during the 2019-2020 academic year.

As you review this progress report, it will become clear that each activity was developed with a student-focused mindset. Guided by an ambitious implementation plan, Citrus College was committed to expanding the programs and services that allow us to provide a firm academic foundation for our students. While new developments were made in each of our 11 strategic plan focus areas, I would like to highlight some particularly noteworthy accomplishments.

Perhaps the most celebrated progress Citrus College made during the 2019-2020 academic year was in the area of instructional quality. The college's continued implementation of AB 705 resulted in significant student success rates in both English and mathematics. By participating in professional development activities and Community of Practice sessions, faculty have actively contributed to the development and implementation of AB 705 curricular changes. Their efforts to provide innovative instruction and promote course completion have definitely been effective.

Great strides were also made in the area of student support. The introduction of an online chatbot in admissions and records and the success of the new MyPath portal reflect the college's efforts to expand its methods of connecting with students. Similarly, a Canvas information hub developed by Extended Opportunity Programs and Services (EOP&S) has improved communication efforts and increased access to vital resources. Through the use of relevant and intuitive technology, Citrus College has been able to share important information with students in a manner that is both effective and engaging.

Finally, Citrus College maintained its prominence as a leader in higher education by increasing community relations activities during the 2019-2020 academic year. The Citrus College Foundation hosted a successful Community Day event during the fall semester, with several community guests and legislative representatives in attendance. In addition, numerous presentations were made for local community organizations. These activities, combined with the distribution of human interest press releases and a legislative visit to the Veterans Success Center, helped to advance the college's reputation.

This has been a fast-paced and dynamic year at Citrus College. The progress we have made is impressive, as evidenced by the examples highlighted above. However, I encourage you to read through this entire document to learn more about what the college community is doing to fulfill its vision and mission. All of these efforts have formed a strong foundation for the final year of our 2016-2021 Strategic Plan, and I am deeply grateful to the college's faculty, staff, administration and board of trustees for making them possible.

Sincerely,

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

Citrus Community College District Board of Trustees

Dr. Patricia A. Rasmussen

President

Glendora and portions of
San Dimas Representative

Mrs. Susan M. Keith

Vice President

Claremont and portions of
Pomona and La Verne Representative

Mrs. Joanne Montgomery

Clerk/Secretary

Monrovia/Bradbury and portions of
Duarte Representative

Dr. Barbara R. Dickerson

Member

Azusa and portions of
Duarte Representative

Dr. Edward C. Ortell

Member

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

Mr. Austin Riggs

Student Trustee

Dr. Geraldine M. Perri

Superintendent/President

Area 1: Preparedness
Strategy 1.1: Increase college readiness through K-12 and adult education partnerships.
Contact: Vice President of Academic Affairs, Vice President of Student Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The dean of Visual and Performing Arts will expand the dual enrollment program at California School of the Arts-San Gabriel Valley (CSArts-SGV).</p> <p>2. The dean of Social and Behavioral Sciences and Online Education will work with the dean of Career Technical and Continuing Education (CTCE) and other appropriate deans and faculty in each division to identify a program that will be scheduled online and/or fast-track. Associated promotional and recruitment strategies will be developed.</p>	<p>1. The number of Citrus College dual enrollment courses offered at CSArts-SGV will increase from 10 to 20 in the 2019-20 academic year. Impact: Expanded CCAP partnership, increased level of preparedness of incoming new students to Citrus College</p> <p>2. An Office Technology skill award will be offered online in a fast-track format in spring 2020. Impact: New mode of delivery for the skill award</p>	<p>1. The number of Citrus College dual enrollment courses/sections offered at CSArts-SGV increased from 10 for the 2018-19 academic year to 35 for the 2019-20 academic year.</p> <p>2. Offering the Office Technology program in an online fast-track format has not been viable in 2019-20. Given the discovery of new information, it has become more expedient to concentrate efforts toward pursuing the Business Information Worker program which is a more relevant direction and meets the workforce needs of our region, and will eventually align with the noncredit Office Technology offerings. An adjunct instructor is working on the curriculum for a fall 2020 submittal date.</p>

Focus Area 1: Preparedness

Strategy 1.2: Improve the transition of enrolled students to collegiate courses.

Contact: Vice President of Student Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The coordinator of Early Alert, with support from the dean of Counseling Programs and Services, will promote the Early Alert software by providing demonstrations and training at division meetings to assist faculty with successful use of the program. Emphasis will be made on ensuring that faculty teaching English and math co-requisite courses use Early Alert.</p> <p>2. The Veterans Success Center (VSC) will partner with U.S. VETS to provide new services to student veterans and college employees. The partnership will begin in September 2019 and will include services such as: 1) psycho-education for veterans and their families; 2) education classes for college employees regarding active duty veteran experiences while in combat and transitional issues; 3) referral tracking; and 4) needs assessment.</p>	<p>1. The number of faculty who use Early Alert will be increased by 10% from the 39 faculty who used Early Alert in spring 2019, leading to a higher number of students utilizing support services. <i>Impact: Increased usage of support services by the students taking corequisite courses, leading to better student persistence and success outcomes</i></p> <p>2. At least 80% of participants will indicate that these services helped them in their transition to the post-secondary collegiate environment as evidenced by survey results. <i>Impact: Better academic outcomes for student veterans</i></p>	<p>1. The Early Alert Coordinator provided 11 faculty members with one-on-one demonstrations and presented on Early Alert at seven faculty department meetings. Additional presentations will be provided as needed for additional faculty. As of April 2020, 65 faculty utilized the Early Alert system to refer students to use support services, which represents a 67% increase from the previous year.</p> <p>2. The VSC formalized its partnership with U.S. VETS and, as a result, U.S. VETS began offering services to students during fall 2019. Services utilized by students included mental health counseling, needs assessment, and referrals. Thus far, 85% of students surveyed reported that having access to U.S. VETS services has been “helpful” or “very helpful” for their transition to college.</p>

Focus Area 1: Preparedness

Strategy 1.3: Increase students' participation in activities designed to facilitate their transition to the collegiate environment.

Contact: Vice President of Student Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. School Relations and Outreach will make available textbook vouchers to participating Promise students at Welcome Day and follow up with students who do not claim their vouchers during the start of each semester.</p> <p>2. The Student Life and Leadership Development (SLLD) Office will develop and offer new personal and professional development workshops for all students during the 2019-20 academic year. These workshops will cover topics such as: 1) creating a professional social media presence; 2) professional email etiquette; and 3) identifying strategies for improving professional relationships and working more effectively with others.</p>	<p>1. The percentage of Promise students who utilize the Promise textbook voucher benefit will increase from 20% in spring 2019 to 40% in spring 2020. <i>Impact: Better outcome for Promise students</i></p> <p>2. At least 90% of participants will indicate that the workshop assisted them with their transition to the college environment, as indicated by survey results. <i>Impact: Students with necessary skill sets leading to better outcomes</i></p>	<p>1. Promise students were encouraged to pick up their textbook vouchers during Welcome Day. As a result, 51% of Promise students used their textbook voucher in fall 2019. Additional marketing of the book voucher program was done at the beginning of spring 2020 resulting in 64% of the Promise students picking up the book voucher. The final percentage of students who used the voucher will be available by the end of the spring semester.</p> <p>2. SLLD conducted two workshops in fall 2019 on email etiquette and creating a professional LinkedIn presence. One hundred percent of participants indicated that the workshops assisted them with their transition to the college environment. One additional workshop, to be conducted remotely, is scheduled for May 5, 2020. Students will learn how to identify strategies for improving professional relationships and working more effectively with others.</p>

Focus Area 2: Enrollment

Strategy 2.1: Institutionalize scheduling that responds to the needs of traditional and nontraditional students, increases course/program completion, and maximizes college resources.

Contact: Vice President of Academic Affairs, Vice President of Student Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The dean of Social and Behavioral Sciences will offer sections of HIST 111 and 112 - History of African-Americans, and SOC 130 - Introduction to LGBTQ Studies.</p> <p>2. Division deans will work with the Guided Pathways Mapping team to review existing course sequencing patterns and identify gaps in course schedules as pertaining to these patterns. Division deans will also use Infosilem software to modify or create new patterns that would reduce the time to completion and increase the number of awards granted.</p>	<p>1. One section of each course will be promoted and offered on campus and online in the 2019-20 academic year. Students taking these courses will be surveyed to determine if they have developed an improved sense of belonging at the college thus increasing the likelihood of completing their educational goals. <i>Impact: Sense of inclusion and deeper appreciation of cultural diversity among students</i></p> <p>2. Modified or new course patterns will be developed by the end of spring 2020. <i>Impact: More streamlined scheduling and course offering leading to timely completion</i></p>	<p>1. History 111 was offered in fall 2019. History 112 and Sociology 130 are being offered in spring 2020. A survey was developed and administered in fall 2019 for History 111. Students indicated that participation in the classes led to a sense of belonging, an awareness of issues related to diversity, an appreciation of others who differed in background and viewpoints, and validation in their role as college students. The online survey for History 112 and Sociology 130 will be administered toward the end of the spring semester in late May 2020.</p> <p>2. Instructional deans met in February with the Guided Pathways Instructional Mapping team to review the recommended course sequencing patterns for each of the majors in the two pilot CAPs. The deans will rely upon data from Infosilem and Degree Works to plan the sequencing and number of sections to meet the expected demand for the two CAPs. The pilot CAPs are Business/Information Technology and Social and Behavioral Sciences.</p>

Focus Area 2: Enrollment

Strategy 2.2: Ensure that access to recruitment, admissions, and enrollment processes is efficient.

Contact: Vice President of Student Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<ol style="list-style-type: none"> In July 2019 and January 2020, the Admissions and Records Office in collaboration with School Relations and Outreach will contact students who have applied for admission at Citrus College but have not registered for classes and assist them through the registration process. The Admissions and Records Office will work with TeCS to increase the frequency of CCC-Apply application uploads to Banner from two times a day to four times a day by the end of fall 2019. The International Student Center (ISC) will award ten scholarships to new spring 2020 international student applicants. Scholarship applicants will be required to submit a short video essay indicating the reason why they want to attend Citrus College. The winning submissions will be edited and used in promotional campaigns to increase enrollment. 	<ol style="list-style-type: none"> The percentage of applicants who register for classes will increase from 43% in 2018-19 to 45% in 2019-20. Impact: Increased enrollment Doubling the number of daily application uploads will decrease the wait time for students to proceed through the matriculation process to enrollment after submitting the CCC-Apply application. Impact: Decreased student wait time for registration, leading to a potential increase in enrollment and enhanced experience The number of new international students will increase by 11% from 90 in spring 2019 to 100 in spring 2020 through the implementation of the new scholarship program. Impact: Increased enrollment 	<ol style="list-style-type: none"> In July 2019, the Admissions and Records Office, together with the School Relations and Outreach program, called over 1,500 prospective students who applied but had not enrolled for fall 2019. As a result, the percentage of applicants who enrolled in fall 2019 increased by 0.5% to 38% compared to the prior year’s fall semester. Similarly, over 2,000 calls were made in January 2020 to students who applied but had not registered for spring 2020. The Admissions and Records Office was not able to calculate the true percentage of applicants who registered due to a significant increase in the number of fraudulent applications submitted. The office is working with TeCS to remove fraudulent applications from the system. Once the process is complete, staff will be able to compute the percentage of applicants who enrolled. Spring yield numbers will be available in June 2020. Beginning April 2020, CCCApply applications were processed into Banner four times per day. Students received their network login and Citrus College email address within an hour of the application upload. As a result, wait time for students to receive their welcome letter was reduced by approximately 50%. The ISC created an online scholarship application in fall 2019 and began promoting the scholarship on the ISC website, through emails to applicants, and in the ISC monthly newsletter. Five applications were submitted for spring 2020 and all five applicants were awarded the scholarship. The ISC had a 43% (38 fewer students) decrease in the number of new international students for spring 2020 due to the COVID-19 pandemic. The ISC will use appropriate video footage from the award winners in future promotional material and will continue the scholarship program for the fall 2020 semester.

Focus Area 2: Enrollment

Strategy 2.3: Institutionalize an efficient budget allocation model that funds FTES strategies.

Contact: Vice President of Academic Affairs, Vice President of Student Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
1. Develop a plan for collegewide and divisional Full Time Equivalent Student (FTES) goals and generation in alignment with budget allocation process for instruction.	1. The plan will be developed and implemented in summer 2020. <i>Impact: Specific FTES targets identified for each division, leading to increased FTES</i>	1. Instructional deans established divisional FTES targets. Aligned with budget allocation processes, those divisional targets are being monitored every term and will be modified as necessary to meet the college's annual FTES goals.

Focus Area 2: Enrollment

Strategy 2.4: Implement a relevant, technologically advanced marketing and promotion plan to meet the annual enrollment goals of the college.

Contact: Executive Director of Communications and External Relations, Vice President of Academic Affairs, Vice President of Student Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
1. The Office of Communications and External Relations will disseminate a media preferences survey to all current students during fall 2019.	1. Results from the survey will inform marketing and advertising efforts in order to attract future students to the college. Data collected will include demographics and provide insight into how students consume information and media. <i>Impact: More effective and enhanced communication to students, leading to increased enrollment</i>	1. The survey was disseminated via email, the portal, social media, flyers, and in-person announcements to all current students. Received in late December 2019, the survey results provided interesting and useful information about Citrus students as to their listening preferences, television habits and news consumption. For instance, of the 308 students who participated in the online survey, 68% of the 16-20-year-olds and 70% of the 21-25-year-olds never read the newspaper. These results will, in turn, influence the college's future advertising tactics and allow the college to effectively reach current and potential students.
2. The Office of Communications and External Relations will work with Academic Affairs and Student Services to determine program priorities, needs and challenges as they relate to marketing.	2. Information collected will be used to develop a comprehensive marketing strategy by fall 2019 and will address enrollment and student equity goals, and cover key messages, campaign themes and target audiences. <i>Impact: More targeted outreach and enhanced communication to students, leading to increased enrollment</i>	2. Meetings were held with Academic Affairs and Student Services during fall 2019. Targeted digital marketing for the Real Estate Fast-Track program and Alexander Hughes Community Center classes in Claremont took place in fall and spring, respectively. Newsletters promoting Citrus College and the Promise Program were created and distributed to the five feeder high school districts; social media videos were created to promote campus safety. During the COVID-19 campus closure, a targeted digital campaign for currently enrolled students was implemented to encourage retention. Online resources such as tutoring, counseling and library services were also shared.
3. The Office of Communications and External Relations will work with the dean of CTCE to develop a marketing plan specifically for career technical education (CTE) that complements the state Chancellor's Office and regional CTE enrollment and awareness efforts.	3. The CTE marketing plan will be developed in fall 2019 and the campaign will launch in spring 2020. <i>Impact: More targeted outreach and enhanced communication to students in CTE, leading to increased enrollment</i>	3. Photography, copywriting and print materials were identified as the most needed items to begin advertising the CTE programs. Photography for various CTE programs took place in late October 2019. The campus closure has caused a delay in the copy and brochure design. All materials will be ready by the end of the spring semester. Outreach to new students is occurring remotely while the plan continues to be developed.

Focus Area 2: Enrollment

Strategy 2.5: Increase the number of underrepresented students enrolled in STEM programs of study.

Contact: Vice President of Academic Affairs, Vice President of Student Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The dean of Mathematics and Business, and the dean of Natural, Physical and Health Sciences will make STEM pathways presentations in co-curricular settings during student athlete orientations and at student club meetings.</p>	<p>1. At least four STEM pathways presentations will be made during the fall 2019 and spring 2020 semesters (for a total of eight presentations) with the intent of increasing the number of underrepresented minority students majoring in STEM programs by 1% over the 1,526 STEM majors in 2018-19.</p> <p><i>Impact: Enhanced awareness of STEM pathways, leading to more STEM majors</i></p>	<p>1. Multiple presentations were made in fall 2019 to clubs on campus and elementary students in the community. These included five Math Owls Club presentations about STEM issues, a Gamer’s Guild Club STEM presentation, a Rocket Owl Club presentation in a COUN 206 (Pathways to STEM) class, and three Women in Engineering presentations to elementary school students. A number of presentations were planned for spring 2020, but due to the COVID-19 campus closure, they have been put on hold.</p>

Focus Area 3: Instructional Quality

Strategy 3.1: Citrus College faculty will develop innovative curriculum and instructional pathways that respond to students' needs and promote program completion.

Contact: Vice President of Academic Affairs, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. In fall 2019, Natural and Physical Sciences faculty will offer a new course: "Physics and the Arts" for non-science majors covering fundamental physics principles and their application to the fine and performing arts as well as theater technology settings.</p> <p>2. English and math faculty will continue to implement AB 705 curricular changes and monitor the student outcomes as well as continue to administer the student survey. The STEM and Writing Centers will ensure students are supported by embedded tutors and study sessions that enhance classroom instruction.</p> <p>3. The director of the Institute for Completion will identify and disseminate additional research-based completion strategies to ensure that disproportionately impacted (DI) group students meet the CCCC Vision for Success goals in persistence, transfer and degree completion.</p>	<p>1. "Physics and the Arts" will be offered to promote student interest in the relationship of the Arts and STEM fields of study to follow the STEAM model. Student success (75%) and retention (90%) rates will mirror Physics 110, which is the only other non-major course in the program. <i>Impact: Increased interest of non-science majors in Physics</i></p> <p>2. Student success and throughput rates will be monitored and shared with faculty. Students experiences in the classes will continue to improve as measured by the survey. <i>Impact: Increased success in math courses and persistence among students</i></p> <p>3. Two research-based completion strategies will be identified and presented to the college community in the spring of 2020. <i>Impact: Increased persistence, transfer and degree completion among DI groups</i></p>	<p>1. The "Physics and the Arts" course was offered in fall 2019 to promote student interest in the relationship of the Arts and STEM fields of study.</p> <p>2. The Institutional Research, Planning and Effectiveness (IRPE) Office provided the latest English and math student success and throughput data as of fall 2019, which were reviewed with discipline faculty in spring 2020. In addition, surveys were conducted in English and math classes towards the end of fall 2019 and the results were reviewed in spring 2020.</p> <p>3. A research brief on Learning Communities was developed and provided to faculty on November 20, 2019 during the Guided Pathways Instructional Methodology Design Team workshop. The paper has been posted to the Institute for Completion website as a resource for all faculty. A second research brief focusing on AB 705 curricular and pedagogical changes is being developed and will be shared before the end of spring 2020.</p>

Focus Area 3: Instructional Quality

Strategy 3.2: Investigate and implement state and national models of exemplary pedagogy that lead to course completion.

Contact: Vice President of Academic Affairs, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Guided Pathways Instructional Methods design team will continue to identify models of exemplary pedagogy, including growth mindset, productive struggle, and contextualized learning, and will make recommendations to the Faculty Learning Institute (FLI) and Institute for Completion for professional development workshops on these topics.</p> <p>2. Math faculty will participate in ongoing Community of Practice (COP) group meetings in support of AB 705 courses with a specific focus on increasing success among DI group students.</p>	<p>1. At least eight faculty professional development workshops, based on the Guided Pathways Instructional Methods Design Team’s recommendations, will be offered during spring 2020 by the Institute for Completion and FLI. <i>Impact: Increased offering in innovative instructional methods designed to promote success, persistence, degree completion and transfer</i></p> <p>2. A series of at least 12 COP group meetings will be held during the 2019-20 fall and spring semesters to assess student outcomes that will prompt changes to teaching strategies in the appropriate math courses. The percent of students in the DI groups completing transfer-level math courses will be increased as indicated in the Student Equity Plan. <i>Impact: Increased course success, persistence, degree completion and transfer among DI groups</i></p>	<p>1. The following five workshops were offered in the fall 2019 and winter 2020: How People Learn; Differentiated Instruction/Accommodations; Growth Mindset; Digitally Infused Classroom/Learning Glass; The Syllabus/Student Engagement. At Flex Day 2020, FLI offered the following workshops: 1) Introduction to the Question Formulation Technique - A high-impact Practice for Student Inquiry; 2) Access to Success - Current Trends Affecting Faculty and DSPS Students in Higher Education; 3) Student Engagement Through Clubs; 4) Creating an Equity-Minded Active Learning Classroom; and, 5) Open Educational Resources - How to Save Students Money While Maintaining Academic Freedom and Intellectual Rigor.</p> <p>2. For fall 2019 six COP group meetings were held for co-requisite math courses. Six COP group meetings were planned for the spring. Five total in-person meetings were held by faculty teaching Business Calculus and Statistics. A joint COP meeting was held in early March which was well-attended by full-time and adjunct math faculty. It included a two-hour “how to” on the effective use of Zoom for teaching and engaging students, and a practice zoom meeting, explaining how to set it up in ConferZoom, how students can join the meeting using the Zoom app, and how to use breakout rooms to simulate student-centered learning.</p>

Focus Area 3: Instructional Quality

Strategy 3.3: Increase professional development opportunities and resources for faculty and staff.

Contact: Vice President of Academic Affairs, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. English and math faculty will participate in strategic on- and off-campus professional development activities in support of AB 705 curricular changes.</p> <p>2. The Office of Human Resources will make available online webinars for faculty and staff, which shall also include offering on-campus opportunities for faculty and staff to meet and view and discuss particular webinars.</p>	<p>1. English and math faculty will attend at least one off-campus professional development workshop such as those hosted by the California Acceleration Project (CAP) and will facilitate at least one on-campus workshop to include English and math faculty from other colleges by June 2020. <i>Impact: Greater collaboration among faculty regarding shared innovative teaching strategies to support student learning and retention</i></p> <p>2. A minimum of six online professional development webinars will be made available for faculty and staff. At least three of the webinars will be on-campus, providing an opportunity to view and discuss the webinar as a group. At least twenty (20) faculty and/or staff will participate in the online webinars. <i>Impact: Increased knowledge about current trends in education and tools for effective instruction and classroom management leading to enhanced professional skill sets</i></p>	<p>1. In summer and fall 2019, English and math faculty attended off-campus workshops hosted by the CAP Institute and the Strengthening Student Success Conference. They also facilitated several on-campus activities including two CAP open houses and an AB 705 webinar. In addition, they presented at the Community College League of California Conference. In spring 2020, English and math faculty attended and presented at the CAP Conference in Sacramento. An on-campus CAP workshop for March 2020 was cancelled due to the COVID-19 campus closure.</p> <p>2. Faculty and staff were provided access to 14 webinars offered through the National Institute for Staff and Organizational Development (NISOD). These webinars were offered to view either live or recorded webinars and covered a wide range of community college focused educational topics. Due to the COVID-19 campus closure during the spring semester, it was not possible to offer in-person group viewing of live webinars.</p>

Focus Area 4: Instructional Responsiveness

Strategy 4.1: Increase programming to meet the needs of viable regional industry clusters.

Contact: Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. Faculty in the division of Social and Behavioral Sciences will develop a new ADT in Child and Adolescent Development for Child Development majors.</p> <p>2. The dean of CTCE, in collaboration with division faculty, will analyze labor market information to identify new and emerging career education programs based on industry needs.</p>	<p>1. The new ADT in Child and Adolescent Development will be approved by the Chancellor’s Office in fall 2019 and offered in fall 2020. <i>Impact: Opportunity for students to complete an ADT in Child and Adolescent Development</i></p> <p>2. At least one new or emerging program will be identified and developed by the end of spring 2020. <i>Impact: Broadened degree options for CTE students</i></p>	<p>1. The ADT in Child and Adolescent Development has been approved locally and is currently under review at the Chancellor’s Office.</p> <p>2. CTCE faculty are collaborating with the dean of CTCE to develop an Engineering Technician program, titled “Product Design and Development Technology.” Graduates from the program will be awarded an A.S. degree and/or a certificate. A data request has been submitted to the Center of Excellence, and we are awaiting their analysis and recommendation. The program is expected to be developed and submitted for approval by December 2020.</p>

Focus Area 4: Instructional Responsiveness

Strategy 4.2: Increase noncredit programming options in ESL, short-term vocational, and workforce preparation courses.

Contact: Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
1. The noncredit program will expand and increase Career Development and College Preparation (CDCP) courses to bridge noncredit to credit programs.	1. At least one CDCP pathway that aligns with the priorities of the Strong Workforce Non-Credit College and Career Readiness Regional Project will be built to bridge noncredit to credit career education by the end of spring 2020. <i>Impact: Increased enrollment as noncredit learners advance to credit courses</i>	1. A CDCP pathway in Office Technology using existing non-credit courses has been identified and will be offered in fall 2020. The pathway consists of three courses: a new vocational English as a Second Language, along with NC 650 – Introduction to Microsoft Applications and NC 652 – Computer Keyboarding and Document Processing.

Focus Area 5: Student Support

Strategy 5.1: Enhance services to students through the implementation of relevant, intuitive technology.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Admission and Records Office will launch several new online forms in fall 2019 and spring 2020, including an online pre-requisite clearance form, an online transcript evaluation form, an online graduation petition, and an online form for faculty to submit attendance rosters. In addition, the Admission and Records Office will launch an online chat robot by the end of fall 2019 to assist students in getting their admission and records questions answered.</p> <p>2. By the end of fall 2019, the Admissions and Records Office will implement the new CCC MyPath portal where, after submitting the college application, students can learn about the student support programs and services offered at Citrus College.</p>	<p>1. The effectiveness of this activity will be measured by a student survey conducted in spring 2020. At least 80% of the students who used one of the online forms will agree that the online forms allowed them to have greater access to Admission and Records services. <i>Impact: Streamlined online services, leading to enhanced experience</i></p> <p>2. At least 10% of spring 2020 applicants to Citrus College will access the MyPath portal to obtain information about student support programs and services. <i>Impact: Increased knowledge of and access to support services, leading to higher persistence</i></p>	<p>1. In fall 2019, the Admissions and Records Office launched the online transcript evaluation request form and the online pre-requisite clearance form. The Admissions and Records Office is working with TeCS to implement new software that will make it easier for students to submit additional online forms, such as the graduation petition form. The financial aid online chatbot went live in November 2019 resulting in a tenfold increase in the number of conversations in the first two months. The Admissions and Records Office is working with IRPE on a survey to be conducted toward the end of the spring semester to assess the effectiveness of online forms.</p> <p>2. The MyPath portal was launched in October 2019. Approximately 2,000 applicants landed on the MyPath portal each month. This constitutes over 50% of the spring 2020 applicants. All new applicants as well as applicants who start but do not complete the application are automatically rerouted to the MyPath portal. Since the launch of the portal, over 2,000 reminder emails and 1,000 reminder text messages have been sent to applicants each month to encourage the completion of all tasks.</p>

Focus Area 5: Student Support

Strategy 5.2: Adopt a service environment that is driven by student perspectives and needs.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Student Affairs Office will provide presentations for faculty, students, and staff that promote and bring awareness to the basic needs services offered at the college, such as the college food pantry, hygiene kits, referrals to free and low-cost resources, and assistance with CalFresh food stipend applications. Presentations will be provided during the fall and spring semesters.</p> <p>2. The Guided Pathways Steering Workgroup, which includes representation from all constituent groups, will develop the Career and Academic Pathways (CAPs) success teams model during the 2019-20 academic year as the next phase of implementation of the Guided Pathways framework.</p>	<p>1. At least 80% of participants who attend the workshops will indicate that they have an increased knowledge of the basic needs services available at the college as reported through post-workshop survey results. <i>Impact: Increased collegewide awareness of students' basic needs and services provided by the college</i></p> <p>2. A success team model will be developed for the CAPs by the end of May 2020. <i>Impact: More targeted and tailored support for students through the success teams model</i></p>	<p>1. Three basic needs presentations were offered during fall 2019. One hundred percent of participants indicated that their knowledge of basic needs services available at Citrus College increased as a result of attending the presentation. An additional presentation, to be conducted remotely, is scheduled for May 14, 2020.</p> <p>2. A success team model was developed and finalized in January 2020. The teams will consist of one student services dean or director, an academic dean, a counselor, a career counselor, faculty from the CAP discipline(s), a student services classified staff member and a student. Two CAPs, Social and Behavioral Sciences, and Business and Information Technology, will pilot the success teams in fall 2020.</p>

Focus Area 5: Student Support

Strategy 5.3: Increase and promote efficient and effective student support services.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Veteran Success Center (VSC) will develop an informational presentation for student veterans and/or dependents, explaining the certification process for GI Bill education benefits in order to promote and improve effective support services to student veterans.</p> <p>2. The dean of Counseling Programs and Services will work with the dean of enrollment services to promote Degree Works on various platforms such as the college website, student portal and social media to encourage students to utilize the software for their student education plan. Flyers and additional presentations in counseling classrooms will be made to promote the use of Degree Works.</p> <p>3. The Student Life and Leadership Development Office, in collaboration with EOP&S/CARE, CalWORKs and the Career/Transfer Center, will provide job readiness and career closet pop-up events for students, one in fall 2019 and the other in spring 2020.</p>	<p>1. The presentation will be implemented during new student veteran orientations by spring 2020. A post-orientation survey will be conducted to measure students' understanding of the certification process. At least 80% of student veterans surveyed will indicate that they have an increased knowledge of the certification process. <i>Impact: Increased understanding among student veterans pertaining to their educational benefits</i></p> <p>2. The number of student education plans on Degree Works will increase by 10% from 5,497 to 6,046 student education plans for 2019-20. <i>Impact: Higher number of SEP established, leading to more completions</i></p> <p>3. Ninety percent of participants will have an increased understanding of how to prepare and dress for a job interview as measured by a post-event survey. <i>Impact: More success among students in seeking employment</i></p>	<p>1. During the spring 2020 semester, the VSC hosted an informational presentation for new student veterans and their dependents explaining the certification process for GI Bill education benefits. The survey outcomes indicated that 75% of the attendees found the presentation helpful, and 100% agreed that the presentation increased their knowledge of the certification process.</p> <p>2. Degree Works was promoted on the college website and through an article on how to use Degree Works in the Student Resource Guide. Through the end of April 2020, a total of 7,367 student educational plans, including comprehensive, abbreviated and follow-up plans, were created in Degree Works, representing a 34% increase from the previous year.</p> <p>3. The Job Prep Pop-Up event took place in October 2019. Ninety-five percent of participants indicated that as a result of attending the event they were better prepared for a job/internship interview. One hundred percent of participants indicated that they now understand how to dress in suitable interview attire. The Job Prep Pop-Up event that was scheduled for April 2020 was cancelled due to COVID-19; however, resume reviews, interview preparation techniques, and dress for success strategies are services being offered via virtual appointments and online workshops through the Career/Transfer Center.</p>

Focus Area 5: Student Support

Strategy 5.4: Identify challenges to student success and implement mitigation strategies.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. In an effort to give students access to campus and community resources designed to mitigate barriers to their success, the EOP&S/CARE and CalWORKs offices will invite other campus programs and community resource organizations to host information booths at EOP&S and CalWORKs events in the fall 2019 and spring 2020 semesters.</p>	<p>1. The number of student support programs and community resource organizations that participate at the EOP&S and CalWORKs events will be increased by 50% compared to the prior year. <i>Impact: Increased awareness of resources available at the college and within the community, leading to higher likelihood of persistence, success and completion</i></p>	<p>1. EOP&S and CalWORKs hosted three events in fall 2019 and one event in spring 2020. Six off-campus organizations and eight on-campus student support services programs participated in the events hosting information booths. Compared to the prior year, the total number of participating programs increased from 3 to 14, an increase of 367%.</p>
<p>2. The Student Health Center will partner with the Los Angeles County Department of Mental Health to train and certify college employees in Mental Health First Aid in the spring 2020 semester.</p>	<p>2. At least 20 college participants will have an increased knowledge on how to assist students with mental health needs and become certified in Mental Health First Aid. <i>Impact: More effective support provided to students by the certified employees</i></p>	<p>2. A Mental Health First Aid training was offered in winter 2020, which was earlier than planned due to the availability of the Los Angeles County Department of Mental Health (LADMH). The LADMH assessed participants throughout the training to ensure knowledge base. As a result, all 25 participants earned Mental Health First Aid certificates.</p>
<p>3. By the end of fall 2019, the Student Health Center will survey college employees regarding their preferred workshop topics to increase their knowledge and skills to better serve students.</p>	<p>3. The spring 2020 workshop schedule will be revised based on the survey results, and relevant workshops will be provided by the Student Health Center. <i>Impact: Increased attendance as a result of workshops matching the needs of college employees and more effective support for students</i></p>	<p>3. The survey on preferred workshops was conducted in fall 2019, the results have been tabulated and shared with SHC staff. However, due to the COVID-19 campus closure, modifications to the planned spring topics have been made to meet the immediate needs of staff. In May, two remote workshops will be offered on coping with anxiety and stress related with COVID-19 and adjusting to remote work.</p>

Focus Area 5: Student Support

Strategy 5.5: Increase student participation in college support programs.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. Throughout the 2019-20 academic year, the Financial Aid Office will conduct targeted outreach to Chafee Grant eligible Foster Youth students on a monthly basis. Outreach efforts will focus on encouraging students to attend a hands-on financial aid resource workshop and ensuring they meet with a financial aid representative once per semester.</p>	<p>1. By the end of the 2019-20 academic year, at least 80% of the Citrus College Chafee Grant eligible Foster Youth students will attend a hands-on financial aid resource workshop and meet with a financial aid representative once per semester to ensure their files are complete in order to receive the grant. <i>Impact: Increased direct outreach efforts, greater knowledge of financial aid resources, leading to more students benefiting from the Chafee Grant</i></p>	<p>1. Sixty-seven students were awarded the Chafee Grant and completed their financial aid files by March 2020. The students met with the Foster Youth liaison twice a week in the fall and spring to complete their files and go over disbursement information. The students attended three Financial Aid Literacy workshops held in fall 2019. Students with incomplete files are emailed each month and encouraged to contact the Foster Youth liaison to complete their file and attend future Financial Aid Literacy workshops. March 2020 workshops were cancelled due to COVID-19, and the next one is scheduled for May 25, 2020 via Zoom. As of May 1, 67% of the Chafee Grant eligible Foster Youth students have attended a hands-on financial aid resource workshop and met with a financial aid representative.</p>
<p>2. By fall 2019, the Counseling and Advisement Center will develop and implement a plan to encourage student participation in Early Alert workshops, Orientation/Student Educational Planning sessions, and Registration Assistance workshops.</p>	<p>2. The number of students who attend Early Alert workshops, Orientation/Student Educational Planning sessions, and Registration Assistance workshops throughout the 2019-20 academic year will be increased by 5%. For the 2018-19 academic year, 700 students participated in Early Alert workshops, 5,280 students participated in either an online or in-person Orientation/Student Educational Planning session, and 1,166 students participated in Registration Assistance workshops. <i>Impact: Increased course success and student persistence</i></p>	<p>2. Through the 2019-2020 academic year, 1,558 students attended Early Alert workshops, representing a 123% increase; 4,953 participated in an Orientation or Educational Planning session, representing a 6% decrease; and 1,166 students attended Registration Assistance workshops, which is the same as the previous year. Note that Early Decision has not occurred in April, however, the Counseling and Advisement Center continues to encourage students to take advantage of these services online in an effort to increase the usage before the end of the spring 2020 semester.</p>
<p>3. The Career/Transfer Center will offer a Transfer Conference for Citrus College students during the 2019-20 academic year.</p>	<p>3. The Transfer Conference will provide an overview of the transfer process and expose students to the multiple facets of transfer. Students will complete a post-conference survey to assess their increased knowledge about transfer. <i>Impact: Increased number of transfer to four-year colleges and universities</i></p>	<p>3. Although the campus closed due to COVID-19, the Career/Transfer Center (CTC) successfully facilitated post-closure workshops and “Transfer Talks” remotely. Two Transfer 101 workshops (UC and CSU), and two “Transfer Talks” were held during the month of April. Of the participants who completed the survey, 100% agreed or strongly agreed that their knowledge of transfer increased as a result of attending the workshops. Five workshops are scheduled for the months of May and June – four pertain to UC transfer, and one is exclusively for STEM majors.</p>

Focus Area 5: Student Support

Strategy 5.6: Diversify methods used to connect and communicate with students.

Contact: Vice President of Student Services, Vice President of Academic Affairs, Chief Information Services Officer, Vice President of Finance and Administrative Services

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. By the end of fall 2019, the Student Health Center will work with TeCS to develop a new task icon on the my.citruscollege.edu portal as an alternative way to communicate activities and services to students.</p> <p>2. EOP&S will develop an information hub using Canvas in fall 2019. Information will include links to campus resources, transfer admission requirements, and EOP&S announcements.</p>	<p>1. Awareness of Student Health Center services among students will increase as measured by increases in the click-through rates of the Student Health Center task on the my.citruscollege.edu portal. <i>Impact: Increased awareness and usage of the services offered by the Student Health Center</i></p> <p>2. By providing timely access to program information and resources, communication with EOP&S students will be improved as measured by the number of students who utilize the hub during the 2019-20 academic year. <i>Impact: Increased awareness and utilization of EOP&S program resources</i></p>	<p>1. TeCS gave the Student Health Center (SHC) staff access to the my.citruscollege.edu portal in winter 2020. The SHC launched the new portal application at the beginning of the spring 2020 semester. It was later determined that the click-through rates could not be measured. However, to further increase awareness and in response to COVID-19, the SHC launched the “Ask A Nurse” program. The program was advertised via student emails and the college’s COVID-19 webpage, resulting in about 120 calls per week, a 20% increase from the past.</p> <p>2. Eight modules within the Canvas hub went live in fall 2019. They provide information regarding EOP&S/CARE, workshops, campus and community resources, financial aid and scholarships, and transfer. During the fall semester, 559 out of the 586 EOP&S/CARE students used the hub and viewed 355 informational posts, with an average of 83-page views per student. For the spring semester, over 90% of the EOP&S/CARE students are using the hub. As new information is posted weekly, a total of 119 announcements have been posted during the spring semester.</p>

Focus Area 6: Safe Environment

Strategy 6.1: Foster a strong awareness of safety and security to ensure preparedness and responsiveness to emergency situations.

Contact: Vice President of Student Services, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. Campus Safety will provide a Rape Aggression Defense (R.A.D.) training open to female students and employees by May 2020. This women’s self-defense class will cover awareness, prevention, risk reduction, and avoidance education in addition to basic hands-on self-defense training.</p> <p>2. During the 2019-20 academic year, the Office of Human Resources will provide training for faculty and staff concerning the prevention of sexual harassment.</p> <p>3. During the 2019-20 academic year, the Office of Human Resources will provide Title IX training to faculty, staff and students with an emphasis on new Title IX regulations.</p>	<p>1. Participants will attain an increased knowledge on how to prevent a rape from occurring and how to defend themselves during an emergency situation. <i>Impact: Increased sense of personal safety on- and off- campus by attendees</i></p> <p>2. Multiple sexual harassment prevention training sessions will be offered to provide faculty and staff with the opportunity to learn about sexual harassment prevention. As a result of the training, faculty and staff will obtain increased awareness of what constitutes sexual harassment, employee rights and responsibilities and the process for filing a sexual harassment complaint, as measured by the post-training survey. <i>Impact: Increased understanding of an employee’s rights under state and federal sexual harassment laws and how an employee may file a complaint pursuant to the District’s sexual harassment complaint procedure</i></p> <p>3. Title IX training will be offered during Flex Day for faculty and staff and a separate training session will be offered to students. As a result of this training, participants will gain an awareness of the new Title IX regulations and how to report any issues of suspected gender discrimination, including sexual harassment and assault, as measured by the post-training survey. <i>Impact: Increased knowledge of new Title IX regulations, particularly an employee’s responsibility as a “reasonable employee”</i></p>	<p>1. Campus Safety was going to partner with APU Campus Safety to provide the R.A.D training. The training had to be postponed until the fall 2020 semester due to the COVID-19 campus closure.</p> <p>2. In the fall semester, Title IX training was provided to Bookstore student employees. During the 2020 Flex Day program, two presentations on sexual harassment prevention were provided to faculty and staff. The sessions were not well attended, but those who attended found the training informative and useful. Due to the COVID-19 campus closure, no further face-to-face training took place. However, all classified staff were offered online sexual harassment prevention training.</p> <p>3. Title IX training was provided to all Bookstore student employees. The spring semester Title IX training for faculty, staff and students did not take place due to the COVID-19 campus closure.</p>

Focus Area 6: Safe Environment

Strategy 6.2: Promote a safe learning environment.

Contact: Vice President of Student Services, Vice President of Finance and Administrative Services, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. By April 2020, Campus Safety will provide mandatory annual training to all employees who have been identified as a Campus Security Authority (CSA) per the Clery Act.</p> <p>2. Before the end of fall 2019, Campus Safety, in collaboration with TeCS, will create an online reporting system on the Campus Safety webpage where students and employees can file a report.</p>	<p>1. The annual CSA training will be conducted to enhance the District’s Clery Act compliance efforts through the training of approximately 50 CSAs on the Clery Act, reporting responsibilities, and being aware of resources available. Trained CSAs will be surveyed to ensure the training helped them in understanding their reporting responsibilities and of being aware of available resources. <i>Impact: Increased knowledge and compliance of the Clery Act.</i></p> <p>2. By the end of fall 2019, the online reporting system will be up-and-running. The online reporting system will be promoted via the Campus Safety Newsletter, Campus Safety training and the Campus Safety webpage. <i>Impact: Greater access to incident reporting, providing a real-time status report to Campus Safety</i></p>	<p>1. The PowerPoint presentation for the CSA training as well as the survey questions are completed. The in-person training, scheduled for April 2020, has been postponed to May 2020 and will be conducted online.</p> <p>2. The online report form was created in fall 2019 and was in beta test mode during winter 2020. The testing mode is complete. However, since the campus closed during the spring 2020 semester due to COVID19, the online web link to access the online report form will be added to the Campus Safety webpage when normal operations resume.</p>

Focus Area 6: Safe Environment

Strategy 6.3: Mitigate hazards through a systematic review and evaluation of the internal and external college environment.

Contact: Vice President of Finance and Administrative Services, Vice President of Student Services, Director of Human Resources

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. Facilities and Risk Management will conduct an analysis of college spaces to complete the deployment of portable latrine equipment to be used in the event of a prolonged campus lockdown.</p> <p>2. An independent third-party consultant, working in conjunction with Risk Management and Facilities will conduct an indoor air quality assessment (IAQ) of select spaces in the PC building.</p> <p>3. An independent third-party consultant, working in conjunction with Risk Management, Facilities and Campus Safety, will conduct a physical security assessment.</p>	<p>1. Identified spaces will be supplied with portable latrine equipment for use during a prolonged emergency. The equipment will be in place by December 31, 2019. <i>Impact: More comfortable experience during a prolonged lockdown/shelter-in-place situation</i></p> <p>2. This assessment will ensure that the indoor air quality of the PC building will be maintained within established standards per the California Building Code industry guidelines. The IAQ will be completed by September 30, 2019 and any recommendations provided will be forwarded to the applicable area(s) for implementation. <i>Impact: Compliant air quality maintained at all times</i></p> <p>3. The physical security assessment will assist in the identification of conditions which may pose a risk of injury, promote safety awareness, provide recommendations to help mitigate identified risks, and contribute to the development of a plan of action. The assessment will be completed by December 31, 2019. <i>Impact: Mitigating risk factors and better preparedness in an emergency situation</i></p>	<p>1. A total of 200 lockdown portable latrine kits were placed in all classrooms and in other spaces on campus where it was determined that groups may gather in the event of a lockdown.</p> <p>2. The independent indoor air quality assessment concluded that no hazardous air ventilation conditions exist in the areas of the PC building that were investigated. The report did, however, provide programmatic recommendations that would improve the environmental comfort of the area; these recommendations were forwarded to the applicable dean for consideration.</p> <p>3. Phase I of the assessment, which included the SS, CI, LB, LI and MA buildings, is complete. Results of the study commended the college for its ongoing commitment to providing a safe and secure environment for all staff and students, specifically citing the door lock mechanisms and designated safe rooms as “best practice.” The study provided some recommendations to be considered regarding public address capabilities and window coverings. - Due to the COVID-19 campus closure, Phase II of the assessment will be completed during 2020-21.</p>

Focus Area 7: Sustainability

Strategy 7.1: Institutionalize cost-effective, efficient sustainable practices.

Contact: Vice President of Finance and Administrative Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. Maintain water conservation efforts through the procurement and installation of water-efficient restroom fixtures and new laboratory equipment in the ED building modernization.</p> <p>2. Prepare the ED building modernization, including new science laboratories, for upcoming energy code mandates of Zero Net Energy (ZNE).</p> <p>3. Facilities will contract to install synthetic turf “xeriscaping” in problematic areas adjacent to the Student Services building.</p>	<p>1. All new toilet installations in ED will utilize 1.2 gallons of water per flush (GPF), as opposed to the former 4.0 GPF fixtures, resulting in an overall reduction in water usage per flush. Laboratory equipment will comply with the adopted version of the California Plumbing Code. Predicated upon the Division of the State Architect’s (DSA) approval, this will be completed one year after commencement of the ED construction project. <i>Impact: Reduction in water usage for better sustainability</i></p> <p>2. The ED building will be designed for ZNE “readiness” within current budgetary requirements, resulting in an overall reduction in energy utilization. The design phase will be completed by December 31, 2019. <i>Impact: Reduction in energy utilization and better sustainability</i></p> <p>3. Problematic turf, weeds and dirt areas will be eliminated, water reduction will be achieved, and beautification will be enhanced. This project will be complete by December 31, 2019. <i>Impact: Reduction in water usage for better sustainability and increased campus beautification</i></p>	<p>1. This item is in process in conjunction with the ED modernization project. Water conservation efforts have been incorporated into the project planning. The project is currently with DSA for design approval.</p> <p>2. The ED building project has been designed for ZNE readiness. The design was submitted to DSA prior to December 31, 2019 and is currently awaiting DSA approval.</p> <p>3. Two problematic turf areas adjacent to the SS building have been replaced with synthetic turf xeriscaping, thus enhancing the sustainability and appearance of the areas.</p>

Focus Area 7: Sustainability

Strategy 7.2: Develop and implement learning programs that emphasize environmental sustainability.

Contact: Vice President of Finance and Administrative Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Sustainability Committee, in conjunction with the Facilities Department and the EFMP planning process, will ensure sustainable design standards, in accordance with the Chancellor’s Office Sustainability Template, are incorporated into the 2020-2030 EFMP.</p> <p>2. The Sustainability Committee will develop a new Sustainability Plan which will be in effect from 2020-2025.</p>	<p>1. Sustainable design features will be a part of the facilities master planning for the next 10 years due to being part of the 2020-2030 EFMP. This will result in incorporation of sustainable and energy-efficient practices for all future building projects. <i>Impact: Increased sustainability and energy-efficient practices</i></p> <p>2. The new five-year Sustainability Plan will outline sustainable focus areas and specific activities to be achieved throughout the duration of the plan. The Sustainable activities will result in fostering the advancement of sustainable practices and conservation of resources for the college proper, community and nation as a whole. The new Sustainability Plan will be presented to the BOT for approval in winter/spring 2020, after approval of the EFMP in late 2019. <i>Impact: Increased sustainability via new projects for the next five years</i></p>	<p>1. The 2020-2030 EFMP is complete and was approved by the Board of Trustees on April 7, 2020. The Facilities Recommendations section of the EFMP supports the continuous implementation of sustainability improvements that will contribute to becoming a ZNE campus. Such recommendations are incorporated into the specific levels: Minor; Moderate; and Major renovations.</p> <p>2. The draft 2020-2025 Sustainability Plan has been approved by the Sustainability and Physical Resources Committees in March 2020 and by the Steering Committee on April 20, 2020. The Plan is scheduled to be presented to the Board of Trustees for approval on May 19, 2020.</p>

Focus Area 8: Technological Advancement

Strategy 8.1: Optimize the use of technology in teaching and learning to support innovative teaching practices.

Contact: Chief Information Services Officer, Vice President of Student Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
1. The chief information services officer and the TeCS team will partner with the dean of Social and Behavioral Sciences and Online Education and the Online Education Committee to work with select faculty to pilot the use of technology to support multi-location class meetings.	1. At least two class meetings during both the fall 2019 and spring 2020 semesters will utilize modern teleconferencing technology. A brief survey will be conducted to assess the effectiveness and impact of the pilot to inform the feasibility of utilizing the technology on a larger scale. <i>Impact: College will gain experience in piloting technology in teaching classes via Zoom, opening the door for expanding class offerings using multiple modes of delivery</i>	1. Class meetings of HIST 103H were held on October 29 and 31 in TC 123 with some students attending remotely in IS 109. The students attending remotely completed a survey following their experience. Survey results indicate positive feedback overall. While a second pilot was planned for the spring 2020 semester, the effect of the COVID-19 closure resulted in a wide-scale implementation of remote delivery.

Focus Area 8: Technological Advancement

Strategy 8.2: Provide a robust, secure, accessible technology infrastructure, which is adequately funded, to improve and facilitate college processes and provide data resources relevant to institutional decision making.

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The chief information services officer, together with the TeCS team, will implement Banner 9 Self-Service for students, faculty and staff.</p>	<p>1. By November 2019, students will register for winter 2020 and spring 2020 classes using Banner 9 Self-Service. By the end of fall 2019, faculty and staff will be able to view student profile information using Banner 9 Self-Service. Photos from the photo ID database will be included in student profiles and on class rosters. By the end of spring 2020, staff will be able to view and update their profile using Banner 9 Self-Service. <i>Impact: Improved user experience with Banner 9</i></p>	<p>1. A delay in the hiring of a second Database Administrator due to two unsuccessful searches and a software release in October preventing updates to the class schedule led to the postponement of this project from fall 2019 to spring 2020. During January and February 2020, TeCS held 10 training sessions to train staff and faculty on Banner 9 Self-Service. It went live for students on April 19, 2020 for summer 2020 registration and was accessed 1,200 times in the first week. Student profile information will be available to faculty and staff no later than June 1, 2020.</p>
<p>2. The chief information services officer, the dean of enrollment services and representatives from both TeCS and Admissions and Records will implement Action Item Processing in Banner Self-Service. Action Item Processing will give Citrus College the ability to require specific actions (such as confirming a course of study and verifying/updating mailing address) prior to registration for a term.</p>	<p>2. By November 2019, students will see checklists of either optional or mandatory steps prior to initiating registration for winter 2020 and spring 2020 classes and interact with them to keep their records in our system updated. <i>Impact: Improved data quality in Banner</i></p>	<p>2. After seeing the latest version of Action Item Processing at the Chief Information Services Officer Association (CISOA) conference in March 2020, we learned that further enhancements from the vendor were needed to make this user-friendly for students. TeCS staff are currently evaluating other options to provide this functionality.</p>
<p>3. The chief information services officer, together with the TeCS team, will conduct a pilot of two-factor authentication for administrative systems.</p>	<p>3. By spring 2020, select staff will be required to submit an additional method of authentication (such as a USB key or a code) along with their username and password when logging in to WingSpan, improving the security of our information systems. <i>Impact: Improved network security</i></p>	<p>3. Upgrades to our Single Sign-On system are being implemented to accommodate dual-factor authentication. While the pilot project was planned for spring 2020, due to the evacuation of campus, the project will be postponed to the 2020-21 academic year.</p>
<p>4. The chief information services officer will coordinate with the California Community College's Technology Center to conduct a confidential security assessment of our network infrastructure.</p>	<p>4. By the end of spring 2020, Citrus College will receive an assessment of the security of our systems and initiate remediation activities where deficiencies are identified. <i>Impact: Greater network security</i></p>	<p>4. The security assessment was conducted the week of February 3. The report has been received, and staff are actively working on remediation efforts.</p>

Focus Area 8: Technological Advancement

Strategy 8.3: Improve student success through strategically leveraging technologies that support student success initiatives.

Contact: Chief Information Services Officer, Vice President of Student Services, Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The chief information services officer and the TeCS team will partner with the vice president of Academic Affairs and his designees to implement the Infosilem TimeTabler course scheduling software.</p> <p>2. The chief information services officer, together with the TeCS team, will complete the implementation of the Ready Education Mobile version of the Citrus Mobile Application.</p>	<p>1. By spring 2020, division administrators will schedule classes for summer and fall 2020 utilizing the Infosilem TimeTabler software. <i>Impact: More effective class schedule that will avoid scheduling conflicts and reduce the time to completion for students</i></p> <p>2. By the end of fall 2019, students, staff and faculty will use the new version of the mobile application and receive targeted messages through it. <i>Impact: Improved communication to targeted groups of students</i></p>	<p>1. Software installation and administrator training took place during fall 2019. Infosilem is being used in pilot mode for summer and fall 2020 class scheduling to supplement the current method of scheduling classes in Banner. Full implementation is now planned for fall 2020 to prepare the class schedule for winter/spring 2021.</p> <p>2. The mobile app was launched in January 2020 as scheduled and has been downloaded over 6,000 times.</p>

Focus Area 9: Diversity and Equity

Strategy 9.1: Broaden the scope of college outreach, promotion and marketing initiatives to attract a diverse student population.

Contact: Executive Director of Communications and External Relations, Vice President of Student Services, Director of Human Resources,
Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>																
<p>1. The Office of Communications and External Relations will create engaging content for use on all social media channels by incorporating professional and student-driven videos and utilizing the “story” features.</p> <p>2. The Office of Communications and External Relations will develop a targeted marketing plan for 2019-20, using various strategies, including, but not limited to digital, print, display, outdoor, radio, streaming, and email, to reach multiple audiences and potential students. In addition to high school seniors, targeted audiences will include parents and older adults, among others.</p> <p>3. During the 2019-20 academic year, the CalWORKS and CARE offices will promote their programs and services by attending off-campus county activities and developing new partnerships with pertinent county officials.</p>	<p>1. The number of followers on social media will increase by the end of the 2019-20 academic year as follows: Instagram by 20%, Facebook by 10%, and Twitter by 5%. <i>Impact: An increase in Citrus College’s social media audience leading to an increase in student enrollments, enhanced student engagement, and audience awareness of college activities</i></p> <p>2. Digital and streaming data will include impressions, clicks, click-through rates, cost-per-click, page likes, and post-click/engagement actions. <i>Impact: An increase in the Citrus College’s social media audience leading to an increase in student enrollment</i></p> <p>3. The CalWORKS and CARE offices attended five county meetings in 2018-19. In order to become informed of and promote the programs’ services, the offices will attend 10 county meetings this academic year. <i>Impact: Broadened college outreach to county officials, leading to an increased level of awareness about the college’s programs</i></p>	<p>1. The following table lists numbers of followers for the months of September 2019 through April 2020 and the percent increases:</p> <table border="1" data-bbox="1354 483 1955 597"> <thead> <tr> <th></th> <th>Instagram</th> <th>Facebook</th> <th>Twitter</th> </tr> </thead> <tbody> <tr> <td>Sept. 2019</td> <td>2,224</td> <td>2,971</td> <td>3,995</td> </tr> <tr> <td>April 2020</td> <td>2,771</td> <td>3,211</td> <td>4,182</td> </tr> <tr> <td>% Increase</td> <td>25%</td> <td>8%</td> <td>5%</td> </tr> </tbody> </table> <p>It is anticipated that the Facebook target will be met by the end of the spring semester. While students are learning remotely, posts are focused on: 1) sharing important information and 2) keeping students engaged with fun items such as Zoom backgrounds and phone wallpapers.</p> <p>2. Beginning in fall 2019, the advertising schedule shifted from a 12-month calendar to a more targeted approach around enrollment periods and semester start dates. For all digital platforms, vendors provide performance reports. For fall 2020, performance reports concluded the number of impressions were in excess of 3 million, with over 25,000 clicks. A dedicated digital advertising campaign for the Real Estate Fast-Track program was also implemented, resulting in over 400,000 impressions, 700 ad clicks and 1,011 actions (website visits, phone inquiries). A dedicated digital campaign advertising classes at the Alexander Hughes Community Center to Claremont residents resulted in over 251,000 impressions, 304 ad clicks, 204 actions (website visits, phone inquiries).</p> <p>3. CalWORKS faculty attended four county meetings in fall 2019 and two in spring 2020. As a result of the meetings, county staff requested a campus visit to learn more about the CalWORKS program at Citrus College. Due to COVID-19, the campus visit was cancelled. This activity will continue into the 2020-21 academic year.</p>		Instagram	Facebook	Twitter	Sept. 2019	2,224	2,971	3,995	April 2020	2,771	3,211	4,182	% Increase	25%	8%	5%
	Instagram	Facebook	Twitter															
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Focus Area 9: Diversity and Equity

Strategy 9.2: Enhance the recruitment and professional development of a diverse college workforce.

Contact: Director of Human Resources, Vice President of Student Services, Executive Director of Communications and External Relations,
Vice President of Academic Affairs

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Office of Human Resources, in collaboration with the Human Resources Advisory Committee, will implement an outreach program designed to increase the number of applicants for faculty positions from historically underrepresented groups.</p> <p>2. The Office of Human Resources will work with the Human Resources Advisory Committee to review processes pertaining to the recruitment and selection of full-time faculty and classified staff, respectively to determine if modifications are required to better encourage and attract a greater diversity of applicants.</p>	<p>1. The number of applicants for faculty positions from historically underrepresented groups will increase by 5% compared to the previous year. <i>Impact: An increased pool of potential applicants from historically underrepresented groups, leading to increased diversity among faculty</i></p> <p>2. The recruitment and selection processes will be reviewed and revised as appropriate in order to increase the number and diversity of applicants and to make it easier for applicants to participate in the selection process. <i>Impact: Improved recruitment procedure, leading to increased diversity among faculty</i></p>	<p>1. During the COVID-19 campus closure, the Office of Human Resources developed strategies for offering online interviews. This new knowledge and the development of additional technology through CCCConfer and the District’s “meeting owl,” Human Resources will begin to incorporate online interviews as a means for broadening the geographical area from which it normally recruits individuals, particularly as related to faculty positions, as a strategy for increasing the number of applicants from historically underrepresented groups.</p> <p>2. The Human Resources Advisory Committee reviewed the recruitment and selection process for faculty and classified staff positions. The Committee found that the current administrative procedures for recruitment and selection provide for an equitable process and foster diversity in the hiring process. The Committee did identify the use of online interviews as a strategy for increasing the number of applicants beyond the District’s normal geographical recruitment area with the idea that this may provide a way to increase the number of applicants for faculty positions from historically underrepresented groups. The Office of Human Resources has developed the ability to conduct online recruitment and interviews and has begun to incorporate the use of online technology as a viable means for expanding the interview process to include remote interviews.</p>

Focus Area 9: Diversity and Equity

Strategy 9.3: Develop and promote a college culture of inclusion and collegiality.

Contact: Director of Human Resources, Vice President of Student Services, Executive Director of Communications and External Relations

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Office of Human Resources, working with CSEA and the Classified Staff Development Committee, will implement a series of workshops throughout the 2019-20 academic year emphasizing customer service to our students through collegiality and engaging students from diverse backgrounds and the role of staff with respect to the Chancellor’s Office Vision for Success.</p> <p>2. Student Life and Leadership Development will offer a new VSC Ally workshop developed specifically for students and presented by the VSC director. The training will educate students on the services offered by the VSC and about the various challenges that student veterans face. Information will be provided on appropriate referral resources and how to effectively support student veterans. The workshop will be offered fall 2019, during Social Justice and Diversity Week, to promote a college culture of inclusion and collegiality.</p>	<p>1. Funds allocated by the Chancellor’s Office for classified employee professional development will support learning opportunities emphasizing the role of classified staff as participants in the goals of the Chancellor’s Office Vision for Success. Staff understanding of the Vision for Success will be increased through the year-long series of professional development activities as measured by a survey. <i>Impact: Enhanced staff awareness of District activities aligned with the Chancellor’s Office Vision for Success</i></p> <p>2. At least 90% of student participants will indicate an increase in awareness regarding inclusion, diversity, and equity through participation in Social Justice and Diversity Week activities as indicated by survey results. <i>Impact: Increased awareness by student veterans of college support services, enhanced campus culture of inclusion and collegiality</i></p>	<p>1. The District and the California School Employees Association (Chapter 101) developed an online professional development program for classified staff. This program was offered in the spring semester and included the following professional development topics: Sexual Harassment Prevention, Sensitivity Awareness, Boundary Invasion, Discrimination Awareness in the Workplace, Diversity and Inclusion, Email and Message Safety and Communication Styles and Skills.</p> <p>2. A Vet Net Ally Training was held in October 2019 as part of Social Justice and Diversity Week. One hundred percent of participants reported an increased awareness of inclusion, diversity, and equity through their participation in the training.</p>

Focus Area 9: Diversity and Equity

Strategy 9.4: Increase students’ global awareness through curriculum development and student activities.

Contact: Vice President of Academic Affairs, Director of Human Resources, Vice President of Student Services, Executive Director of Communications and External Relations

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Institute for Completion will offer professional development focused on effective student-centered teaching strategies including culturally responsive pedagogy and development of flexible learning environments that accommodate individual learning differences, known as Universal Design for Learning (UDL).</p> <p>2. The dean of Social and Behavioral Sciences will schedule courses for the new ADT in Social Justice Studies, including offering the new course SOC 130: Introduction to LGBT Studies.</p>	<p>1. A series of at least six professional development workshops for full-time and adjunct faculty will be offered during the 2019-20 academic year. At the conclusion of the series, faculty will develop action plans outlining what concepts, theories, and strategies they will incorporate into their teaching in the subsequent year. Participants will be encouraged to present their plans at the Student Engagement Series workshops. <i>Impact: Enhanced faculty repertoire of teaching skill sets leading to better student outcomes</i></p> <p>2. At least one section of Introduction to LGBT Studies will be offered in the spring 2020 semester for the new ADT degree to increase global awareness of diversity and equity issues. <i>Impact: Increased appreciation of cultural diversity and a greater sense of inclusion</i></p>	<p>1. The student-centered teaching series kicked-off in September 2019 with a session focusing on how people learn. The October session focused on working with differently-abled students having distinct abilities in the classroom as well as Universal Design for Learning. A workshop on Growth Mindset was presented during the November session, and the December session covered technology-infused instruction and flipping the classroom. The January 2020 session covered a range of student engagement strategies and the next session, offered in two parts during FLEX Day, introduced the Question Formulation Technique. While the March session was cancelled, the April session, focused on brain-based learning, will be conducted remotely. Likewise, the final session in May will also be held online.</p> <p>2. One section of Sociology 130, Introduction to LGBTQ Studies, has been offered in spring 2020 with 31 students enrolled in the class.</p>

Focus Area 10: Image

Strategy 10.1: Enhance the college’s image as a leader in higher education by highlighting programs, services and staff and through consistent branding.

Contact: Executive Director of Communications and External Relations, Foundation Director, Superintendent/President

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Office of Communications and External Relations will work with the Superintendent/President, Academic Affairs and Student Services areas to identify and create video content highlighting the college’s academic programs, services, and students.</p>	<p>1. During the 2019-20 academic year, three videos will be created and used in marketing efforts and on the college’s YouTube page, which will result in a 20% increase in the number of YouTube subscribers from 66 to 80 subscribers by the end of spring 2020. <i>Impact: Enhanced college image, and increased awareness of the college by the community</i></p>	<p>1. Meetings were held during fall 2019 and topics were finalized for Academic Affairs, Student Services and a general college video. Filming was scheduled to take place on campus in April 2020. Discussions are currently taking place to determine how to proceed while the campus is closed. Possibilities include conducting interviews via Zoom and shifting the focus to remote services while reminding students that Citrus College faculty and staff are here for them, and that we will all get through these unprecedented times together.</p>
<p>2. In addition to timely and regular writing assignments, the Office of Communications and External Relations will write more human interest and feature story style press releases and articles to engage media partners and social media followers.</p>	<p>2. During the 2019-20 academic year, a minimum of five human interest press releases will be written and distributed to local media outlets and through the college’s social media channels. <i>Impact: Enhanced college image and increased awareness of the college by the community</i></p>	<p>2. Three human interest press releases/articles featuring Citrus College students were written and distributed to local media outlets during fall 2019. The articles featured one student’s study abroad experience; another student’s summer research project at Cal Poly Pomona; and two student’s futures in architecture.</p>
<p>3. The Office of Communications and External Relations will create a comprehensive style guide to ensure consistent college branding.</p>	<p>3. The comprehensive style guide will include graphic standards and written communication guidelines to assist the campus community with cohesive messaging. The guide will be distributed to all faculty and staff and posted online by the end of spring 2020. <i>Impact: Increased consistency in college communication</i></p>	<p>3. A logo usage guide was developed during fall 2019. A more comprehensive style guide is still in development and completion is anticipated by the end of the spring semester. Topics will include approved typography, glossary of terms, and an organizational naming chart, among others.</p>

Focus Area 10: Image

Strategy 10.2: Increase student, faculty, staff and administration participation in community activities.

Contact: Foundation Director, Executive Director of Communications and External Relations, Superintendent/President

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Citrus College Foundation will develop and implement a plan to target specific organizations and groups to attend the Community Day at Citrus College. Based on prospective areas of interest at the college, specific community organizations such as service clubs, businesses, and educational institutions will be invited to attend.</p> <p>2. Foundation staff will expand the Citrus College Speakers Bureau by establishing a call-to-action component, soliciting interest from community members for future college involvement.</p>	<p>1. Two Community Day events will be held in the 2019-20 academic year and will be organized around specific areas of interest, such as the Veterans Success Center and the Citrus College Promise program. Students, faculty and staff will be invited to present at the events. Impact: Enhanced college image and increased awareness of college programs by key community leaders</p> <p>2. At least one Speakers Bureau session will be held in each of the five district cities in the 2019-20 academic year. Faculty and students will be invited to present. Response cards with community member information will be collected for follow-up. Impact: Enhanced college image, increased awareness of the college and greater engagement with community leaders leading to stronger ties with the college and potential supporters/donors</p>	<p>1. The Foundation held the college’s fall Community Day on September 27, 2019. The event was attended by 18 community guests and legislative representatives with the key objective of instilling a strong understanding of the college’s completion efforts by highlighting the flipped classroom space in the math classes and STEM Center. A presentation was made showing the impact and outcomes by the implementation of AB 705. The Automotive Technology and Health Sciences programs were promoted via guided tours. Student-focused programs were highlighted which included a walkthrough of the newly renovated Campus Center and Veterans Success Center hosted by a student representative. A “Citrus College Updates and Highlights” presentation was made during lunch. Eighteen students, faculty and staff helped host this event. The spring Community Day event will be rescheduled due to the COVID-19 campus closure. Personal contact was made to each of the 18 confirmed guests. The Foundation staff received positive feedback for postponing the event.</p> <p>2. The following three Speakers Bureau presentations took place over the summer and fall 2019: Measure G updates were presented at a Glendora Chamber of Commerce meeting; On two separate occasions, the Glendora Kiwanis Club received presentations about the Veterans Success Center, then college highlights with Measure G updates. In winter 2020, Measure G updates were presented to the Glendora Coordinating Council. Remote presentations will be made at the Kiwanis Club of Claremont meeting on May 7, and the University Club of Claremont on May 19, 2020. Additional previously scheduled presentations have been cancelled due to COVID-19.</p>

Focus Area 11: Community Relations

Strategy 11.1: Acquire favorable legislation and funding through advocacy efforts at the local, state and federal level.

Contact: Superintendent/President, Executive Director of Communications and External Relations, Foundation Director

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The Superintendent/President’s Office will schedule and organize campus tours for legislators to provide them with an opportunity to learn about the college’s programs, services, and priorities.</p> <p>2. The Superintendent/President’s Office will ensure that state legislators and city government officials from District feeder communities are provided with periodic updates from Citrus College, e.g., Citrus View, Annual Report, Quick Facts, Fact Book, Accolades, and any other pertinent publications.</p>	<p>1. By the end of the 2019-20 academic year, the college will have hosted one or more legislator visits at the college. <i>Impact: Stronger ties with our legislative representatives, enhanced college image, and increased awareness of the college by legislative officials</i></p> <p>2. Major publications, e.g., Citrus View, Annual Report, Quick Facts, Fact Book, Accolades, and any other pertinent publications, produced at the college that would be of interest to state legislators and city government officials from District feeder communities will be sent to them as the publications become available. <i>Impact: Enhanced college image and increased awareness of the college by the legislative officials</i></p>	<p>1. In January 2020, the college hosted a visit by Assemblywoman Blanca Rubio. The visit included a guided tour of the Veterans Success Center.</p> <p>2. The Citrus View and Superintendent/President’s Holiday e-card were disseminated to community partners and local legislators. In addition, the 2018-19 annual report was mailed during the spring 2020 semester.</p>

Focus Area 11: Community Relations

Strategy 11.2: Build mutually beneficial relationships with local K-12 districts, community college organizations and four-year colleges and universities.

Contact: Vice President of Academic Affairs, Executive Director of Communications and External Relations, Foundation Director, Superintendent/President

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
1. The vice president of Academic Affairs will work with the Superintendent/President’s Office and External Relations to plan and execute the annual K-14 Education Forum with representation from Citrus College and K-12 districts within the District service area to enhance understanding of topics relevant to both groups and strengthen the working relationship between the college and its K-12 districts.	1. The K-14 Education Forum will be held in spring 2020. Participants will have a better understanding of the topics presented as measured by the survey distributed to attendees. Impact: Enhanced college image and increased awareness of the college by community leaders thus strengthening partnerships	1. Planning meetings for the 2020 K-14 Educational Forum were held in December 2019 and January 2020 to plan the agenda and presentation. A Save-the-Date announcement was emailed to prospective attendees (Board of Education members and school principals, and Citrus College Trustees and administrators). Unfortunately the K-14 Educational Forum scheduled for April 24, 2020 was cancelled due to the campus closure.

Focus Area 11: Community Relations

Strategy 11.3: Build community partnerships and promote the image of the college through collaboration with business, civic, governmental, and community leaders.

Contact: Superintendent/President, Executive Director of Communications and External Relations, Foundation Director

<u>Specific Activities</u>	<u>Projected Outcomes</u>	<u>Update to Activities</u>
<p>1. The new Community Relations Workgroup with representatives from the Superintendent/President’s Office, External Relations, and the College Foundation will organize and prioritize college representation at chambers of commerce, service and community organizations’ meetings/events, etc.</p> <p>2. The Community Relations Workgroup will standardize presentation materials and content for college representatives to use in presentations to chambers of commerce, service and community organizations’ meetings/events, etc.</p>	<p>1. By the end of the 2019-20 academic year, Citrus College representatives will have attended and/or presented at major meetings/events for chambers of commerce, service and community organizations in each of the college’s main feeder cities. <i>Impact: A more systematic approach to promoting the college in the community, leading to an enhanced college image</i></p> <p>2. The college representatives’ presentations at chambers of commerce, service and community organizations’ meetings/events will feature standardized presentation materials and content that the Community Relations workgroup has designed, collected and/or organized to promote the college as an educational partner and champion of student success and completion. <i>Impact: A more systematic approach and consistent practice of promoting the college in the community, leading to an enhanced college image</i></p>	<p>1. The Community Relations Workgroup organized a five-person outreach team that launched in January 2020 to ensure Citrus College and the Foundation were represented at community, educational and networking events within the college’s five feeder districts. Foundation staff have actively represented Citrus College remotely despite the COVID-19 campus closure. Through April 2020, there have been 52 points of contact by college representatives at various events for the 2019-20 academic year.</p> <p>2. Several tools have been developed by the Community Relations Workgroup to enhance tracking at events and to ensure a systematic approach to promoting the college by the outreach team, including Smartsheet event tracking; development of the Citrus College Highlights talking points which is distributed monthly; and an orientation of protocol and priorities shared with members of the outreach team. To ensure members of the district are informed of college updates and highlights, the Citrus View is being distributed electronically as a communication tool to district organizations, service clubs, chambers of commerce, city councils and K-12 boards.</p>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Citrus College 2020 Sustainability Plan	Information	X _____
		Enclosure(s)	_____

BACKGROUND

In keeping with the college’s institutional planning process, Citrus College has developed a new 2020 Sustainability Plan. This plan was developed using the Chancellor’s Office sustainability template.

The new Sustainability Plan was developed in conjunction with the newly adopted 2020-2030 EFMP, and in consultation with the Sustainability Committee. The 2020 Sustainability Plan was approved by the Physical Resources Committee on March 26, 2020, and by the Steering Committee on April 20, 2020.

Ms. Claudette Dain, Vice President of Finance and Administrative Services, will share highlights of the plan. The plan is included in the agenda for the Board’s consideration to approve and adopt the Citrus College 2020 Sustainability Plan (Agenda Item G.2., page 82).

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

RECOMMENDATION

Information only; no action required.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. F.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Board of Trustees – Administrative Procedures Revision	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedures were reviewed by constituent groups and approved by the Steering Committee on April 20, 2020.

- AP 7407 Compensation Guide – Academic Administrator
- AP 7507 Compensation Guide – Classified Administrator/Manager and Supervisor/Confidential

Included with the procedures, for information only, are the related Board Policies.

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

RECOMMENDATION

Information only; no action required.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. F.4.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7407 Compensation Guide: Academic Administrators

Reference: Education Code Section 87801

Each academic administrator position shall be assigned to a specific range on the management salary schedule. The salary schedule shall include at least eight (8) steps at each range.

A newly hired academic administrator will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may ~~authorize an initial salary placement up to step 3~~ recommend to the Board of Trustees an initial salary placement at a higher step.

Effective July 1 of each fiscal year, an academic administrator shall move up one step on the designated range of the salary schedule provided the academic administrator served in his/her current position for at least six (6) months prior to July. If the academic administrator has not served six (6) months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

A two and one-half percent (2.5%) increase will be provided to those academic administrators who have a verified earned Ddoctorate, from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned Ddoctorate by the Office of Human Resources.

Academic administrators shall receive health and welfare benefits at the same level and conditions as offered to full-time faculty. In order to be eligible for retiree benefits, academic administrators must actually retire from STRS or PERS and meet all other requirements as specified for full-time faculty.

Board Approval	02/07/12
Desk Review	08/26/13
Desk Review	04/19/17
Revised	07/16/19
Revised	

AP 7407 distributed to constituent group leaders February 28, 2020 for INFORMATION ONLY. Any responses are to be received by Robert Sammis and/or Sandra Coon no later than 4:30 pm on Friday, March 13, 2020.

Human Resources Advisory/Staff Diversity Committee..... 02/25/20ⁱ
Academic Senate 03/13/20
CCFA 03/13/20
CCAFF 03/13/20
Management Team 03/13/20
Supervisor/Confidential Team 03/13/20
CSEA 03/13/20
ASCC 03/13/20
Steering Committee.....

Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

ⁱ Revised Administrative Procedure emailed to Human Resources Advisory/Staff Diversity Committee Members February 25, 2020, for comment.

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

BP 7407 Compensation Guide: Academic Administrators

Reference: Education Code Section 87801

General Provision

The District shall maintain a salary schedule for management positions. The salary schedule shall reflect the responsibility of each academic administrator position.

In determining the management salary schedule, the Board of Trustees may consider the management salaries in comparable community college districts.

Board Approved	02/07/12
Desk Review	08/26/13
Desk Review	03/15/17
Revised	07/16/19

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7507 Compensation Guide: Classified Administrator/Manager and Supervisor/Confidential

Reference: Education Code Section 87801

Each classified administrator/manager and supervisor/confidential position shall be assigned to a specific range either on the management salary schedule or on the supervisor/confidential salary schedule. The management salary schedule shall include at least eight (8) steps at each range. The supervisor/confidential salary schedule shall include at least seven (7) steps at each range, and shall include a longevity provision.

A newly hired classified administrator/manager and supervisor/confidential employee will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may ~~authorize an initial salary placement up to step 3~~ recommend to the Board of Trustees an initial salary placement at a higher step.

Effective July 1 of each fiscal year, a classified administrator/manager employee shall move up one step on the designated range of the management salary schedule provided the classified administrator/manager employee has served in his/her current position for at least six (6) months prior to July. If the classified administrator/manager has not served six (6) months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

Each January 1 or July 1, depending on the supervisor/confidential employee's date of hire, a supervisor/confidential employee shall move up one step on the designated range of the supervisor/confidential salary schedule. For step movement and longevity award purposes, a supervisor/confidential employee hired between July 1 and December 31 will have a July anniversary, and a supervisor/confidential employee hired between January 1 and June ~~31~~ 30 will have a January anniversary.

A two and one-half percent (2.5%) increase will be provided to those classified administrator/manager employees who have a verified earned ~~D~~doctorate, from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned ~~D~~doctorate by the Office of Human Resources.

Classified administrator/manager and supervisor/confidential employees shall receive health and welfare benefits at the same level and conditions as offered to full-time classified staff. In order to be eligible for retiree benefits, classified administrator/manager and supervisor/confidential employees must actually retire from STRS or PERS and meet all other requirements as specified for full-time classified staff.

Board Approval 12/06/11
Desk Review 08/26/13
Desk Review 04/19/17
Revised 07/16/19
Revised

AP 7507 distributed to constituent group leaders February 28, 2020 for INFORMATION ONLY. Any responses are to be received by Robert Sammis and/or Sandra Coon no later than 4:30 pm on Friday, March 13, 2020.

Human Resources Advisory/Staff Diversity Committee..... 02/25/20ⁱ
Academic Senate 03/13/20
CCFA 03/13/20
CCAFF 03/13/20
Management Team 03/13/20
Supervisor/Confidential Team 03/13/20
CSEA 03/13/20
ASCC 03/13/20
Steering Committee.....

Note: New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by shading.

ⁱ Revised Administrative Procedure emailed to Human Resources Advisory/Staff Diversity Committee Members February 25, 2020, for comment.

**CITRUS COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES**

**BP 7507 Compensation Guide: Classified Administrator/Manager
and Supervisor/Confidential**

Reference: Education Code Section 87801

General Provision

The District shall maintain salary schedules for classified administrator/manager and supervisor/confidential employee positions. The salary schedules shall reflect the responsibility of each classified administrator/manager and supervisor/confidential position.

In determining the classified administrator/manager and supervisor/confidential salary schedules, the Board of Trustees may consider the classified administrator/manager and supervisor/confidential salaries in comparable community college districts.

Board Approved: 12/06/11
Desk Review: 08/26/13
Desk Review: 04/19/17
Revised: 07/16/19

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENTS
Board of Trustees Meeting – May 19, 2020

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Citiguard	\$85,000.00 <i>(Revision-Previously \$40,000.00)</i>	District	3/20/20-Project Completion	Security Services due to COVID-19 Closure
Westberg White Architecture	\$908,500.00 <i>(Revision-Previously \$558,500.00)</i>	Bond	11/22/17-Project Completion	Architectural Services for Educational Development Building
<u>DSP&S</u>				
TierFive, Inc.	\$8,483.00	District	4/30/20-4/29/25	Document Scanning
<u>EXTERNAL RELATIONS</u>				
Photography by Tony Kawashima, Inc.	\$10,500.00 max	District	7/1/20-6/30/21	Professional Photography Services
<u>FINANCIAL AID</u>				
Strata Information Group	\$40,800.00	District	7/1/20-6/30/21	Banner Support for Financial Aid
<u>HEALTH SCIENCES</u>				
Pomona Valley Hospital Medical Center	No Fee	No Fee	5/30/20-4/30/22	Clinical Education
<u>INSTITUTE FOR COMPLETION</u>				
The Right Questions Institute	\$4,000.00 max	Grant	1/2/20-5/31/20 <i>(Revision-Previously 1/2/20-3/31/20)</i>	Guest Presenter
<u>LIBRARY</u>				
Swank Motion Pictures	\$1,000.00	District	5/20/20-6/30/20	Motion Picture and Television Program Access

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

Use of Facilities
May 19, 2020

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Whitcomb High School	Performing Arts Center	Graduation Ceremony	5/25/21	\$1,200.00 plus additional fees if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	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 March and April 2020:

	<u>March</u>	<u>April</u>
Warrants Issued to Vendors	\$3,519,232.15	\$2,389,150.13
Warrants Issued for Students Financial Aid	\$5,584,025.14	\$613,794.92
Warrants Issued to Employees	\$5,637,516.22	\$4,967,878.75
Total	<u>\$14,740,773.51</u>	<u>\$7,970,823.80</u>

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

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during March and April 2020, totaling \$22,711,597.31.

Claudette E. Dain
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.c.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	
SUBJECT:	Disposal of Surplus Property	Information	
		Enclosure(s)	X

BACKGROUND

Education Code Section 81450 authorizes the governing board of a community college district to sell for cash any personal property belonging to the district if the property is not required for district purposes, if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. It further allows a district to sell the items by means of a public auction conducted by employees of the district or other agencies or by contract with a private auction firm after certain public notice requirements are satisfied. Additionally, Education Code Section 81450.5 allows for donations of property to a school district, community college district or other public entity.

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

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

RECOMMENDATION

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

Claudette E. Dain
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.d. _____

SURPLUS LIST
Board of Trustees Meeting - May 19, 2020

Item #	Description	Qty	Manufacturer	Model Number	Serial Number	Tag
1	Music Instrument Cases	11	ProX	N/A	N/A	N/A
2	Student Desk Right Side	262	Virco	bl-001	N/A	N/A
3	Student Desk Left Side	176	Virco	bl-002	N/A	N/A
4	Treadmills	2	Maxflex	N/A	N/A	N/A
5	Hair Dryers	3	Venus Plus	N/A	N/A	N/A
6	Copier	1	Ricoh	MP2851	344334562	N/A
7	Overhead Projector	1	3M 9060	OH-79	514733	N/A
8	Overhead Projectors	9	Eiki	3870A	N/A	N/A
9	Projector Lamp Bulbs	12	Sunny	N/A	N/A	N/A
10	Box of Printer Roller Parts	1	Misc	N/A	N/A	N/A
11	8-in-1 Card Readers	5	Dazzle	N/A	N/A	N/A
12	Printer	1	Canon	Pro-10	QC4-6047	N/A
13	Tripods	2	Manfrotto	N/A	N/A	N/A
14	Boom Arm with Weight Bag	1	Norman	N/A	N/A	N/A
15	Audio Visual Carts	6	Bretford	N/A	N/A	N/A
16	DVD Player	4	JVC	XV5300BK	N/A	N/A
17	VCR Player	2	Sharp	N/A	N/A	N/A
18	Monitor Cart	3	Acher	LL-211	N/A	N/A
19	VCM	1	Panasonic	N/A	N/A	N/A
20	Remote Controls	6	Sharp	N/A	N/A	N/A
21	Lab Cart	1	Bretford	N/A	N/A	N/A
22	Storage Cabinets	3	HON	N/A	N/A	N/A
23	Paper Cutter	1	Challenge	N/A	N/A	N/A
24	3 Wheel Utility Cart #54	1	Cushman	898461B	98009128	N/A
25	Refrigerator	1	Magic Chef	N/A	N/A	N/A
26	Wig Dryer	1	Guardian	DSC	N/A	N/A
27	Stage Lighting	12	Varilite	Ip20	N/A	N/A
28	Disposable Masks	660	North & 3M	N95	N/A	N/A
29	Autoclave Sterilizer	1	Gentinge	CAS30C	N/A	N/A
30	E-Waste Pallets	8	Misc.	N/A	N/A	N/A

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	
SUBJECT:	Ratification of Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during March and April 2020 is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify purchase orders issued during March and April 2020.

Claudette E. Dain

 Recommended by

_____/_____
 Moved Seconded

Aye ___ Nay ___ Abstained ___

Suzanne M. Perri

 Approved for Submittal

Item No. _____ G.1.e. _____

Board of Trustees Meeting May 19, 2020					
Purchase Orders Issued March and April 2020					
PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0013915	Gary Gramling	Blanket PO-Travel	Restricted	Strong Workforce	\$500.00
P0013916	Raquel Perez	Travel-CCLC Workshop	General	Superintendent/President's Office	1,346.80
P0013917	Geraldine Perri	Travel-CCLC Annual Trustee Conference	General	Superintendent/President's Office	1,845.85
P0013918	Barbara Dickerson	Travel-CCLC Annual Trustee Conference	General	Superintendent/President's Office	1,904.22
P0013919	Susan Keith	Travel-CCLC Annual Trustee Conference	General	Superintendent/President's Office	1,890.42
P0013920	Voices For All, LLC	Community Ed Classes	Comm/Contract Ed	Community Education	350.00
P0013921	Michelle Madrid	Reimbursement-Professional Growth	General	Human Resources	356.29
P0013922	Office Depot	Furniture-Astronomy Classrooms	Restricted	VP Academic Affairs	18,430.81
P0013923	BPS Truck Parts, Inc.	Blanket PO-Supplies	General	Engineering & Industrial Tech	3,000.00
P0013924	Amazon.com	Supplies	General	Athletics	565.19
P0013925	Progress Software Corp.	Software	General	Technology & Computer Services	3,059.27
P0013926	Home Depot	Blanket PO-Supplies	General	Engineering & Industrial Tech	550.00
P0013927	CDW-G, Inc.	AV Equipment-MA & VA	Restricted	Technology & Computer Services	2,976.70
P0013928	BelMetric	Blanket PO-Supplies	General	Engineering & Industrial Tech	500.00
P0013929	Amazon.com	Water Dispenser	Restricted	Campus Safety	281.35
P0013930	Shinsuck Jung	Reimbursement-Supplies	General	Athletics	72.80
P0013931	Jeff's Sporting Goods	Supplies	Trust & Fiduciary	Athletics	474.50
P0013932	Amazon.com	Standing Desk	General	Research Planning Effectiveness	588.60
P0013934	Inland Valley Daily Bulletin	Subscription	General	Superintendent/President's Office	650.00
P0013935	Denise Beatty	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	126.41
P0013936	Guillermo Miranda Castrejon	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	159.28
P0013937	Leilani Piernas	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	201.42
P0013938	Greer Baker	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	194.33
P0013939	Cindy Villegas	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	169.62
P0013940	Denise Luna	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	91.67
P0013941	Jorge Razo	Travel-FKCE Mandatory Institute Conf.	Restricted	Foster/Kinship Services	373.80
P0013942	Shauna Bigby	Travel-CA Psychiatric Annual Conf.	Restricted	Health Center	606.60
P0013943	Jennifer Flores	Reimbursement-Professional Growth	Restricted	Biological Science	65.00
P0013944	Joanne Montgomery	Travel-CCLC Annual Trustee Conference	General	Board of Trustees	1,878.01
P0013945	Patricia Rasmussen	Travel-CCLC Annual Trustee Conference	General	Board of Trustees	1,865.36
P0013946	Edward Ortell	Travel-CCLC Annual Trustee Conference	General	Board of Trustees	689.64
P0013947	Fred Diamond	Travel-ACBO Facilities Task Force Meeting	General	Facilities	940.00
P0013948	Jennifer Blackburn	Travel-Business Writing Course	General	Staff Development	200.00
P0013949	Darlene Herrera	Reimbursement-Professional Growth	General	Human Resources	232.89

P0013952	Alex Barajas	Blanket PO-Travel	General	Outreach	250.00
P0013953	Fuller Engineering	Blanket PO-Pool Chemicals	General	Athletic Facilities	10,000.00
P0013954	Rosario Garcia	Travel-SLLD Leadership Network Conf.	General	Student Life & Leadership	1,391.80
P0013955	Eileen Sin	Travel-CSUF Counselor Conference	General	Counseling	27.26
P0013956	Nicole Smith	Travel-Region 8 SEAP Partners Meeting	General	Counseling	35.77
P0013957	Southern CA Community College District JPA	Add'l PIPS 18-19 Member Contribution	Self Insurance	Risk Management	41,806.00
P0013958	Hampton Tedder Electric	Replace Cabling-Utility Building	Capital Outlay	Facilities	12,206.07
P0013959	3C4A Comm College Counselor Advisor Acad Assoc Athletics	Institutional Membership	General	VP Finance & Admin Services	125.00
P0013960	CCCSOCA	Institutional Membership	General	VP Finance & Admin Services	200.00
P0013961	Learning Resources Network, Inc.	Institutional Membership	General	VP Finance & Admin Services	695.00
P0013962	American Nurses Association	Institutional Membership	General	VP Finance & Admin Services	275.00
P0013963	Odyssey Power	Service-Transfer Switches	General	Facilities	2,025.00
P0013964	Azusa Plumbing & Heating Supply	Repair-Water Heater-PAC	General	Facilities	900.00
P0013965	Azteca Soccer	Supplies	Trust & Fiduciary	Athletics	1,605.22
P0013966	100% Soccer	Supplies	Trust & Fiduciary	Athletics	1,579.28
P0013967	Boxcast, Inc.	Website Redesign Fee	General	Athletics	2,388.00
P0013968	CDW-G, Inc.	Computers-MA, Repro & Box Office	Capital Outlay	Technology & Computer Services	42,906.66
P0013969	Battery Sales Unlimited	Cart Battery Replacement	General	Technology & Computer Services	837.49
P0013970	Ver Sales, Inc.	Supplies	Restricted	Dean Visual & Performing Arts	5,358.53
P0013971	Uline	Music Equipment Cabinets	Restricted	Dean Visual & Performing Arts	528.29
P0013972	CDW-G, Inc.	Printers-CTC	General	Counseling	1,366.26
P0013973	CDW-G, Inc.	Printers-EOP&S	General	Counseling	909.83
P0013974	Candid Career, LLC	Software	General	Counseling	1,750.00
P0013975	Bryce Neighbors	Diesel Technology Safety Boots	Restricted	Strong Workforce	280.10
P0013976	Consolidated Electrical Distributors, Inc.	Chemistry Stockroom Lights	General	VP Academic Affairs	515.97
P0013977	Amazon.com	Blanket PO-Supplies	General	Nursing	200.00
P0013978	Community College League of California	Online Database Renewals	Restricted	Library	37,123.70
P0013979	Amazon.com	Supplies	Self-supported Services	Foundation	216.07
P0013980	Pizza Hut	VPA Open House-Food	General	VP Academic Affairs	1,734.12
P0013981	Amazon.com	Blanket PO-Supplies	General	Facilities	1,000.00
P0013982	Amazon.com	Supplies	General	Counseling	132.24
P0013983	GTSOFTWARE, INC.	Software Support for ERP System	General	Technology & Computer Services	792.00
P0013984	flickr.com	Subscription	General	Technology & Computer Services	59.99
P0013985	Graybar Electric Company, Inc.	Audio Visual Equipment-CC	Trust & Fiduciary	Student Life & Leadership	1,042.92
P0013986	Shauna Bigby	Travel-HSACCC Conference	Restricted	Health Center	1,222.21
P0013987	Dominic Jacquet	Travel-A2MEND Summit	Restricted	Dean Counseling Programs, Services	1,037.78
P0013988	Carol Thomas	Travel-A2MEND Summit	Restricted	Financial Aid	1,207.78
P0013989	Anthony Di Santo	Travel-LGBTQ12-S Toolkit Training	Trust & Fiduciary	Student Life & Leadership	2.53

P0013991	Thomson West	CA Education Code 2020 Pamphlets	General	Human Resources	169.79
P0013992	Time Warner Cable	Blanket PO-Utilities	General	Utilities	6,000.00
P0013993	Proforma Quality Printing	Supplies	Restricted	Other Student Services	1,000.00
P0013994	Office Depot	Blanket PO-Supplies	Restricted	DSP&S	1,000.00
P0013995	Amazon.com	Supplies	Restricted	Mathematics	21.47
P0013996	Amazon.com	Supplies	Restricted	English	35.45
P0013997	Costco Wholesale	Blanket PO-Supplies	Self-supported Services	Foundation	5,000.00
P0013998	Alertus	Alertus Beacon Renewal	General	Technology & Computer Services	9,950.00
P0013999	North State Environmental	Blanket PO-COVID-19-Sanitizing	Capital Outlay	Purchasing & Warehouse	50,000.00
P0014000	Servpro of Glendora	Blanket PO-COVID-19-Sanitizing	Capital Outlay	Purchasing & Warehouse	50,000.00
P0014001	Safety-Kleen	Blanket PO-COVID-19-Sanitizing	Capital Outlay	Purchasing & Warehouse	50,000.00
P0014002	CDW-G, Inc.	Webcam-Online Counseling	Restricted	Career Center	2,438.29
P0014003	Target	Blanket PO-Supplies	Restricted	Career Center	3,000.00
P0014004	Jack X Change.com	Automatic Menu-Driven ATF Exchanger	Restricted	Dean Career Technical Education	4,744.06
P0014005	Amazon.com	Standing Desk Automotive	General	Engineering & Industrial Tech	223.44
P0014006	W.W. Grainger, Inc.	Blanket PO-Supplies	General	Engineering & Industrial Tech	1,000.00
P0014007	Pape Material Handling	Forklift-Service	General	Engineering & Industrial Tech	1,000.00
P0014008	Costco Wholesale	Blanket PO-Supplies	General	Dance	550.00
P0014009	Plumbing Wholesale Outlet	Blanket PO-Supplies	General	Maintenance	1,000.00
P0014010	Amanda Konya	VA Photo Program-Supplies	General	Photography	700.00
P0014011	Pacific Dining Food Service Management	CTE Food-Advisory Meeting	General	Engineering & Industrial Tech	600.00
P0014012	Ronald Collins	Arbitration/Mediation Services	General	Human Resources	10,000.00
P0014013	School Savers	Blanket PO-Supplies	Restricted	Mathematics	1,150.28
P0014014	J.H. Mitchell & Sons Distributors, Inc.	Diesel Fuel-Auto	General	Engineering & Industrial Tech	1,500.00
P0014015	Citiguard Security Guards	Campuswide Security-COVID-19	General	Emergency-COVID-19	40,000.00
P0014016	CDW-G, Inc.	Equipment	General	Reprographics	7,863.07
P0014017	Office Depot	Blanket PO-Supplies	General	Engineering & Industrial Tech	500.00
P0014018	Sanofi Pasteur, Inc.	Tubersol Solution	Restricted	Health Center	395.70
P0014019	Kaplan Co., Inc.	Blanket PO-Online Services	General	Nursing	2,250.00
P0014020	Bryce Neighbors	Reimbursement-Tools	General	Engineering & Industrial Tech	440.88
P0014021	Caliber Pool & Spa Service	Replacement Part for Chemical Pump	Capital Outlay	Facilities	618.05
P0014022	Paradigm Inc.	Blanket PO-Diploma/Certificate Service	General	Admissions & Records	7,000.00
P0014023	Cengage Learning	Training DVD Videos	General	Cosmetology	551.23
P0014024	Wurth USA, Inc.	Blanket PO-Supplies	General	Engineering & Industrial Tech	500.00
P0014025	Vista Higher Learning	Panorama Access Codes-Study Abroad	General	VP Academic Affairs	850.00
P0014026	CDW-G, Inc.	Laptop-Automotive	General	Automotive Technology	1,906.20
P0014027	Salima Allahbachayo	Reimbursement-BVNPT Director Forum	General	Nursing	75.00
P0014028	Emanate Health	Student Registration Fees-Symposium	Restricted	Nursing	100.00

P0014029	Sigurdson Sales Services, Inc.	Blanket PO-Equipment	General	Reprographics	35,000.00
P0014030	Brett Lauer	Reimbursement-19/20 Basketball Season	General	Kinesiology	980.32
P0014031	Global CTI Group, Inc.	COVID-19-Telephone Support	General	Emergency-COVID-19	1,058.40
P0014032	United Rentals	Rental of Lift	General	Facilities	2,000.00
P0014033	SARS Software Products, Inc.	SARS Interface/Zoom	Restricted	Dean Counseling Programs, Services	2,350.00
P0014034	Mercury Fence Co., Inc.	Fence Repair-ST	General	Grounds	2,000.00
P0014035	Amica Mutual Insurance	Vehicle Insurance Claim Payment	General	Purchasing & Warehouse	3,490.72
P0014036	North State Environmental	Hazardous Waste Pickup	General	Risk Management	7,719.18
P0014037	1000Bulbs.com	Blanket PO-Supplies	General	Maintenance	3,000.00
P0014038	Azusa Plumbing & Heating Supply	Blanket PO-Supplies	General	Maintenance	4,000.00
P0014039	Consolidated Electrical Distributors, Inc.	Blanket PO-Supplies	General	Maintenance	2,000.00
P0014040	W.W. Grainger, Inc.	Blanket PO-Supplies	General	Maintenance	2,000.00
P0014041	California Industrial	Replace Boiler-CP	Capital Outlay	Facilities	14,900.00
P0014042	Hampton Tedder Electric	Replace High Voltage Switch-ES	Capital Outlay	Facilities	11,668.99
P0014043	Climatec, LLC	Chemical Status Control Sensor	Capital Outlay	Facilities	16,049.59
P0014044	Career America, LLC	Chatbot for Counseling	Restricted	Counseling	3,000.00
P0014045	American Dental Assoc.	Institutional Membership & Site Visit	General	VP Finance & Admin Services	4,135.00
P0014047	Smartsheet, Inc.	SmartSheet Cloud Based SW	General	Technology & Computer Services	22,540.00
P0014048	NADA Scientific, Ltd.	Fiat Engine for EV/Alt Energy Vehicles	Restricted	Career Technical Education	7,331.63
P0014049	MK Smith Chevrolet	Engine-Module Kit	Restricted	Career Technical Education	11,059.82
P0014050	Evisions	Software Renewal	General	Technology & Computer Services	24,178.00
P0014051	Ann Everett	Reimbursement-Camera	General	Cosmetology	108.31
P0014052	Formstack, LLC	Online Student Forms	Restricted	Outreach	15,000.00
P0014053	University & College Designers Association	Design Award Entries	General	External Relations	450.00
P0014054	CDW-G, Inc.	Blanket PO-COVID-19-Tech Equipment	Capital Outlay	Technology & Computer Services	20,000.00
P0014055	Best Buy Business Advantage Account	Blanket PO-COVID-19-Student Gift Cards	Foundation Supported	Emergency-COVID-19	75,000.00
P0014056	Irma Rios	Travel-2020 CASFAA Tax Training	Restricted	Financial Aid	84.86
P0014057	Gale Group	Blanket PO-eBooks	General	Library	9,720.00
P0014059	San Gabriel Valley Newspaper Group	Advertisements	General	External Relations	4,500.00
P0014060	EBSCO Publishing	eAudiobook	General	Library	95.00
P0014061	Swank Motion Pictures, Inc.	Licensing Agreement	General	Library	1,000.00
P0014062	Safety-Kleen	Blanket PO-Hazardous Waste Removal	General	Engineering & Industrial Tech	2,000.00
P0014063	Maria Morrish	Reimbursement-Camera Stand	General	Cosmetology	47.07
P0014064	Wavefunction, Inc.	Student Software Licenses	General	Chemistry	1,400.00
P0014065	ISE, Inc.	Banner Scheduling Software	General	Technology & Computer Services	2,529.00
P0014066	CampusLogic, Inc.	Software	Restricted	Financial Aid	60,310.00
P0014067	Amazon.com	Blanket PO-Supplies	General	Art	500.00
P0014068	Harrington Geotechnical Engineering, Inc.	Engineering Report-IS	Capital Outlay	Facilities	9,500.00

P0014069	Saf-Com Supply, Inc.	Fire Alarm Batteries	General	Maintenance	450.70
P0014070	Frasca Plumbing Company	Repair Storm Drain-S2	Capital Outlay	Facilities	14,986.65
P0014071	SurveyMonkey.Com	Subscription	General	Research Planning Effectiveness	384.00
P0014075	B&H Photo-Video-Pro Audio	Blanket PO-Supplies	General	Student Publications	1,500.00
P0014076	Michelle Yanez	Reimbursement-SGV Economic Summit	Restricted	Strong Workforce	90.00
P0014078	Amazon.com	Blanket PO-Supplies	General	Staff Development	1,000.00
P0014079	Prestosports, Inc.	Website Redesign Fee	General	Kinesiology	1,250.00
P0014080	Office Depot	Blanket PO-Supplies	General	Student Publications	700.00
P0014081	Salon Centric	Supplies	General	Cosmetology	1,048.59
P0014082	Pocket Nurse	Blanket PO-Supplies	General	Nursing	1,000.00
P0014083	Compansol	Web Training	Restricted	STEM	3,004.95
P0014084	Deena Robertson	Consultant,FKCE Trainer, BOT 6/28/19	Restricted	Foster/Kinship Services	2,500.00
P0014085	Cheryl Kroll	Consultant,FKCE Trainer, BOT 2/04/20	Restricted	Foster/Kinship Services	1,500.00
P0014086	Kaplan Co., Inc.	Online Student Tutorials	Restricted	Nursing	5,565.00
P0014087	Redi-Relief First Aid & Safety, Inc.	Blanket PO-Supplies	General	Engineering & Industrial Tech	1,000.00
					\$905,689.39

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.f.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
MAY 19, 2020**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Durfield, Amber	Assist with Remote Working COVID-19 Stipend	Hourly as Needed	4/8/20	6/12/20	\$61.16/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 19, 2020**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Carlin, Shannon	Counselor	Hourly as Needed	5/20/20	6/30/20	\$54.13/hr.
Fuller, Jessica	Counselor	Hourly as Needed	5/20/20	6/30/20	\$54.13/hr.
Holm, Jesse	Counselor	Hourly as Needed	5/20/20	6/30/20	\$54.13/hr.
Ramos, Renee	Counselor	Hourly as Needed	5/20/20	6/30/20	\$54.13/hr.
Tavakoli, Monica	Instructor - Health Sciences	Hourly as Needed	2/25/20	6/12/20	\$54.13/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
SUMMER 2020
MAY 19, 2020**

NAME	AREA	PLACEMENT	LHE RATE
Hernandez, Daryl	Visual and Performing Arts	1-1	\$1,236.00
Pate, Kathleen	Visual and Performing Arts	1-1	\$1,236.00

**ACADEMIC EMPLOYEES - NON-CREDIT
SUMMER 2020
MAY 19, 2020**

Instructor	Placement	Hourly Rate
Baek, Jessie	1-1	\$46.33
Cui, Jocelyn	1-1	\$46.33
Fielding, Kelsey	1-1	\$46.33
Flores, Paul	1-1	\$46.33
Gonzalez, Brian	1-1	\$46.33
Guerrero, Saul	1-1	\$46.33
Lam, Tony	1-1	\$46.33
Lopez, Lorena	1-1	\$46.33
Mittman, Jenna	1-1	\$46.33
Payne, Lorissa	1-1	\$46.33
Poole, Jessica	1-1	\$46.33
Steffen, Scott	1-1	\$46.33
Thomas, Robert	1-1	\$46.33
Utle, Marla	1-1	\$46.33
Woo, Chak	1-1	\$46.33

**ACADEMIC EMPLOYEES
LEAVE/SEPARATIONS
May 19, 2020**

NAME	CLASSIFICATION	AREA	REASON	DATE OF SEPARATION
Guttman, Kenneth	Psychology Instructor	Social and Behavioral Sciences	Deceased	4/18/20

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	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 Fe Lopez, Human Resources Technician II.

RECOMMENDATION

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

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.g.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MAY 19, 2020**

NAME	PCT/CLASS	REASON	BEGIN	RANGE & STEP	MONTHLY RATE
Hawkins, Phil	Maintenance Supervisor	Temporary Upgrade	7/1/20	9-7+3A	\$9,134/mo.
Ramos, Michael	Environmental Health and Safety Programs Supervisor	Temporary Upgrade	7/1/20	8-2+3A	\$6,816/mo.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.h.

**STIPENDS STRS NON-CREDITABLE
MAY 19, 2020**

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Wang, Claire	Stipend	Assistant Music Director for Concert Choir and Treble Choir	Visual and Performing Arts	\$50.00/hr.	4/8/20 through 6/12/20

**PROFESSIONAL EXPERTS
MAY 19, 2020**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE
Cappeli, Nicholas	Guest Lecturer	Visual and Performing Arts	5/20/20 through 6/12/20	\$50.00/hr.
Farrar, Jeffery	Football Assistant Coach	Kinesiology	5/20/20 through 6/30/20	\$13.00/hr.
Floden, Connor	Football Assistant Coach	Kinesiology	5/20/20 through 6/30/20	\$13.00/hr.
Hernandez, Carla	PAGE Specialist	Strong Workforce	6/1/20 through 6/30/20	\$48.60/hr.
Hernandez, Carla	PAGE Specialist	Strong Workforce	7/1/20 through 7/14/20	\$48.60/hr.
Rabaudi, Nicole	Mental Health Therapist	Student Health Center	4/8/20 through 6/30/20	\$35.00/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Approval of the Citrus College 2020 Sustainability Plan	Information	_____
		Enclosure(s)	X

BACKGROUND

In keeping with the college's institutional planning process, Citrus College has developed a new 2020 Sustainability Plan. This plan was developed using the Chancellor's Office sustainability template.

The new Sustainability Plan was developed in conjunction with the newly adopted 2020-2030 EFMP, and in consultation with the Sustainability Committee. The 2020 Sustainability Plan was approved by the Physical Resources Committee on March 26, 2020, and by the Steering Committee on April 20, 2020.

Continuing on the documented success of the inaugural Sustainability Plan, the Citrus College 2020 Sustainability Plan will build upon proven goals in sustainability including: curriculum, green purchasing, transportation, waste management, energy efficiency, renewable energy and the built environment. Aligned with the 2020-2030 Educational and Facilities Master Plan, the new Sustainability Plan will encourage efficient design and economically viable movement toward greenhouse gas (GHG) reduction, a cornerstone goal of the Board of Governors and the State of California.

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

RECOMMENDATION

Authorization is requested to approve and adopt the Citrus College 2020 Sustainability Plan.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.2.



Citrus Community College District Sustainability Plan



Produced by the
Citrus College Sustainability Committee

2020

ACKNOWLEDGMENTS

The authors of this plan would like to acknowledge the following individuals for their efforts and support in the creation of the Citrus College Sustainability Plan.

Citrus Community College District

- Citrus Community College District Board of Trustees
 - Dr. Patricia Rasmussen, President
 - Mrs. Susan M. Keith, Vice President
 - Mrs. Joanne Montgomery, Clerk/Secretary
 - Dr. Barbara Dickerson, Member
 - Dr. Edward C. Ortell, Member
 - Ms. Nancy Gonzalez-Villatoro, Student Representative

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

- Claudette Elias Dain, Vice President, Finance and Administrative Services

- Sustainability Committee
 - Fred Diamond, Chair, Director of Facilities and Construction
 - Claudette Elias Dain, Vice President, Finance and Administrative Services
 - Leigh Buchwald, Network & Telecommunications Systems Supervisor
 - Ernie Loera, Associate Director of Facilities
 - Shawn Jones, Director of Business Services
 - Mike Ramos, Interim Environmental Health & Safety Supervisor
 - Jeremy Clark, Faculty
 - Dr. Arvid Spor, Vice President of Academic Affairs
 - Dan Vilter, Performing Arts Technical Supervisor
 - Fernando Flores, Student
 - Tiina Mittler, Director of the Haugh Performing Arts Center
 - Jorge Cortez, Transportation/Warehouse Coordinator
 - David Colindres, Buyer
 - Julian (Trip) Horton, Physical Education Athletics Facilities Supervisor
 - Phil Hawkins, Interim Maintenance Supervisor
 - Doug Schultz, Communications Supervisor
 - Berta De Los Santos, Facilities Operations Assistant
 - Dr. Maryann Tolano-Leveque, Dean of Students

External Agencies & Partners

- Lisa Hannaman, Southern California Edison
- Gustavo Sevilla, Southern California Gas Company

California Community Colleges Chancellor's Office

- Hoang Nguyen, Director of Facilities

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SECTION 1.

EXECUTIVE SUMMARY

As with many public sector agencies, Citrus College recognizes the environmental, economic, and social benefits of resource efficiency and sustainability. The passage of the California Global Warming Solutions Act (AB-32) and the establishment of a Sustainability Policy by the California Community Colleges (CCC) Board of Governors have made it imperative for California's community colleges to develop an organized, comprehensive approach that incorporates the elements of sustainability, satisfies state regulations, takes advantage of and captures available resources and complimentary programs, and adopts best management practices in a concise and proactive plan for the future.

Sustainability is defined as "meeting the needs of the present without compromising the ability of future generations to meet their own needs." The purpose of the Citrus College Sustainability Plan is to prepare the College for the anticipated environmental and regulatory challenges of the 21st century, to guide the College towards becoming a more sustainable institution, to prepare students for the green economy, and ultimately to be an overall good steward of College resources.

The following Sustainability Plan articulates the vision, goals, and objectives established by the College for sustainability, as well as the strategies to meet these goals. This Plan has been developed by the Citrus College Sustainability Committee, which includes students, faculty and staff. The Sustainability Committee has developed this Sustainability Plan in coordination with the many different College stakeholders to ensure that the plan meets the needs of the College.

Sustainability Vision Statement

Citrus College will promote an active learning, listening, and participatory environment, where students, faculty and staff are immersed in quality education and collaborate with peers, colleagues, and industry professionals in order to encourage and create sustainability awareness and social responsibility, thereby, fostering the advancement of sustainable practices and conservation of resources for the college proper, community and nation as a whole.

SECTION 2.

BACKGROUND

2.1 HISTORY OF SUSTAINABILITY EFFORTS TO DATE

Citrus College has been at the forefront of sustainability since the mid 1990's and has made significant strides in energy efficiency. As new technologies are developed, the College has installed energy efficient lighting, installed and maintained heating, ventilation and air-conditioning (HVAC), lighting controls, energy management systems (EMS), initiated and installed three retro-commissioning (RCx) projects, completed two xeriscaping projects, implemented California Energy Commission (CEC) grant-funded electronic "smart controls" for computers and peripherals as well as implemented server and desktop virtualization, and designed and constructed all new buildings to a U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Silver equivalent ratings. Over the past six years, through grant funding provided by Proposition 39, the College has been able to cumulatively save approximately 2.5 million kilowatt hours of energy per year. Additionally, Citrus College will soon be commissioning start-up of its first photovoltaic (PV) project. According to engineering evaluations, this PV installation could provide up to 900,000 kilowatts of electrical power generation per year. For the future, Citrus College proudly continues to identify new sustainable technologies for the built environment and promotes viable and sustainable practices with students, faculty and staff.

While the primary focus of the College's efforts have been in energy efficiency and conservation, there are many other areas of sustainability where active programs are being implemented. Citrus College continues to manage a sophisticated recycling program and on-campus materials recycling facility to capture recyclables from its waste stream. The College has implemented numerous water conservation strategies, storm water pollution prevention measures, and has adopted a green purchasing program for office supplies, and cleaning/custodial supplies.

From a broader perspective, the College has actively developed the 2020-2030 Educational and Facilities Master Plan, which identifies facilities needs pursuant with the educational needs of the College. The 2020-2030 EFMP identifies growth and modernization projects that would accommodate the latest in sustainable practices, energy efficiency, code compliance, preparation for a growing green economy, and will guide the College for the next ten years.



2.2 CREATION OF THE SUSTAINABILITY PLAN

To create this Sustainability Plan, Citrus College followed the process and utilized the tools provided in the California Community Colleges Sustainability Template. Developed by Citrus College and the California Community Colleges Chancellor's Office with support from a grant provided by the California Energy Commission, the Sustainability Template is a model platform that is available for use by all California community colleges. Illustrated in the chart in section 2.1, the development process is clear, concise, effective and actionable. The implementation of the sustainability planning process and the resulting Sustainability Plan are described comprehensively in the following chapters.

In August 2012, the Citrus Community College District Board of Trustees made a commitment to improve the College's sustainability policy by approving the first formal Citrus College Sustainability Plan. This marked the beginning of a new era for Citrus College and the Sustainability Plan. The Citrus College Sustainability Committee spearheaded this effort. While the members of the Sustainability Committee change, the goals, viability and vision remain founded and have led to the second generation of the Sustainability Plan.

The College Sustainability Committee followed the process illustrated in the aforementioned chart to develop the Sustainability Plan.

2.3 COLLEGE SUSTAINABILITY COMMITTEE

In order to manage this process and to fortify the on-going comprehensive Sustainability Plan, the College maintains the Sustainability Committee, consisting of faculty, staff, and students to provide representation from the different College stakeholders. From its onset with the first Citrus College Sustainability Plan in 2012, the committee has remained responsible for developing and implementing the sustainability programs and projects described in the Sustainability Plan, thereby, fostering the sustainability goals of the College.

The Chair of the Sustainability Committee is Mr. Fred Diamond, Director of Facilities and Construction, and he can be reached at fdiamond@citruscollege.edu or (626) 914-8691.



2.4 THE POLICY CONTEXT OF SUSTAINABILITY PLANNING

Sustainability can provide environmental, economic and social benefits to the College. However, there are other motivations for Citrus College to pursue these practices. The State of California has been on the forefront of efforts in establishing aggressive policies and standards for environmental protection and reducing greenhouse gas (GHG) emissions that contribute to global warming. In 1970, the State adopted the California Environmental Quality Act (CEQA) with the goal of informing governments and the public about potential environmental impacts of projects. From 2005 onward, legislation has been passed to directly regulate GHG emissions by utilizing incentive mechanisms, cap-and-trade programs, and mandatory reporting while encouraging voluntary activities such as purchasing emissions offsets and offering renewable energy certificates (RECs). Compliance with state policies and regulations regarding these issues is an important factor for consideration by Citrus College.

The following outlines the numerous policy and regulatory drivers that contributed to the creation of this plan.

2.4.1 CCC BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY

To encourage the California community colleges in moving to a more sustainable future, the CCC Board of Governors approved the Energy and Sustainability Policy in January 2008, which put forth goals for each college campus to reduce its energy consumption from the 2001-02 baseline by 15 percent; all to be attained by 2011-12. The policy also sets goals for minimum efficiency standards of new construction and renovation projects and provides an incentive of 2 percent of construction costs for new construction projects and 3 percent of construction costs for modernization projects. It also sets goals for energy independence through the purchase and generation of renewable power and energy conservation through the pursuit of energy efficiency projects, sustainable building practices, and physical plant management.

The California Community Colleges Chancellor's Office aligns sustainability policy by way of the Board of Governors. Subsequently, the Board of Governors has also adopted a climate change and sustainability goal structure that will carry the California Community Colleges system through the next decade with critical goals occurring in 2025 and 2030. The Board of Governors aligns sustainability policy in accordance with State of California climate regulations.

2.4.2 SIGNIFICANT STATE OF CALIFORNIA CLIMATE REGULATIONS

2.4.2.1 *State of California Executive Order S-3-05*

Executive Order S-3-05 was signed by the Governor of California in 2005, thereby, identifying the California Environmental Protection Agency (Cal/EPA) as the primary state agency responsible for establishing climate change emission reduction targets throughout the state. The Climate Action Team, a multi-agency group comprised of various state agencies, was formed to implement the Executive Order S-3-05. Shortly thereafter, in 2006, the team introduced GHG emission reduction strategies and practices to reduce global warming. These measures are aimed at meeting the Executive Order's long-term goal of reducing GHG emissions to 80 percent below 1990 levels by 2050.

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2.4.2.2 Global Warming Solutions Act of 2006 (AB-32)

The Global Warming Solutions Act, or Assembly Bill 32 (AB-32), was adopted in 2006 by the California legislature, establishing two key requirements in regard to climate change reduction measures. The first requires that California GHG emissions be capped at 1990 levels by 2020, and the second establishes an enforcement mechanism for the GHG emissions reduction program with monitoring and reporting implemented by the California Air Resources Board (CARB).

In 2008, the Assembly Bill 32 Scoping Plan was released by CARB which describes measures to implement the requirements set by AB-32. In addition to partnering with local governments to encourage the establishment of regional emission reduction goals and community regulations, the Scoping Plan uses various mechanisms to reduce emissions state-wide, including incentives, direct regulation and compliance mechanisms.

2.4.2.3 California Renewables Portfolio Standard

The California Renewables Portfolio Standard (RPS) was established in 2002 under Senate Bill 1078 and mandated that electrical corporations increase total procurement of eligible renewable resources by at least 1 percent per year to reach a goal of 20 percent electricity generation from renewable resources. These goals were accelerated in 2006 under Senate Bill 107, which mandated that at least 20 percent of the total electricity sold be generated from renewable resources by the end of 2010. The RPS was further extended in 2008 by Executive Order S-14-08, which required that 33 percent of total electricity sales be generated from renewable resources by 2020. In April of 2011, this RPS standard of 33 percent renewable by 2020 was enacted into law through final passage of Senate Bill X 1-2 (Simitian) and extended to apply to both public- and investor-owned utilities.

2.4.2.4 Senate Bill 97

Senate Bill 97, passed in 2007, required the Governor's Office of Planning and Research (OPR) to develop and recommend amendments to CEQA guidelines for addressing GHG emissions related to land use planning. The amendments to CEQA were approved and became effective in March 2010, thereafter, requiring all CEQA documentation to include and comply with the new amendments established for addressing greenhouse gas emissions.

2.4.2.5 Senate Bill 375

Senate Bill 375 was passed in 2008 to reduce GHG emissions caused indirectly by urban sprawl throughout California. The bill offers incentives for local governments to execute planned growth and development patterns around public transportation in addition to revitalizing existing communities. Metropolitan Planning Organizations (MPOs) work with CARB to reduce vehicle miles traveled by creating sustainable urban plans with a comprehensive focus on housing, transportation, and land use. Urban projects consistent with the MPO's Sustainable Community Strategy (SCS) can bypass the CEQA's GHG emission environmental review. This provides developers with an incentive to comply with local planning strategies, which support the State's greater effort for overall emission reduction in the land use and transportation sector.

2.4.2.6 Assembly Bill 341

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Effective July 1, 2012, businesses and public entities, including schools and school districts, that generate four cubic yards or more of waste per week, and multifamily units of five or more, are required to recycle. AB 341 also established a statewide goal of 75 percent diversion of solid waste to landfills. The purpose of this law was to reduce greenhouse gas emissions by diverting commercial solid waste to recycling efforts and to expand opportunities for additional recycling services and recycling manufacturing facilities in California.

2.4.2.7 Regional Air Pollution Control Districts (APCD) and Air Quality Management Districts (AQMD)

In 1947, the California Air Pollution Control Act was passed and authorized the creation of Air Pollution Control Districts (APCDs) and Air Quality Management Districts (AQMDs) in every county. APCDs and AQMDs are tasked with meeting federal and state air pollution requirements set by the Clean Air Act. Air districts can develop regulations to achieve the necessary public health standards, though these regulations need approval from the California Air Resources Board (CARB) and the U.S. Environmental Protection Agency (EPA). APCDs and AQMDs have jurisdiction over businesses and stationary sources of emissions and can offer varying levels of outreach, grants, CEQA review, and technical assistance to interested public and private parties. The APCDs and AQMDs do not have the authority to regulate mobile air pollution sources, which is the responsibility of CARB, and must defer to state or federal regulations provided by CARB and the EPA.

2.4.2.8 Senate Bill 100

In September 2018, Governor Brown signed Senate Bill 100 (SB 100), authored by Senate President Pro Tempore Emeritus Kevin de Leon. The bill, accompanied by an executive order, put California on the path to meet a 100 percent carbon neutrality goal by 2045. SB 100 advanced the state's existing Renewables Portfolio Standard (RPS) to 50 percent by 2025, 60 percent by 2030 and provided for a "most ambitious carbon neutrality commitment of any major economic jurisdiction in the world," according to Governor Brown.

SECTION 3.

VISION STATEMENT, GOALS, AND PRIORITIES

The Citrus College Sustainability Committee has developed the following Vision Statement to guide its Sustainability Planning efforts.

Citrus College will promote an active learning and participatory environment, where students, faculty and staff are immersed in quality education and collaborate with peers and industry professionals to encourage and create sustainability awareness and social responsibility, thereby, fostering the advancement of sustainable practices and conservation of resources for the College proper, community and nation as a whole.

To realize this Vision Statement, the Citrus College Sustainability Committee has defined the following sustainability goals and priorities. The goals and priorities for the Sustainability Plan reflect College needs, interests, and available resources.

Goal Number	Area of Sustainability	Established Goal
1	Economic Return on Investment	Evaluate the return on investment of capital improvements for sustainability based projects based upon life-cycle Net Present Value (NPV).
2	Energy Efficiency	Reduce overall energy consumption by five percent within three years. Establish new reduction goals after three years, based on planned activities and additional opportunities that may be captured.
3	The Built Environment	Construct all major capital projects to meet a LEED Silver “equivalent” standard, with goals to reduce energy and water use, wastewater discharges and sustainable landscaping practices. Comply with the Cal Green Code as enforceable through Title 24, CCR.
4	Technology Utilization	Continue to take advantage of new technologies and technology-based improvements in all areas of waste reduction, energy usage and sustainable culture.
5	Renewable Energy Use	Procure electricity from viable renewable sources that comply with Title 24, CCR.
6	Leadership and Champions	Identify College community members who will be enthusiastic, involved, reasonable and responsible to lead the College in its sustainability efforts and to set the example for generations to come.
7	Waste Diversion and Management	Continue to implement the recycling program, expand it to include all sectors of recycling and

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		waste reduction to landfills, comply with recycling program requirements of AB-341 and continue to exceed the statewide landfill diversion goal of 75 percent by 2020.
8	Transportation Efficiency	Reduce the reliance of students, faculty and staff on single occupancy vehicle commutes by 5 percent within the next five years. Encourage the utilization of public bus and rail transportation, carpooling and bicycling to campus.
9	Communication and Education	Develop and implement a program to raise awareness in the College community to inspire behavioral changes to enhance sustainability. Publish success stories via mass media to the broader College community each semester.
10	College and Community Involvement	Increase community awareness and support of the College sustainability efforts through the use of targeted media. Engage students via club awareness and ASCC interaction.
11	Curriculum	When appropriate to a program of study, encourage the inclusion of sustainability content (social responsibility, sustainable development strategies, and carbon management) into curriculum and/or instructional material.
12	Continuous Improvement	Improve existing sustainability efforts by analyzing and auditing current activities to identify changes to processes and to increase effectiveness and develop future goals. Analysis of energy and water usage and solid waste management programs will be completed at the end of each fiscal year.
13	Greenhouse Gas Reduction	Reduce annual GHG emissions to 1990 levels by 2020 and achieve climate neutrality by 2050. Align goals with the California Community Colleges Chancellor's Office guidelines.
14	Avoided Costs	Tabulate and review the annual cost avoidance associated with the implemented energy measures.

The goals and criteria established for the Sustainability Plan will be monitored during Plan implementation as described in Section 5, "Monitor and Report Performance."

SECTION 4.

PROGRAMS AND PROJECTS FOR IMPLEMENTATION

Based on the goals and priorities described above, the Citrus College Sustainability Committee has selected the following programs and projects to actively improve College sustainability.

These key programs and projects were selected from a menu of suggested programs and projects from the California Community Colleges Sustainability Template. As a result, the major headings and individual programs and projects that are numbered in this Plan (Section 4) reflect a sequential numbering system outlined for ease in continuity. It should be understood that the CCC Sustainability Template numbering system for programs and projects is found in Section 7 of the Template.

4.1 MANAGEMENT AND ORGANIZATIONAL STRUCTURE

In order to implement an effective Sustainability Plan, it is important for Citrus College to have a policy mandate for sustainability, the institutional structure required to manage the process, and the financial and programmatic expertise to accomplish Plan goals. The College will implement the following programs to meet this requirement.

4.1.1 ADOPT A DISTRICT SUSTAINABILITY POLICY

The Citrus Community College District Board of Trustees adopted a Sustainability Mission Statement and expressed support for the development of the College's first Sustainability Plan by passing Resolution No. 2011-12-08 at its April 3, 2012 meeting. That action provided the policy mandate for the Sustainability Committee and the College at large to create and implement the Citrus College Sustainability Plan. This Sustainability Plan is an enhanced and updated plan that reflects the College's current goals and is aligned with the College's newly updated 2020-2030 Educational and Facilities Master Plan.

4.1.2 APPOINT A SUSTAINABILITY COMMITTEE

The Citrus College Sustainability Committee, consisting of students, faculty and staff, was established in March 2012 to develop the Sustainability Plan and to manage and track its implementation. Over time, members of the committee change, new members are added and some members drop from participation, but the overall management of the plan is relegated to the current members. The Committee meets approximately quarterly to implement the plan and to report progress to the College community. A complete listing of committee members is included in Appendix 1.

4.1.3 EMPLOY SUSTAINABILITY PROFESSIONALS, AS REQUIRED

Many of the programs and projects that will be implemented as part of the Sustainability Plan will require expertise that the College does not possess. As needed, the Sustainability Committee will recommend to College administration if specialized professional assistance is required to accomplish the goals of the Plan.

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4.1.4 INTEGRATE SUSTAINABILITY PLANNING INTO MASTER PLANNING

The Educational and Facilities Master Plan and sustainability planning should be integrated and complementary. As the Educational and Facilities Master Plan is reviewed and revised, elements of the Sustainability Plan will be incorporated to ensure that the College goals for sustainability are reflected in this over-arching planning document. The newly developed 2020-2030 Educational and Facilities Master Plan is fully aligned with the sustainable goals of the College and the Sustainability Plan operates in concert with the Educational and Facilities Master Plan.

4.2 ENERGY EFFICIENCY

Energy efficiency is one of the most cost-effective ways to reduce the College's energy use and its resultant carbon footprint. When implemented properly, efficiency measures can decrease energy use without compromising comfort. It can also improve indoor air quality while enhancing student, faculty and staff performance. Energy efficiency will be a higher priority than renewable or other on-site energy generation due to more favorable economics and having a greater impact on GHG emissions.

The following energy efficiency programs and projects will be implemented at Citrus College.

4.2.1 SET ENERGY EFFICIENCY GOALS

It is important to set goals for the reduction of any resource in order to define success. During the development of the Sustainability Plan, one of the key goals established by the Sustainability Committee was to "Reduce overall energy consumption by 5 percent within three years and establish new reduction goals after two years based on plan activities and additional opportunities." The College's Director of Facilities and Construction will be responsible for the implementation and monitoring of this goal.

4.2.2 EVALUATE MECHANISMS FOR THE IMPLEMENTATION OF ENERGY EFFICIENCY PROJECTS

Citrus College will evaluate various mechanisms for the identification and implementation of energy efficiency projects and programs, including the use of in-house staff, engineering consultants, and contractors. The College has already been successful in leveraging expertise and resources from Southern California Edison and the CCC/IOU Energy Efficiency Partnership for the identification of College energy savings projects.

4.2.3 CONDUCT A FACILITY PRIORITIZATION SURVEY

The College's Director of Facilities and Construction will continue to perform a Facility Prioritization Survey. The survey will be used to establish priorities for conducting comprehensive facility energy audits, which are currently planned by Southern California Edison. Buildings will be prioritized based on energy use intensity (EUI) (i.e., electricity and natural gas use per gross square foot per year). Subsequently, buildings with the highest energy use intensity are given highest priority. In the event that metered data does not exist or is unavailable, buildings that are recognized to be high energy users by College staff will be prioritized first.

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4.2.4 CONDUCT COMPREHENSIVE FACILITY ENERGY AUDITS

As previously described, plans are already in place to perform comprehensive energy audits at targeted College facilities. These audits are performed by Southern California Edison (SCE) and the assets available to the CCC/IOU Energy Efficiency Partnership. An audit report will be issued by SCE that will identify low-cost and no-cost energy efficiency improvements, as well as retrofit and capital improvement project opportunities with detailed energy savings and economic calculations.

4.2.5 IMPLEMENT NEW AND EXISTING AUDIT RECOMMENDATIONS

Based upon the results of the audits and available resources, the College will initiate implementation of the audit recommendations. Priorities will be determined by current energy usage, return on investment and available resources.

4.2.6 IDENTIFY AND TAKE ADVANTAGE OF GRANT AND INCENTIVE PROGRAMS

The College has been and continues to be an active participant in the CCC-IOU Energy Efficiency Partnership incentive program, the SCE Savings-by-Design program, and actively explores and takes advantage of grants where appropriate. Citrus College has also been able to capture enormous economic benefit by utilizing the Prop. 39 grant program for jobs creation and energy efficiency. The College will continue leveraging resources based upon funding availability from the State of California.

4.2.7 EFFICIENT LIGHTING AND LIGHTING CONTROLS

Citrus College has performed a variety of energy efficient lighting retrofit projects in recent years, including state-of-the art classroom and office lighting, parking lot lighting, pedestrian pathway lighting, core campus lighting and sports field and stadium lighting retrofits. These lighting retrofits have been very successful in increasing illumination and increasing efficiency while reducing cost. Retrofits performed convert incandescent illumination sources to LED illumination sources. The College also continues working with the CCC/IOU Partnership and the Foundation for California Community Colleges on an advanced LED lighting procurement project which will result in a “piggy-backable” contract that can be used by any CCC district.

4.3 FACILITIES OPERATIONS

In addition to installing energy efficient equipment, Citrus College strives to operate high-performing facilities, buildings, and energy infrastructure systems that are optimized for occupant comfort, productivity, and energy and resource efficiency. Current and planned activities in this area are described in the following sections.

4.3.1 ENCOURAGE AND SUPPORT ENERGY EFFICIENCY TRAINING OF STAFF

As part of the personnel development program, Citrus College continues to train, inform, encourage and keep facilities staff abreast with the latest information in energy-saving maintenance measures and technologies. By being an encouraging steward, the College supports energy efficiency and social responsibility.

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4.3.2 INSTALL ENERGY MANAGEMENT SYSTEMS

Citrus College has installed a computerized Energy Management System (EMS) and Building Automation Controls (BAC) to provide centralized reporting and control of energy related activities. College staff strives to achieve optimum efficiency in the use of natural gas, electricity, or other energy resources to meet the heating, cooling, and lighting needs of the College buildings and facilities. The existing EMS system that controls lighting and HVAC was installed many years ago and is continually maintained, upgraded and updated as necessary. As resources become available, the long-term plan is to expand and further upgrade the EMS system.

4.3.3 OPTIMIZE HVAC EQUIPMENT SCHEDULING

Citrus College employs a scheduled maintenance and operations plan for all HVAC equipment and building occupancy scheduling in order to avoid cooling and heating of spaces when unnecessary. The three planned retro-commissioning (RCx) projects undertaken by the College for the central plant chilled water and hot water systems and building systems have greatly improved optimization of HVAC systems. The College will continue to take advantage of programs offered by the utilities for optimizing HVAC systems as they become available. Currently, the California Public Utilities Commission is undergoing a revamping of the incentivization options offered through the public utilities. The new offering will likely be introduced to the CCC's system in fiscal year 2021-22. The new program will impact how all energy efficiency projects and RCx projects are undertaken, managed and reconciled.

4.3.4 ACTIVATE ENERGY-SAVING FEATURES FOR APPLIANCES AND COMPUTERS

The College activates energy-saving features on all appliances and computer equipment, such as power-saving modes on PCs, copiers, printers, and other office equipment. Citrus College has installed server and desktop virtualization and PC power management systems including time-of-use (TOU) measures to reduce computer energy use. The College has also participated in California Energy Commission grant programs for the installation of two generations of plug load occupancy sensor strips at work stations. These grant programs further reduce energy use of office and classroom equipment. Additionally, the information that is obtained by implementation of these grant programs allows engineers to better design peripherals.

4.3.5 PURSUE RETRO-COMMISSIONING (RCX) AND MONITORING-BASED COMMISSIONING (MBCX)

Citrus College has participated in several Southern California Edison retro-commissioning (RCx) pilot programs to improve central plant and HVAC operations. RCx is a process that identifies individual energy efficiency measures that improve the control of the system and reduce energy usage. As mentioned in Item 4.3.3, the California Public Utilities Commission (CPUC) is in the process of revamping the incentive process that is made available to CCC's via the utilities, such as SCE and SoCal Gas. The new process, likely available in 2021-22, will require individual metering and histo-graphical data for each building on campus if a college desires to receive any incentive for undertaking an energy efficiency project. Citrus College, anticipating the change in programming from the CPUC, has already begun installing sub-metering on several buildings. The College will continue to install sub-metering on its facilities as viable.

At a future time, the College will consider an MBCx program for buildings. MBCx is a process that optimizes

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building performance for comfort and energy use through the use of permanent whole-building metering and energy monitoring. This program will be available in addition to the RCx model by the CPUC at a later date.

Citrus College also employs a scheduled maintenance and operations plan for the HVAC equipment that reduces downtime and occurs when facilities are not occupied. The College will continue with this best practice.

4.4 SUSTAINABLE BUILDING PRACTICES

Construction and renovation of new and existing facilities provides a significant opportunity to reduce the environmental impacts of the built environment through sustainable building practices. Citrus College incorporates energy and resource efficient “Green Building” practices in the design and construction of all new and renovated facilities.

4.4.1 ESTABLISH A GREEN BUILDING STANDARD

Citrus College has established the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) Silver “equivalent” rating as their building standard. All architectural and engineering contracts incorporate this design standard requirement. The LEED rating system is an industry “best practice” and is commonly used in higher education and commercial building construction.

4.4.2 IMPLEMENT SUSTAINABLE DESIGN PRACTICES

All new construction, renovation, maintenance, and repair projects are designed with consideration of College sustainability goals and all applicable energy codes and regulations. Energy efficiency and sustainable design is addressed early in the project planning and design phase to maximize cost effectiveness. Citrus College takes full advantage of the SCE Savings-by-Design program, which provides technical expertise and incentives to incorporate sustainable design practices in all new construction and building renovation projects.

4.4.3 USE AN INTEGRATED SYSTEMS APPROACH IN BUILDING DESIGN

Sustainable building goals are evaluated in a cost-effective manner by identifying economic and environmental performance criteria, evaluating life cycle savings, and adopting an integrated systems approach. Such an approach treats the entire building as one system and recognizes that individual building features, such as lighting, windows, heating and cooling systems, should be evaluated and designed as interactive systems. This integrated approach to sustainable design is a feature of the SCE Savings-by-Design “whole building” process employed at Citrus College.

4.4.4 HIRE SUSTAINABLE BUILDING DESIGN PROFESSIONALS

Citrus College only hires licensed and certified design professionals for all of the architectural and engineering needs of the College. Additionally, these professionals are also LEED certified and have the relevant background and expertise to fully engage the sustainable design requirements of the College. Furthering this proactive approach, College management actively engages the design professionals on sustainable issues.

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4.4.5 COMMISSION NEW BUILDINGS

Commissioning of a building, whether a new building or a modernized building, is the last and final process that occurs prior to obtaining occupancy by the College. Citrus College commissions all newly built buildings and employs the engineering expertise of the design team, of material suppliers and of outside third-party individuals to ensure that the newly built environment is performing at its best. The College will continue this best management practice (BMP).

4.5 ON-SITE GENERATION AND RENEWABLE ENERGY

4.5.1 EVALUATE AND INTEGRATE RENEWABLE ENERGY GENERATION

Citrus College has successfully implemented its first phase of solar photovoltaic (PV) generation on campus. Located in parking lots S2 and E2, the PV is incorporated into covered parking infrastructure and is interconnected with the SCE power distribution network. The College will continue to evaluate whether additional PV is appropriate and will implement new installations based upon economic viability and SCE interconnection regulations.

4.5.2 EVALUATE AND IMPLEMENT LOAD SHIFTING TECHNOLOGIES

Load shifting is a powerful tool in reducing the cost of electricity. SCE offers several programs for calculating the monetary cost of electrical usage and time-of-use (TOU) is often the most cost-effective program for large institutions such as Citrus College. The College subscribes to TOU and by doing so, load shifting becomes very useful for averting extreme cost. Citrus College uses a central plant for providing heating and cooling to the interior spaces of the majority of its buildings, and the central plant uses advanced thermal storage technology for delivery of the space cooling. Space cooling is the most expensive item for electrical consumption. By operating the central plant at “off peak” times, the College is able to use energy when it is less expensive and is therefore able to load shift. Citrus College will continue to utilize load shifting technologies.

4.5.3 MIGRATE TOWARD ZERO NET ENERGY (ZNE)

As the State of California moves toward a green economy and lessens its burden on a fossil-fuel based economy, the State has incorporated a number of mandates initiated by the Governor’s Office. The Governor’s mandates have since been adopted via resolution by the Board of Governors and have been initiated through the Community Colleges Chancellor’s Office. Currently, as unfunded mandates, many of these initiatives will be implemented over time via statute (code changes) in the California Building Code suite. The mandates are collectively known as ZNE and have achievement goals. ZNE has two fundamental variables for success, which are: energy efficiency and generation. Fundamentally, ZNE is defined as the “energy consumed in a building” is to be equal to the “energy generated by the building.” The College has been proactive about energy efficiency over the last 15+ years and all of these efforts will prove to be very beneficial. The more energy that the College saves translates into the less energy that the College must generate. Citrus College will continue to migrate toward ZNE and will employ all measures viably possible to ultimately achieve ZNE.

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4.5.4 IDENTIFY AND TAKE ADVANTAGE OF GRANT AND INCENTIVE PROGRAMS

Citrus College actively participates on the Management Team for the CCC-IOU Partnership and has direct access to first-hand information of upcoming energy incentives and grant programs. Having participated in virtually all of these past programs, the College has been able to capture an approximate 40 percent reduction in energy usage over the past six years. Likewise, the College has been able to capture energy incentives totaling nearly \$700,000. The College also successfully captured energy grant programs of nearly \$2.3 million. Citrus College will continue to take advantage of all grant and incentive programs available.

4.6 TRANSPORTATION, COMMUTING, AND COLLEGE FLEET & TRAVEL

Citrus College will strive to reduce Vehicle Miles Traveled (VMT) for students, faculty and staff commuting to the campus in an effort to reduce greenhouse gas (GHG) emissions and minimize the infrastructure costs related to parking. The following programs will be implemented.

4.6.1 UNDERSTAND COMMUTE AND TRAVEL PATTERNS

A first step for improving commute and travel patterns at Citrus College will be to get a better understanding of how students, faculty and staff get to the campus. This will be done through commuter surveys, which will be made quick and easy to fill out in order to maximize the number of responses received. In the past, faculty and staff surveys were attempted with limited success. An increased effort will be made in this area to include students. Incentives may be offered to improve participation.

4.6.2 ENCOURAGE AND ENHANCE PUBLIC TRANSPORTATION AND RIDESHARING OPTIONS

Public transportation is an important strategy to reduce vehicular greenhouse gases. The Los Angeles Metropolitan Transit Agency (MTA) recently opened a Gold Line light rail commuter station adjacent to the College campus and is planning extensions to further enhance the Gold Line transportation opportunities. The Gold Line station adjacent to the College has greatly enhanced public transportation options for students, faculty and staff that are commuting to the College. As Citrus College owns the property across the street from where the Gold Line station is located, capturing opportunities by developing this property would further enhance sustainable efforts in reducing vehicular GHG. For more information on this light rail extension go to: www.foothillextension.org.

Furthering leadership in sustainability, the College also provides a Class Pass program which allows students unlimited rides on Foothill Transit buses. The Class Pass is accepted on all Foothill Transit Local and Silver Streak buses, which connect to 22 different cities throughout the San Gabriel and Pomona Valleys, including downtown Los Angeles. Citrus College will continue to evaluate programs offered by the MTA to encourage public transportation ridership to the campus.

4.6.3 ENCOURAGE AND ENHANCE BICYCLING OPTIONS

The College will work to improve bicycle commuting options as well as bicycle rack availability. Plans will be developed to provide secure storage for bikes and additional bike racks on campus. Outreach and education to help commuters overcome obstacles related to bicycling will be implemented.

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4.6.4 ENHANCE STUDENT DISTANCE LEARNING

Citrus College will explore additional online education classes via the internet, which reduces travel to and from the campus, and will explore increasing accessibility of courses to more student demographics. Faculty members of the Sustainability Committee will collaborate on opportunities for distance learning and bring them forward for discussion in the shared governance process.

4.6.5 IMPROVE COLLEGE FLEET & TRAVEL

Citrus College will work to improve its fleet including maintenance vehicles, Campus Safety vehicles, and student transportation mass transit vehicles including vans. Implementation of alternative vehicles will be explored including hybrid and electric vehicle (EV) opportunities.

4.6.6 IMPROVE ELECTRIC VEHICLE OPPORTUNITIES

Moving toward a green economy involves widespread measures including transportation opportunities for use of EV technologies. Partnering with SCE stakeholders and the CCC-IOU Partnership, Citrus College will pursue all available assets for growing the EV charging base on campus. SCE is a viable team partner and through the Charge Ready program, the College is able to leverage funding for the installation of EV charging stations. This program will be undertaken as well as all viable resources to enhance and grow the EV field in supporting GHG reduction.

4.7 WATER, WASTEWATER, AND SUSTAINABLE LANDSCAPING

Water conservation is an important component of sustainability and is aggressively pursued by Citrus College. The College strives to reduce potable water use as well as waste water discharges to both the sewer and storm water systems. In addition, the College reduces waste water pollution by minimizing chemical fertilizers and pesticide use in association with landscaping practices.

4.7.1 IMPLEMENT WATER CONSERVATION STRATEGIES

The College has made water conservation a priority for environmental purposes as well as to avoid penalties for excessive water use from the local water and wastewater utilities. Citrus College has installed artificial turf on football fields, football/soccer practice fields, softball fields, the driving range, and the College has successfully incorporated two phases of xeriscaping projects. The xeriscaping projects alone have not only reduced the need for irrigation water, but they have greatly improved the “curb appeal” and beauty of the campus. In addition to greatly reducing the need for irrigation, air-polluting lawn mowing is reduced, chemical pesticides and fertilizers are reduced, and maintenance labor hours have been reduced too.

4.7.2 REDUCE STORM WATER, SEWER DISCHARGES, AND WATER POLLUTION

Storm water discharges are a prime source of pollutants entering the environment and place the College at risk for fines or other regulatory penalties. The artificial turf areas installed at Citrus College provide storm water retention features that allow run-off to percolate into the ground. In addition, the College has constructed

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subsurface retention systems under some of the parking lots thereby reducing storm drain discharge. The College also utilizes sand bags as needed to reduce storm water pollution by placing bags around selected catch basins during storm events. This type of best management practice (BMP) prevents unwanted trash waste from entering the greater storm drain system.

4.7.3 ADOPT SUSTAINABLE LANDSCAPING PRACTICES

Sustainable landscaping practices not only conserve water, but can contribute to achieving many other goals for sustainability such as growing and propagating the native flora and fauna relevant to the climate zone of the area. By introducing this BMP, the survivability and long-term success of plant material is greatly enhanced. All new and replanted landscaping is required to be water conserving, drought-tolerant and sustainable for the climate zone associated with the geo-location of the College.

4.8 SOLID WASTE REDUCTION AND MANAGEMENT

For many years, Citrus College has maintained a very successful recycling program that reduces greenhouse gas emissions and landfill deposits. The measures identified in the Sustainability Plan are intended to improve this program and expand efforts into source-separated recycling and green waste/food waste composting. If designed effectively, minimum solid waste can save the College money and create a continued revenue stream that can be reinvested in the College. Citrus College will continue employing the principles for Reduce, Reuse, and Recycle in its solid waste reduction program.

4.8.1 CREATE WASTE REDUCTION GOALS

The College will develop goals to reduce the waste stream and increase the waste diversion of readily recyclable and compostable materials. Citrus College currently diverts roughly 75 percent of its waste stream from the landfill and would like to increase this diversion rate by employing additional waste reduction strategies. The Sustainability Committee has adopted the following diversion goal for this plan: *Continue to implement the recycling program, expand it to include all sectors of recycling and waste reduction to landfills, comply with recycling program requirements of AB-341, and strive to exceed the statewide landfill diversion goal of 75 percent by 2020.* This will require the College to continue with the very successful program in place and increase the amount and type of waste being diverted, recycled and composted.

4.8.2 MAXIMIZE PROGRAMS OFFERED BY CONTRACTED WASTE HAULER

Citrus College will maximize programs offered by its contracted waste haulers. These may include recycling programs, and green waste (such as yard trimmings) or food waste composting. Additionally, the College already performs construction and demolition (C&D) recycling. Since there may be variations in programs offered by different haulers, Citrus College will evaluate the services offered by available haulers to best meet its sustainability goals and contract with a hauler that provides the desired services at favorable and viable cost. It may be necessary for the College to employ multiple waste haulers in order to receive all the different desired services.

Sustainability Plan

4.8.3 IMPROVE EXISTING RECYCLING PROGRAMS

As stated, Citrus College has a very successful recycling program in place, resulting in a +75 percent diversion rate. The current program is based on sorting of recyclables at the on-campus central Recycling Center. The Recycling Center is located in the maintenance yard at the south end of the campus. This diversion rate has been increased by implementing the “source-separated” program of providing separate bins around the campus to facilitate source separation of paper, plastic, bottles, cans and hazardous waste such as batteries. This program improves diversion rates and also facilitates the proper disposal of materials. A source-separated program will be continued.

4.8.4 COLLECT AND SELL ALL RECYCLABLE MATERIAL

Recyclable products that are gathered throughout campus will be collected and maintained at the Recycling Center. Recycling Center products will be held for pick-up by approved carriers for distribution to area recycling facilities such as Material Recovery Facilities (MRF). Fees received for recycled materials will be provided to the Finance and Administrative Services department for proper recording on the District’s financial records.

4.8.5 GREEN WASTE AND FOOD WASTE COMPOSTING

Citrus College can further reduce its waste stream by implementing green waste and food waste composting. This can be done through on-site composting or by using services provided by a local waste hauler. The Sustainability Committee will explore alternatives for on-site composting or third-party composting services such as with a contracted food service provider or through a waste hauler.

4.8.6 ADOPT CONSTRUCTION AND DEMOLITION (C&D) RECYCLING

Citrus College will recycle all viable possible construction waste that is produced by construction demolition. The College will require that all viable means be demonstrated by contractors for the purpose of recycling construction waste including concrete, concrete block and metal products. This program has been a very successful addition to the Citrus College sustainability efforts and will continue for the College’s construction projects.

4.9 GREEN PURCHASING

Citrus College has adopted sustainable purchasing policies to meet the goals of environmental, economic and socially conscious outcomes. By adopting a sustainable policy, the College is able to use its market power to influence the supply chain in becoming more sustainable. This is further described in the following sections.

4.9.1 GREEN PURCHASING PRACTICES

Citrus College strives to purchase materials and equipment that are recyclable, packaged in recycled materials and sustainable. Standards have been established for the purchasing of office products, paper products, custodial and cleaning materials, as well as other products that produce long-term efficiency savings and reduce the harmful impact of pollution and waste. The College custodial services team uses biodegradable cleaning

Sustainability Plan

materials and the College has greatly reduced the use of chemicals that may be harmful to the environment and the health of those who are exposed to such chemicals.

4.9.2 SOCIALLY RESPONSIBLE PROCUREMENT

Green sourcing is an additional best management practice that has been adopted by the Purchasing Department. Green sourcing is the practice of acquiring goods and services by way of the most efficient and environmentally friendly means. Purchasing will procure from viable local vendors first, receive products faster and have less environmental impact. By way of this practice, the life cycle of products is extended and the College receives a more value-added benefit for the dollar value invested. Citrus College will continue to engage economically viable and socially responsible procurement practices.

4.10 STUDENT AND CURRICULUM DEVELOPMENT

With the economics of environmental sustainability becoming increasingly important in all facets of society, the College has a responsibility to play a role in moving current and future generations toward a sustainable future.

By demonstrating social responsibility, sustainable development strategies and carbon management through the implementation of the Sustainability Plan, and encouraging the inclusion of sustainable content in courses, the College can play a key role in realizing the goals of this plan. By using the College-wide sustainable infrastructure as a pedagogical tool, amplification of holistic or systems thinking, and integration of sustainability into coursework when relevant, the College will advance the academic community toward desired educational outcomes for sustainable development.

Citrus College will strive to create learning opportunities for student involvement and encourage active sharing of current and evolving content to support the implementation of this plan. Through the Sustainability Plan initiatives, faculty, staff, administrators, the Board of Trustees, and students will have opportunities to collaborate, participate and serve as effective agents for positive change.

4.10.1 CREATE A SUB-COMMITTEE IN THE ACADEMIC SENATE DEVOTED TO SUSTAINABILITY

Citrus College will explore opportunities for creation of a faculty sub-committee specifically for the enhancement of curriculum development pertaining to sustainability.

4.10.2 UTILIZE DIFFERENT PATHWAYS TO INTEGRATE SUSTAINABILITY IN CURRICULUM

The Sustainability Plan will influence the inclusion of sustainable topics in many College venues. It is anticipated that the dialogue within and across instructional programs will result in the exploration and implementation of a variety of approaches, i.e., use of supplemental materials, assignments, work experience, service learning or, in some cases, curriculum integration. As actualization of sustainability content permeates, it is anticipated that many new and innovative methods, not yet considered, will emerge. Some areas of study, such as economics, other social sciences and career technical education may present clear links to sustainability, such as ethics and political science. It is believed that examples of sustainability and ecology in literature and mathematics can reach the respective courses, and assignments or projects in a course can have a sustainability theme to add another dimension. Citrus College science faculty have explored the use of this approach to incorporate

Sustainability Plan

sustainability practices in curriculum design and field (outdoor laboratory) experience. As more success is realized, outcomes will be shared to encourage broader participation of colleagues as other faculty explore approaches customized to their discipline.

4.11 COLLEGE AND COMMUNITY OUTREACH & AWARENESS

The sustainability of a college is highly dependent on the actions of individual students, faculty and staff. While having energy efficient equipment, installing low-flow water devices, and providing separate bins for source separation of waste can make a college more sustainable, behavioral changes can have a large impact on the effectiveness of these projects. Additionally, it is important to maintain transparency and keep the community informed of the College's progress with sustainability plan implementation. This is hard work and contributions to the College's sustainability should be recognized. Citrus College will implement the following programs related to outreach and awareness.

4.11.1 EXPAND A WEBPAGE DEDICATED TO COLLEGE SUSTAINABILITY

Citrus College will explore an expanded webpage on its website, dedicated to spreading information about sustainability practices and the implementation of the Sustainability Plan. The website will serve as a publicity tool for sustainability events and student groups and as a coordination tool for conveying information to the local community about sustainability programs. This will be managed by student members of the Sustainability Committee, with administration oversight, and will be kept up-to-date with the latest developments and links to any public reports about College sustainability efforts.

4.11.2 HOLD MEETINGS, WORKSHOPS AND PRESENTATIONS

The Sustainability Committee will hold open meetings, workshops or presentations to allow members of the College community to stay informed about sustainability activities, ask questions and participate in decisions. Workshops and presentations will be well publicized and open to all, and they will be led by individuals who can knowledgeably field questions from the audience and efficiently facilitate the workshop process.

4.12 ESTABLISH A COMMITMENT TO CLIMATE ACTION

4.12.1 MAKE A COMMITMENT TO REDUCE GREENHOUSE GAS EMISSIONS (GHG)

Citrus College is committed to supporting the environment in a positive manner. By building upon the College's proven performance, Citrus College is positioned to continue to lead as a statewide role model in sustainability. Managing energy efficiency of the built environment will continue to support and reduce GHG. Citrus College, by way of supporting the CCC-IOU Partnership on the Management Team, will continue to share Best Management Practices and be a resource among higher education partners. The potential to support and build positive outcomes for global climate change is realized through the power of continued growth of sustainable practices for which Citrus College is a proven leader.

Sustainability Plan

4.12.2 CREATE AND EXECUTE A CLIMATE ACTION PLAN WITH PRIORITIZED GREENHOUSE GAS REDUCTION MEASURES

As Citrus College grows over the next ten years and implements its 2020-2030 Educational and Facilities Master Plan, it is imperative to design and execute energy efficiency measures into the College's building systems. Energy efficiency, by way of eliminating waste, is the most effective means by which to reduce GHG. Citrus College will implement a design practice of engineering energy efficient buildings, thereby creating and complementing a Climate Action Plan for GHG reduction.

SECTION 5.

MEASURE AND REPORT PERFORMANCE

As with any successful program, the ongoing progress and performance of Sustainability Plan activities will be *monitored and compared to goals and criteria*. This will require continuous participation of the Sustainability Committee, and other constituent group participants in the process. In order to communicate results and ensure transparency and accountability, the *results of the Sustainability Plan activities will be communicated to the larger College community on a periodic basis*.

The following section describes the process for measuring and reporting sustainability activities and achievements.

5.1 MEASURING PERFORMANCE

In order to monitor Citrus College’s progress towards its sustainability goals, the Sustainability Committee plans to collect information on the following key metrics at regular intervals as described below. Metrics for progress measurement will be tied to the criteria defined for each goal established in Section 3 of the Sustainability Plan.

Goal Number	Area of Sustainability	Performance Metric	Measurement Frequency
1	Economic Return on Investment	Evaluate the return on investment of capital improvements in sustainability based on life-cycle Net Present Value (NPV). For each proposed capital improvement project, the College will perform a Net Present Value calculation that accounts for initial costs, any financing costs, cost savings, appropriate discount rate and effective life of improvement. Projects with a positive NPV will be given priority for implementation.	With each proposed Capital Improvement Project
2	Energy Efficiency	Reduce overall energy consumption by 5 percent within three years. Monitor total annual electricity and natural gas at the College main meters. Establish a baseline from 2012 usage. Establish new reduction goals after three years based on planned activities and additional opportunities.	Establish baseline with 2012 usage. Monitor annually.
3	The Built Environment	Construct all major capital projects to meet a LEED Silver “equivalent” standard, with goals to reduce energy and water use, wastewater discharges, and sustainable landscaping practices. Require this standard with all design	With each major Capital Improvement Project

Sustainability Plan

		and construction contracts and enlist the project architect to complete a LEED checklist that demonstrates Silver rating and to verify that selected measures are implemented. This requirement does not mandate registration or project certification by the USGBC or LEED, but uses that process as an “equivalent” self-certification of projects.	
4	Technology Utilization	Continue to take advantage of new technologies in all areas of waste reduction, energy usage and sustainable culture. The Citrus College Sustainability Committee will review new technology options for construction projects, operations and maintenance as they relate to sustainability. The staff will enlist assistance as needed for this effort from SCE, SCG and the CCC-IOU Energy Efficiency Partnership.	Initial evaluation in 2020. Review annually.
5	Renewable Energy Use	Install or procure electricity from viable renewable sources that comply with Title 24, CCR, and with SCE interconnection or power delivery protocols. Meter these power output sources with certified UL approved metering devices and collect data for verification.	Ongoing
6	Leadership and Champions	Identify College community members who will be enthusiastic, involved, reasonable, and responsible to lead the College in its sustainability efforts and to set the example for generations to come. This will be accomplished by maintaining the Citrus College Sustainability Committee as a permanent sub-committee of the Physical Resources Committee and by actively recruiting interested and motivated students, faculty, and staff into its membership.	Ongoing
7	Waste Diversion and Management	Continue to improve the recycling program, expand it to include all sectors of recycling and waste diversion to landfills, comply with recycling program requirements of AB-341, and strive to meet the statewide landfill diversion goal of >75 percent by 2020. With 2012 as a baseline year, increase diversion to achieve a goal of >80 percent by 2030.	Monitor annually until 2030.

Sustainability Plan

8	Transportation Efficiency	Reduce the reliance of students, faculty and staff on single occupancy vehicle commutes by 5 percent within the next five years. Encourage the utilization of public bus and rail transportation, carpooling, and bicycling to campus. Conduct annual surveys to determine total Vehicle Miles Traveled reduced and/or single occupancy vehicles reduced.	Baseline measurement at end of 2012. Monitor annually for five years.
9	Communication and Education	Develop and implement a program to raise awareness in the College community, which will inspire behavioral changes to enhance sustainability.	Ongoing
10	College and Community Involvement	Increase community awareness and support of College sustainability efforts through the use of targeted media.	Ongoing
11	Curriculum	When appropriate to a program of study, encourage the inclusion of sustainability content (social responsibility, sustainable development strategies, and carbon management) into curriculum and/or instructional material.	Ongoing
12	Continuous Improvement	Improve existing sustainability efforts by analyzing and auditing current activities to identify changes to processes and to increase effectiveness and to develop future goals. Analysis of energy and water usage and solid waste management programs will be completed at the end of each fiscal year.	Annually
13	Greenhouse Gas Reduction	Continue to reduce Greenhouse Gas (GHG) emissions through the implementation of the Citrus College Sustainability Plan. Consider a future Climate Action Planning process to meet AB-32 requirements. Align goals with the California Community Colleges Chancellor's Office guidelines.	Annually
14	Avoided Costs	Tabulate total dollars saved as a result of previous sustainability actions.	Annually

5.2 REPORTING PERFORMANCE

In order to keep the College community informed of the progress of the Sustainability Plan activities, the Citrus College Sustainability Committee will present an update directly to the Physical Resources Committee at each of its standing meetings. Additionally, the Sustainability Committee will summarize activities, metrics, and progress towards goals in an annual report to the Board of Trustees at a public meeting. All reports and presentations will be available publicly on the Citrus College Sustainability webpage. The Sustainability webpage will be developed by the Committee and maintained by the Office of the Vice President of Finance and Administrative Services.

The Citrus College Sustainability Committee will continue to meet quarterly to review progress with Plan implementation and to discuss changes or new initiatives.

5.2.1 COLLEGE WORKSHOPS

The Citrus College Sustainability Committee will hold periodic meetings or workshops open to all members of the College community throughout the planning and implementation phases of the Plan. This process is designed to encourage a participatory dialogue where information is provided to the College and feedback is solicited and incorporated into the plan, as feasible.

SECTION 6.

APPENDICES

APPENDIX 1: CITRUS COLLEGE SUSTAINABILITY COMMITTEE

APPENDIX 2: IMPLEMENTATION PROGRAMS AND PLANNING CHECKLIST

APPENDIX 1

CITRUS COLLEGE SUSTAINABILITY COMMITTEE

Fred Diamond, Chair, Director of Facilities and Construction
Claudette Elias Dain, Vice President, Finance and Administrative Services
Leigh Buchwald, Network & Telecommunications Systems Supervisor
Ernie Loera, Associate Director of Facilities
Shawn Jones, Director of Business Services
Mike Ramos, Interim Environmental Health & Safety Supervisor
Jeremy Clark, Faculty
Dr. Arvid Spor, Vice President of Academic Affairs
Dan Vilter, Performing Arts Technical Supervisor
Fernando Flores, Student
Tiina Mittler, Director of the Haugh Performing Arts Center
Jorge Cortez, Transportation/Warehouse Coordinator
David Colindres, Buyer
Julian (Trip) Horton, Physical Education Athletics Facilities Supervisor
Phil Hawkins, Interim Maintenance Supervisor
Doug Schultz, Communications Supervisor
Berta De Los Santos, Facilities Operations Assistant
Dr. Maryann Tolano-Leveque, Dean of Students

APPENDIX 2

IMPLEMENTATION PROGRAMS AND PLANNING CHECKLIST

An Implementation Programs and Planning Checklist will be developed by the committee. The checklist will reflect the Programs and Projects identified in Section 4 of the Sustainability Plan. For each selected program or project, the priority, current status, associated plan goal, target completion date, and responsibility assignments will be indicated on the Checklist Summary Report. The estimated cost for each program or project is to be determined based on additional work by the Sustainability Committee.

The Implementation Programs and Planning Checklist will be used by the Citrus College Sustainability Committee to manage the implementation of the Sustainability Plan.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	_____
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of each district shall regularly report in detail to the governing board of the district, the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than forty-five days following the completion of each quarter. The certified report shall be reviewed by the district's governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

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

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2020, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Claudette E. Dain
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.3.

Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

Fiscal Year: 2019-2020
 Quarter Ended: (Q3) Mar 31, 2020

District: (820) CITRUS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	75,453,304	79,333,736	88,751,544	80,911,736
A.2	Other Financing Sources (Object 8900)	1,093,751	1,386,646	179,107	70,531
A.3	Total Unrestricted Revenue (A.1 + A.2)	76,547,055	80,720,382	88,930,651	80,982,267
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	69,831,442	73,414,672	81,162,466	78,776,940
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,120,577	10,389,328	5,670,932	1,613,501
B.3	Total Unrestricted Expenditures (B.1 + B.2)	74,952,019	83,804,000	86,833,398	80,390,441
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,595,036	-3,083,618	2,097,253	591,826
D.	Fund Balance, Beginning	20,676,687	22,271,723	19,188,105	21,285,358
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	20,676,687	22,271,723	19,188,105	21,285,358
E.	Fund Balance, Ending (C. + D.2)	22,271,723	19,188,105	21,285,358	21,877,184
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	29.7%	22.9%	24.5%	27.2%

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		37,796,724	38,385,358	42,417,801
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	29,674,357	37,796,724	38,385,358	42,417,801

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	80,861,736	80,911,736	66,637,898	82.4%
I.2	Other Financing Sources (Object 8900)	70,531	70,531	38,298	54.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	80,932,267	80,982,267	66,676,196	82.3%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	78,709,687	78,776,940	55,046,306	69.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,613,501	1,613,501	41,500	2.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	80,323,188	80,390,441	55,087,806	68.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	609,079	591,826	11,588,390	
L	Adjusted Fund Balance, Beginning	21,285,358	21,285,358	21,285,358	
L.1	Fund Balance, Ending (C. + L.2)	21,894,437	21,877,184	32,873,748	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	27.3%	27.2%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

d. Did any contracts settled in this time period cover part-time, temporary faculty?

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds*?

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

*As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

**This year?NO
Next year?NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	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 2020-2021 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 2020-2021 year.

Claudette E. Dain
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.4.

2020-2021
INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	\$4,077.25
Accrediting Commission for Community and Junior Colleges	30,105.00
American Association of Community Colleges	16,627.00
American College Health Association	762.00
American Dental Association	2,085.00
American Nurses Association	275.00
Associated Collegiate Press	139.00
Association for Institutional Research	150.00
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)	275.00
Association on Higher Education & Disability (AHEAD)	265.00
Athletic Equipment Managers Association	100.00
Automatic Transmission Rebuilders Association	425.00
Automotive Engine Builders Association (AERA)	279.00
Automotive Service Councils of California, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	325.00
Califa Group	300.00
California Association of College Stores (CACS)	545.00
California Association of Community Colleges Registrars & Admissions Officers (CACCRAO)	300.00
California Association of School Business Officials (CASBO)	750.00
California Colleges for International Education	450.00
California Community College Athletic Directors Association	340.00
California Community College Baseball Coaches Association	115.00
California Community College Chief Instructional Officers (CCCCIO)	300.00
California Community College Cross Country & Track Coaches Association	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	220.00
California Community College Women's Golf Coaches Association	150.00
California Community College Women's Soccer Coaches Association	100.00
California Community College Women's Volleyball Coaches Association	125.00
California Community College Women's Water Polo Coaches Association	100.00
California Community Colleges Physical Educators (CCCPE)	400.00
California Organization of Associate Degree Nursing Program Directors	100.00
Chief Student Services Officers (CSSO) Association	300.00
Claremont Chamber of Commerce	575.00
Commission on Athletics (California Community College Athletic Association)	11,050.00
Community College Counselor/Advisor Academic Association for Athletics (3C4A)	125.00
Community College Facility Coalition	988.00
Community College League of California	21,724.00
Community College Public Relations Organization	200.00

**2020-2021
INSTITUTIONAL MEMBERSHIPS**

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Connect ₂ 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	300.00
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
Institute of Graphic Arts (AIGA)	1,000.00
Irwindale Chamber of Commerce	250.00
Journalism Association of Community Colleges	750.00
Learning Resources Network (LERN)	745.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District Association	73.00
Maintenance Superintendents Association	75.00
Monrovia Chamber of Commerce	428.00
National Association of International Educators (NAFSA)	459.00
National Association of College Stores, Inc.	975.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,563.00
National Athletic Trainers Association (NATA)	783.00
National Council for Marketing & Public Relations	650.00
National Institute for Staff and Organizational Development (NISOD)	1,425.00
Organization for Safety, Asepsis and Prevention (OSAP)	150.00
San Gabriel Valley Economic Partnership	2,625.00
San Gabriel Valley/Foothill Association of Community Colleges	700.00
Society for News Design	130.00
South Coast Higher Education Council (SCHEC)	50.00
Southern 30/EEDEC Information Exchange Consortium	200.00
Southern California Football Association (SCFA)	2,450.00
Southern California Intersegmental Articulation Council	100.00
Specialty Equipment Market Association	150.00
The Research and Planning Group	500.00
T-Ten Instructor Community	500.00
University of College Designers Association (UCDA)	740.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00

Board Approved: Pending

\$142,613.25

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	
SUBJECT:	2020-2021 Budget Development Assumptions	Information	
		Enclosure(s)	X

BACKGROUND

The budget development assumptions are guidelines and strategies used to guide the creation of the budget. These assumptions include projections of revenues and expenses for the upcoming fiscal year based on state budget information, enrollment projections, salaries, benefits, economic conditions and other factors.

Given the current COVID-19 pandemic and its anticipated effects on enrollment and the overall economy, these assumptions have been prepared cautiously as we have been informed by the Chancellor's Office and CCLC to anticipate a "workload-only" budget at this time. This means that only current year budget items would be included, with no new requests being funded. While this might imply a flat budget, it remains uncertain whether or not, and to what extent, a deficit will be applied to the 2019-20 funding levels. As the state budget cycle continues, modifications to the budget assumptions may be necessary. Such modifications will be reflected in the Tentative Budget which will be presented to the Board of Trustees for adoption on June 16, 2020.

Key highlights that were used in the development of these assumptions include: Student Centered Funding Formula (SCFF) funding constrained to the hold harmless level and assuming 0% COLA; declining interest rates; anticipated declines in resident and non-resident enrollments; anticipated reductions in discretionary spending (cost-center allocations); and suspension of certain ongoing contributions to fund obligations such as OPEB, rising STRS/PERS employer contribution rates, and ongoing scheduled maintenance.

Additionally, while the Governor's May Revise is typically an indication of what might be expected in the final state budget, this year it has been noted that there will likely be an "August Revise". Although the timing of an August revision would make such changes difficult to incorporate into our current budget development timeline, we anticipate proceeding with our established budget development process, prepared for what we believe is the current fiscal outlook based on up-to-date information at the time of budget

preparation. Should adjustments be needed at a future date, they will be presented to the Board of Trustees for action, in accordance with established policies and procedures.

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

RECOMMENDATION

Authorization is requested to approve the 2020-2021 Budget Development Assumptions.

Claudette E. Dain
Recommended by

/
Moved Secinded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.5.

Citrus Community College District
FTES Targets - 2020-21 Preliminary Budget Assumptions
As of May 1, 2020

	2019-20 Target	%	2019-20 Est. FTES @ P1	%	Difference Target & Est. Actuals	% Change	2020-21 Target	FTES Change Target vs. PY Target	% Change Target vs. PY Target
Credit	11,163.74	97.29%	11,178.67	97.95%	14.93	0.13%	11,219.56	55.82	0.50%
Non-Credit	214.00	1.87%	126.28	1.10%	(87.72)	-40.99%	215.07	1.07	0.50%
CDCP	96.81	0.84%	108.25	0.95%	11.44	11.82%	97.29	0.48	0.50%
Total	11,474.55	100.00%	11,413.20	100.00%	(61.35)	-0.53%	11,531.92	57.37	0.50%

Note 1) 2020-21 Target assumes .5% growth over 2019-20 Target.

CITRUS COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2020-21 Preliminary Budget Assumptions
May 1, 2020

I. State Revenue

A. Apportionment Base:

Base Allocation:	<u>2019-20 Rate @ P-1</u>	<u>2020-21 Est. Rate</u>	<u>3-Yr. Est. Avg. FTES</u>	
Basic Allocation	5,394,006	5,517,528.74		\$ 5,517,529
Est. Credit FTES - 3 Yr. Avg.	4,013.61	4,105.52	10,860.76	44,589,086
Est. Non-Credit FTES	3,380.63	3,458.05	215.07	743,722
Est. CDCP FTES	5,621.94	5,750.68	97.29	559,484
Est. Special Admit FTES	5,621.94	5,750.68	294.18	1,691,736
Total Base Allocation			<u>11,467.30</u>	<u>\$ 53,101,557</u>
Supplemental Allocation:	<u>2019-20 Rate @ P-1</u>	<u>2020-21 Est. Rate</u>	<u>2018-19 Headcount</u>	
Pell Grant	949.07	970.80	4,711	\$ 4,573,456
AB 540	949.07	970.80	457	443,657
Promise Grant	949.07	970.80	10,788	10,473,030
Total Supplemental Allocation				<u>\$ 15,490,143</u>
Student Success Allocation:	<u>2019-20 Rate @ P-1</u>	<u>2020-21 Est. Rate</u>	<u>3-Yr. Avg. Headcount</u>	
ADT Degrees - All Students	2,236.36	2,287.57	800.67	\$ 1,831,591
ADT Degrees - Pell Students	845.55	864.91	460.00	397,860
ADT Degrees - Promise (Fee Waiver) Students	563.70	576.61	611.00	352,308
AS Degrees - All Students	1,677.27	1,715.68	528.67	907,028
AS Degrees - Pell Students	634.16	648.68	281.67	182,714
AS Degrees - Promise (Fee Waiver) Students	422.77	432.45	380.67	164,621
Credit Certs - All Students	1,118.18	1,143.79	380.67	435,405
Credit Certs - Pell Students	422.77	432.45	200.33	86,633
Credit Certs - Promise (Fee Waiver) Students	281.85	288.30	281.67	81,207
Transfer-level Math & English - All Students	1,118.18	1,143.79	440.67	504,032
Transfer-level Math & English - Pell Students	422.77	432.45	171.33	74,092
Transfer-level Math & English - Promise (Fee Waiver) Students	281.85	288.30	258.33	74,478
Transfer - All Students	838.63	857.83	831.67	713,435
Transfer - Pell Students	317.08	324.34	410.00	132,980
Transfer - Promise (Fee Waiver) Students	211.39	216.23	572.67	123,829
9+ CTE Units - All Students	559.09	571.89	1,789.00	1,023,117
9+ CTE Units - Pell Students	211.39	216.23	879.00	190,067
9+ CTE Units - Promise (Fee Waiver) Students	140.92	144.15	1,285.33	185,277
Regional Living Wage - All Students	559.09	571.89	1,030.33	589,239
Regional Living Wage - Pell Students	211.39	216.23	349.00	75,465
Regional Living Wage - Promise (Fee Waiver) Students	140.92	144.15	614.33	88,554
Total Student Success Allocation				<u>\$ 8,213,932</u>
Apportionment Subtotal				\$ 76,805,632
Approximately 6% Deferred for Economic Uncertainties Due to COVID-19				(4,538,333)
2020-21 Apportionment Budget - Budgeted to Hold Harmless assuming no COLA - See Note 4				<u>\$ 72,267,299</u>

CITRUS COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2020-21 Preliminary Budget Assumptions
May 1, 2020

Note 1: 2020-21 Funding Rates are 2019-20 Rates adjusted by 2.29% COLA based on Governor's January Budget Proposal.

Note 2: Hold Harmless for 2020-21 is estimated at \$73,922,220, assuming Governor's January Budget Proposal COLA of 2.29%.

Note 3: Hold Harmless for 2020-21, assuming a 1.00% COLA is estimated at \$72,989,972.

Note 4: Hold Harmless for 2020-21, assuming no COLA is estimated at \$72,267,299.

- B. Unrestricted lottery is projected at \$153 per FTES (\$1,764,384). Restricted lottery is projected at \$54 per FTES (\$622,724).
- C. SB 739 funding for part-time faculty compensation is estimated at \$242,645.
- D. Categorical programs will continue to be budgeted separately; matching revenues and expenditures.
- E. Mandated Cost Block Grant program revenues are budgeted at \$30.14 per FTES (approximately \$347,572)
- F. 2% Enrollment Fee Waiver administration allocation is estimated at \$161,037.

Local Revenue and Other Sources

- II. G. Non-Resident Tuition is budgeted at \$3,430,700, using the adopted rates for 2020-21 of \$290 per semester unit, and accounting for a COVID-19 impact of an estimated 250 students. Note: There is also a nonresident capital outlay surcharge of \$17, recorded in the Capital Outlay Fund.
- H. Interest earnings are estimated at \$450,000 to account for declining interest rates.
- I. Transcript, other student fees, and parking fines are estimated at \$180,000 to account for COVID-19 impact.
- J. Other local and miscellaneous income is estimated at \$250,000 to account for COVID-19 impact. This includes amounts transferred from other funds.

CITRUS COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2020-21 Preliminary Budget Assumptions
May 1, 2020

III. Appropriations and Expenditures

- A. Unrestricted General Fund Salaries are budgeted at approximately \$38.1 million. Estimates have been adjusted for step & column movements and retirement/separations. No assumption is made for negotiated salary increases beyond December 31, 2020.
- B. Unrestricted General Fund Benefits are budgeted at \$17.6 million. This includes estimated health and welfare premium increases of 5%. Also includes PERS & STRS employer contribution rate increases of 3.079% (from 19.721% to 22.80%) and 1.30% (from 17.1% to 18.4%), respectively.
- C. Retiree medical costs are estimated at \$1.4 million. This includes the estimated 5% change for health and welfare premiums. Retiree incentives for retirees selecting "in lieu" benefits are estimated at \$140,000.
- D. The District was 11 positions over its compliance full-time faculty obligation (FON) for Fall 2019 and anticipates that the Fall 2020 FON will not increase by more than 11 positions. Therefore, the District does not anticipate hiring any growth positions during 2020-21.
- E. Adjunct/Overload Budgets are estimated at \$9.8 million. This includes a 10% reduction due to COVID-19 impacts.
- F. Cost Center Allocations are budgeted at \$10.3 million. This includes a 5% reduction due to COVID-19 impacts.
- G. Utilities Expense is estimated at \$1.7 million, an approximate 5% increase over prior year estimates, to account for rate escalations.
- H. Interfund Transfers Out total \$5,000 to account for a benefits match requirement for FWS of \$5,000. This assumes a suspension of the following transfers: a \$50,000 interfund transfer to the Golf Driving Range to partially offset the cost of providing instructional/athletic supplies to the District's Golf program, a Scheduled Maintenance transfer to the Capital Outlay Fund, a transfer to the Retirement Health Fund, and a transfer to the PERS/STRS set-aside fund.

Citrus Community College District
Unrestricted General Fund On-going Resource Summary
2020-21 Preliminary Budget Assumptions
as of May 1, 2020

Revenues	2019-20	2020-21
A. Apportionment SCFF Funding Model	\$ 72,267,299	\$ 72,267,299
B. Unrestricted Lottery	1,755,606	1,764,384
C. Part-time Faculty Compensation	241,707	242,645
F. Fee Waiver Admin	161,037	161,037
G. Non-Resident Tuition	4,725,000	3,430,700
H. Interest	600,000	450,000
E. Mandated Cost	345,843	347,572
I. Transcripts/Parking/Other	240,000	180,000
J. Other Local Income	400,000	250,000
	<u>\$ 80,736,492</u>	<u>\$ 79,093,637</u>
Expenditures		
A. Unrestricted General Fund Salaries	\$ 36,583,991	\$ 38,115,671
B. Unrestricted General Fund Benefits	16,721,213	17,641,068
E. Adjunct/Overload Budgets	10,897,425	9,807,700
C. Retiree Benefits	1,320,000	1,386,000
C. Retiree Medical-in-Lieu Benefits	140,000	140,000
F. Cost Center Allocations	10,827,570	10,286,191
G. Utilities Expense	1,650,000	1,685,000
H. Scheduled Maintenance Transfer	750,000	-
H. Interfund Transfers Out	555,000	5,000
H. Intrafund Contribution for Benefits Set Aside	250,000	-
Total	<u>\$ 79,695,199</u>	<u>\$ 79,066,630</u>
Revenue less Expenditures	<u>\$ 1,041,293</u>	<u>\$ 27,007</u>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	X
SUBJECT:	Adopt a Resolution Authorizing Assignment of Delinquent Tax Receivables	Information	
		Enclosure(s)	

BACKGROUND

In accordance with Government Code Section 6516.6(b), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority.

Citrus College has consistently participated in the Los Angeles County Office of Education's Property Tax Delinquency Program administrated by the California Statewide Delinquent Tax Finance Authority (Authority). Through this program, base property tax "rights" are sold to the Authority at a purchase price of at least 110 percent of the total amount due. The total amounts due are then paid to the County Auditor-Controller, by the Authority, for distribution to all participating districts immediately after the closing date of sale. Delinquent taxes subsequently collected by the County Tax Collector are then remitted quarterly to the Authority on behalf of all participating districts.

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

RECOMMENDATION

Authorization is requested to adopt resolution #2019-20-12 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2020, 2021 and 2022, and authorize the Vice President of Finance and Administrative Services to execute and deliver all related documents and actions.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.6.

RESOLUTION NO. 2019-20-12

RESOLUTION OF THE GOVERNING BOARD OF THE CITRUS COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30, 2020, 2021 AND 2022, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes in accordance with Section 6516.6 of the Law upon terms and conditions which are acceptable to local educational agencies in Los Angeles County; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

WHEREAS, the Authority has financed the purchase of tax receivables from the Citrus Community College District (the "District") in prior fiscal years; and

WHEREAS, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2020, 2021 and 2022 (collectively, the "Tax Receivables"), at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables; and

WHEREAS, in order to provide funding for the purchase of the Tax Receivables, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year to a designee of Tower Capital Management, LLC, a Delaware limited liability company; and

WHEREAS, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Citrus Community College District as follows:

Section 1. Sale of Tax Receivables to Authority. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price which is at least equal to 110.0% of the amount of Tax Receivables.

Section 2. Approval of Purchase and Sale Agreements. The sale of Tax Receivables shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority.

The Purchase and Sale Agreement is hereby approved in substantially the form on file with the Clerk/Secretary of the Board, together with any changes therein or modifications thereof approved by the Vice President of Finance and Administrative Services of the District (an "Authorized Officer"). The Authorized Officer is individually authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of each of the Purchase and Sale Agreements.

Section 3. Official Actions. The Authorized Officer and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 19th day of May 2020, by the following vote:

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

Patricia A. Rasmussen
Board President
Board of Trustees

Date: _____

ATTEST:

Joanne Montgomery, Clerk/Secretary
Board of Trustees

Date: _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	
SUBJECT:	Continue Exploring the Feasibility of a Potential General Obligation Bond Measure	Information	
		Enclosure(s)	

BACKGROUND

Citrus Community College District recently completed its 2020-2030 Educational and Facilities Master Plan (EFMP). As part of the facilities planning process of the EFMP, there was a great deal of discussion regarding facilities needs and the estimated resources required to address those needs.

In support of those discussions, and to address the Board of Trustees' goal to "assess the District's position with regard to a future bond measure and take action accordingly", the Board of Trustees, at its November 19, 2019 regular meeting, authorized administration to begin exploring the feasibility of a potential bond measure as early as November 2020, on behalf of the District. As such, the District engaged bond consultants to assist with planning, strategizing, survey development and polling of a sample group of voters. The polling survey was developed in March and everything was on track for the consultants to begin polling in early April. However, due to the COVID-19 situation, this was right around the time that the college had first transitioned to a remote format, and Californians learned of Governor Newsom's stay-at-home-order. Therefore, because of the rapidly evolving situation at that time, the decision was made to suspend the launch of the polling survey as originally scheduled.

The college has since learned that other public agencies, including a number of community college districts, are continuing with their plans for bond or tax measures and have structured surveys in terms of the current situation. Additionally, it was noted that there may be heightened public support for community colleges at this time, due to the community college system's role in job training, especially in terms of training first-responders and front-line caregivers. Given the amount of media attention regarding technological needs for students, and the equity divide, public awareness has increased regarding the need to provide funding support for colleges to enhance technological infrastructure and expand capabilities for technologically-supported teaching and learning modalities, including distance learning. These are items that are already identified and supported by our newly adopted Educational and Facilities Master Plan.

Therefore, the Board of Trustees is asked to consider if it still wishes for administration to proceed with a community survey. It is important to note that polling does not obligate the Board or the District in any way. No formal action can be taken to place a bond measure on the November 2020 ballot, without adoption of a resolution by the Board of Trustees, by the County's August 7, 2020 deadline. Proceeding with a survey is merely a form of obtaining information to make an informed decision.

Additionally, irrespective of any decision to proceed with a bond measure in November 2020, conducting a community survey at this time will allow the District to "gauge" the communities it serves, obtain insight as to where they stand now on items affecting Citrus College, and provide "baseline" information for any future bond election planning, whether it be in 2020 or beyond.

This item was prepared by Claudette E. Dain, Vice President of Finance and Administrative Services.

RECOMMENDATION

Authorization is requested for the Board of Trustees to approve the continuance of exploring the feasibility of a potential general obligation bond measure.

Claudette E. Dain

Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.7.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	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 March 5, 2020, and April 2, 2020 by the Curriculum Committee.

This item was prepared by Sabrina Lopez, 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.8.

COURSE DELETIONS

Course Subject and Number	Course Title	Justification
KIN 174	Introduction to Team Sports	This course has overlapping course material covered in KIN175. KIN 165 Introduction to Recreation, Individual, and Team Sport was created and approved and covers material covered in both KIN174 and KIN 175.
KIN 175	Introduction to Individual and Dual Sports	This course has overlapping course material covered in KIN174. KIN 165 Introduction to Recreation, Individual, and Team Sport was created and approved and covers material covered in both KIN174 and KIN 175.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
ACCT 101	Financial Accounting	Updated textbook listing.
ACCT 101H	Financial Accounting - Honors	Changed title from Financial Accounting/Honors to Financial Accounting - Honors for standardization. Updated textbook listings.
ACCT 102	Managerial Accounting	Updated major course content, methods of assessment, methods of instruction and textbook listings.
ART 110	Introduction to the Visual Arts	Updated IGETC areas, course units/hours, lab content, online education, library resources and course assignments.
ART 140	Beginning Ceramics	Updated student learning outcomes, major course content, lab content, library resources and textbook listing.
ART 141	Intermediate Ceramics	Reviewed for six year review.
ART 142	Experimental Ceramics	Updated course objectives.
ART 143	Ceramic Handbuilding	Reviewed for six year review.
ART 145	Ceramic Design and Decoration	Updated catalog description and course objectives.
ART 149	Studio Problems in Ceramics	Updated student learning outcomes.
ART 150	Computer Art Basics	Updated course textbooks/resources.
ART 180	Beginning Clay Sculpture	Updated student learning outcomes.
ART 181	Intermediate Clay Sculpture	Updated student learning outcomes and textbook listing.
ART 182	Advanced Clay Sculpture I	Updated student learning outcomes.
ART 183	Advanced Clay Sculpture II	Updated student learning outcomes.
ART 184	Sculpture and Metalwork	Updated course objectives, major course content and lab content.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
ART 234	Beginning Watercolor Painting	Updated catalog course description, course content and prerequisites and added strongly recommended courses.
ART 240	Advanced Ceramics I	Added equivalent transfer course.
ART 241	Advanced Ceramics II	Added equivalent transfer course and updated course objectives.
COMM 100	Mass Media and Society	Updated course content.
COMM 103	Freelance Journalism	Updated course objectives, lab content and added strongly recommended requisites. Updated methods of assessment, methods of instruction, course textbooks/resources, library resources and course assignments.
ECON 102	Principles of Microeconomics	Added equivalent transfer course. Updated prerequisite.
ENGL 104	Argumentative Writing and Critical Thinking	Updated course content and added entrance skills.
ENGL 213	Horror Literature	Updated student learning outcomes and course content.
ENGL 213H	Horror Literature - Honors	Updated student learning outcomes and course content.
ENGL 291H	Film as Literature - Honors	Updated student learning outcomes and course content.
ENGL 293H	Children's Literature - Honors	Updated student learning outcomes and course content.
ESCI 122	Earth History	Updated course textbooks/resources and added a library resource.
FREN 101	French I	Updated course content and added course textbook.
FREN 102	French II	Updated course content. Added course textbook and entrance skills.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
KINC 145	Strength Training, Balance and Agility for Varsity Athletes	Updated student learning outcomes and lab content.
MUSE 170	Musical Theatre Academy Techniques	Added additional minimum qualifications in the same discipline to reflect the depth and breadth of course content.
MUSP 111	Vocal Ensemble II Intermediate	Updated major course content and lab content.
MUSP 120	Chamber Singers I - Beginning	Updated catalog description, lab content, methods of assessment, and methods of instruction. Changed maximum enrollment from 40 to 30 as this number is far more representative of curriculum goals outlined for small to medium sized ensembles.
MUSP 170	Musical Theatre Academy Production	Added additional minimum qualifications in the same discipline to reflect the depth and breadth of course content. Added equivalent transfer course.
THEA 291	Citrus Theatre Academy II	Added equivalent transfer course.

NEW COURSES

Course Subject and Number	Course Title	Justification
ART 252	Introduction to Art: Mobile Digital Devices 2	This course is designed to further the education and experience of students by exposing them to more advanced exploration of the visual arts through survey of traditional and contemporary drawing, painting and photographic, videographic and graphic design techniques using computer technologies: mobile devices, apps, scanners and printers. Students will investigate the pictorial elements of line, shape, space, color, and texture as well as technology concepts, and practices of digital art production. There will be advanced use of the iPad and iPhone as creative tools for original image making.
GEOG 130	Introduction to Weather and Climate	In this course, students examine oceanic and atmospheric circulation patterns as well as local and global weather patterns and climate trends. Students learn about the earth's atmosphere including energy budgets and astronomical controls on weather processes, the basic atmospheric parameters, and atmospheric hazards such as tornadoes, hurricanes, hail, and lightning and global impact of climate change.

GEOG 140	California Geography	This course is a survey of California's diverse physical and cultural patterns and environments. Topics will include geology, vegetation, climate, resources, population, migration, ethnic diversity, economics, urbanization and current issues related to the state's present biodiversity and the impact of climate change.
MUSE 270	Musical Theatre Academy Techniques II	Musical Theatre Academy Techniques provides students with beginning to intermediate level vocal training, dance technique, and acting skills needed for performances. The course culminates in a final showcase which allows each student the training, experience, and exposure of performing for a live audience.
MUSE 271	Musical Theatre Techniques II	This intermediate level course provides an overview of the techniques necessary for the performer in a live musical theatre production. Topics include history of American musical theatre, audition technique, rehearsal and performance techniques at the intermediate level, and methods of production evaluation.
MUSP 221	Chamber Singers IV - Advanced	This course includes the study and performance of chorale ensemble repertoire for the mixed chamber chorale setting. It includes advanced traditional and contemporary chamber chorale literature which incorporates solo components and may require improvisation techniques. Public performance is required.

MUSP 270	Musical Theatre Academy Production II	This course includes an in-depth survey of the intermediate skills necessary for the performer in a live musical theatre production. It includes emphasis on the audition process, script analysis, role preparation, theatre and rehearsal etiquette and rehearsal technique at the intermediate level culminating in a live, full-length fully-produced musical.
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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 19, 2020	Resolution	<u> </u>
SUBJECT:	Appointment to CCAEC Board	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

Education Code 84905(C) requires that a member of an Adult Education consortium shall be represented only by an official designated by the governing board of the member. The Citrus College Adult Education Consortium (CCAEC) consists of voting members from each of the five Adult Education Programs within the Citrus College service area (Azusa, Claremont, Duarte, Glendora, Monrovia) as well as a voting member from Citrus College. Traditionally, the voting member representing Citrus College is the Dean of Career, Technical and Continuing Education.

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

RECOMMENDATION

Authorization is requested to appoint Mr. Michael Wangler, Dean of Career, Technical and Continuing Education, to serve as the Citrus College representative and voting member on the Citrus College Adult Education Consortium (CCAEC).

Arvid Spor, Ed.D. _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.9

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Additional Duties Stipend – Director of Business Services	Information	_____
		Enclosure(s)	_____

BACKGROUND

Mr. Shawn Jones, in addition to the responsibilities assigned to his current position as Director of Business Services, has continued to oversee and implement the employee benefits program which includes medical, dental, life, vision, 403b retirement plans, and workers' compensation benefits. Mr. Jones will need to continue to oversee employee benefits until such time as the newly created Payroll/Benefits Supervisor position is filled. The District requests authorization to provide a five percent (5%) salary stipend to Mr. Jones, effective April 8, 2020, until the position of Payroll/Benefits Supervisor is filled, for the purpose of continuing to perform the additional duties and responsibilities related to the employee benefits program.

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

RECOMMENDATION

Authorization is requested to provide a five percent (5%) salary stipend to Mr. Shawn Jones, effective April 8, 2020, until the position of Payroll/Benefits Supervisor is filled, for the purpose of continuing to perform the additional duties and responsibilities related to the employee benefits program.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.10.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Employment of Mr. Jeffrey Thompson One Semester, Full-Time Temporary Instructor – Psychology	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Social and Behavioral Sciences Division would like to hire Mr. Jeffrey Thompson as a one semester, full-time temporary, non-tenure track faculty to fill the vacancy of a full-time faculty member who passed away. This recommendation is to approve the hiring of this one semester, full-time temporary non-tenure track instructor position.

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

RECOMMENDATION

Authorization is requested, pursuant to Education Code Sections 87480, 87481, and 87482, to approve the employment of Mr. Jeffrey Thompson as a one semester, full-time temporary, non-tenure track instructor in Psychology beginning on February 19, 2020, and ending on June 12, 2020, at a salary placement of Class 4, Step 4 on the Full-Time Faculty Salary Schedule totaling \$37,425.00.

Robert L. Sammis
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.11.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 19, 2020	Resolution	_____
SUBJECT:	Employment of Mr. Wade Ellis Director of Fiscal Services	Information	_____
		Enclosure(s)	_____

BACKGROUND

Mr. Wade Ellis has been selected through the hiring process as the recommended candidate to serve as Director of Fiscal Services.

Mr. Ellis earned a bachelor’s degree in accounting and holds a current Certified Public Accountant license. He has worked in the field of accounting and fiscal services for over 40 years, 13 of those years have been specifically in California community colleges where for over five years he served as an associate vice president of business services and security at Gavilan College, nearly two years as an interim dean of business services/controller at Mt. San Jacinto College, and over six years as a director of fiscal services at College of the Desert.

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

RECOMMENDATION

Authorization is requested to approve the employment of Mr. Wade Ellis beginning May 20, 2020, as Director of Fiscal Services at a salary placement of Range 77, Step 5, on the Management Salary Schedule totaling \$173,100.00 annually plus health and statutory benefits.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.12.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 19, 2020	Resolution	
SUBJECT:	Proclamation — Classified School Employees Week	Information	
		Enclosure(s)	X

BACKGROUND

The third full week of May has been designated as Classified School Employees Week in California by action of the state legislature in 1986.

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

RECOMMENDATION

Authorization is requested to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and to adopt a proclamation declaring the week of May 17–23, 2020, as Classified School Employees Week at Citrus College.

Geraldine M. Perri, Ph.D.
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.13.

**CITRUS COMMUNITY COLLEGE DISTRICT
PROCLAMATION
CLASSIFIED SCHOOL EMPLOYEES WEEK**

WHEREAS, classified school employees provide valuable services to the faculty, staff and students of Citrus College; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of Citrus College students; and

WHEREAS, classified school employees fulfill the college's mission by striving for excellence in all areas relative to the educational community; and

WHEREAS, classified school employees have gone above and beyond in 2020, demonstrating a willingness to do whatever is necessary to ensure the protection and well-being of the college community during a global pandemic; and

WHEREAS, classified school employees have an incredible resolve and a positive, supportive attitude that is second to none; and

WHEREAS, classified school employees are vital to Citrus College and always find ways to further the college's strategic goals and objectives; and

WHEREAS, classified school employees are dedicated to the success of the institution, even when the physical campus is closed; and

WHEREAS, classified school employees have a hand in the success of Citrus College students, as well as a lasting influence on their futures after they graduate, transfer to prestigious universities or begin their careers;

THEREFORE, BE IT PROCLAIMED that the Board of Trustees of the Citrus Community College District hereby recognizes and honors the contributions of the classified school employees to quality education in the state of California and the Citrus Community College District, and declares

the week of May 17-23, 2020, as **CLASSIFIED SCHOOL EMPLOYEES WEEK** at Citrus College.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	X
SUBJECT:	Resolution Affirming Commitment to Cultural Awareness and Integrity During the COVID-19 Pandemic	Information	
		Enclosure(s)	X

BACKGROUND

The outbreak of coronavirus, or COVID-19, has brought an unprecedented crisis to communities across the globe, including the Los Angeles region. Due to fears of COVID-19, various ethnic communities within the United States have experienced negative behavior.

Citrus College strives to meet the needs of its demographically diverse student population and embraces equity and accountability. The college does not condone negative behavior toward any ethnic group, and will continue to practice its values of diversity and inclusivity.

This item was prepared by Melissa Utsuki, Executive Director of Communications and External Relations.

RECOMMENDATION

Authorization is requested to adopt Resolution #2019-20-13 to affirm Citrus College's commitment to continue to practice its values of diversity and inclusivity, and its encouragement of students, faculty and staff to demonstrate cultural awareness and integrity during this pandemic.

Melissa Utsuki
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.14.

**RESOLUTION NO. 2019-20-13 OF THE BOARD OF TRUSTEES OF THE
CITRUS COMMUNITY COLLEGE DISTRICT**

Commitment to the Safety and Well-being of all Individuals and Communities

WHEREAS, the outbreak of coronavirus, or COVID-19, has brought an unprecedented crisis to communities across the globe, including the Los Angeles region; and

WHEREAS, according to the Centers for Disease Control and Prevention, more than 1 million cases have been confirmed in the United States as of April 30, 2020; and

WHEREAS, due to fears of COVID-19, various ethnic communities within the United States have experienced negative behavior; and

WHEREAS, Citrus College, since its establishment in 1915, has always demonstrated a commitment to its mission, vision and values; and

WHEREAS, the mission of Citrus College states the college fosters cultural awareness in a safe, accessible and affordable learning environment; and

WHEREAS, Citrus College strives to meet the needs of its demographically diverse student population and embraces equity and accountability; and

NOW, THEREFORE BE IT RESOLVED, that the Citrus Community College District will not condone, consistent with Board Policy 7101- Non-Discrimination, negative behavior toward any ethnic group; will continue to practice its values of diversity and inclusivity; and will encourage students and staff to demonstrate cultural awareness and integrity during this pandemic.

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District this 19th day of May 2020 by the following votes:

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

_____ Dated: _____
Patricia A. Rasmussen, President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	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 7, 2020 regular meeting of the Board of Trustees due to illness.

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

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2019-20-14 authorizing payment to Trustee Edward C. Ortell for the April 7, 2020 regular meeting of the Board of Trustees.

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.15.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION AUTHORIZING PAYMENT
TO TRUSTEE EDWARD C. ORTELL FOR ABSENCE FROM BOARD MEETING
RESOLUTION NO. 2019-20-14**

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 7, 2020, the Board of Trustees of the Citrus Community College District held a regular meeting, which Trustee Edward C. Ortell could not attend due to illness.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board finds that Trustee Edward C. Ortell was absent from the April 7, 2020 regular Board meeting due to illness;

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 2020.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 19th day of May 2020, 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: _____

Patricia A. Rasmussen
President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 19, 2020	Resolution	X
SUBJECT:	Candidate Statements	Information	
		Enclosure(s)	X

BACKGROUND

Section 13307 of the Elections Code of the State of California provides that each candidate for nonpartisan elective office in any local agency may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

Each candidate shall pay the pro rata share of the printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended, as a condition of having his or her statement included in the county voter information guide or electronically distributed

The election shall be held on Tuesday, November 3, 2020.

The purpose of the election is to submit to the voters of the District the question of whether three (3) members shall be elected to the Governing Board of the Citrus Community College District. The offices to appear on the ballot include Trustee Areas 2, 4 and 5.

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

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2019-20-13 authorizing an increase in the limitations on words for the candidate statement from 200 to 400 words to appear on the November 3, 2020 ballot for Trustee Areas 2, 4 and 5.

Moved / Secoded
Aye__Nay__Abstained__

Approved for Submittal
Item No. G.16.

**RESOLUTION 2019-20-15
CANDIDATE STATEMENTS
FOR BIENNIAL GOVERNING BOARD ELECTION**

WHEREAS, Section 13307 of the Elections Code of the State of California provides that each candidate for nonpartisan elective office in any local agency may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

WHEREAS, Section 13307 further allows a local agency to require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share of the total cost of printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended, as a condition of having his or her statement included in the county voter information guide or electronically distributed.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE THAT:

Pursuant to Elections Code section 13307, the Citrus Community College District hereby increases the word limit for such candidate statement of qualifications from 200 to 400.

Each candidate shall pay the pro rata share of the printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended, as a condition of having his or her statement included in the county voter information guide or electronically distributed

The election shall be held on Tuesday, November 3, 2020. The polling hours shall be from 7:00 a.m. to 8:00 p.m. on multiple days at the Voting Centers leading up to Election Day.

The purpose of the election is to submit to the voters of the District the question of whether three (3) members shall be elected to the Governing Board of the Citrus Community College District. The offices to appear on the ballot include Trustee Areas 2, 4 and 5.

The foregoing Resolution was adopted and affirmed by the Governing Board of the Citrus Community College District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

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 _____

Patricia A. Rasmussen
President
Board of Trustees

Date: _____

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

April 7, 2020

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, April 7, 2020, via Zoom (Meeting ID: 789 469 586).

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

TRUSTEE ROLL CALL: Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Patricia A. Rasmussen, and Nancy Gonzalez-Villatoro, Student Trustee. Absent: Edward C. Ortell (ill).

Board President Rasmussen explained that, while taking into account public health guidelines set by county, state, and federal officials, the entire meeting was being broadcast on the Internet, via Zoom, as a result of the COVID-19 outbreak. Members of the community also had an opportunity to participate remotely, via Zoom. Members of the Board of Trustees, administrators, faculty and staff participated remotely, via Zoom.

In order to maintain order during the meeting, Board President Rasmussen asked her fellow trustees to please raise their hand in order to be recognized during the meeting being conducted via Zoom.

COMMENTS FROM THE AUDIENCE

Terry Miles, Citrus College Faculty Association (CCFA) President, provided a written comment, which was read aloud by Christine Link, Executive Assistant to the Superintendent/President and Recording Secretary to the Board of Trustees. In his note, he emphasized working conditions for full-time faculty, and asked the Board of Trustees to seek faculty input during this uncertain time. He also mentioned a temporary memorandum of understanding (MOU) in response to COVID-19 emergency measures, as well as specific faculty stories and experiences about transitioning to remote delivery of instruction.

Geraldine M. Perri, Superintendent/President, thanked the Board of Trustees and the public for participating via Zoom. She recapped the challenging times facing the nation, as well as the college, due to the COVID-19 pandemic. Superintendent/President Perri acknowledged individuals throughout the nation in critical leadership positions and those providing health care and other vital services. She thanked the college community for their flexibility, commitment and willingness to make students a priority, especially in light of the decision to extend the campus closure through June 12, 2020. The college continues to collaborate on future plans regarding summer session, commencement and other key activities and events, and logistical concerns related to

this remote environment. Superintendent/President Perri thanked Dr. Shauna Bigby, Director of the Student Health Center, for her leadership and guidance. Dr. Bigby has been working closely with the Los Angeles County Department of Public Health to ensure the health and safety of Citrus College.

Arvid Spor, Vice President of Academic Affairs, mentioned a memo that he and Dr. McDonald sent to faculty that discussed pass/no pass options for classes, withdrawals and additional resources for students. He also spoke of two annual reports that were completed and submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC), which cover student outcomes and the fiscal status of the college.

Martha A. McDonald, Vice President of Student Services, shared that all Student Services programs are answering phones, conducting workshops and meeting with students remotely via Zoom and/or phone appointments. The Career/Transfer Center is partnering with university representatives to hold virtual student appointments and workshops; Extended Opportunity Programs and Services (EOPS) and California Work Opportunity and Responsibility to Kids (CalWORKs) counselors have hosted several Zoom meetings with students; and CalWORKs staff members have contacted students who are eligible to request funding from the county to purchase laptops. Dr. McDonald also noted that a "Hootie" chatbot tool is now live on the Counseling webpage.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported that Payroll and Fiscal Services are continuing to process financial aid and scholarships for students. The Sustainability Plan will go to the Steering Committee later this month, and Ms. Dain looks forward to sharing the plan with the Board of Trustees in May. She also mentioned that the college should expect a bare bones budget for the May Revise. The college submitted its request for public assistance through the California Governor's Office of Emergency Services. Lastly, Ms. Dain shared that the college continues to monitor all expenses.

Robert L. Sammis, Director of Human Resources, informed the Board of Trustees that a Human Resources newsletter for April contained important information about the District's employee assistance program (EASE), as well as a link to the National Institute for Staff and Organizational Development, where faculty and staff may participate in webinars on a wide range of educational topics. Dr. Sammis also thanked his staff for keeping all Human Resources functions running.

Nickawanna Shaw, Academic Senate President, thanked the Board of Trustees for their work and communicated some curriculum updates, including the Chancellor's Office recently allowing a pass/no pass grade option, which she said is good for Citrus College students as it doesn't harm GPA or transfer opportunities. She shared some of the difficulties that have developed during this transition, specifically with course scheduling, while also highlighting the opportunity to work collaboratively to meet the needs of students. She stressed that this transition is just one component, but quality student outcomes are the Academic Senate's primary concern. Ms. Shaw then read

portions of a letter that was shared with college leadership related to scheduling coursework during emergency instruction.

Jorge Cortez, CSEA President, informed the Board of Trustees that the CSEA Executive Board met remotely on April 7, 2020 and decided to not hold a chapter meeting for April. He noted that the CSEA negotiating committee is going over the survey that was distributed to its membership in preparation for negotiations with the District. Mr. Cortez thanked Superintendent/President Perri, the Board of Trustees, and college leadership for their support and communication to classified staff. He also thanked Dr. Sammis for his help with the MOU between CSEA and the District.

Nancy Gonzalez-Villatoro, Student Trustee, thanked everyone who worked diligently to make the transition to remote instruction as smooth as possible. She reported that ASCC elections will still take place online via WingSpan beginning April 20, 2020. She announced that the first meeting with club representatives will take place on April 20, 2020 via Zoom. Finally, as this was Ms. Gonzalez-Villatoro's last Board of Trustees meeting, she expressed appreciation for the opportunity to work alongside everyone to ensure that the student experience is considered in the college's decision-making process.

Susan M. Keith, Vice President, Board of Trustees, expressed her appreciation to the college's faculty, staff and administration for carrying a huge workload during this difficult time. She thanked everyone and hopes that the college community stays healthy and safe.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked everyone for their hard work and wished Ms. Gonzalez-Villatoro good luck in her future endeavors.

Barbara R. Dickerson, Member, Board of Trustees, expressed appreciation to Human Resources for providing tools to faculty and staff who may be experiencing anxiety and depression during this time. She also thanked Student Services for helping students with mental health needs. Trustee Dickerson acknowledged Mr. Miles and Ms. Shaw for representing the needs of faculty. In conclusion, she noted that the Los Angeles County School Trustees Association (LACSTA) will be hosting a webinar on May 4, 2020 that will discuss best practices.

Patricia A. Rasmussen, President, Board of Trustees, thanked Ms. Gonzalez-Villatoro for serving as Student Trustee. She shared an article that she read on EdSource about nursing waivers, which is a critical consideration during this health crisis. Board President Rasmussen also mentioned those programs that have hands-on learning, such as cosmetology, and how important it is for everyone to receive a proper education.

MINUTES

Item 1: Moved by Trustee Dickerson and seconded by Trustee Keith to approve the regular meeting Minutes of March 17, 2020, as submitted.

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).

1 Absent. (Ortell).

HEARING

Board President Rasmussen opened a public hearing at 5:01 p.m. for the purpose of hearing from the public with regard to the initial proposals for negotiations as submitted by the Citrus College Adjunct Faculty Federation (CCAFF) and the Citrus Community College District.

Hearing no comments, Board President Rasmussen declared the public hearing closed at 5:02 p.m.

INFORMATION AND DISCUSSION

College of Completion Update – Arvid Spor, Ed.D., Vice President of Instruction

Dr. Spor introduced Dr. Marianne Smith, Director of the Institute for Completion and Grant Development/Oversight, who provided a College of Completion update, which was focused on encouraging and supporting students as they endeavor to complete their college education, transfer to baccalaureate degree programs, and enter career fields of their choice. The Institute for Completion supports these goals via a multi-pronged approach: research, resource development, innovative strategies, professional development and grants oversight.

Citrus College Foundation Presentation – Christina M. Garcia, Director of the Foundation

Ms. Garcia presented highlights and updates that demonstrate the support the Foundation provides to the college community. She reported on current and future fundraising plans, as well as new additions to the Foundation Board, financial holdings and major outreach efforts.

Program Review – Student Services Comprehensive Report – Martha A. McDonald, Ed.D., Vice President of Student Services

Dr. McDonald presented the EOPS/Cooperative Agencies Resources for Education (CARE) comprehensive program review.

Student Services Committee – Administrative Procedure Revision

AP 5075 Course Adds and Drops

Dr. McDonald provided an overview of revisions from the Student Services Committee to AP 5075 Course Adds and Drops.

INDEPENDENT CONTRACTORS

- Item 2:** Moved by Trustee Keith and seconded by Trustee Dickerson to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

PERSONNEL RECOMMENDATIONS

- Item 3:** Moved by Trustee Keith 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. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

- Item 4:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

PLANS

- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second and final reading and adopt the 2020 – 2030 Educational and Facilities Master Plan (EFMP). 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

ACADEMIC CALENDAR

- Item 6:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the 2021-2022 Academic Calendar. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

SUPERVISOR/CONFIDENTIAL PERSONNEL RECOMMENDATION

- Item 7:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve, effective April 8, 2020, the creation of a new supervisor/confidential position, Payroll/Benefits Supervisor, allocated to Range 15 (\$7,890.00/month to \$10,573/month) on the Supervisor/Confidential Salary Schedule. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

COLLECTIVE BARGAINING

Item 8: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Citrus Community College District's initial proposal with the Citrus College Adjunct Faculty Federation (CAFF).

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

BOARD POLICIES

Item 9: Moved by Trustee Dickerson and seconded by Trustee Keith to approve the first reading of BP 5070 Attendance.

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

BOARD OF TRUSTEES

Item 10: Moved by Trustee Dickerson and seconded by Trustee Montgomery to select up to nine individuals from the list of candidates for election to the California Community College Trustees Board of Directors.

1. Adrienne Grey, West Valley-Mission CCD (incumbent)
2. Andra Hoffman, Los Angeles CCD (incumbent)
3. Suzanne Lee Chan, Ohlone CCD
4. Barbara Jean Calhoun, Compton CCD
5. Cindi Reiss, Peralta CCD
6. Marisa Perez, Cerritos CCD (incumbent)
7. Larry Kennedy, Ventura CCD (incumbent)
8. Barry Snell, Santa Monica CCD
9. Loren Steck, Monterey Peninsula CCD (incumbent)

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

Item 11: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the **revised** dates, time, and place for regular meetings of the Board of Trustees for the period of April 24, 2020, through December 15, 2020:

Date/Time: April 24, 2020 @ 8:00 a.m. (K-14 Forum)

May 5, 2020 @ 4:15 p.m.

May 19, 2020 @ 4:15 p.m.

June 16, 2020 @ 4:15 p.m.

July 21, 2020 @ 4:15 p.m.

August 18, 2020 @ 4:15 p.m.

September 1, 2020 @ 4:15 p.m.

October 6, 2020 @ 4:15 p.m.

October 20, 2020 @ 3:15 p.m.

November 17, 2020 @ 3:15 p.m.

December 15, 2020 @ 4:15 p.m. (Organizational/Regular meeting)

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

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

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen).
1 Absent. (Ortell).

CLOSED SESSION: At 6:03 p.m., Board President Rasmussen adjourned the meeting to closed session, per the following sections of the Government Code:

Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student # AXXXXXX60.

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

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

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

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

RECONVENE IN OPEN SESSION: At 7:10 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

STUDENT EXPULSION, SUSPENSION, DISCIPLINE, ETC.

Item 12: Moved by Trustee Keith and seconded by Trustee Dickerson, per Section 72122 of Education Code and Administrative Procedure 5520, for members of the Governing Board to uphold the expulsion of Student #AXXXXXX60. 4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

ADJOURNMENT: At 7:11 p.m., it was moved by Trustee Dickerson and seconded by Trustee Keith to adjourn the meeting.

4 Yes. (Dickerson, Keith, Montgomery, Rasmussen). 1 Absent. (Ortell).

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees