

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** First Regular Meeting in May

**DATE:** Tuesday, May 18, 2010

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

**PLACE:** Board Room, AD 202  
1000 West Foothill Boulevard, Glendora, California 91741-1899

**AGENDA:**

**A. PLEDGE OF ALLEGIANCE**

**B. BOARD OF TRUSTEES**

Gary L. Woods, President  
Patricia Rasmussen, Vice President  
Joanne Montgomery, Clerk/Secretary  
Edward C. Ortell, Member  
Susan M. Keith, Member  
Alejandra Delgado, Student Trustee

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

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

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

**D. REPORTS**

**Geraldine M. Perri, Superintendent/President**  
**Irene Malmgren, Vice President of Academic Affairs**  
**Jeanne Hamilton, Vice President of Student Services**  
**Robert Sammis, Director of Human Resources**  
**Carol Horton, Vice President of Finance and Administrative Services**  
**Jack Call, Academic Senate President**  
**Steve Siegel, Classified Employees**  
**Alejandra Delgado, Student Trustee**  
**Members of the Board of Trustees**

**(CONTINUED)**

**E. MINUTES**

1. **Approval of the Regular Meeting Minutes of May 18, 2010**

**F. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODES:**

1. **Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**
2. **Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
3. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
4. **Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**
5. **Student Grievance Appeal: Denial of Petition to Enter Class Late**

**G. INFORMATION AND DISCUSSION**

1. ARCC 2010 Presentation – Lan Hao, Director of Institutional Research (Page 4)
2. Administrative Procedure – AP 5070 Attendance – Jeanne Hamilton, Vice President of Student Services (Page 11)
3. School Relations and Outreach Program Review – Jeanne Hamilton, Vice President of Student Services (Page 14)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	May 18, 2010	Resolution	_____
SUBJECT:	ARCC 2010 Presentation	Information	X
		Enclosure(s)	X

BACKGROUND

The ARCC Report (Accountability Reporting for the Community Colleges) meets a legislative requirement that resulted from Assembly Bill 1417. The CCC System Office produces this report each year and disseminates it so that each college will share it with its local board of trustees to make policymakers, local college officials, and elected boards aware of system and college performance in specific areas of effort and to inform the public about overall system performance.

Dr. Hao is presenting the Citrus College data from the ARCC report to the board of trustees for the fourth year.

This item was prepared by Linda Swan, Administrative Secretary II.

RECOMMENDATION

Information only, no action required.

Lan Hao, Ph.D.  
Recommended by

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

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

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

Item No.     G.1.

# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Performance Indicators

#### Student Progress and Achievement: Degree/Certificate/Transfer

**Table 1.1:**  
Student Progress and  
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Student Progress and Achievement Rate</b>	51.5%	53.1%	54.5%

**Table 1.1a:**  
Percent of Students Who  
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
<b>Percent of Students Who Earned at Least 30 Units</b>	72.9%	72.0%	75.2%

**Table 1.2:**  
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
<b>Persistence Rate</b>	66.9%	64.2%	68.1%



# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Performance Indicators

#### Student Progress and Achievement: Vocational/Occupational/Workforce Development

**Table 1.3:**  
Annual Successful Course  
Completion Rate for  
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Vocational Courses</b>	78.3%	79.4%	77.5%

#### Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

**Table 1.4:**  
Annual Successful Course  
Completion Rate for  
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
<b>Annual Successful Course Completion Rate for Basic Skills Courses</b>	63.5%	64.6%	70.4%

**Table 1.5:**  
Improvement Rates for ESL  
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>ESL Improvement Rate</b>	80.6%	74.1%	76.2%
<b>Basic Skills Improvement Rate</b>	56.4%	62.0%	60.8%

**Table 1.6:**  
Career Development and  
College Preparation (CDCP)  
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
<b>CDCP Progress and Achievement Rate</b>	5.5%	2.9%	2.8%



# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Profile

**Table 1.7:**  
Annual Unduplicated Headcount and Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
<b>Annual Unduplicated Headcount</b>	20,525	23,410	21,564
<b>Full-Time Equivalent Students (FTES)*</b>	11,882	11,981	13,023

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

\*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

**Table 1.8:**  
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
<b>19 or less</b>	36.8%	36.9%	32.3%
<b>20 - 24</b>	30.2%	29.7%	34.3%
<b>25 - 49</b>	23.5%	22.5%	24.4%
<b>Over 49</b>	8.3%	10.7%	9.0%
<b>Unknown</b>	1.3%	0.2%	0.0%

Source: Chancellor's Office, Management Information System

**Table 1.9:**  
Gender of Students

	2006-2007	2007-2008	2008-2009
<b>Female</b>	56.3%	55.1%	54.2%
<b>Male</b>	43.4%	43.6%	43.1%
<b>Unknown</b>	0.3%	1.4%	2.7%

Source: Chancellor's Office, Management Information System



# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Profile

**Table 1.10:**  
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
<b>African American</b>	6.1%	6.0%	5.2%
<b>American Indian/Alaskan Native</b>	0.7%	0.7%	0.7%
<b>Asian</b>	8.9%	7.6%	6.8%
<b>Filipino</b>	3.3%	2.9%	2.8%
<b>Hispanic</b>	39.5%	39.2%	38.5%
<b>Pacific Islander</b>	.%	0.6%	0.7%
<b>Unknown/Non-Respondent</b>	9.1%	12.8%	18.0%
<b>White Non-Hispanic</b>	32.4%	30.2%	27.4%

Source: Chancellor's Office, Management Information System





# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Peer Grouping

**Table 1.11: Peer Grouping**

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	54.5	47.9	39.0	55.8	A1
B	Percent of Students Who Earned at Least 30 Units	75.2	72.1	63.0	81.7	B2
C	Persistence Rate	68.1	66.5	59.0	74.6	C5
D	Annual Successful Course Completion Rate for Credit Vocational Courses	77.5	74.7	64.5	81.9	D2
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	70.4	63.8	55.0	74.0	E1
F	Improvement Rate for Credit Basic Skills Courses	60.8	54.2	34.9	69.5	F2
G	Improvement Rate for Credit ESL Courses	76.2	54.8	8.6	78.4	G3

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



# ARCC 2010 Report: College Level Indicators

## Citrus College

Citrus Community College District

### College Self-Assessment

Since 1915, Citrus College has earned an outstanding reputation as an educational institution fully dedicated to student success. Today, the college offers certificates of achievement in 46 career/technical programs including automotive technology, vocational nursing, and emergency management. Citrus College also offers 24 associate degree options in the areas of fine and performing arts, social and behavioral sciences, liberal arts, applied arts, natural sciences, physical education and registered nursing.

Citrus College recently received a six-year Reaffirmation of Accreditation from ACCJC/WASC. The college was commended for its inclusive governance structure, its ability to obtain external funding, its strong sense of community, and for the attractiveness of the campus and its facilities. These strengths reflect the college's strong commitment and stellar ability to educate its students and serve the community.

Per the ARCC 2010 report, Citrus College ranks above its peer group average in all seven accountability indicators: 1) Student Progress and Achievement Rate; 2) Percent of Students Who Earned at Least 30 Units; 3) Persistence Rate; 4) Annual Successful Course Completion Rate for Credit Vocational Courses; 5) Annual Successful Course Completion Rate for Credit Basic Skills Courses; 6) Improvement Rate for Credit Basic Skills Courses; and 7) Improvement Rate for Credit ESL Courses. The college's most marked improvement was in Annual Successful Course Completion Rate for Credit Basic Skills Courses, which gained nearly six percentage points over the past year and demonstrated a consistent increase over the past three years. In addition, the college's Student Progress and Achievement Rate also increased each year over the past three years.

In this time of budget reductions, the college is attentive to offering an instructional program in alignment with its core mission and in support of meeting student needs in the areas of basic skills, transfer, and career and technical education. In spite of the college's best efforts, a reduction of course offerings was in order. It is believed that the reduction of course offerings may be a factor that contributed to the Basic Skills Improvement Rate decrease in the last cohort. The limited availability of class sections may have prevented students from taking their respective higher-level basic skills class in a timely manner.

Preparing students for the workforce is important to Citrus College's mission. The college has partnerships with local workforce advisory councils and K-12 districts. The advisory councils are comprised of community and business leaders who have expertise in their area's workforce needs. These partnerships with K-12 districts help to ensure that students are properly advised.

Citrus College has also received several grants enabling the college to better meet student needs through enhanced support services. The College Success Program provides programs that include, but are not limited to, learning communities and a college success center. In fall 2009, the college received a \$2.1 million United States Department of Education grant that will fund the "Bridge to Success" program, a project designed to increase the success, persistence, degree completion, and transfer rates of underrepresented, basic skills and ESL students.



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	May 18, 2010	Resolution	_____
SUBJECT:	Administrative Procedure - AP 5070 Attendance	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND**

AP 5070 Attendance was included in the group of student services board policies and administrative procedures that were Board approved on July 21, 2009. Revisions were necessary to AP 5070 to clarify when an instructor may drop a student for excessive absences and to give guidelines for adding students on waiting lists. The revisions were approved by the Steering Committee on May 10, 2010.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

**RECOMMENDATION**

For information only. No action necessary.

Jeanne Hamilton  
Recommended by

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

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

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

Item No. \_\_\_\_\_

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5070 ATTENDANCE

References: Title 5 Sections 58000 et seq.

Pursuant to Education Code Section 58000, the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Appropriate support records include the following:

- Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course;
- Selection of a single primary term length for credit courses;
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15);
- Compliance with census procedures prescribed by the state Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she served;
- Verification of a minimum of 175 days of instruction during the fiscal year.

### **Attendance Requirements**

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

### **Absences**

After an absence it is the responsibility of the student to inform the instructor of the reason for the absence and arrange to make up the course work missed. Excused

absences for which work may be made up with the instructor's approval include: (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events.

### **Instructor Drop**

An instructor may drop a student who has missed three class meetings in a regular semester class that meets two or more times a week or who has missed two class meetings in a class that meets once a week. Instructors teaching classes that meet less than a full semester (summer, winter, short term) may allow fewer absences.

If a student fails to attend the first class meeting of a term without prior permission from the instructor, the instructor may give that student's place to a waiting student who was unable to enroll during registration.

### **Readmission**

To be readmitted to a course after being dropped by the instructor, a student must submit to the Admissions Office a Petition to Enter/Reenter Class late signed by the instructor. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

Office of Primary Responsibility: Admissions and Records

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	May 18, 2010	Resolution	_____
SUBJECT:	School Relations and Outreach Program Review	Information	X
		Enclosure(s)	X

BACKGROUND

The Office of School Relations and Outreach has completed the program review process for non-instructional programs based on a 6-year cycle.

This is the first program review for the Office of School Relations and Outreach since it was established in summer 2006. The program review was approved by the Steering Committee on April 26, 2010.

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

RECOMMENDATION

For information only. No action required.

Jeanne Hamilton  
Recommended by

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

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

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

Item No. \_\_\_\_\_

# School Relations and Outreach



Non-Instructional Program Review

Spring 2010



School Relations and Outreach  
Non-instructional Program Review

2009/2010

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**Prepared by**

Ivon McCraven, Coordinator of School Relations and Outreach  
Martha McDonald, Dean of Students

**School Relations and Outreach Committee Members**

Jorge Acosta, Recruiter

Rebecca Mejia, Student

Ivon McCraven, Coordinator of School Relations and Outreach

Martha McDonald, Dean of Students



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## **I. INTRODUCTION**

### **A. Overview of the program.**

The School Relations and Outreach Program at Citrus College was established in the summer of 2006 consisting of one classified coordinator who reported to the vice president of student services. During the pilot year, the coordinator's main responsibility was to provide support to the educational advisors assigned to district high schools and establish relationships with the six district high schools (not including continuation schools). Expansion of the program, led to the hiring of two part-time recruiters in spring 2007. The program became more formalized in summer of 2007 with the adoption of the name of School Relations and Outreach and it officially became the liaison to local schools and the community. In addition, in summer 2007 program supervision was reassigned to the dean of students. In the fall of 2008, the Office of School Relations was reorganized to include the Student Ambassador Program and one additional part-time recruiter.

The newly integrated office serves as a liaison to the local community, and is responsible for coordinating the college's outreach and recruitment activities at local area schools. Outreach seeks to increase the number of economically, educationally, physically, and environmentally disadvantaged students entering and graduating from post secondary education. The main purpose of outreach is to prepare students by facilitating the college entrance and admissions process. Strong community relations are fostered by coordinating events such as parades attended by the Citrus College Board of Trustees and the Superintendent/President.

A crucial component of outreach is the Student Ambassador Program which consists of a selective group of students with specialized skills who share first-hand information about the Citrus College experience to prospective students, families and the community. The student ambassadors are the official student hosts of the college helping with the planning and implementation of college outreach activities and special events.

#### **1. Relationship to college mission.**

The Office of School Relations and Outreach contributes to the campus mission of "fostering a diverse educational community and cultural learning environment" by assisting in the recruitment of multicultural and diverse student populations. In addition, the department helps connect prospective students and families to campus programs and services which in turn will empower them towards "success in pursuit of academic excellence, economic opportunity, and personal achievement." Moreover, School Relations and Outreach supports the value of collaboration as stated in the vision statement by establishing strong partnerships with the community at large.

## **2. Program description, purpose, goals and objectives**

The Office of School Relations and Outreach's primary goal is to promote higher education as a means of achieving personal, career and life goals with the following objectives:

- To inform high school students, teachers, counselors, families, and the public about educational opportunities at Citrus College.
- To foster positive relationships with educational partners from K-12 school districts.
- To coordinate activities at high schools such as: visits, college fairs, presentations and workshops.
- To organize events on campus providing students and families information about the college planning and admission process.
- To encourage high school seniors to attend Early Decision assessment as a catapult to their student success.
- To increase students accessibility to Citrus College by providing campus tours.
- The program is committed to providing students and families with valuable information about the college planning process.

## **3. Number, type of staff.**

The Office of School Relations and Outreach is comprised of the following members:

- 1 Full-time Coordinator (Classified)
- 1 Part-time Recruiter
- 2 Hourly Recruiters
- 8 Student Ambassadors (Student Workers)

### **a. Staff Preparation and Training**

The Office of School Relations and Outreach stays informed of current campus practices, services and policies by conducting yearly summer training sessions for incoming student ambassadors. The coordinator conducts periodic staff meetings and provides additional training to staff as needed. Additionally, the coordinator conducts bi-monthly meetings with student ambassadors on outreach activities and best practices. The department also participates in training conferences when district funding permits.

### **b. Faculty minimum qualifications, diversity and credentials**

#### **Coordinator**

The position requires a Bachelor's degree. Experience in coordinating a complex program involving communication, tact and excellent organizational

skills. Knowledge of, and experience in California higher education systems. Knowledge of or experience in outreach programs.

### **Recruiter**

The position requires a high school diploma, supplemented by college-level course work, and experience in working with the public involving communication skills, organization and tact.

### **Student Ambassadors**

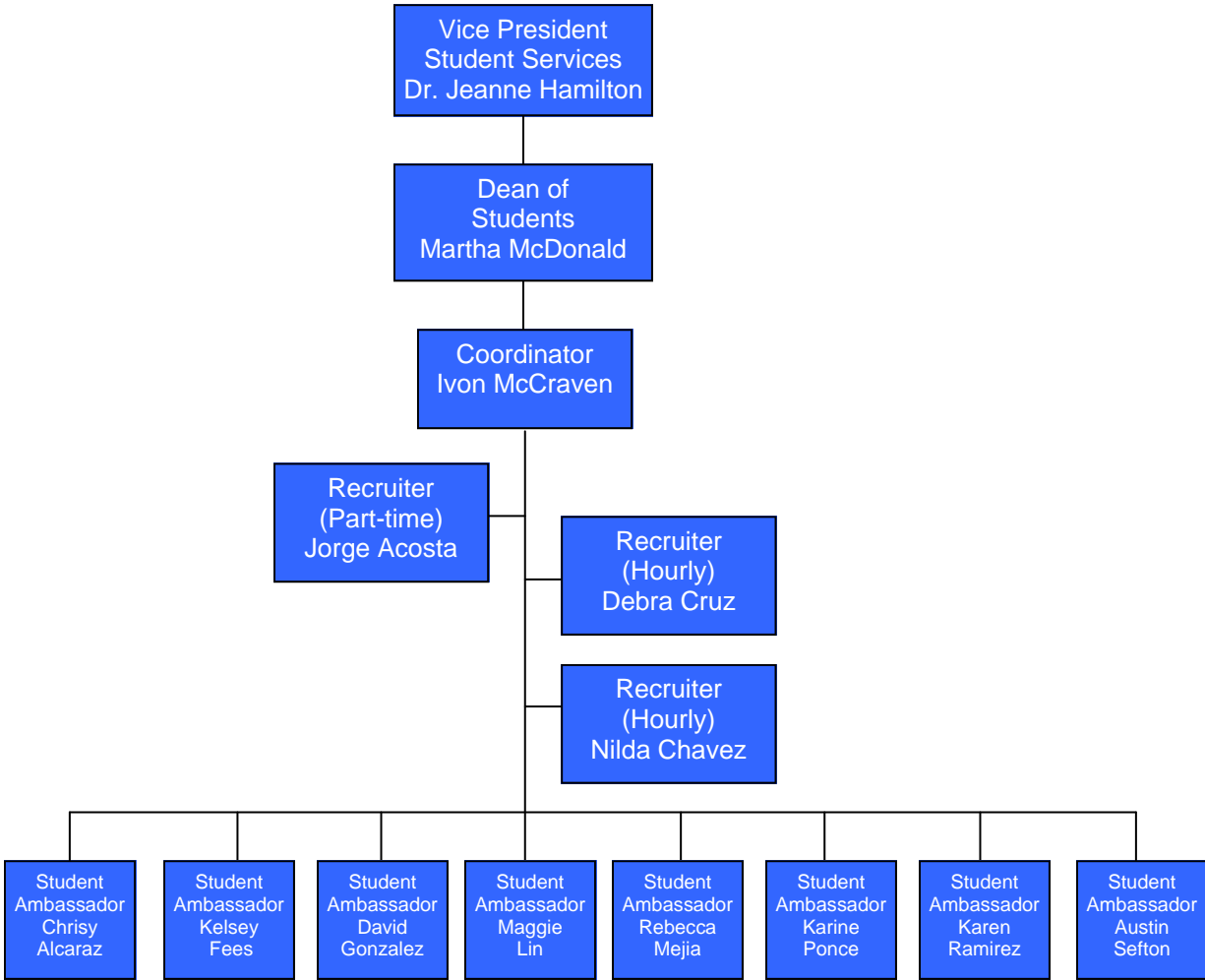
Must be a second semester student, enrolled in a minimum of six units maintaining a 2.5 GPA, and completion of, or current enrollment in Speech 100 (or equivalent).

### **Diversity**

<b>Ethnicity</b>	<b>Outreach 2008-2009</b>	<b>Campus Fall 2008</b>
African American, Non-Hispanic	9%	5%
American Indian/Alaskan Native	0%	1%
Asian/ Pacific Islander	0%	10%
Hispanic	73%	42%
Other Non White	0%	2%
Unknown	9%	14%
White Non-Hispanic	9%	26%

*Source: MIS Referential Files (CCCCO)*

**c. Organizational Chart**

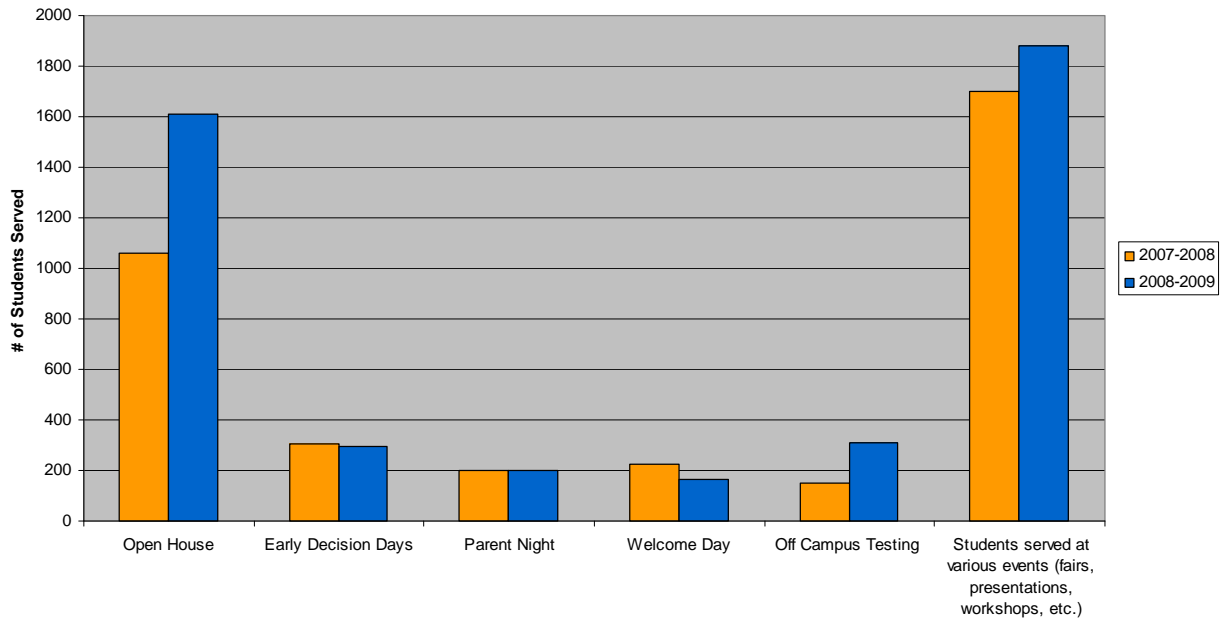


**4. Approximate Number of Students Served Annually**

Event	2007-2008	2008-2009
Open House	1059	1609
Early Decision Days	305	297
Parent Night	199	202
Welcome Day	224	163
Off Campus Testing	149	308
Students served at various events (fairs, presentations, workshops, etc.)	1702	1882

*\*It is important to note that on the above chart that students and families may have participated in more than one event*

## Students Served Annually



### 5. Facilities/Location.

The Office of School Relations and Outreach is located on the second floor of the Educational Development building, the room number is ED 255. In 2011, the program will be moved to the new student services building. This change will increase accessibility to the majority of student services and programs.

### 6. Progress on prior program review recommendations

This is the School Relations and Outreach program's first review since its inception in 2006.

## II. INTEGRATION AND COORDINATION WITH OTHER PROGRAMS

### **A. How does this program coordinate with the other Student Services programs on campus?**

The Office of School Relations and Outreach coordinates on and off campus outreach events and develops a campus wide outreach calendar in collaboration with other student services programs. The program works closely with Academic Affairs and Student Services to coordinate recruitment and outreach efforts. Additionally, the department takes part in various committees to strengthen the implementation of strategic planning goals across campus.

### **B. How does this program work with Research and TeCS?**

The Office of School Relations and Outreach collaborates with the Office of Institutional Research in gathering data pertaining to demographics, graduation rates, student dropout, enrollment, and other information to identify prospective students' educational needs. In addition, the office works directly with TeC Services to coordinate analysis and collection of assessment placement results from Early Decision and off-site placement. TeC Services is critical in maintaining the email, phone and computer systems efficiently.

### **C. How is this program integrated with student equity and strategic planning?**

The Office of School Relations and Outreach is integrated with strategic planning through the continued involvement in student learning outcomes with the assistance of the Student Learning Outcomes and Assessment Coordinator. Data gathered from focus groups and student surveys are analyzed and implemented as part of the strategic plan. Planning includes attendance at the Student Services retreat where annual goals are presented and discussed. The office promotes communication with the external community by providing campus tours to local community leaders from business, industry, education and government. Furthermore, the program advocates student success through the coordination of outreach activities sponsored by the HSI and STEM grants.

*Part of Citrus College Strategic Plan –*

- **Student Success** – Serves as a liaison to the local community and is responsible for coordinating the college's outreach and recruitment activities in collaboration with the HSI and STEM grants.
- **Student learning outcomes** – Developed and measured.
- **Communication** – Provide tours to community leaders and participate in community events.

Strategic Planning Goal	Specific Activities	School Relations Activities
1. Student Success	1.4.E. Continue to carry out the HSI STEM (Science, Technology, Engineering, and Math) grant activities, including peer mentoring, enrichment workshops, and supplemental instruction for math and science classes.	<ul style="list-style-type: none"> <li>• Welcome Day</li> <li>• Parent Night</li> <li>• Azusa Parent University Day</li> <li>• College Fairs</li> <li>• Presentations</li> </ul>
2. Student Learning Outcomes and Assessment	2.1.B. Create a central repository for the collection of sample SLOs and assessment tools for course-level and GE outcomes.	<ul style="list-style-type: none"> <li>• Development of program SLO's and assessment methods</li> </ul>
4. Communication	4.1.E. The Superintendent/President and the Board of Trustees will provide tours of college to local community leaders from business, industry, education and government.	<ul style="list-style-type: none"> <li>• College tours for local dignitaries</li> <li>• College tours for school administrators</li> <li>• Attendance of community events such as parades</li> </ul>



### **III. PROGRAM SELF-EVALUATION**

**Self-evaluation is based on the WASC Accreditation Standard IIB:**

#### **IIB Student Support Services**

*“The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning and success. The institution systematically assesses student support services using student learning outcomes, faculty and staff input and other appropriate measures in order to improve the effectiveness of the services.”*

#### **A. MIS Data Reporting (if applicable).**

##### **1. Is data accurate?**

This program is independent and does not receive data from the California Community College Chancellor’s Office. The Office of School Relations and Outreach receives student placement levels from Early Decision events as well as fall enrollment reports sorted by high school of attendance. The data is fairly accurate. When discrepancies occur, the coordinator communicates with the appropriate TeCS staff for corrections.

##### **2. Is the program coordinator involved in review of the data before it is submitted?**

The Coordinator of School Relations and Outreach does not submit data to TeCS, but rather receives data in the form of reports.

##### **3. If not, please explain.**

#### **B. Access**

##### **1. How accessible is the program?**

The Office of School Relations and Outreach is in compliance with the minimum eligibility requirements established by Citrus College’s Human Resources. The office makes every effort to provide all students, families and school districts with the necessary information to successfully apply to Citrus College. The department provides information to students, counselors, administrators, families and other school personnel through presentations, tours and community events. In addition, an up to the date calendar of outreach activities can be accessed in the departmental website.

- a. Compare demographic data from the college to the program, including ethnicity, gender, age, students with disabilities, if appropriate.**

The services provided by the Office of School Relations and Outreach are available to everyone. There is no current tracking mechanism in place to identify whether or not the student population is truly represented. However, it appears that the demographics of attendees of outreach events are similar to Citrus College student demographics.

- b. How effective is this program in enabling success for underprepared and underrepresented?**

The Office of School Relations and Outreach provides services to Hispanic and other underrepresented students under the Hispanic Serving Institution (HSI) and Science, Technology, Engineering, and Mathematics (STEM) grants by guiding these students through the recruitment and enrollment process. Significantly large underrepresented populations reside in the majority of school districts served by the college as reflected in the following data:

**Percent Distribution of District High Schools by Ethnicity**

	Azusa	Claremont	Duarte	Glendora	Monrovia
African American	2.0%	7.8%	8.4%	1.6%	10.6%
American Indian	0.2%	0.4%	0.3%	0.2%	0.8%
Asian	0.9%	10.4%	3.0%	3.7%	2.8%
Filipino	1.8%	1.5%	3.8%	1.7%	2.3%
Hispanic	87.6%	28.4%	67.7%	20.4%	53.7%
Pacific Islander	0.2%	0.4%	0.0%	0.2%	0.4%
White	7.2%	42.5%	10.0%	57.3%	26.2%
Multiple/No Response	0.1%	8.6%	6.8%	14.9%	3.2%

Source: Citrus College Factbook, Spring 2009

In addition, students served by Early Decision have shown to place at basic skill levels as shown below:

**Percentage distribution of Early Decision 2008 Basic Skill placements**

High School	English	Math	Reading
Azusa**	57%	24%	47%
Charter Oak	42%	29%	41%
Claremont	41%	22%	41%
Duarte	50%	41%	52%
Gladstone**	80%	41%	82%
Monrovia	55%	45%	55%

\*Basic Skills criteria: ENGL 040 and below, Math 029 and below, READ 040 and below

\*\*Total number of students at Azusa Unified School District (Azusa and Gladstone High School) that are classified as English Learner or Proficient English Learner is 57%.

## Percentage distribution of Early Decision 2009 Basic Skill placements

High School	English	Math	Reading
Azusa**	74%	29%	76%
Charter Oak	36%	27%	52%
Claremont	46%	40%	60%
Duarte	59%	50%	63%
Gladstone**	67%	33%	68%
Monrovia	62%	41%	56%

\*Basic Skills criteria: ENGL 040 and below, Math 029 and below, READ 040 and below

\*\*Total number of students at Azusa Unified School District (Azusa and Gladstone High School) that are classified as English Learner and Proficient English Learner is 58%..

\*Glendora High School does not participate in Early Decision

### C. Success

#### 1. Review how well your students are completing their educational goals compared to the total college population, if appropriate.

The Office of School Relations and Outreach plays a significant role in contributing to the student's seamless transition from high school to college. The outreach activities designed to increase enrollment of student from feeder schools have yielded positive results. The outreach program has been successful in establishing a larger pool of applicants to the college.

#### Amount of services provided by the Office of School Relations and Outreach

Type of service/activity	2007-2008	2008-2009
College Fairs/Display Tables	18	69
Tours	0	30
Presentations	28	31
Application Workshops	18	25
Off-site Placement	7	19
District Schools' Visits	36	46
Out of District's Schools' Visits	16	22

\*Responsibilities assigned to department as of 2009: College Fairs, Tours

### D. Student Learning Outcomes

#### 1. Describe your progress in the development and implementation of Program Student Learning Outcomes.

##### a. List the program SLOs.

The coordinator of School Relations and Outreach facilitated within the department brainstorming and discussion sessions on SLO's. In addition, the dean of students held meetings to develop and refine SLO's. SLO's have been assessed through voluntary surveys completed at various outreach events including Welcome Day. Furthermore, the office conducts exit

interviews with student ambassadors to assess their experience and satisfaction with the program.

The results are utilized to identify trends, services, and information requested by students and families to improve the program. Based on survey results (see Appendix pgs. 42 & 43), the program is meeting the immediate needs of the local schools served. Therefore, the office will strive to continue serving prospective students and families in assisting them towards pursuing their educational goals.

## **2. Include copy of SLO (See Appendix pgs. 40 & 41)**

### **E. Compliance (if applicable)**

#### **1. Provide an overview of how this program meets applicable minimum requirements of law.**

Under compliance with FERPA, personal identifiable information of students is kept confidential and protected. Information regarding FERPA is posted on two flyers developed by the outreach program, one is regarding steps for concurrent enrollment and the other is on steps parents can take to facilitate student success (see Supplemental Information).

### **F. Student Eligibility (if applicable)**

#### **1. Describe the eligibility requirements for participation in your program.**

All prospective students must comply with minimum eligibility requirements set forth by California Community College Chancellor's Office to receive services provided by the Office of School Relations and Outreach.

### **G. Program Services**

#### **1. List and describe the services/components offered by your program.**

The Office of School Relations and Outreach provides a wide variety of services to prospective students and families:

- **Campus Tours**  
Citrus College offers customized tours, as requested by schools, to meet the specific needs of student populations. In addition, individual tours are available.
- **Citrus College Application Workshops**  
Application workshops are scheduled to accommodate requests from local schools served.

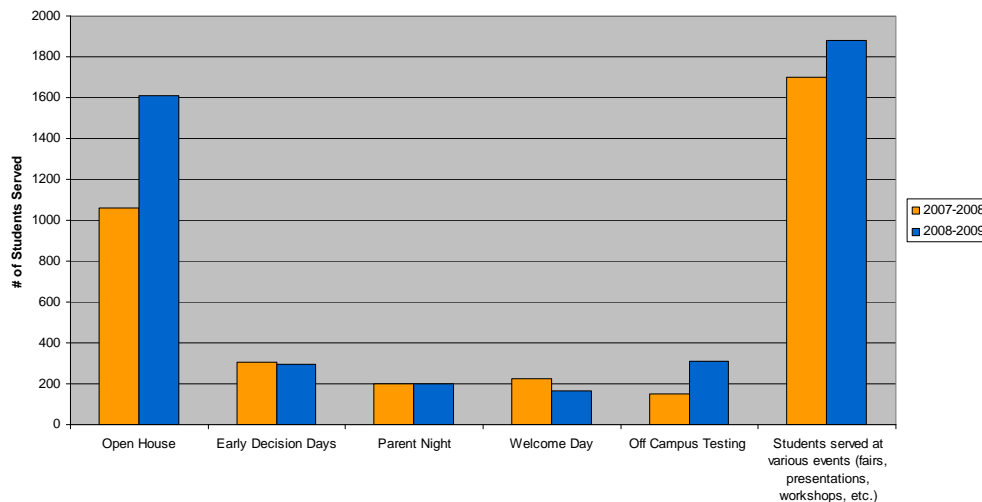
- College and/or Career Fairs  
Citrus College attends high school college or career fairs and provide students with detailed information about programs and services.
- Display Tables  
Outreach staff and ambassadors set up a display table at lunchtime to provide Citrus College information to students.
- Distribution of Printed Materials  
Upon request, Citrus College provides reference guides available to high school counselors, staff and administrators.
- Early Decision  
Special testing sessions and orientations are arranged in collaboration with the Counseling department at Citrus College for district schools.
- Information Sessions  
Outreach staff provides general information presentations to prospective students.
- Parent Connection  
Outreach staff attends high school sponsored meetings at school sites to provide information about Citrus College to parents and answer their questions. These services can be provided in English or Spanish.
- Special Events  
Citrus College hosts events for parents and students such as Parent Orientation Night and Welcome Day.
- Visits from Educational Advisors and/or Outreach Staff  
Educational advisors and/or outreach staff assist students at various high schools during the fall and spring semester. The advisors/outreach staff meet with students individually and conduct classroom presentations as needed. In addition, student ambassadors provide peer-to-peer advising.
- Website - [www.citruscollege.edu/stdntsrv/highschool](http://www.citruscollege.edu/stdntsrv/highschool)  
The Office of School Relations and Outreach website provides a one stop online reference resource. Students, families, and school representatives can learn about our services and events. The website provides an email where counselors, students and families can submit questions and obtain a response from an outreach staff member.

a. Include numbers of students participating in each component, if available.

Event	2007-2008	2008-2009
Open House	1059	1609
Early Decision Days	305	297
Parent Night	199	202
Welcome Day	224	163
Off Campus Testing	149	308
Tours, college fairs, community events		75
Early College		41
Students served at various events (fairs, presentations, workshops, etc.)	1702	1882

*\*It is important to note that on the above chart that students and families may have participated in more than one event*

### Students Served Annually



## 2. Describe how it compares to similar programs at other community colleges in service area (if applicable).

When comparing Citrus College with similar outreach programs in the surrounding community colleges, it appears that Citrus College offers a diverse outreach approach. Upon review of surrounding outreach programs, it was observed that some colleges deliver their outreach services exclusively through either student ambassadors or outreach staff. Research indicated that neighboring community colleges focused outreach efforts on presentations, school visits, college fairs, events for high school seniors, and on campus assessment. In comparison, Citrus College goes beyond a traditional outreach

approach by providing a multifaceted program involving valuable insight from student ambassadors and experienced staff.

The department takes an active role informing families in the local communities of the educational pathways available to their students by attending parent informational meetings. In addition, the office collaborated with the Hispanic Scholarship Fund on November 14, 2009 in hosting Steps for Success to provide students and their families with information about the importance of a college education. Over 1,200 students and families from all over southern California attended the event. In addition, outreach staff participates in Azusa Parent University Day, Whitcomb High School College Night, and Azusa Unified English Learner's Committee meetings. This comparison would indicate that Citrus College's holistic outreach approach broadens the student's and parent's scope of the educational opportunities found in the institution.

## **H. Funding, Expenditure & Accountability**

### **1. How does this program work with the business office to monitor expenditures and fiscal reporting?**

The Office of School Relations and Outreach works closely with Martha McDonald, Dean of Students, and Fiscal Services to monitor expenditures. The department is primarily funded by the HSI and STEM grants and maintains compliance by completing and reporting all information required as stipulated in the respective grants through Time and Effort reports.

### **2. WSCH/FTES generated by each program.**

This program does not generate WSCH/FTES, but is crucial as a support to thousands of students in classes.

### **3. Census & FTE trend.**

This program does not generate WSCH/FTES, but is crucial as a support to thousands of students in classes.

## **I. Environmental Impact**

### **1. How has your program contributed to a greener campus environment (i.e. increased awareness, impact on the campus footprint, strategies to reduce consumption and energy, waste reduction, recycling, sustainability, etc...)**

The Office of School Relations and Outreach contributes to a greener effort by reducing the use of printed material and redirecting outreach efforts towards familiarity and navigation of the college's and program's website. Reference guides (albeit paper) are available upon request to school counselors, staff, and administrators. In addition, the program created a student information guide

collapsing informational material from various programs and services into one comprehensive resource reducing paper use, time and energy.

## **J. Technology Needs**

### **1. What technology needs currently exist in your program (include justification)?**

The program will need a new projector and screen due to limited resources at school sites. Given plans for future growth and development, the program anticipates the need for the staff to be formally trained in computer programs such as Adobe Photoshop and the outreach component of Banner.

### **2. Given your plans for future growth and development, what technology needs do you anticipate in the future?**

Citrus College's Office of School Relations and Outreach recognizes the increasing use of social networking sites such as Facebook by students. In anticipation of the development of social networking sites, it is necessary for the program to develop a Facebook presence in engaging prospective students. Therefore, the office will need to develop and execute a Facebook strategy that will help engage prospective students in an authentic manner that will encourage students to request information and apply for admission. In addition, the office will be able to communicate with staff via a student portal which is currently under development by TeCS.



## IV. EFFECTIVE PRACTICE

### **A. Describe what is working well including awards and special recognitions?**

Since the inception of the Office of School Relations and Outreach, the program has been successful developing and expanding its services. The services provided by the program were initially limited to district schools. However, the success of partnerships established with districts and the community led to a rapid expansion of the program (see Appendix pgs. 44 & 45). The development of a campus-wide outreach program has consisted of the following:

1. Collaboration with the campus community.
  - The development of website with an updated calendar of outreach activities
  - Establishment of the School Relations Outreach Planning Committee
  - Participation in the Tech Prep Committee, Enrollment Management Committee, New Student Orientation Sub-Committee, Student Services Committee
  - Coordinated Open House in collaboration with Fine and Performing Arts
  - Coordinated High School Counselor Breakfast in collaboration with Counseling Programs and Services
  - Participation in Taste of Autumn
  - Working with Teacher Prep and the HSI/STEM grant to promote respective programs to schools and the community
2. Relationship with the local community.
  - Attendance and participation at community events such as Hats off to Duarte, Azusa Golden Days, Claremont Village, Monrovia Holiday Parade, Glendora Christmas Parade, Los Angeles County Fair, Hispanic Scholarship Fund's Steps to Success
  - Presentations to local foster youth organizations, juvenile camps, YMCA
3. Relationships with the local schools.
  - Participation in school-sponsored events such as Azusa Parent University Day and Azusa Parent Roundtable
  - Communicate with school principals and school counselors on an annual basis to assess their needs
4. Coordination of on-campus outreach events.
  - Early Decision Days
  - Parent Night
  - Welcome Day
5. Outreach strategies to prospective students and families.
  - Distribution of information and materials
  - Email communication
  - Maintenance of website
  - Mailings regarding campus events
  - Tours (individual and group)
  - One on one informational meetings with students and families
6. Development of outreach materials to expedite and facilitate the enrollment

process, as well as promote campus programs.

- Top 10 reasons to attend Citrus College
- Steps to Getting Started
- Steps for Concurrent Enrollment
- Helping Your Student Succeed in College
- Website Directory
- Student Reference Guide
- Open House Flyer
- Parent Night Flyer
- Welcome Day Flyer
- Citrus College Directory (bookmark)

**B. What exemplary practices and services do you offer that could be shared with other departments?**

The Office of School Relations and Outreach works closely with schools, departments, and students in building strong ties not only in the external community but also within the Citrus College community. The program fosters collaboration in an inclusive manner by sharing information and resources with all partners. The office plays a significant role in connecting diverse audiences to services and programs on campus that will meet their needs. Furthermore, the transfer of the successful Student Ambassador program from External Relations in fall of 2008 positively impacted the expansion of the outreach program by enhancing services through peer-to-peer communication.

**C. What successful pilot projects have been implemented by your program?**

Since the introduction of School Relations and Outreach, the program has piloted multiple projects. For example, the integration of Financial Aid Night with Parent Night has been effective and successful in delivering valuable comprehensive information to students and families in one evening. Early Decision was established in the spring of 2007 targeting district schools in assisting students in the matriculation process. As a result, in the 2008-2009 academic year, 67% of participating students in Early Decision enrolled in the college. In the fall of 2009, 60% of participants of Early Decision, enrolled in the college, which is consistent with the current enrollment trend. In addition, the first annual Welcome Day was organized in the summer of 2008 offering creative and innovative workshops and tours providing the students and families an opportunity to become acquainted with the campus. Recently, a pilot program entitled Early College was launched at Duarte High School in collaboration with the Dean of Physical and Natural Sciences. The program blends high school and college in a rigorous yet supportive cohort program, enabling a student to complete a high school diploma and 30 college credits simultaneously. School Relations and Outreach assists in providing a smooth enrollment process for the student and provides assistance in monitoring the program.

**D. How do faculty, administrators, staff and students participate in improving the effectiveness of this program?**

The goal of the School Relations and Outreach Committee is to develop a campus-wide outreach plan. The committee is a forum to provide feedback and inform and provide input between various departments on campus regarding outreach services. The committee allows for members to explore ideas in furthering the quality of services to students.

Student input is a valuable component to program improvement. Prospective students are encouraged to complete contact cards at various outreach events. In addition, data collected from event surveys is utilized in the Student Learning Outcome assessment. Furthermore, the office engages in an open dialogue with prospective and current students to gain a better understanding of student's needs and their expectations from the college.

## **V. OPPORTUNITIES FOR IMPROVEMENT, RECOMMENDATIONS AND NEEDS IDENTIFICATION.**

### **A. Identify areas where you may need to make adjustments or changes in order to better serve students.**

#### **1. Use data and previous discussions as foundation for recommendations.**

Based on feedback from surveys:

- **Increase Communication:**

The School Relations and Outreach Office should continue to improve communication with students, families, high school administrators, and local community through the use of email reminders of upcoming events, updated information, the development of a reference guide for school administrators, and a comprehensive student information guide.

- **Staffing:**

As noted throughout this program review, the Office of School Relations and Outreach has grown rapidly since its implementation in the summer of 2006 and has been extremely successful in developing relationships with the local school districts and the community. To effectively manage the outreach and Student Ambassador Program, the office requires a full-time program supervisor, full-time recruiter, and full-time clerical assistant. Furthermore, additional funds are needed to support the Student Ambassador Program. These positions will sustain the effectiveness of the program.

#### **2. Consider needs for data, staffing, program growth and/or restructuring.**

##### **a. Include plans, timelines, resources needs and person(s) responsible for implementing the plans.**

- Access to the outreach component of banner to effectively track students in the enrollment process.
- The rapid expansion of School Relations and Outreach along with the integration of the Student Ambassador Program requires a full-time program supervisor, full-time recruiter, and full-time clerical assistant.
- In order to effectively fulfill all community events and tours, the program will require additional funds allocated to the Student Ambassador Program.
- Working with Human Resources and the Dean of Students to reevaluate classified descriptions by February 10, 2010.

### **3. Technology needs**

#### **a. What technology needs currently exist in your program (include justification).**

- It is crucial to develop a system to effectively track students through the enrollment process.
- Investigate the possibility of installing an effective system to track students until the outreach component of Banner is implemented.

#### **b. Given your plans for future growth and development, what technology needs do you anticipate in the future?**

- Develop and execute a Facebook strategy that will help the program engage prospective students in conversation to raise awareness of the enrollment process and to encourage them to request information and apply for admission.
- Access to the outreach component of Banner to effectively track students in the enrollment process.

## **VI. TECHNICAL ASSISTANCE/TRAINING NEEDS**

### **A. Is there any training or technical assistance that you believe would improve the effectiveness of your program? Be as specific as possible.**

The Office of School Relations and Outreach should participate in conferences to better understand the diverse student population being served and understand the barriers of underrepresented students in higher education as well as strategies to help them succeed. Additionally, participation in conferences will provide opportunities to share and learn best practices from colleagues in the field.

The Office of School Relations and Outreach develops various outreach materials, therefore it is important that the staff be trained in Adobe Photoshop software and other programs related to the design of flyers and other materials.

## **VII. SUPPLEMENTAL INFORMATION**

### **A. Provide copies of materials that you provide to students in your program.**

- Citrus College Directory Bookmark
- Citrus College Steps to Getting Started Flyer
- Citrus College Office of School Relations and Outreach: Services Provided to Schools Flyer
- Citrus College Steps for Concurrent Enrollment Flyer
- Citrus College Website Directory
- Helping Your Student Succeed in College Flyer
- Top Ten Reasons to Choose Citrus College Flyer
- High School Counselor Breakfast Flyer
- Open House Flyer
- Parent Night Flyer
- Welcome Day Flyer
- Student Reference Guide

## VIII. APPENDIX

- Catalog pages pertaining to program
- 2007-2008 Student Learning Outcomes
- 2008-2009 Student Learning Outcomes
- Map of Schools Serviced 2007-2008
- Map of Schools Serviced 2008-2009
- Welcome Day Student Survey 2008
- Welcome Day Student Survey 2009



## H. ACTION ITEMS

### 1. Consent Items

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and reviewed in advance by Board members. 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 approve the attached list of independent contractor/consultant agreements as submitted. (Page 42)
- b. Authorization is requested to approve facility rentals and usage. (Page 44)
- c. Authorization is requested to approve A & B Warrants for April 2010. (Page 46)
- d. Authorization is requested to approve purchase orders for April 2010. (Page 48)

#### **Personnel Recommendations**

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 57)
- f. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 92)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 18, 2010	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

Independent contractor/consultant agreements within budget.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

RECOMMENDATION

Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted.

Carol R. Horton \_\_\_\_\_  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.a. \_\_\_\_\_

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – May 18, 2010**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
P2S Engineering	\$12,500.00max	District	5/19/10-> Project Completion	Plans and Specs for Meters per Proposal dated 4/26/10
<u>CHILD DEVELOPMENT CENTER</u>				
Brown, Deborah Patrice	\$15,000.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Dilberto, Michelle Marie	\$1,656.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Doakes, Sarah	\$2,106.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Grandparents as Parents	\$2,520.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Ousley, Tiffiane	\$1,125.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Recendez, Rodrigo	\$2,520.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Razo, Lucy	\$2,340.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Sims, Duana	\$1,632.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Walker, Joseph	\$2,025.00max	Grant	7/1/10-6/30/11	Foster Care Ed
<u>ENTERPRISE SYSTEM</u>				
Arch Street Consulting	\$16,000.00max	Bond	7/1/10-6/30/11	Financial Aid Banner Implementation
Greybrooke Consulting	\$35,000.00max	Bond	7/1/10-6/30/11	Support for Banner Student System
Strata Information Group	\$90,000.00max	Bond	7/1/10-6/30/11	Functional & Technical Services for Banner
<u>FINE AND PERFORMING ARTS</u>				
Barr, Michelle	\$150.00max	District	5/19/10-6/30/10	Photography Services
Merckx, Kenneth Ring Jr.	\$200.00max	District	5/19/10-6/30/10	Theatrical Services
Mosaic Films	\$2,300.00max	District	5/19/10-6/30/10	Production Services
<u>HEALTH SCIENCE</u>				
Citrus Valley Health Partners	no fee	no fee	7/1/10-6/30/11	Clinical Education
<u>STUDENT HEALTH CENTER</u>				
Christianson, Monica	\$35.00 per hour	District	7/1/10-6/30/11	Mental Health Services
Grace, Adrienne, RN, NP	\$40.00 per hour	District	7/1/10-6/30/11	Medical Services
Graves-Walker, Ann, MD	\$65.00 per hour	District	7/1/10-6/30/11	Medical Services
Lipscomb, Allen	\$35.00 per hour	District	7/1/10-6/30/11	Mental Health Counseling
Peek, Corbett Grant, MD	\$65.00 per hour	District	7/1/10-6-30/11	Medical Services

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

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 18, 2010	Resolution	
SUBJECT:	Facility Usage/Rentals	Information	
		Enclosure(s)	X

**BACKGROUND**

Facility usage agreements that have been prepared and are being submitted to the Board for their approval for the rental and/or use of various campus facilities.

This item was prepared by Judy Rojas, Administrative Assistant, Administrative Services.

**RECOMMENDATION**

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

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

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

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

Item No.         H.1.b.

**Use of Facilities  
May 18, 2010**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Rusty Miller Tennis	Tennis Courts	Junior Tennis Tournament	5/15/2010	\$150.00 plus additional labor if required
West Covina Symphony Orchestra	Performing Arts Center	Concert	6/1 & 6/6/10	\$2,950.00 plus additional labor if required
Dancecapade Inc.	Performing Arts Center and PA192 & 193	Dance Showcase	6/5/2011	\$3,467.50 plus additional labor if required
Connections Academy	LH103	Meeting	7/20/2010	\$200.00 plus additional labor if required
Sonrise Christian School	Performing Arts Center	School Program	12/9/2010	\$1,800.00 plus additional labor if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 18, 2010	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

A & B Warrants for April 2010. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

**RECOMMENDATION**

Authorization is requested to approve A & B Warrants for April 2010.

Carol R. Horton  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.c. \_\_\_\_\_

<b>CITRUS COMMUNITY COLLEGE DISTRICT</b>		
<b>APPROVAL OF A &amp; B WARRANTS</b>		
<b>April, 2010</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$4,546,214.21
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$994,268.80
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
195	C1I-C	\$1,658,788.51
10	089-C	\$1,008.27
3	089-N	\$9,715.14
1	090-C	\$4,551.63
363	C3I-C	\$515,951.20
541	C3I-N	\$283,780.15
8	104-C	\$3,895.07
14	104-N	\$4,712.18
347	C2J-N	\$1,490,494.18
1,482		\$3,972,896.33
ske		
5/14/2010		

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 18, 2010	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

**BACKGROUND**

Purchase orders April 2010.

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

**RECOMMENDATION**

Authorization is requested to approve purchase orders for April 2010.

Carol R. Horton  
Recommended by

/

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

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

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

Item No. \_\_\_\_\_ H.1.d. \_\_\_\_\_



**Includes 04/01/2010 - 04/30/2010**

<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-13494	SAN DIMAS MUSIC, LLC	0280	Blanket PO	01-4300	3,500.00
10-14778	ARROW RESTAURANT EQUIPMENT	9230	Equipment - Owl Cafe	52-6400	2,345.91
10-14792	Photographers Forum	9210	College Photography 2010	01-4300	55.00
10-14809	DIAL Communications	9070	Two-Way Radios	01-4300	3,708.09
10-14852	Amazon.com Corporate Credit	0030	Supplies	01-4300	80.13
10-14863	JUDGE NETTING, INC.	9370	Netting repairs and installation at GDR	41-6100	13,800.00
10-14867	VWR SCIENTIFIC	0030	Supplies	01-4300	149.59
10-14868	W W GRAINGER INC	9375	Compressor - Voc Tech	41-6400	2,816.08
10-14869	JWF Enterprises BarCodeScannersDiscount.com	9260	Barcode Scanner	01-4300	74.70
10-14870	SOUTHERN CALIFORNIA AIR CONDITIONING DIST	9040	HVAC Compressor at AP	01-4300	2,871.06
10-14871	J H MITCHELL	9190	Diesel Fuel	01-4360	387.53
10-14872	Positive Promotions	3120	Promotional Products	33-4300	1,821.96
10-14873	OWL BOOKSHOP	9081	Summer Bridge Student supplies	01-4300	4,981.55
10-14874	GLENDORA POSTMASTER	9250	Postal Permit #44000 & 44001	01-5850	770.00
10-14875	SVM, LP	0309	Blanket PO	01-4300	4,000.00
10-14876	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	0309	CCLC Directory	01-4300	42.51
10-14877	PARENTS PLACE FAMILY RESOURCE CENTER	3120	Videos	33-4300	102.80
10-14878	ACCURATE AIR ENGINEERING	3020	Repair to air compressor for Automotive	01-4300	2,456.21
				01-5600	850.00
10-14879	SNAP-ON INDUSTRIAL	3020	Repair on automotive instructional equipment	01-5600	105.00
10-14880	SAN GABRIEL VALLEY PUBLIC AFFAIRS NETWORK	9220	Membership dues	01-5880	50.00
10-14881	Accuvant Inc	9100	Maintenance	01-5810	1,900.00
10-14882	OWL BOOKSHOP	9081	Caps & gowns	01-7600	1,330.99
10-14883	MISS CALIFORNIA ORGANIZATION	9220	Ad	01-5790	500.00
10-14884	COURTYARD MARRIOTT BALDWIN HOSPITALITY L.L.C.	3120	Together for Children Train/Institute	33-5200	4,413.33
10-14885	Apple Inc	9110	Computers	01-6400	11,496.06
10-14886	SOFTWARE SHELF INTERNATIONAL	9100	Software Maintenance	01-5840	996.00
10-14887	FrontRange Solutions USA Inc Dept 0493	9100	Software Support	01-5840	5,046.35
10-14888	GLOBAL CTI GROUP INC	9100	Maintenance	01-5810	3,123.75
10-14889	CalWORKS ASSOCIATION	9580	Registration fee CalWORKs Association	01-5220	285.00
10-14890	SCRIP-SAFE INTERNATIONAL	9010	Diploma Paper	01-4300	3,148.49
10-14891	LOS ANGELES COUNTY OFFICE OF EDUCATION REGIONAL OCCP. PROG	3372	Strengths Leadership	01-5800	10,420.00
10-14893	ABC UNIFIED SCHOOL DISTRICT	3372	Strengths Leadership Training	01-5800	10,420.00
10-14894	DYNALECTRIC	9370	EMS Training	41-5600	6,423.00
10-14895	R.F. MacDONALD CO.	9370	Install meters on CP boilers	41-5600	2,275.00
10-14896	SOUTHLAND INDUSTRIES	9370	Replace hot water valve at CP	41-5600	3,470.00
10-14897	MONROVIA UNIFIED SCHOOL DIST	3372	Strengths Based Leadership Training	01-5800	6,070.00

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<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-14898	MONROVIA UNIFIED SCHOOL DIST	3372	Strengths Based Leadership	01-5800	12,140.00
10-14899	PLAZA PRODUCE	9290	Lunch for Transfer Task Force	01-4300	243.25
10-14900	ABS PRODUCTS	3020	Cleaning solution	01-4300	98.78
10-14901	WHOLESALE TOOL COMPANY	3020	Micrometers	01-4300	93.46
10-14902	INDUSTRIAL BOYS.COM	3020	V-Blocks	01-4300	41.90
10-14903	ALERT SERVICES	0060	Supplies	01-4300	340.53
10-14904	CPP, INC.	9290	Annual Site License Renewel	01-5800	195.00
10-14905	DIETERICH-POST	3080	Repair on specialized plotter printer	01-5600	664.61
10-14906	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies for Summer	01-4300	1,500.43
10-14907	Tech Depot An Office Depot Co.	9580	Backpacks	01-7600	3,287.01
10-14908	NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUND CHILDREN	3120	Memberships for CDCP Participants	33-5800	500.00
10-14909	SVM, LP	3120	Purchase of Gas Gift Cards	33-4300	1,207.45
10-14910	CVNE % Susanne Valenzuela	0309	District Fund	01-5200	230.00
				01-5300	50.00
10-14911	CompuSports, Inc	0060	Software	01-4300	408.28
10-14912	HILLYARD INC	9270	Supplies	01-4300	5,847.86
10-14913	XPEDX	WA	Paper - Warehouse Stock	01-4300	793.22
10-14914	HARDY DIAGNOSTICS	0030	lab supplies	01-4300	426.20
10-14915	Dell Computer Corp	0280	Computer	01-6400	1,378.08
10-14916	PICASSO	3120	Food for Kinship Train. Instit.	33-4700	395.10
10-14917	SOUTHEASTERN APPAREL	0282	Concert choir dresses	01-5890	289.01
10-14918	TRU MARK ATHLETIC FIELD MARKER	9470	Supplies	59-4300	747.23
10-14919	AMERICAN LEAK DETECTION	9370	Leak detection	41-5600	575.00
10-14920	CAROLINA BIOLOGICAL SUPPLY	3370	Bioremediation Kits - STEM days	01-4300	1,636.67
10-14921	FISHER SCIENTIFIC	0030	lab supplies	01-4300	212.43
10-14922	J & R MUSIC WORLD	0281	Speaker Mount	01-4300	64.75
10-14923	UNIVERSITY OF LAVERNE	9510	February Invoice for ULV paid by HSI Title V	01-5800	23,206.21
10-14924	MCMURRY STERN	9320	Service Agreement	01-5810	816.34
10-14925	BestBuy.Com Gov. & Education Sales	3120	Video Equipment	33-6400	452.52
10-14926	Woodland Hills Camera	3260	Digital Cameras	01-6400	1,132.26
10-14927	RSPE AUDIO SOLUTIONS	3370	Supplies & Equipment	01-4300	10,259.61
				01-6400	1,322.00
10-14928	Pitsco Education	3370	Solar Car Kits	01-4300	5,776.13
10-14929	ROCKWEST TECNHOLOGY GROUP	9012	Supplies	01-4300	734.35
10-14930	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	2,792.04
10-14931	Systems Technology Associates	9100	VMWare Software	01-5840	23,303.98
10-14932	TRAINERS WAREHOUSE	3120	Training Supplies	33-4300	552.33
10-14933	DAVE BANG ASSOCIATES, INC	9250	Outdoor furniture	41-6400	13,171.30
10-14934	PALLOTTA INSTALLATIONS	9672	Furniture installation	01-5800	225.00
10-14935	AZUSA UNIFIED SCHOOL DISTRICT	9672	Substitute teacher reimbursement	01-5800	660.00
10-14936	CLAREMONT UNIFIED SCHOOL DIST.	9672	Substitute teacher reimbursement	01-5800	226.00
10-14937	DUARTE UNIFIED SCHOOL DISTRICT	9672	Substitute teacher reimbursement	01-5800	230.00

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<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-14938	GLENDORA UNIFIED SCHOOL DIST.	9672	Substitute teacher reimbursement	01-5800	417.05
10-14939	MONROVIA UNIFIED SCHOOL DIST	9672	Substitute teacher reimbursement	01-5800	420.00
10-14940	KITCHEN CLIQUE.COM	0310	Lab supplies	01-4300	52.66
10-14941	Nasco	0310	Lab supplies	01-4300	23.35
10-14942	OWL CAFE	9347	Lunches	01-4300	417.05
10-14943	OWL CAFE	9680	Lunch	01-4300	261.21
10-14944	OWL CAFE	9672	Lunch	01-4300	315.09
10-14945	ALLIANCE BUS LINES	9347	Buses	01-5610	1,842.92
10-14946	Dell Computer Corp	9100	Backup Servers	01-6400	8,038.87
10-14947	OWL CAFE	9347	Refreshments	01-4300	29.63
10-14948	Amazon.com Corporate Credit	9347	Book	01-4300	15.18
10-14949	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	538.53
10-14950	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	538.53
10-14951	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	538.53
10-14952	SC FUELS	9190	Gasoline	01-4360	9,571.00
10-14953	GS CONSULTANTS	9347	Conference Registration	01-5220	910.50
10-14954	PLAZA PRODUCE	9672	Refreshments	01-4300	14.78
10-14955	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	588.65
10-14956	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	588.65
10-14957	FAST DEER CHARTER, INC.	9681	Buses for STEM Days	01-5610	588.65
10-14958	ALLIANCE BUS LINES	9681	Buses for STEM Days	01-5610	1,167.00
10-14959	DEMCO INC.	9260	Supplies	01-4300	585.47
10-14960	MINITEX 15 ANDERSEN LIBRARY	9260	Supplies	01-4300	560.14
10-14961	NEXT SYSTEMS, INC.	9260	Supplies	01-4300	471.17
10-14962	SEHI Computer Products Inc	3260	Photo Class Supplies	01-4310	962.46
10-14963	GAYLORD BROS. ATTN: MAERLISE MONETTE	9260	Supplies	01-4300	85.90
10-14964	HIGHSMITH CO., INC.	9260	Supplies	01-4300	18.03
10-14965	MERITLINE	3160	Supplies	01-4300	179.17
10-14966	Freestyle Photographic Supply	3260	Photo Class Supplies	01-4300	1,100.64
10-14967	Blackboard Finance Operations	3180	Blackboard Data Integration	01-5840	4,339.73
10-14968	NE SYSTEMS INC	9100	Maintenance	01-5810	1,432.00
10-14969	COLLEGENET.COM	9100	R25 Service Fees	01-5840	2,969.15
10-14970	SMA Management Systems, Inc	9100	Software Training	01-5840	450.00
10-14971	IPSWITCH, INC	9100	Software Maintenance	01-5840	175.00
10-14972	Harland Technology Services	9100	Software Maintenance	01-5840	1,890.00
10-14973	CITY OF GLENDORA	9375	Main Gym Remodel - Traffic Control Fee	42-6100	240.00
10-14974	CSI FULLMER	9100	Chairs	01-6400	6,878.36
10-14975	Dell Computer Corp	9100	Computers	01-6400	2,570.26
10-14976	WESTERN AUDIO VISUAL CORP	9672	Multimedia Upgrade - PS121	01-6400	14,199.66
10-14977	Amazon.com Corporate Credit	9100	Books	01-4300	128.95
10-14979	STUDENTMARKET.COM	9100	Chair	01-6400	318.26
10-14980	ACTIVE PARENTING	3120	Training material for Kinship classes	33-4300	1,904.05
10-14981	SAN GABRIEL VALLEY TRIBUNE	9375	Legal Ad - Campus Safety Landscape Bid #04-0910	42-5800	1,748.00
10-14982	Tech Depot An Office Depot Co.	0060	Fax Machine	01-6400	319.36
10-14983	ALFAX	0060	Tables for P.E.	01-4300	614.61
10-14984	Dell Computer Corp	9099	Monitors	01-6400	419.68
10-14985	L-Soft Sweden AB	9100	Software Maintenance	01-5840	2,500.00

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<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-14986	ACTIVE PARENTING	3120	Curriculum for Foster Care Classes	33-4300	3,754.16
10-14987	ACTIVE PARENTING	3120	Training Material	33-4300	1,095.31
10-14988	REST-A-PHONE CORPORATION	9010	Telephone Neck Rest	01-4300	48.07
10-14989	AMER.COM	9100	Equipment	01-6400	905.27
10-14990	PASCO SCIENTIFIC	0310	Lab supplies	01-4300	171.21
10-14991	Dell Computer Corp	9100	Computers	01-6400	2,591.19
10-14992	TRI-BEST VISUAL DISPLAY	0310	Instructional supplies	01-4300	379.74
10-14993	SwimOutlet.com	0060	Swimming suits	01-4300	344.97
10-14994	BSN SPORTS	0060	PE supplies	01-4300	1,867.84
10-14995	WENGER CORPORATION MUSIC EQUIPMENT	0060	Equipment field cart	01-4300	2,042.82
10-14996	PLAZA PRODUCE	3372	Refreshments	01-5800	283.92
10-14997	HARDY DIAGNOSTICS	0030	Supplies	01-4300	120.10
10-14998	TANGRAM	3040	2 Chair - Leap	01-4300	1,539.79
10-14999	Independent Student Media	3372	Tech Prep Reg. Renew Pilot Site Licenses	01-4300	8,780.00
10-15000	IN PRO CORPORATION	0280	PA lobby area remodeling	01-4300	1,255.66
10-15001	SEHI Computer Products Inc	9170	Printer	01-6400	1,464.28
10-15002	SEHI Computer Products Inc	9170	Printer	01-6400	1,464.28
10-15003	JEFF'S SPORTING GOODS	0060	Tennis net for P.E.	01-4300	278.79
10-15004	HARDY DIAGNOSTICS	0030	Supplies for Microbiology	01-4300	802.52
10-15005	HOORAY PROMOS	9081	Student supplies	01-7600	393.94
10-15006	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Training room equipment	01-4300	430.89
10-15007	HOORAY PROMOS	9081	Student Supplies	01-7600	2,237.81
10-15008	HOORAY PROMOS	9081	Outreach supplies	01-4300	580.95
10-15009	FRED PRYOR SEMINARS	3120	Guide for FKCE Citrus Database	33-4300	109.59
10-15010	Dell Computer Corp	9100	Computer Parts	01-6400	6,837.92
10-15011	Toshiba Direct Gov/Ed Western Division	9100	Notebook Computers	01-6400	3,636.46
10-15012	JEFF'S SPORTING GOODS	0060	P.E tennis net	01-4300 41-4300	.00 222.98
10-15013	SPORT IMPORTS INC	0060	P.E. Volleyball Nets	01-4300	734.40
10-15014	SPORT IMPORTS INC	0060	P.E. Volleyball Net	01-4300	383.20
10-15015	S & R SPORTS	0060	Water Polo Goal Net	01-4300	278.29
10-15016	ALBERTSONS	9081	Refreshments	01-5220	600.00
10-15017	Systems Technology Associates	9100	Server Equipment	01-6400	24,157.62
10-15018	VIZUAL SYMPHONY	9100	Service	01-5630	360.00
10-15019	ALBERTSONS	9347	Food	01-4300	808.00
10-15020	EDUCATION TO GO	9330	Enrollment Fees	39-5800	300.00
10-15021	WATSON BROS.	0311	Balance repair	01-5600	1,805.16
10-15022	JEFF'S SPORTING GOODS	0060	Men's and Women's Basketballs	01-4300	656.50
10-15023	SPORT & CYCLE TEAM ATHLETICS	0060	Men's and Women's basketballs	01-4300	667.75
10-15024	CASTLE PRESS	9220	2010 Summer Session Postcard	01-5850	9,265.10
10-15025	SPAGHETTI EDDIE'S	9660	Purchases food and supplies for Title V Coop Event	01-4300	888.76
10-15026	Dell Computer Corp	9580	Computer	01-6400	1,629.33
10-15027	Amazon.com Corporate Credit	9672	Book	01-4300	36.00
10-15028	CAF Techology	9580	Scanner	01-6400	3,369.33

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<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-15029	CSI FULLMER	9375	Campus Safety Building Furniture	42-4300	18,261.96
10-15030	GLOBAL ELECTIC MOTORCARS	9430	Repairs to Gem Car	01-5600	2,539.72
10-15031	DIAL US TERMITE AND PEST CONTROL, INC.	9040	Termite service	01-5800	800.00
10-15032	OWL BOOKSHOP	9081	Student supplies	01-7600	2,057.81
10-15033	HOORAY PROMOS	9081	student supplies	01-7600	4,579.76
10-15034	INTEGRATED BIOMETRIC TECHNOLOGY	3120	Blanket Purchase Order	33-5860	300.00
10-15035	Ham Radio Outlet	9100	Supplies	01-4300	1,445.18
10-15036	Positive Promotions	3120	Heath Training Aids	33-4300	689.78
10-15037	dk Graphics & Printer Supplies	9110	Supplies	01-4300	2,975.17
10-15038	Evisions	9100	Software Maintenance	01-5840	4,031.00
10-15039	Positive Promotions	3120	Training Aids	33-4300	428.03
10-15040	Technology Integration Group	9100	Equipment	01-6400	11,611.55
10-15041	HILLYARD INC	9270	Supplies	01-4300	725.77
10-15042	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	1,820.47
10-15043	HOME DEPOT	9100	Tools	01-4300	2,618.49
10-15044	S & R SPORTS	0060	Water polo caps	01-4300	569.70
10-15045	SARGENT-WELCH SCIENTIFIC DIVISION OF VWR CORP	0310	Lab supplies	01-4300	31.41
10-15046	Amazon.com Corporate Credit	9100	Supply	01-4300	47.52
10-15047	Amazon.com Corporate Credit	3070	Book	01-4300	27.98
10-15048	SNAP-ON INDUSTRIAL	9510	Automotive cabinetry	01-6400	80,704.25
10-15049	IDM Computer Solutions Inc	9100	Software Upgrades	01-4300	335.20
10-15050	COMMUNICATIONS CENTER	9100	Communication Equipment	01-6400	8,834.43
10-15051	WESTERN AUDIO VISUAL CORP	9100	Digital Signage Components	01-6400	14,285.44
10-15052	CDW-G	9100	Supplies	01-4300	139.77
10-15053	CDW-G	9100	Projectors	01-6400	5,640.93
10-15054	CDW-G	9170	Multimedia Equipment	01-6400	5,330.67
10-15055	SEHI Computer Products Inc	9100	Supplies	01-4300	874.07
10-15056	Dell Computer Corp	9170	Computers - Tech E Lab	01-6400	9,003.18
10-15057	Oracle USA Inc	9100	Software Support Renewal	01-5840	24,480.00
10-15058	FLINN SCIENTIFIC INC.	0311	Supplies	01-4300	109.66
10-15059	Dell Computer Corp	0020	Supply	01-4300	173.49
10-15060	ORIENTAL TRADING COMPANY INC	3120	Blanket Purchase Order	33-4300	600.00
10-15061	ATI	0309	NCLEX - ATI Testing Materials	01-4300	4,250.00
10-15063	CAF Techology	3200	Computer - Maureen Renaghan	01-6400	3,020.84
10-15065	CITY OF GLENDORA	9375	Sidewalk & Excavation Permit Fee - Main Gym	42-5800	537.00
10-15066	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	425.30
10-15067	B & H Photo Video - Pro Audio Gov/Education Sales Division	0072	A/V Equipment - Clarion	01-6400	5,360.18
10-15068	HILLYARD INC	9270	Supplies	01-4300	649.60
10-15069	Systems Technology Associates	9100	Server Storage	01-6400	17,810.59
10-15070	CDW-G	3120	Supplies	33-4300	67.94
10-15071	Amazon.com Corporate Credit	3070	Books	01-4300	37.80
10-15072	Amazon.com Corporate Credit	3070	Books	01-4300	145.64
10-15073	PLAYSCRIPTS, INC.	0080	Play script	01-4300	30.80
10-15074	HYBRID CASES	0280	Travel cases	01-4300	2,576.08
10-15075	Amazon.com Corporate Credit	9220	Supplies	01-4300	108.44
10-15076	Tech Depot An Office Depot Co.	0010	LCD Wall Mount	01-4300	157.13

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<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
10-15077	WELDON, WILLIAMS & LICK, INC.	9030	TICKET STOCK	01-4300	2,315.13
10-15078	BLUELINX	9030	SUPPLIES	01-4300	1,633.08
10-15079	PARAMOUNT SAW	9030	REPAIR	01-5630	232.47
10-15080	ROSE BRANDS TEXTILE FABRICS	0281	Gaffer Tape	01-4300	345.84
10-15081	3D FASTENERS PLUS	9030	SUPPLIES	01-4300	678.04
10-15082	MILLIE'S DANCE	0282	Blanket Purchase Order - dance supplies	01-4300	1,300.00
10-15083	C & C WAREHOUSE	0010	Kiln shelves	01-4300	288.92
10-15084	Powell Camera Shop	3260	Photo Supplies	01-4300	341.07
10-15085	COMPVIEW INC.	3160	AV Supplies	01-4300	2,327.36
10-15086	Full Compass Attn: Ken Schneider	9030	Equipment	01-6400	4,160.51
10-15087	Toshiba Direct Gov/Ed Western Division	9100	Notebook Computers - Trickey	01-6400	2,874.62
10-15088	SPSS Inc.	0020	Software License Renewal	01-5800	3,977.91
10-15089	ComputerLand of Silicon Valley Attn: Education Sales	0072	Software	01-6400	869.03
10-15090	Data Impressions	9170	LCD TV - Recording Arts Conference Room	01-6400	3,574.69
10-15093	DEMCO INC.	9260	Booktrucks	01-4300	1,340.60
10-15094	TRU MARK ATHLETIC FIELD MARKER	9470	Supplies	59-4300	747.23
10-15095	SIGURDSON SALES & SERVICE	9110	Repair booklet maker	01-5630	823.13
10-15097	R & D BUSINESS INT. 000446	0010	Lecture chair	01-4300	224.75
10-15098	MARINE RESCUE PRODUCTS INC.	9330	Lifeguard Suits	39-4300	1,615.58
10-15099	MICROFIT	9170	Fitness Center Equipment	01-6400	7,445.48
10-15100	ComputerLand of Silicon Valley Attn: Education Sales	9100	Software	01-4300	825.00
11-15700	OWL BOOKSHOP	9300	Blanket PO	01-4300	100.00
11-15701	OFFICE DEPOT (000043)	9300	Blanket PO	01-4300	2,000.00
11-15702	OFFICE DEPOT (000043)	3340	Blanket PO	01-4300	200.00
11-15703	OFFICE DEPOT (000043)	9340	Blanket PO	01-4300	300.00
11-15704	OFFICE DEPOT (000043)	9330	Blanket PO	39-4300	1,000.00
11-15705	OFFICE DEPOT (000043)	9151	Blanket PO	01-4300	6,650.00
11-15706	OFFICE DEPOT BSD ED DIV	9160	Blanket PO	01-4300	5,000.00
11-15707	OWL CAFE	9151	Blanket PO	01-4300	1,600.00
11-15708	OWL BOOKSHOP	9151	Blanket PO	01-4300	1,000.00
11-15709	OFFICE DEPOT BSD ED DIV	9250	Blanket PO	01-4300	6,500.00
11-15710	CALIFORNIA STAGE & LIGHTING	9030	BLANKET PO	01-4300	5,000.00
11-15711	KING BOLT CO.	9030	BLANKET PO	01-4300	500.00
11-15712	PATTON STEEL	9030	BLANKET PO	01-4300	2,500.00
11-15713	MISSION ACE HARDWARE	9030	BLANKET PO	01-4300	1,000.00
11-15714	ROSE BRANDS TEXTILE FABRICS	9030	BLANKET PO	01-4300	7,500.00
11-15715	VER SALES INC.	9030	BLANKET PO	01-4300	1,000.00
11-15716	WEST-LITE SUPPLY CO., INC.	9030	BLANKET PO	01-4300	1,000.00
11-15717	PRODUCTION WIRELESS SERVICES	9030	BLANKET PO	01-5630	3,000.00
11-15718	CARL ROWE (000151)	9030	BLANKET PO	01-5810	1,000.00
11-15719	TICKETS.COM	9030	BLANKET PO	01-5810	8,500.00
11-15720	OFFICE DEPOT (000043)	9020	Blanket PO	01-4300	4,000.00
11-15721	OFFICE DEPOT (000043)	9050	Blanket PO	01-4300	8,000.00
11-15722	B & K ELECTRIC WHOLESALE	9030	BLANKET PO	01-4300	1,000.00

**Includes 04/01/2010 - 04/30/2010**

<b>PO#</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
11-15723	HOME DEPOT	9030	BLANKET PO	01-4300	6,000.00
11-15724	MC MASTER-CARR	9030	BLANKET PO	01-4300	2,500.00
11-15725	OFFICE DEPOT (000043)	9030	BLANKET PO	01-4300	1,500.00
11-15726	PRAX AIR	9030	BLANKET PO	01-4300	1,500.00
11-15727	VISIONS IN COLOR	9030	BLANKET PO	01-4300	3,500.00
11-15728	ZEE MEDICAL INC	9030	BLANKET PO	01-4300	500.00
11-15729	TOOL-TEAM	9030	BLANKET PO	01-5630	500.00
11-15730	GMS ELEVATOR	9030	BLANKET PO	01-5810	1,500.00
11-15731	WHALEN BINDERY & MAILING SVC	9030	BLANKET PO	01-5850	4,500.00
11-15732	OWL BOOKSHOP	9020	Blanket PO	01-4300	500.00
11-15733	OFFICE DEPOT BSD ED DIV	0030	Blanket PO	01-4300	1,300.00
11-15734	OFFICE DEPOT BSD ED DIV	0311	Blanket PO	01-4300	1,300.00
11-15735	OFFICE DEPOT BSD ED DIV	0310	Blanket PO	01-4300	2,000.00
11-15736	OWL BOOKSHOP	0030	Blanket PO	01-4300	400.00
11-15737	OWL BOOKSHOP	0310	Blanket PO	01-4300	400.00
11-15738	AMERICAN RANGE CO	9470	Blanket PO	59-4300	2,000.00
11-15739	ARROWHEAD PURITAS	9470	Blanket PO	59-4300	500.00
11-15740	CALLAWAY GOLF	9470	Blanket PO	59-5850	.00
				59-9321	6,000.00
11-15741	CLEVELAND GOLF	9470	Blanket PO	59-5850	.00
				59-9321	500.00
11-15742	COBRA GOLF, INC.	9470	Blanket PO	59-5850	.00
				59-9321	700.00
11-15743	COSTCO WHOLESALE	9470	Blanket PO	59-4300	1,373.00
				59-5800	465.68
				59-9329	3,661.32
11-15744	DON MARTIN COMPANY	9470	Blanket PO	59-4300	700.00
				59-5850	.00
				59-9321	1,300.00
11-15745	W W GRAINGER INC	9470	Blanket PO	59-4300	400.00
11-15746	HORNUNGS GOLF PRODUCTS	9470	Blanket PO	59-4300	1,500.00
				59-5850	.00
				59-9321	1,500.00
11-15747	HOME DEPOT	9470	Blanket PO	59-4300	2,500.00
11-15748	LEWIS SAW & LAWNMOWER	9470	Blanket PO	59-4300	453.30
				59-5630	546.70
11-15749	MONTEREY CLUB/A.M. PLAYER	9470	Blanket PO	59-5850	.00
				59-9321	2,500.00
11-15750	PEPSI-COLA CO	9470	Blanket PO	59-4300	800.00
				59-9329	3,200.00
11-15751	PRECEPT	9470	Blsnket PO	59-5850	.00
				59-9321	1,000.00
11-15752	PING INC	9470	Blanket PO	59-5850	.00
				59-9321	4,000.00
11-15753	ACUSHNET COMPANY	9470	Blanket PO	59-5850	.00
				59-9321	6,000.00
11-15754	WINN INC	9470	Blanket PO	59-5850	.00
				59-9321	1,000.00
11-15755	WITTEK GOLF SUPPLY	9470	Blanket PO	59-4300	3,000.00
				59-9321	1,500.00
11-15756	ZEE MEDICAL INC	9470	Blanket PO	59-4300	800.00

**Total                      290                      821,370.36**

<b>Fund Summary</b>			
<b>Fund</b>	<b>Description</b>	<b>PO Count</b>	<b>Amount</b>
01	General Fund	237	684,779.74
33	Child Development Fund	17	18,394.35
39	Community Education	3	2,915.58
41	Capital Outlay Projects Fun	8	42,753.36
42	Revenue Bond Construction F	4	20,786.96
52	Cafeteria Fund	1	2,345.91
59	Golf Driving Range	21	49,394.46
<b>Total</b>		<b>290</b>	<b>821,370.36</b>

<b>PO Changes</b>				
	<b>New PO Amount</b>	<b>Fund/ Object</b>	<b>Description</b>	<b>Change Amount</b>
10-13008	2,500.00	01-4300	General Fund/Materials and Supplies	500.00
10-13013	13,500.00	01-4300	General Fund/Materials and Supplies	5,000.00
10-13022	7,500.00	01-4300	General Fund/Materials and Supplies	7,500.00
10-13023	2,000.00	01-4300	General Fund/Materials and Supplies	2,000.00
10-13024	2,900.00	01-4300	General Fund/Materials and Supplies	2,900.00
10-13026	3,700.00	01-4300	General Fund/Materials and Supplies	3,700.00
10-13340	18,000.00	01-4300	General Fund/Materials and Supplies	8,000.00
10-13379	20,000.00	01-6300	General Fund/Books & Media	2,000.00
10-13481	1,350.00	01-4300	General Fund/Materials and Supplies	1,350.00
10-13482	23,500.00	01-5890	General Fund/Other Services	7,500.00
10-13486	20,000.00	01-5890	General Fund/Other Services	5,000.00
10-13488	800.00	01-5880	General Fund/Other Charges/Fees	100.00
10-13573	4,000.00	01-4300	General Fund/Materials and Supplies	1,000.00
10-14167	115.52	01-4300	General Fund/Materials and Supplies	3.25
10-14361	600.00	01-4300	General Fund/Materials and Supplies	.00
10-14525	1,797.62	01-5810	General Fund/Contracted Services-Serv A	297.62
10-14702	228.14	01-4300	General Fund/Materials and Supplies	30.62
10-14737	868.39	01-4300	General Fund/Materials and Supplies	380.00
<b>Total PO Changes</b>				<b>47,261.49</b>



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 18, 2010	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 approved by the Director responsible for the supervision of the specific area.

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

RECOMMENDATION

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

Robert Sammis  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.e. \_\_\_\_\_

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Abbassi, Ali	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Afzali, Ana	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/10	12/31/10	\$50.72	hr.
Allen, Ann	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/10	12/31/10	\$50.72	hr.
Al-Sabea, Taha	Instructor		Hourly as needed	Economics	07/01/10	12/31/10	\$44.90	hr.
Alvarado, Noel	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Anderson, Brian	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Anderson, Brian	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Anson, Melanie	Instructor	During unassigned time	Hourly as needed	Speech	07/01/10	12/31/10	\$50.72	hr.
Avcı, Tugrul	Instructor		Hourly as needed	Economics	07/01/10	12/31/10	\$44.90	hr.
Avila, Naomi	Counselor		Hourly as needed	Counseling	07/01/10	12/31/10	\$44.90	hr.
Bakhit, Kathy	Instructor	During unassigned time	Hourly as needed	Economics	07/01/10	12/31/10	\$50.72	hr.
Baxter, Susan	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Bellini, Kelly	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Bigby, Shauna	Nurse	During unassigned time	Hourly as needed	Health Center	07/01/10	12/31/10	\$50.72	hr.
Birmingham, Thomas	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Borbon, Eva	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Boxley, Jackie	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Brawner, Mary	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Bray, Richard	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Brown, Ricky	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$50.72	hr.
Buckalew, James	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Burch, Emily	Counselor		Hourly as needed	Counseling	07/01/10	12/31/10	\$44.90	hr.
Burns, Linda	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Call, Jack	Instructor	During unassigned time	Hourly as needed	Philosophy	07/01/10	12/31/10	\$50.72	hr.
Campbell, Faye	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Carrillo, Michael	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.
Carter, Brian	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Casey, David	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Casey, David	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Cashell, Judy	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
Chavez-Appel, Mercedes	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Chun, Mina	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Cloughly, Cecilia	Instructor		Hourly as needed	German	07/01/10	12/31/10	\$44.90	hr.
Colville, Linda	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/10	12/31/10	\$50.72	hr.
Cross, Cynthia	Instructor	During unassigned time	Hourly as needed	ESL	07/01/10	12/31/10	\$50.72	hr.
Croy, Richard	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Culp, Jean	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Curran, Keith	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Danley-Scott, Jennifer	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Dau, Carsten	Instructor	During unassigned time	Hourly as needed	Religion/English	07/01/10	12/31/10	\$50.72	hr.
Deets, Kristin	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Dery, Ken	Instructor		Hourly as needed	Biology	07/01/10	12/31/10	\$44.90	hr.
Desmond, Yae	Instructor		Hourly as needed	Japanese	07/01/10	12/31/10	\$44.90	hr.
DiBernardo, Albert	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.
Dingwall, Stephanie	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Doolittle, Jan	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Dougall, Natalie	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Efron, Alan	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Eiland, Thomas	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Eisel, Roberta	Instructor	During unassigned time	Hourly as needed	Religion/English	07/01/10	12/31/10	\$50.72	hr.
Eng, Marilyn	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Entus, Robert	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Everest, Robert	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Everest, Robert	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Farahani, Badieh	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Farnum, Martin	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Fincher, John	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Fincher, John	Instructor	During unassigned time	Hourly as needed	Speech	07/01/10	12/31/10	\$50.72	hr.
Fleischer, Beatriz	Instructor		Hourly as needed	Spanish	07/01/10	12/31/10	\$44.90	hr.
Gamboa, Robert	Counselor	During unassigned time	Hourly as needed	Center for Teacher Excellence	07/01/10	12/31/10	\$44.90	hr.
Gamboa, Robert	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$44.90	hr.
Garate, Elisabeth	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/10	12/31/10	\$50.72	hr.
Garcia, Victor	Instructor		Hourly as needed	Spanish	07/01/10	12/31/10	\$44.90	hr.
Ghandhi, Louise	Instructor		Hourly as needed	Cultural Geography	07/01/10	12/31/10	\$44.90	hr.
Ghidella, Richard	Administrator on Duty		Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Ghosh, Ramya	Instructor		Hourly as needed	Economics	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Gold, Peter	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Golden, Kristin	Instructor		Hourly as needed	ESL	07/01/10	12/31/10	\$44.90	hr.
Gomez, Steven	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Gong, Catherine	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Gonzalez, Rudy	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Gonzalez, Rudy	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Goodman, Robert	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Grannis, Gabriela	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Grasser, George	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Greenwell, Maia	Instructor	During unassigned time	Hourly as needed	Anthropology	07/01/10	12/31/10	\$50.72	hr.
Greer, Maury	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Gregg, Judy	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/10	12/31/10	\$50.72	hr.
Gropp, Barry	Counselor		Hourly as needed	Basic Skills Grant	07/01/10	12/31/10	\$44.90	hr.
Gropp, Barry	Counselor		Hourly as needed	Counseling	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Guebert, Toby	Instructor	During unassigned time	Hourly as needed	ESL	07/01/10	12/31/10	\$50.72	hr.
Guillen, Nelida	Instructor		Hourly as needed	Spanish	07/01/10	12/31/10	\$44.90	hr.
Gunderson, Mark	Instructor	During unassigned time	Hourly as needed	Reading	07/01/10	12/31/10	\$50.72	hr.
Gunstream, Marilyn	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Gutierrez, Jesus	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Gutierrez, Jesus	Instructor	Math SI Faculty Lead	Stipend	STEM Grant	06/21/10	08/12/10	\$1,500.00	tl.
Gutierrez, Jesus	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Guttman, Kenneth	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$50.72	hr.
Hahn, Shelley	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/10	12/31/10	\$50.72	hr.
Hall, James	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Han, Steven	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Hartman, Steven	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Hartman, Steven	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Harvey, Joseph	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Hathaway, George	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Hernandez, Ernest	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.
Hernandez, Michelle	Volunteer			Counseling		07/01/10	12/31/2010	
Hernandez, Nellie	Counselor		Hourly as needed	CalWORKs	07/01/10	12/31/10	\$44.90	hr.
Herrera, Rafael	Counselor	During unassigned time	Hourly as needed	Center for Teacher Excellence	07/01/10	12/31/10	\$50.72	hr.
Hester, Dana	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Hester, Dana	Instructor	Faculty Lead, STEM Science	Stipend	STEM Grant	06/21/10	08/12/10	\$3,500.00	tl.
Hester, Dana	Instructor	Faculty Lead, STEM Science	Stipend	STEM Grant	08/31/10	12/17/10	\$8,000.00	tl.
Heuring, Patrice	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Hibbs, Linda	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Hodge, Daniel	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Hogan, Ghada	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Hollenshead, Marcia	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Hong, Andrew	Instructor		Hourly as needed	ESL	07/01/10	12/31/10	\$44.90	hr.
Humphrey, Linda	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Hunt, Stephan	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Iino, Kelsey	Counselor		Hourly as needed	Center for Teacher Excellence	07/01/10	12/31/10	\$44.90	hr.
Iott, Becky	Counselor		Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$44.90	hr.
Iott, Becky	Counselor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Jaimes, Franciella	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
James, Rhoda	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Jonas, Vida	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Kaisler, Denise	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Kang, Eun	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Kaplan, Richard	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.

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Kary, David	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Kaur, Raminder	Instructor		Hourly as needed	Biology	08/28/10	12/18/10	\$44.90	hr.
Kaur, Raminder	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Kelly, Donna	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Kim, Andrew	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$50.72	hr.
Kim, Grace	Volunteer			Counseling		07/01/10	12/31/2010	
Kin, Edward	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Kinney, Michael	Instructor		Hourly as needed	Biology	08/28/10	12/18/10	\$44.90	hr.
Kinney, Michael	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Kolb, Erik	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Kondo, Arnold	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Korn, Dennis	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Kyle, Timothy	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Lau, Bernie	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.

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Lawrence, Patricia	Instructor	During unassigned time	Hourly as needed	Reading/English	07/01/10	12/31/10	\$50.72	hr.
Le, Tieng	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Leach, Larry	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Lee, Bianca	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Lee, Monica	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Lei, Li	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Leung, Helen			Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$44.90	hr.
Leung, Sing	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Lewis, David	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Linville, Brian	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Livio, Paul	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Loaiza, Albert	Counselor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Lofthouse, Peter	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Lombardo, Thomas	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Long, Stacy	Instructor		Hourly as needed	Communications	07/01/10	12/31/10	\$44.90	hr.

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Longyear, Alicia	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Lopez, Emma	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Low, Joyce	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Loya, Henry	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Lubisich, Senya	Instructor	During unassigned time	Hourly as needed	History	07/01/10	12/31/10	\$50.72	hr.
Macias, John	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Marine, Constance	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Martin, Harold	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Martinez, Brenda	Instructor		Hourly as needed	Spanish	07/01/10	12/31/10	\$44.90	hr.
Martinez, Suzanne	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
McBurney, Robin	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
McBurney, Robin	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
McCabe, Dale	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
McGarry, Anna	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/10	12/31/10	\$50.72	hr.

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McLeod, Jennifer	Counselor	During unassigned time	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Medrano, Esmeralda	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Medrano, Esmeralda	Instructor	Faculty Lead, STEM Science	Stipend	STEM Grant	06/21/10	08/12/10	\$3,500.00	tl.
Medrano, Esmeralda	Instructor	Faculty Lead, STEM Science	Stipend	STEM Grant	08/31/10	12/17/10	\$8,000.00	tl.
Medrano, Esmeralda	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Merandi, Michael	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Merandi, Michael	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Mercurio, Vince	Counselor	During unassigned time	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Miles, Terrence	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Miramontes, Natalie	Volunteer			Counseling	07/01/10	12/31/10		
Mondrala, Scott	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Montgomery, Robert	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Morrison, Joanne	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.

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Myers, Kimberly	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Naiyer, Zakari	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Nalbandyan, Zorayr	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Nelson, Lori	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Nelson, Stephen	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Newell, Jerry	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Ng, Sun	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Nguyen, Cynthia	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Nguyen, Tracy	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Nguyenhuu, Rick	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Nguyenhuu, Rick	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Noonan, Benjamin	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Norman, Scott	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Nuttall, Adora	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Odegaard, Eric	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.

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Odrich, Steve	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Odrich, Steve	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
O'Neil, Margaret	Instructor	During unassigned time	Hourly as needed	Communications	07/01/10	12/31/10	\$50.72	hr.
O'Neil, Margaret	Instructor	Clarion Advisor	Stipend	Language Arts	08/27/10	12/18/10	\$2,536.00	tl.
Opulencia, Cherlou	Counselor		Hourly as needed	Counseling	07/01/10	12/31/10	\$44.90	hr.
Overly, David	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Ozminkowski, Mariusz	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Peak, Hyeyi	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Pecoraro, Susan	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Perez, Roberto	Instructor		Hourly as needed	Sociology	07/01/10	12/31/10	\$44.90	hr.
Perry, Carolyn	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/10	12/31/10	\$50.72	hr.
Peters, Gerhard	Instructor	During unassigned time	Hourly as needed	Political Science	07/01/10	12/31/10	\$50.72	hr.
Petreaca, Melissa	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Plug, Michelle	Counselor	During unassigned time	Hourly as needed	Career/Transfer Center	07/01/10	12/31/10	\$50.72	hr.



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Plug, Michelle	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Plug, Michelle	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
Ponciano, Ronald	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Provencher, Henry	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Ramos, Christopher	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Ramos, Gloria	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Ramos, Michael	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Rashidi, Waleed	Instructor		Hourly as needed	Communications	07/01/10	12/31/10	\$44.90	hr.
Resch, Amy	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Resto, Luivette	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Richard, Levi	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Riderer, Lucia	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Riderer, Lucia	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.

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Riderer, Lucia	Instructor	Faculty Lead, STEM Calculus	Stipend	STEM Grant	06/12/10	08/12/10	\$3,500.00	tl.
Riderer, Lucia	Instructor	Faculty Lead, STEM Calculus	Stipend	STEM Grant	08/30/10	12/17/10	\$6,000.00	tl.
Rivadeneira, Justina	Counselor	During unassigned time	Hourly as needed	Career/Transfer Center	07/01/10	12/31/10	\$50.72	hr.
Rivadeneira, Justina	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
Rizk, Sharon	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Robles, Andrew	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Rodriguez, Lisa	Instructor		Hourly as needed	Anthropology	07/01/10	12/31/10	\$44.90	hr.
Romero, Alicia	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Ross, Glen	Instructor	During unassigned time	Hourly as needed	Political Science	07/01/10	12/31/10	\$50.72	hr.
Ross, Glen	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Ross, Lisa	Instructor		Hourly as needed	Political Science	07/01/10	12/31/10	\$44.90	hr.
Rowley, Dianne	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Rudd, Rebecca	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.

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Ryba, David	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Saldana, Rudy	Instructor	During unassigned time	Hourly as needed	Philosophy	07/01/10	12/31/10	\$50.72	hr.
Salwak, Dale	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Salyer, Kimberly	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Sanchez, Enrique	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Sanchez, Raul	Counselor	During unassigned time	Hourly as needed	Center for Teacher Excellence	07/01/10	12/31/10	\$44.90	hr.
Sanchez, Raul	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$44.90	hr.
Schulte, Francis	Instructor		Hourly as needed	Humanities	07/01/10	12/31/10	\$44.90	hr.
Scott, Chris	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Scott, Chris	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$50.72	hr.
Seccombe, June	Instructor		Hourly as needed	ESL	07/01/10	12/31/10	\$44.90	hr.
Seibert, William	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Sellon, Annette	Nurse		Hourly as needed	Health Center	07/01/10	12/31/10	\$44.90	hr.

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Serrao, Elizabeth	Instructor		Hourly as needed	Reading	07/01/10	12/31/10	\$44.90	hr.
Shannon, James	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$50.72	hr.
Shannon, James	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Shaw, Nickiwanna	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Shearer, Margaret	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Shimano, Brooke	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Shimokawa, Kristie	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Skalicky, James	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/10	12/31/10	\$50.72	hr.
Smith, Stephen	Instructor		Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Smyth, Nathaniel	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Smythe, Colville	Instructor		Hourly as needed	English	07/01/10	12/31/10	\$44.90	hr.
Solheim, Bruce	Instructor	During unassigned time	Hourly as needed	History	07/01/10	12/31/10	\$50.72	hr.
Soremekun, Fola	Instructor	During unassigned time	Hourly as needed	History	07/01/10	12/31/10	\$50.72	hr.

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Stone, Traci	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$44.90	hr.
Styles, Christine	Instructor	During unassigned time	Hourly as needed	Economics	07/01/10	12/31/10	\$50.72	hr.
Swan, Alfie	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Swan, Alfie	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Swatzel, James	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Swatzel, James	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Tate, Erin	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Telesca, Lisa	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Telesca, Michael	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Tippins, Ralph	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Tippins, Ralph	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.
Trad, Mohamad	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Trad, Mohamad	Instructor	Algebra & Calculus Workshops	Hourly as needed	STEM Grant	06/21/10	08/12/10	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Villeneuve, Theresa	Instructor	During unassigned time	Hourly as needed	Communications	07/01/10	12/31/10	\$50.72	hr.
Waddington, Brian	Instructor	During unassigned time	Hourly as needed	History	07/01/10	12/31/10	\$50.72	hr.
Wagner, Alexander	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Walz, Sheryl	Instructor	During unassigned time	Hourly as needed	Sociology	07/01/10	12/31/10	\$50.72	hr.
Weaver, Pablo	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/10	12/31/10	\$44.90	hr.
Weisman, Lisa	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
White, Gailynn	Instructor	During unassigned time	Hourly as needed	Sociology	07/01/10	12/31/10	\$50.72	hr.
White, Sheila	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Wise, Jody	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Wong, Kerwin	Instructor		Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$44.90	hr.
Wood, Jack	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.
Woolsey, Ronald	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Woolum, James	Instructor	During unassigned time	Hourly as needed	Administration of Justice	07/01/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Woolum, James	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Wurst, Clifton	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/10	12/31/10	\$50.72	hr.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	Career/Transfer Center	07/01/10	12/31/10	\$50.72	hr.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
Yount, Michelle	Instructor		Hourly as needed	Psychology	07/01/10	12/31/10	\$44.90	hr.
Ysais, Melissa	Instructor		Hourly as needed	Child Development	07/01/10	12/31/10	\$44.90	hr.
Zaharek, James	Instructor	During unassigned time	Hourly as needed	Humanities	07/01/10	12/31/10	\$50.72	hr.
Zarate, Eloy	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Zawahreh, Luai	Instructor		Hourly as needed	Economics	07/01/10	12/31/10	\$44.90	hr.
Zeman, William	Instructor		Hourly as needed	History	07/01/10	12/31/10	\$44.90	hr.
Zhuang, Ying	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Tseng, Kelly	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$44.90	hr.
Tucker, Connie	Instructor	During unassigned time	Hourly as needed	ESL	07/01/10	12/31/10	\$50.72	hr.
Tucker, Connie	Administrator on Duty		Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Tufano, Andrew	Instructor		Hourly as needed	Speech	07/01/10	12/31/10	\$44.90	hr.
Tussy, Alan	Instructor		Hourly as needed	STEM Grant	07/01/10	12/31/10	\$50.72	hr.
Van Horn, Tasha	Instructor	During unassigned time	Hourly as needed	Speech	07/01/10	12/31/10	\$50.72	hr.
VanCitters, Beverly	Instructor	During unassigned time	Hourly as needed	Reading	07/01/10	12/31/10	\$50.72	hr.
Vaughan, John	Administrator on Duty	During unassigned time	Hourly as needed	Social and Behavioral Sciences	07/01/10	12/31/10	\$50.72	hr.
Villa, Lisa	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Villa, Lisa	Counselor	During unassigned time	Hourly as needed	HSI Bridges to Success	07/01/10	12/31/10	\$50.72	hr,
Villegas, Laura	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/10	12/31/10	\$50.72	hr.
Villeneuve, Anna	Instructor	During unassigned time	Hourly as needed	English	07/01/10	12/31/10	\$50.72	hr.



**ACADEMIC EMPLOYEES  
Amendment  
MAY 18, 2010**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Change</b>
Perri, Geraldine	Superintendent/President	President's Office	Amendment #2 to Contract Section 4. - extended through July 2011

**ACADEMIC EMPLOYEES  
ADJUNCT SUMMER 2010  
MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Adawiya, Issa	Public Works	Lecture	1-6	\$1,119	\$63.93
Allgaier, Jennifer	Dance	Lecture	4-6	\$1,281	\$73.17
Aplanalp, Jane	Cosmetology	Lecture	1-6	1,119	\$63.93
Bowen, Keshia	Cosmetology	Lecture	1-5	\$1,072	\$61.30
Carter, Brian	Physics	Lecture	4-2	\$1,183	\$67.59
Clark, Angela	Vocational Nursing	Lecture	2-5	\$1,120	\$63.99
Curran, Keith	English	Lecture	1-6	\$1,119	\$63.93
Dennis, Paul	Administration of Justice	Lecture	1-6	\$1,119	\$63.93
Desimone, Natalie	Counseling	Lecture	1-1	\$1,025	\$58.54
Dhillon, Dalvir	Nursing	Lecture	1-1	\$1,025	\$58.54
Dingwall, Stephanie	Biology	Lecture	1-2	\$1,025	\$58.54
Dunaj, Joshua	Physical Education	Lecture	1-6	\$1,119	\$63.93
Entus, Robert	Chemistry	Lecture	4-4	\$1,183	\$67.59
Fallat, Paul	Heating & Air Conditioning	Lecture	1-6	\$1,119	\$63.93
Felix, Felipe	Cosmetology	Lecture	1-6	\$1,119	\$63.93
Fischer, Maria	Cosmetology	Lecture	1-1	\$1,025	\$58.54
Ghosh, Ramya	Economics	Lecture	4-4	\$1,183	\$67.59
Glancy, James	Water Technology	Lecture	1-6	\$1,119	\$63.93
Golden, Kristin	ESL	Lecture	2-4	\$1,077	\$61.56
Hall, James	English	Lecture	1-6	\$1,119	\$63.93
Hawkins, Karen	Nursing	Lecture	1-2	\$1,025	\$58.54
Hernandez, Nellie	Counseling	Lecture	2-3	\$1,077	\$61.56
Holm, Daniel	Cosmetology	Lecture	1-5	\$1,072	\$61.30
Holmes, Alison	Art	Lecture	1-5	\$1,072	\$61.30
Hudson, Brenda	Cosmetology	Lecture	1-2	\$1,025	\$58.54
Hunt, Stephan	Administration of Justice	Lecture	1-6	\$1,119	\$63.93
Kang, Eun	English	Lecture	4-6	\$1,281	\$73.17
Krinke, Gary	Music	Lecture	1-5	\$1,072	\$61.30
Kyle, Timothy	Physical Education	Lecture	1-6	\$1,119	\$63.93
Lauer, Brett	Physical Education	Lecture	1-1	\$1,025	\$58.54
Lewis, David	History	Lecture	1-6	\$1,119	\$63.93
Liskey, Renee	Music	Lecture	1-6	\$1,119	\$63.93
Loaiza, Alberto	Counseling	Lecture	2-1	\$1,077	\$61.56
Lofthouse, Peter	Physical Education	Lecture	1-4	\$1,025	\$58.54

**ACADEMIC EMPLOYEES  
ADJUNCT SUMMER 2010  
MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Malley, Jennifer	Humanities	Lecture	2-6	\$1,174	\$67.06
Meza, Ralph	Counseling	Lecture	1-3	\$1,025	\$58.54
Milliken, Keely	Music	Lecture	1-6	\$1,119	\$63.93
Noonan, Benjamin	Physical Education	Lecture	2-4	\$1,077	\$61.56
Perret, Deborah	Cosmetology	Lecture	1-5	\$1,072	\$61.30
Resto-Ometeotl, Luivette	English	Lecture	3-6	\$1,230	\$70.28
Shear, Michelle	Dance	Lecture	1-6	\$1,119	\$63.93
Smedley, Deanna	Counseling	Lecture	2-3	\$1,077	\$61.56
Smith, Stephen	Physical Education	Lecture	1-6	\$1,119	\$63.93
Thielke, Erin	Music	Lecture	1-6	\$1,119	\$63.93
Valdez, Antonio	Cosmetology	Lecture	1-4	\$1,025	\$58.54
Waddington, Alan	Music	Lecture	1-6	\$1,119	\$63.93
Wagner, Alexander	Earth Science	Lecture	1-2	\$1,025	\$58.54
Weiss, Neil	Theatre Arts	Lecture	4-6	\$1,281	\$73.17
Zawahreh, Luai	Economics	Lecture	4-6	\$1,281	\$73.17

**ACADEMIC EMPLOYEES  
OVERLOAD SUMMER 2010  
MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Afzali, Ana	Spanish	Lecture	5-18	\$1,636	\$93.49
Allahbachayo, Salima	Nursing	Lecture	2-6	\$1,138	\$65.03
Anson, Melanie	Speech	Lecture	5-27	\$1,636	\$93.49
Bautista, Susan	Cosmetology	Lecture	1-9	\$1,231	\$70.34
Boquiren, Conchita	Vocational Nursing	Lecture	3-19	\$1,582	\$90.40
Bowman, Deborah	Nursing	Lecture	1-12	\$1,377	\$78.69
Brown, Cherie	Theatre Arts	Lecture	4-17	\$1,636	\$93.49
Brown, David	Automotive	Lecture	1-12	\$1,377	\$78.69
Brown, Ricky	Political Science	Lecture	5-9	\$1,636	\$93.49
Call, Jack	Philosophy	Lecture	5-15	\$1,636	\$93.49
Carr, Darrell	Photography	Lecture	1-25	\$1,425	\$81.48
Carver, Sally	Cosmetology	Lecture	2-35	\$1,528	\$84.57
Castillo, Claudia	Counseling	Lecture	2-11	\$1,382	\$78.97
Clark, Jeremy	Automotive	Lecture	1-14	\$1,425	\$81.48
Cross, Cynthia	ESL	Lecture	2-10	\$1,333	\$76.17
Cummins, Shuling	Mathematics	Lecture	4-34	\$1,636	\$93.49
Dau, Carsten	English	Lecture	3-18	\$1,582	\$90.40
Durfield, Timothy	Business	Lecture	5-9	\$1,636	\$93.49
Eckead, Christopher	Automotive	Lecture	1-4	\$987	\$56.40
Eckead, Christopher	Motorcycle & Water Tech	Lecture	1-4	\$987	\$56.40
Eiland, Thomas	English	Lecture	3-18	\$1,582	\$90.40
Eisel, Gunnar	Music	Lecture	2-26	\$1,528	\$84.57
Eisel, Roberta	English	Lecture	3-15	\$1,582	\$90.40
Ellis, Jeannette	Vocational Nursing	Lecture	1-9	\$1,231	\$70.34
Everest, Robert	Mathematics	Lecture	4-16	\$1,636	\$93.49
Farahani, Badieh	Chemistry	Lecture	2-10	\$1,333	\$76.17
Fincher, John	Speech	Lecture	3-17	\$1,582	\$90.40
Flores, Richard	Computer Science & Info Systems	Lecture	4-17	\$1,636	\$93.49
Garate, Elisabeth	Spanish	Lecture	5-13	\$1,636	\$93.49
Ghidella, Richard	Business	Lecture	4-11	\$1,490	\$85.14
Glover, Patty	Cosmetology	Lecture	1-11	\$1,328	\$75.89
Gomez, Steven	Physical Education	Lecture	3-14	\$1,582	\$90.40
Gong, Catherine	Mathematics	Lecture	4-21	\$1,636	\$93.49
Goodman, Robert	Biology	Lecture	3-15	\$1,582	\$90.40
Graciano, Albert	Cosmetology	Lecture	1-13	\$1,425	\$81.48

**ACADEMIC EMPLOYEES  
OVERLOAD SUMMER 2010**

**MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Grauso, Lynda	Vocational Nursing	Lecture	2-16	\$1,528	\$84.57
Green, Martin	Music	Lecture	1-10	\$1,280	\$73.14
Greenwell, Maia	Anthropology	Lecture	4-15	\$1,636	\$93.49
Gregg, Judy	Child Development	Lecture	4-25	\$1,636	\$93.49
Gregg, Judy	Psychology	Lecture	4-25	\$1,636	\$93.49
Gunderson, Mark	Reading	Lecture	3-16	\$1,582	\$90.40
Gunstream, Marilyn	Physical Education	Lecture	4-34	\$1,636	\$93.49
Gutierrez, Jesus	Mathematics	Lecture	2-7	\$1,187	\$67.83
Guttman, Kenneth	Psychology	Lecture	5-24	\$1,636	\$93.49
Hadsell, Clifford	Health Sciences	Lecture	5-11	\$1,636	\$93.49
Hartman, Steve	Physical Education	Lecture	4-28	\$1,636	\$93.49
Harvey, Joseph	English	Lecture	4-25	\$1,636	\$93.49
Hernandez, Salvador	Cosmetology	Lecture	1-11	\$1,328	\$75.89
Hester, Dana	Biology	Lecture	4-17	\$1,636	\$93.49
Hillman, Michael	Art	Lecture	4-18	\$1,636	\$93.49
Hoehne, William	Music	Lecture	4-15	\$1,636	\$93.49
Jackson, Matt	Art	Lecture	3-14	\$1,582	\$90.40
James, Rhoda	Office Technology	Lecture	5-20	\$1,636	\$93.49
Johnson, Sandra	Art	Lecture	3-25	\$1,582	\$90.40
Kim, Andrew	Psychology	Lecture	5-7	\$1,636	\$93.49
Kondo, Arnold	Biology	Lecture	4-18	\$1,636	\$93.49
Korn, Dennis	Automotive	Lecture	4-25	\$1,636	\$93.49
Korn, Dennis	History	Lecture	4-25	\$1,636	\$93.49
Langford, W.	Music	Lecture	3-17	\$1,582	\$90.40
Low, Joyce	Mathematics	Lecture	3-16	\$1,582	\$90.40
Lubisich, Senya	History	Lecture	5-7	\$1,636	\$93.49
Lucido, Grace	Cosmetology	Lecture	2-12	\$1,431	\$81.77
McGarry, Anna	Spanish	Lecture	4-16	\$1,636	\$93.49
McLeod, Jennifer	Counseling	Lecture	4-9	\$1,392	\$79.54
Mead, Rachel	Cosmetology	Lecture	1-9	\$1,231	\$70.34
Medrano, Esmeralda	Mathematics	Lecture	2-9	\$1,285	\$73.43
Miles, Terrence	Chemistry	Lecture	4-16	\$1,636	\$93.49
Mondrala, Scott	Biology	Lecture	5-6	\$1,636	\$93.49
Munoz, Gino	Music	Lecture	1-8	\$1,182	\$67.84
Nguyenhuu, Rick	Mathematics	Lecture	4-15	\$1,636	\$93.49

**ACADEMIC EMPLOYEES  
OVERLOAD SUMMER 2010  
MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Odrich, Steve	Mathematics	Lecture	4-22	\$1,636	\$93.49
O'Neil, Margaret	Communications	Lecture	3-25	\$1,582	\$90.40
Overly, David	English	Lecture	5-24	\$1,636	\$93.49
Peters, Gerhard	Political Science	Lecture	4-8	\$1,343	\$76.74
Ramos, Gloria	Physics	Lecture	4-10	\$1,441	\$82.34
Richard, Levi	Business	Lecture	5-14	\$1,636	\$93.49
Riderer, Lucia	Mathematics	Lecture	4-10	\$1,441	\$82.34
Ross, Glenn	Political Science	Lecture	4-21	\$1,636	\$93.49
Saldana, Rudy	Philosophy	Lecture	1-18	\$1,425	\$81.48
Scott, Chris	Mathematics	Lecture	3-18	\$1,582	\$90.40
Scott, Chris	Physics	Lecture	3-18	\$1,582	\$90.40
Shaw, Nickawanna	Physical Education	Lecture	4-9	\$1,392	\$79.54
Shrope, Douglas	Music	Lecture	1-21	\$1,425	\$81.48
Slack, Robert	Music	Lecture	4-14	\$1,636	\$93.49
Smolin, Robert	Accounting	Lecture	4-14	\$1,636	\$93.49
Solheim, Bruce	History	Lecture	5-17	\$1,636	\$93.49
Solis, Roberto	Computer Science & Info Systems	Lecture	4-16	\$1,636	\$93.49
Soremekun, Folahan	History	Lecture	5-23	\$1,636	\$93.49
Styles, Christine	Economics	Lecture	4-7	\$1,295	\$74.00
Swan, Alfie	Mathematics	Lecture	4-16	\$1,636	\$93.49
Telesca, Lisa	English	Lecture	3-20	\$1,582	\$90.40
Tippins, Ralph	Mathematics	Lecture	4-23	\$1,636	\$93.49
Trad, Mohamad	Mathematics	Lecture	4-14	\$1,636	\$93.49
Tucker, Connie	ESL	Lecture	4-24	\$1,636	\$93.49
VanCitters, Beverly	Reading	Lecture	5-25	\$1,636	\$93.49
VanHorn, Tasha	Speech	Lecture	2-13	\$1,480	\$84.57
Vaughan, John	Music	Lecture	1-16	\$1,425	\$81.48
Villa, Elizabeth	Counseling	Lecture	4-10	\$1,441	\$82.34
Volonte, Daniel	Theatre Arts	Lecture	3-11	\$1,436	\$82.06
Waddington, Brian	History	Lecture	1-12	\$1,377	\$78.69
Walz, Sheryl	Sociology	Lecture	1-10	\$1,280	\$73.14
White, Gailynn	Sociology	Lecture	4-16	\$1,636	\$93.49
Wong, Julie	Vocational Nursing	Lecture	1-24	\$1,425	\$81.48
Wurst, Clifton	Physical Education	Lecture	2-23	\$1,528	\$84.57
Zhuang, Ying	Mathematics	Lecture	4-16	\$1,636	\$93.49

**ACADEMIC EMPLOYEES  
SUMMER 2010  
NON CREDIT  
MAY 18, 2010**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Kassab, Mohamad	Non Credit	1-1	\$38.43
Nguyen, Cynthia	Non Credit	1-3	\$42.24
Trujillo, Ana	Non Credit	1-1	\$38.43

**ACADEMIC EMPLOYEES  
2010-2011 LAB SUPERVISORS  
MAY 18, 2010**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Carter, Brian	A	STEM	7/1/2010	12/31/10	4-1	\$33.00
Cotton, Christopher	A	Learning Center	7/1/2010	12/31/10	2-2	\$31.08
Dery, Kenneth	A	STEM	7/1/2010	12/31/10	1-1	\$27.68
Dingwall, Stephanie	A	STEM	1/1/2010	06/30/10	1-2	\$29.29
Efron, Alan	A	STEM	7/1/2010	12/31/10	2-3	\$32.69
Entus, Robert	A	STEM	7/1/2010	12/31/10	4-2	\$34.60
Farahani, Badieh	F	STEM	7/1/2010	12/31/10	2-13	\$33.10
Farnum, Martin	A	STEM	7/1/2010	12/31/10	4-3	\$36.23
Farrell, Holly	A	Learning Center	7/1/2010	12/31/10	2-3	\$32.69
Fisher, Jamie	A	Learning Center	7/1/2010	12/31/10	1-2	\$29.29
Goodman, Robert	F	STEM	7/1/2010	12/31/10	3-13	\$34.87
Gordon, Laura	A	Communications	7/1/2010	12/31/10	1-3	\$30.90
Han, Steven	A	STEM	7/1/2010	12/31/10	1-1	\$27.68
Hathaway, George	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Hester, Dana	F	STEM	7/1/2010	12/31/10	3-13	\$34.87
Hollenshead, Marcia	A	STEM	7/1/2010	12/31/10	4-3	\$36.23
Hong, Andrew	A	Learning Center	7/1/2010	12/31/10	1-3	\$30.90
Kaisler, Denise	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Kary, David	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Kaur, Raminder	A	STEM	7/1/2010	12/31/10	1-1	\$27.68
Kinney, Michael	A	STEM	7/1/2010	12/31/10	1-1	\$27.68
Kondo, Arnold	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Lawrence, Hugh	A	Learning Center	7/1/2010	12/31/10	4-3	\$36.23
Lee, Monica	A	STEM	7/1/2010	12/31/10	2-3	\$32.69
Livio, Paul	A	STEM	7/1/2010	12/31/10	1-3	\$30.90
Martinez, Brenda	A	Learning Center	7/1/2010	12/31/10	1-3	\$30.90
McCabe, Dale	A	STEM	7/1/2010	12/31/10	3-3	\$34.45
Miles, Terrence	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Mondrala, Scott	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Montgomery, Robert	A	STEM	7/1/2010	12/31/10	4-3	\$36.23
Nelson, Lori	A	Learning Center	7/1/2010	12/31/10	2-3	\$32.69
Petreaca, Melissa	A	STEM	7/1/2010	12/31/10	1-1	\$27.68
Plummer, Brian	A	Learning Center	7/1/2010	12/31/10	4-3	\$36.23



**ACADEMIC EMPLOYEES  
2010-2011 LAB SUPERVISORS  
MAY 18, 2010**

Ramos, Gloria	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Rashidi, Waleed	A	Learning Center	7/1/2010	12/31/10	1-3	\$30.90
Ryba, David	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Scott, Chris	F	STEM	7/1/2010	12/31/10	3-13	\$34.87
Seccombe, June	A	Learning Center	7/1/2010	12/31/10	4-3	\$36.23
Shimano, Brooke	A	STEM	7/1/2010	12/31/10	1-3	\$30.90
Smyth, Nathaniel	A	STEM	7/1/2010	12/31/10	2-2	\$31.08
Sosta, Rachel	A	Learning Center	7/1/2010	12/31/10	1-2	\$29.29
Stavrinides, Mike	A	Learning Center	7/1/2010	12/31/10	4-3	\$36.23
Wagner, Alexander	A	STEM	7/1/2010	12/31/10	1-2	\$29.29
Weaver, Pablo	A	STEM	7/1/2010	12/31/10	2-3	\$32.69

**ACADEMIC EMPLOYEES  
ADJUNCT FALL 2010  
MAY 18, 2010**

<b>NAME</b>	<b>Department/Discipline</b>	<b>Lecture</b>	<b>Placement</b>	<b>Unit Rate</b>	<b>Hourly Rate</b>
Dery, Ken	Biology	Lec	1-1	\$1,025	\$58.54
Goedhart, Christine	Biology	Lec	1-1	\$1,025	\$58.54
Han, Steven	Chemistry	Lec	1-1	\$1,025	\$58.54
Kaur, Raminder	Biology	Lec	1-1	\$1,025	\$58.54
Kinney, Michael	Biology	Lec	1-1	\$1,025	\$58.54
Lauer, Brett	Physical Education	Lec	1-1	\$1,025	\$58.54
Petreaca, Melissa	Biology	Lec	1-1	\$1,025	\$58.54

**ACADEMIC EMPLOYEES  
MAY 18, 2010**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Meza, Ralph	Counselor - Categorical	Counseling	End of funding	6/30/10 (corrected date)

**SEPARATIONS**



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Abernathy, Nolan	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
Acker, Chris	Stipend	Men's Basketball Camp Co-Director	P.E.	6/1/10	8/1/10		Not to exceed \$4,000/tl. Salary dependent of the number of campers
Acedo, Cynthia	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Advarado, Nilda	Food Services Assistant I	During Unassigned time	Cafeteria	5/19/10	6/30/10	10-7	\$14.77/hr.
Arcero, Steven	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Ausman, Devon	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Barili, Rosalie	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office employees	Performing Arts Center	7/1/10	12/31/10	19-1	\$13.76/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Batcheller, Sarah	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Beatty, David	Stipend	Adjudicator Instrumental Competition Event	Fine & Performing Arts	5/20/10	5/20/10		\$200/tl.
Beilstein, Amy	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Beilstein, Christain	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Benjamin, Stacy	Performing Arts Cashier	Fill-in for box office peak periods, vacations and	Performing Arts Center	7/1/10	12/31/10	19-1	\$13.76/hr.
Benjamin, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Boylan, John	Stipend	Adjudicator Instrumental Competition Event	Fine & Performing Arts	5/20/10	5/20/10		\$200/tl.
Braggin, Andrew	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Brooks, Shauwn	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Brown, Jadarious	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Bush, Erin	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	7/1/10	12/31/10	29-1	\$17.62/hr.
Bush, Erin	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Bush, Tersea	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Cabrera, Jeanette	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HIS Grant-Bridges to Success	5/19/10	6/30/10	17-1	\$13.10/hr.
Cabrera, Jeanette	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant-Bridges to Success	7/1/10	12/31/10	17-1	\$13.10/hr.
Castaneda, Michelle	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Chatham, Chick	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Caudle, Mike	Stipend	Video Editing Pop show	Fine & Performing Arts	5/20/10	5/23/10		\$500/tl.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Cervantes, Ebut	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music or applicable ASO account	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Chavez, Nilda	Recruiter	Provide outreach services to students and parents	BSI Grant	7/1/10	12/31/10	33-1	\$19.45/hr.
Christian, Michelle	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Cordova, Stacy	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	7/1/10	12/31/10	29-1	\$17.62/hr.
Cordova, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Croy, Richard	Stipend	Men's Basketball Camp Director	P.E.	6/1/10	8/1/10		Not to exceed \$12,000/tl. Salary dependent of the number of campers
Cruz, Debra S.	Recruiter	Provide outreach services to students and parents	BSI Grant	7/1/10	12/31/10	33-1	\$19.45/hr.
DeAnda, Aaron	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Deatrck, Steven	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Deatrck, Steven	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music or applicable ASO account	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Diaz, Nicole	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Doyen, Evan	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Esparza, Ernie	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Everman, Lowell Allen	Program Coordinator	Rehearse/prepare music for Citrus Singer and vocal music department	Music	7/1/10	12/31/10	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Ferrer, Martin	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Franco, Andrew	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant-Bridges to Success	5/19/10	6/30/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Franco, Andrew	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant-Bridges to Success	7/1/10	12/31/10	17-1	\$13.10/hr.
Frantz, Jessica	Department Aide	House staff for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Gagliano, Stephanie	Performing Arts Cashier	Fill-in in box office for peak periods, vacations and unscheduled absences of permanent box office employees	Performing Arts Center	7/1/10	12/31/10	19-1	\$13.76/hr.
Gagliano, Stephanie	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Gee, Julieanne	Department Aide	House staff for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Glenn, Arsenio	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Hans, Megan	Administrative Clerk I	Provide clerical assistance for department production events	Music	7/1/10	12/31/10	19-1	13.76/hr.
Hansen, Paula	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Hatley, Adrienne	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Hendricks, Lynn	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	7/1/10	12/31/10	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Hill, Matthew	Dept. Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Hillman, Jamil	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Hoehne, William	Stipend	Music Arranging Instrumental Tour	Fine & Performing Arts	6/15/10	6/18/10		\$250/tl.
Holman, Michaele	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27hr.
Jaquette, Tim	Stipend	Adjudicator Instrumental Competition Event	Fine & Performing Arts	5/20/10	5/20/10		\$200/tl.
Jefferson, Garrett	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
Johnson, Kara	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Jordon, Phillip	Program Coordinator	Assist with instrumental music productions and design/development of brochures for both off-campus and on-campus events	Music	1/1/10	6/30/10	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Jumper, Titus	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Kasnetsis, Eric	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Kendrick, Heidi	Dept. Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Keslake, Greg	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Keslake, Greg	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music or applicable ASO account	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Keslake, Greg	Stipend	Sound Design Instrumental Music Tour	Fine & Performing Arts	5/19/10	5/27/10		\$2250/tl.
Khalil, Karim	Dept. Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
King, Richard	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Kofmehl, Jocelyn	Student Service Assistant	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	17-1	\$13.10/hr.
Lamoureux, Julie	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	7/1/10	12/31/10	29-1	\$17.62/hr.
Lauer, Brett	Stipend	Men's Basketball Camp Co-Director	P.E.	6/1/10	8/1/10		Not to exceed \$5,000/tl. Salary dependent of the number of campers
LeBrun, Michael J.	Program Coordinator	Prepare program;assist productions; responsible for organization/ transportation of sound/production equipment	Music	7/1/10	12/31/10	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Leones, Ivan	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Lofthouse, Peter	Stipend	Youth Fitness Camp Staff Co-Director	P.E.	6/21/10	8/12/10		Not to exceed \$10,000/tl. Salary dependent of the number of campers

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Logue, Anita	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Logue, John	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Longtin, Gerard	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
McCarns-Yolland, Jon	Stipend	Sound Design Instrumental Music Tour	Fine & Performing Arts	5/19/10	5/27/10		\$500/tl.
McConnell, William	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
McCullough, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Miller, Rita	Food Services Assistant I	During Unassigned time	Cafeteria	5/19/10	6/30/10	14-7	\$16.30/hr.
Morriss, Roshon	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Munguia, Danny	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Munoz, Gino	Stipend	Music Arranging Instrumental Tour	Fine & Performing Arts	6/15/10	6/18/10		\$250/tl.

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SHORT-TERM, HOURLY,  
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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Murga, Emilio Jose	Department Aide	Assist G. Eisel with History of Rock & Roll classes	Music	7/1/10	12/31/10	3-1	\$9.27/hr.
Navarette, Alonzo	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Neto, Marika	Stipend	Mentor new SI leader, help new leaders facilitate SI review sessions	Title V HSI Grant-Bridges to Success	6/14/10	6/30/10		\$15.00/hr.
Neto, Marika	Stipend	Mentor new SI leader, help new leaders facilitate SI review sessions	Title V HSI Grant-Bridges to Success	7/1/10	12/31/10		\$15.00/hr.
Nielson, Troy	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
Noonan, Ben	Stipend	Youth Fitness Camp Staff Co-Director	P.E.	6/21/10	8/12/10		Not to exceed \$10,000/tl. Salary dependent of the number of campers
Olson, Margaret	Admissions & Records Tech III	Registration processing and permanent record cards project	Admissions & Records	7/1/10	12/31/10	31-1	\$18.51/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Osborn, David	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music or applicable ASO account	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Palma, Alma	Food Services Assistant II	During Unassigned time	Cafeteria	5/19/10	6/30/10	15-7	\$16.71/hr.
Parga, Brandon	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
Peacock, Jason	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Phifer, Donnell	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
Polk, Randy	Department Aide	Assemble musical arrangements and books	Music	7/1/10	12/31/10	3-1	\$9.27/hr.
Ponciano, Ron	Stipend	Youth Fitness Camp Staff Director	P.E.	6/21/10	8/12/10		Not to exceed \$10,000/tl. Salary dependent of
Pope, Chris	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Price, Jason	Student Services Assistant	House Staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Puckett, Kevin	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.



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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Quezada, Josh	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Ramos, Julio	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Riggs, Ariana	Department Aide	House staff for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Robles, Oscar	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Rodriguez, Jose	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Rodriguez, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Sherlock, Robert M.	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Music or applicable ASO account	7/1/10	12/31/10		\$250/day Do not exceed 90 days
Shirley, Kyle	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Smith, Megan	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office employees	Performing Arts Center	7/1/10	12/31/10	19-1	\$13.76/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Smith, Megan	Student Services Assistant	House staff for HPAC events	Performing Arts Center	5/19/10	6/30/10	17-1	\$13.10/hr.
Smith, Megan	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Smith, Susan	Admissions & Records Tech III	Registration processing and permanent record cards project	Admissions & Records	7/1/10	12/31/10	31-1	\$18.51/hr.
Soto, Herbert	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Stansell, Brandon	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Terriquez, Eliezer	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	7/1/10	12/31/10	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Torres, Vanessa	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/10	12/31/10	10-1	\$11.02/hr.
Toyoda, Junya	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Turk, Wendi	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music or Applicable ASO	7/1/10	12/31/10	29-1	\$17.62/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
MAY 18, 2010**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Villarreal, Robert	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/10	12/31/10	3-1	\$9.27/hr.
Washington, Hakeem	Stipend	Men's Basketball Camp Staff	P.E.	6/1/10	8/1/10		Not to exceed \$1200/tl.
White, Danzale	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Whittington, Kelly	Program Coordinator	Schedule/process all clerical aspects of applied music program	Music	7/1/10	12/31/10	51-1	\$30.33/hr.
Wong, Justina	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant-Bridges to Success	6/14/10	6/30/10	17-1	\$13.10/hr.
Wong, Justina	Student Services Assistant	Lead SI review sessions for students enrolled in English courses	Title V HSI Grant-Bridges to Success	7/1/10	12/31/10	17-1	\$13.10/hr.
Worman, James	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/10	12/31/10	3-1	\$9.27/hr.
Zaragosa, Raule	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.

**2009-2010 Coaches**

**Volunteer Coaches**

<b>Name</b>	<b>SPORT</b>	<b>Major</b>	<b>Class/Step</b>	<b>Season</b>
Duran, Jessica	W. Basketball	Assistant		SP/SU
Masi, Nick	W. Basketball	Assistant		SP/SU

**PROFESSIONAL EXPERT  
MAY 18, 2010**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Harrington, Elena	PE Facility Supervisor	PE/Athletics	04/19/10	04/19/10	\$25.56/hour
LaBomme, Roy	Photographer	External Relations	07/01/10	12/31/10	\$2,696.00/month
Martinez, Suzanne	Grant Project Coordinator	HSI Bridges To Success	07/01/10	12/31/10	\$6,097.25/month
Ameral, Marne	Interpreter II	DSP&S	07/01/10	12/31/10	\$27.95/hour
Cadena, Kimberleigh	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Distelrath, Jason	Interpreter V	DSP&S	07/01/10	12/31/10	\$39.34/hour
Geerer, Sheri	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Glenn, Anna	Interpreter II	DSP&S	07/01/10	12/31/10	\$27.95/hour
Holm, Dorene	Interpreter I	DSP&S	07/01/10	12/31/10	\$23.81/hour
Howell, Terri	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Hurtado, Aimee	Interpreter I	DSP&S	07/01/10	12/31/10	\$23.81/hour
Lopez, Leah	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Louden, Gerrie	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Navarro, Carol	Interpreter I	DSP&S	07/01/10	12/31/10	\$23.81/hour
Quatro, Tina	Interpreter V	DSP&S	07/01/10	12/31/10	\$39.34/hour
Quintana, Sergio	Interpreter I	DSP&S	07/01/10	12/31/10	\$23.81/hour
Sengupta, Regina	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
Shaffer, Rachel	Interpreter III	DSP&S	07/01/10	12/31/10	\$31.06/hour
Thomas, Yvonne	Interpreter VI	DSP&S	07/01/10	12/31/10	\$46.59/hour
Williams, Brandy	Interpreter V	DSP&S	07/01/10	12/31/10	\$39.34/hour
Zachmann, Amy	Interpreter IV	DSP&S	07/01/10	12/31/10	\$34.16/hour
McDonald, Tamara	Head Women's Basketball Coach	PE/Athletics	07/01/10	06/30/11	\$3,083/month
McGuigan, William David	Studio Technician I	Performing Arts Center	07/01/10	12/31/10	\$13.46/hour
McGuigan, William David	Studio Technician I	Recording Arts	07/01/10	12/31/10	\$13.46/hour

## H. ACTION ITEMS (continued)

### Business Services

2. Authorization is requested to reject the claim, submitted on May 3, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page 112)

### General

3. Authorization is requested to approve a second reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus. (Page 113)
4. Authorization is requested to approve the second reading of Board Policies BP 4100 – Graduation Requirements; BP 4226 – Multiple/Overlapping Enrollment; and BP 4270 – Minimum Class Size. (Page 125)
5. Authorization is requested to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 17-21, 2010, as Classified School Employees Week. (Page 146)

*At this time, the board may adjourn to closed session to discuss Item No. F.*

## I. BOARD OF TRUSTEES SELF EVALUATION WORK SESSION

## J. ADJOURNMENT

### Dates to remember:

May 31, 2010	HOLIDAY – <i>Memorial Day</i>
June 8, 2010	Board of Trustees Meeting
June 12, 2010	Commencement
July 5, 2010	HOLIDAY – <i>Independence Day</i>
July 13, 2010	Board of Trustees Meeting & Board Goal Setting Work Session
August 17, 2010	Board of Trustees Meeting
August 27, 2010	Convocation



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	May 18, 2010	Resolution	
SUBJECT:	Board Policy – Second Reading	Information	
		Enclosure(s)	X

### BACKGROUND

The Citrus Community College District is in the process of updating and aligning the District Board policies with the recommended policies developed through the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

The District's current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

A first reading of these Board Policies was approved by the Board of Trustees on May 4, 2010 and they are now being submitted to the Board for a second reading. Attached to the policies, for information only, are the related administrative procedures. (AP 3500 Campus Safety, AP 3515 Reporting of Crimes, AP 3516 Registered Sex Offender Information, AP 3520 Local Law Enforcement and AP 3530 Weapons on Campus).

This item was prepared by Pam McGuern, Administrative Assistant, Student Services.

### RECOMMENDATION

Authorization is requested to approve a second reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus.

Jeanne Hamilton  
Recommended by

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

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

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

Item No.     H.3.



# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## BP 3500 CAMPUS SAFETY

### Reference:

Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3500 CAMPUS SAFETY

### References:

Education Code Sections 212, 67380, and 87014;  
Penal Code Section 245;  
20 U.S. Code Sections 1232g and 1292(f);  
34 Code of Federal Regulations (C.F.R.) 668.46;  
34 Code of Federal Regulations (C.F.R.) 99.31(a)(13) and (14);  
Campus Security Act of 1990

The Citrus College Campus Safety Department is the designated authority established by the Board of Trustees in accordance with Education Code Section 72330.5 to enforce the Standards of Conduct under the Education Code and Penal Codes of the State of California.

The Citrus College Campus Safety Department is not a police department and department incident reports are not official police reports. If an official report is required, the Glendora Police Department in Glendora is the appropriate agency to contact.

The Citrus College Campus Safety Department is the liaison with the Glendora Police Department and local police agencies, including federal and state law enforcement entities.

The Citrus College Campus Safety Department is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information on crime prevention is made available to college students, faculty, administrators, and staff members via an all campus memo, email, or the web.

A campus safety plan shall be developed and provided to students as part of the Annual Security Report published by Campus Safety by October 1<sup>st</sup> of each year and made available online at [www.citruscollege.edu](http://www.citruscollege.edu)

The Campus Safety Department prepares and annually updates a report of all occurrences reported to campus security personnel of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts

of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

It is the responsibility of every member of the college community to act in ways that promote the safety of self, others and the protection of District property.

Office of Primary Responsibility: Office of Student Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## BP 3515 REPORTING OF CRIMES

**Reference:**

Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Campus Safety and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3515 REPORTING OF CRIMES

### References:

Education Code Sections 212 and 87014;  
Penal Code Section 245;  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 U.S. Code Section 1232g;  
34 Code of Federal Regulations (C.F.R.) 99.31(a)(13)(14) and 668.46;  
Campus Security Act of 1990

District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to Campus Safety.

In the event an employee is assaulted, attacked, or menaced by a student or co-worker, the employee shall notify his/her supervisor as soon as is practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to Campus Safety. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so.

The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the College's Public Information Officer in consultation with the Superintendent/President in a manner that aids the prevention of similar crimes.

The District shall annually collect and distribute statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report may be obtained by contacting Campus Safety or at the website address published at [www.citruscollege.edu](http://www.citruscollege.edu)

The District shall disclose the final results of a disciplinary proceeding to a victim or survivors of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District shall also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. In addition to non-forcible sex offenses, the crimes of violence that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Office of Primary Responsibility: Office of Student Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3516 REGISTERED SEX OFFENDER INFORMATION

### References:

Penal Code Sections 290, 290.01, and 290.95;  
34 Code of Federal Regulations (C.F.R.) 668;  
Campus Sex Crimes Prevention Act 42 U.S. Code Section 14071j;  
20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A)

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
- 2) would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

**The Citrus College Campus Safety Department is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5.** Sex offenders who may be required to register should do so at: The Glendora Police Department, 150 S. Glendora Avenue, Glendora, California.

Information concerning registered sex offenders can be obtained from [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

Office of Primary Responsibility: Office of Student Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## BP 3520 LOCAL LAW ENFORCEMENT

### Reference:

Education Code Section 67381

The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.



# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3520 LOCAL LAW ENFORCEMENT

### Reference:

Education Code Section 67381

Citrus Community College District has a written agreement with the Glendora Police Department. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement designates the Glendora Police Department as the agency that has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by law and Board policy are public records and are made available for inspection by members of the public upon request to the Campus Safety Department.

Office of Primary Responsibility: Office of Student Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## BP 3530 WEAPONS ON CAMPUS

### References:

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited at the college or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3530 WEAPONS ON CAMPUS

### References:

Penal Code Sections 626.9 and 626.10

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited at the college, or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Activities involving firearms or other weapons conducted under the direction of Citrus College officials or as authorized by an official law enforcement agency shall be reported before taking place to the Campus Safety Department who in turn may as necessary notify the Glendora Police Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Campus Safety Supervisor.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches at the college is forbidden, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by Campus Safety to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Office of Primary Responsibility: Office of Student Affairs

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 18, 2010	Resolution	
SUBJECT:	Board Policies – Second Reading	Information	
		Enclosure(s)	X

**BACKGROUND**

The Citrus Community College District is in the process of updating and aligning the District’s Board policies with the recommended policies developed through the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by the CCLC.

The District’s current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

A first reading of these Board policies was approved by the Board of Trustees on April 6, 2010 and they are now being submitted to the Board for a second reading. Attached to some of the policies, for information only, are the related administrative procedures.

This item was prepared by Jerry Capwell, Administrative Assistant, Office of Academic Affairs.

**RECOMMENDATION**

Authorization is requested to approve the second reading of Board Policies BP 4100 – Graduation Requirements; BP 4226 – Multiple/Overlapping Enrollment; and BP 4270 – Minimum Class Size.

Irene Malmgren  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.4. \_\_\_\_\_

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND  
CERTIFICATES

**References:**

Education Code Section 70902(b)(3);  
Title 5 Sections 55060 et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in courses completed. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 12 or more semester units of degree-applicable coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President, in consultation with the Academic Senate, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND  
CERTIFICATES

**References:**

Title 5 Sections 55060 et seq.

**Associate Degrees**

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics
  - a. Math Proficiency - One of the following options:
    - 1.) Completion of high school intermediate algebra AND placement at the level of college algebra or higher on the Math Assessment Test; or
    - 2.) Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better.
  - b. English Competence - (reading and written expression):
    - 1.) Completion of English 101 or higher with a grade of "C" or better, depending on the major requirement.
  - c. Reading Competence - Proficiency in reading may be satisfied by one of the following:
    - 1.) A satisfactory score on the reading component of the placement test at the level of Reading 120; or
    - 2.) Completion of Reading 099 with a grade of "C" or better.
2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a)
  - a. Basic skills and remedial courses numbered under 100 do not apply toward the 60 units required for graduation.
  - b. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
3. Major Requirement  
Completion of at least 18 units with a grade of "C" or better in each course attempted that is counted toward the major.
4. General Education  
Completion of one of the following options:

- a. Option I: 22 units as stipulated by the Citrus College graduation requirements; or
- b. Option II: 39 units as stipulated by the CSU general education certification requirements; or
- c. Option III: 34 units as stipulated by the completion of the IGETC.

Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.

5. Residence Requirement

- a. Successful completion of a minimum of 12 units in residence including attendance during the last semester; or
- b. 30 units in residence if the last semester is not in residence.

6. Physical Education Requirement

- a. Three units of physical education or dance activity; or
- b. Successful completion of PE 170, 171, or 173.

7. Scholarship Requirements

- a. An overall grade point average of 2.0 in all courses taken at Citrus College and all other courses transferred from other colleges used toward a Degree or Certificate;
- b. A 2.0 grade point average in major requirements; and
- c. Good academic standing at the college.

8. Transfer Units

- a. From U.S. accredited colleges: Only units from regionally accredited colleges or universities may be transferred. Relevant upper division units may be used toward an AA or AS degree.
- b. From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Citrus College. Credit will be granted when the academic level of the coursework is deemed to be comparable to that of classes taught in fully accredited United States colleges and universities.

9. Graduation/Certificate Application

Completion of an Application for Graduation/Certificate together with submission of relevant petitions and official transcripts by stipulated deadlines.

- a. Graduation requirements must come from a single catalog.
- b. A student who receives an associates degree may subsequently or simultaneously work on additional degrees, provided they complete 18 additional units for each major.

10. Outstanding Debt

A diploma and/or certificate may not be released until the student has paid all outstanding debts to the college.

Note: District policies and procedures regarding general education and degree requirements are updated and published in the college catalog and filed with the State Chancellor's Office.

#### 11. Multiple Majors

Within the graduation requirements for the Associate Degree at Citrus College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major and that a minimum of 18 units applies exclusively to each major.

#### 12. Certificates

Certificate of Achievement will be awarded upon satisfactory completion of the following requirements:

- a. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. Some certificates approved by the Chancellors office may contain 12-18 units.
- b. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
- c. A "C" grade point average (2.0) for all courses taken at the college or elsewhere, which are to be applied toward the Certificate.
- d. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines.

#### 13. Skill Awards

Skill awards are shorter credit programs established by the District that:

1. Are consistent with the mission of the District;
2. Meet a demonstrated need;
3. Are feasible and adhere to guidelines on academic achievement;
4. Do not require California Community College Chancellor's Office approval; and
5. May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

#### 14. Catalog Rights

The catalog sets forth requirements for achieving an Associate Degree or Certificate. These requirements may change from one catalog to the next. Catalog rights are established for any semester that a student is in attendance. The specific catalog employed toward graduation requirements and all implied rights cease after two semesters of non-attendance. State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights. Students not enrolled when applying for a degree or certificate must use the current catalog.



### 15. Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be mailed or hand-delivered provided they arrive in an officially stamped and sealed envelope by the issuing institution. Official transcripts have an embossed or water seal.

Transcripts from colleges accredited by one of the regional associations of the Accrediting Commission for Junior Colleges will be evaluated during a student's first semester of attendance at Citrus College.

Transcripts from non-accredited colleges are sometimes evaluated for prerequisite and course placement. Military service credits based on DD-214 are posted after a veteran's first semester of attendance.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4101 INDEPENDENT STUDY

**References:**

Title 5 Sections 55230 et seq.

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facility required.

Academic standards for independent study are the same as those applied to other credit or noncredit courses.

Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

Office of Primary Responsibility: Academic Affairs

# CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

## AP 4102 CAREER/TECHNICAL PROGRAMS

### References:

Title 5 Sections 55600 et seq.

### Career and Technical Program Advisory Council

Section 55601 in Title 5 of the California Code of Regulations requires that all career and technical programs have regularly scheduled advisory council meetings. *For the purpose of this administrative procedure, career and technical programs are defined as those with an asterisk (\*) TOP code.*

Advisory council membership should include working professionals in the appropriate program field whose expertise would benefit the program. These professionals should be the majority of the council membership, selected by the faculty in a particular program, and reviewed and appointed by the division dean. Additional membership on the council may include full-time faculty, adjunct faculty, the director and/or dean, current students, program alumni, secondary partners and undergraduate institutions.

Advisory councils are used for planning purposes, curriculum development, college relations, and maintaining career and technical programs that are relevant to job needs and up-to-date with current field practices.

### A. Functions of the Career and Technical Program Advisory Council

- To study the educational needs of a specific career and technical program and to make recommendations to the College program faculty and administration relating to these needs. Such recommendations may be included in the program's academic program review.
- To provide up-to-date information related to emerging trends, current and future employment needs, and future directions for the subject area.
- To assist in identifying the need for and the development of new programs and review existing programs for possible modification to meet the changing needs of the workplace.
- To recommend program quality indicators, including standards for completers, to ensure successful entry-level employment in the subject area.
- To furnish specialized information and advice on technical requirements needed for changes in facilities, equipment, materials and staffing required for effective, up-to-date, and relevant program instruction.
- To assist in marketing the program, recruiting students, and job placement of graduates of the program.
- To further a cooperative relationship between the College and the resource agencies of the community in support of the program.

## B. Operation of the Council

- Meetings must be conducted at least once per academic year. It is recommended that the council meet twice a year, once in the fall and once in the spring.
- A faculty member of the particular career and technical program shall serve as chairperson of the council and shall preside at all meetings. If a faculty member is unable or the program faculty elect, a director or dean may serve as the chair.
- The council may appoint subcommittees as needed.
- Council responsibilities of individual members may be designated as needed.
- Meetings shall have prepared agendas that are sent to council members and other appropriate parties in advance of the meeting.
- Minutes of each meeting shall be kept on file in the Division office and recorded in the Office of Academic Affairs. Minutes should reflect the names, title and company or organization of each member.

## Provisions for Documenting the Competencies of Students Completing Career and Technical Programs

All programs are responsible for monitoring, documenting, and communicating with their Advisory Council how students are progressing toward the competencies, objectives, and student learning outcomes identified for the particular program. Students may demonstrate proficiency in one or more of the following ways:

- Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of completion, certificate of achievement, and/or a degree in the particular field.
- Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- Completing all required clinical rotations or internships as required by the program.
- Passing all required local, state, and or national certification or licensure tests or examinations.
- Achieving identified course, program, and institutional student learning outcomes.

Office of Primary Responsibility: Academic Affairs

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4103 COOPERATIVE WORK EXPERIENCE

**References:**

Title 5 Sections 55250 et seq.

The Student Employment Office shall ensure that the District maintains a current plan approved by the California Community Colleges Chancellor's Office for the administration and operation of its cooperative work experience program. This plan will include:

- The systematic design of the program whereby students gain realistic learning experiences through work
- Specific descriptions of the respective responsibilities of the college, the student, the employers and other cooperating agencies
- A description of guidance services offered to prospective and accepted students
- Assurances that there is a sufficient number of qualified academic personnel to direct the program
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives
- Criteria for student participation and evaluation
- The basis for awarding grades and credit
- Information about how adequate clerical and instructional services are provided

Co-op Work Experience records are maintained in the Student Employment Office for seven years after the completion of the work experience. These records include:

- Type and units of work experience
- Location of employer
- Position held by student
- Basis of determining student qualification
- Student hours worked
- Performance evaluation(s)
- Work permits (if required).

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience class
- Participate in a Coop Ed Orientation in the Student Employment Office
- Identify the student's Faculty Advisor in a related discipline and the student's Worksite Supervisor
- Complete forms from Student Cooperative Work Experience Handbook and ensure Faculty Advisor and Worksite Supervisor complete required forms.

The maximum number of work experience units that may be earned is 16

semester units.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Final grades will be determined by the work experience instructor who may consult with the employer.

Office of Primary Responsibility: Academic Affairs

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4104 CONTRACT EDUCATION (Instructional Service Agreements)

**Reference:**

Title 5 Section 55170

The District may contract to offer instructional classes or services for businesses, industry, public agencies, and/or other groups. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. If the contract covers the full cost of the classes, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.

**Procedure:**

An agreement will be prepared by Continuing Education, reviewed and recommended by the Office of Academic Affairs and/or Office of Finance and Administrative Services, and approved by the Superintendent/President.

The agreement must identify the classes being taught and/or services being offered, length of the contract, the billing cycle and the fees paid to the college.

Proposed contracts will be evaluated for their feasibility using the following criteria:

- The contract shall be congruent with the District's mission, mandates, and goals.
- The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
- The costs of delivering the contract; including administrative costs, supplies, rentals, etc. shall be recovered from the funds generated by the contract.

**Contract Education Options:**

- Credit or noncredit classes from the approved curriculum may be offered.
- Students in credit classes may earn college credit upon successful completion.
- Customized classes designed for a particular purpose may be offered, but they will not be credit bearing.
- Specialized services may be offered.

**Fees:**

The contract fee is determined by the complexity of the client's need. The following factors should be considered when establishing the fee:

- Curriculum development

- Supplies and materials needed
- The required level of expertise of the presenter or instructor
- The total hours of instruction or consultation
- The total hours of staff support and project coordination
- Equipment needed
- Indirect cost

#### Contract Approval

- Contracts require the approval of the Superintendent/President or his/her designee.

Office of Primary Responsibility: Academic Affairs



CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4105 DISTANCE EDUCATION

**References:**

Title 5 Sections 55200 et seq.

**Definition:** Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

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

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

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

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
  
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum Committee approval procedures.
  
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.
  
- **Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

BP 4226    MULTIPLE AND OVERLAPPING ENROLLMENTS

**Reference:**

Title 5 Section 55007

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4226    MULTIPLE AND OVERLAPPING ENROLLMENTS

**Reference:**

Title 5 Sections 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President of Academic Affairs or designee approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Office of Primary Responsibility: Academic Affairs

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4227 REPEATABLE COURSES

**References:**

Title 5 Sections 55040, 55041, 55253, and 56029

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. The District must identify and designate such repeatable courses in its catalog. The District must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity course subject to certain criteria. Foreign language courses, English as a Second Language (ESL courses), and non-degree-applicable basic skills courses are not considered "activity courses" based on the above criteria. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters or five quarters including summers and inter-sessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5, Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one occupational work experience course in a given field and that course is not offered as an open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as

they do not exceed the limits on the number of units of occupational work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

**Reference:**

Title 5 Section 55043

Students may be permitted or required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4229 COURSE REPETITION – VARIABLE UNITS

**Reference:**

Title 5 Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

Office of Primary Responsibility: Academic Affairs

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### BP 4270 MINIMUM CLASS SIZE

The minimum enrollment for all classes offered at Citrus College will be twenty students, except as noted below. Exemptions to this policy designated below should be the result of collegial consultation among administrative deans, faculty and the Office of Academic Affairs. Classes designated as lecture, laboratory, and seminar are included in this policy. Classes that fall under the following categories may be exempt:

1. Independent study, research, coordinated instruction systems and classes by arrangement;
2. Classes required for graduation;
3. Classes required in a major or career subject area;
4. Classes offered irregularly, based on enrollment and need;
5. Classes offered in limited classroom or laboratory facilities;
6. Experimental or pilot classes;
7. Classes offered to complete a sequence in a program;
8. Classes wherein size is mandated by statute or state regulation.
9. Classes offered in the Honors Program

Any further exceptions must be approved by the Vice President of ~~Instruction~~ Academic Affairs.

Office of Primary Responsibility: Academic Affairs



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 18, 2010	Resolution	_____
SUBJECT:	Proclamation — Classified Employees Week	Information	_____
		Enclosure(s)	_____

BACKGROUND

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

This item was prepared by Christine Link, Executive Secretary, 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 adopt a proclamation declaring the week of May 17-21, 2010, as Classified School Employees Week.

Geraldine M. Perri, Ph.d.  
Recommended by

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

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

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

Item No.     H.5.

## Citrus College

### PROCLAMATION

**WHEREAS**, classified school employees provide valuable services to the faculty, staff and the 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 employed by Citrus College fulfill the College's mission by striving for excellence in all areas relative to the educational community;

**THEREFORE BE IT PROCLAIMED** that the Board of Trustees of the Citrus Community College District hereby recognizes and wishes to honor the contributions of the classified school employees to quality education in the State of California and in the Citrus Community College District, and declares the week of May 17-21, 2010 as **CLASSIFIED SCHOOL EMPLOYEES WEEK** at Citrus College.

Dated this 18th day of May 2010

Dr. Gary L. Woods  
President, Board of Trustees

Mrs. Joanne Montgomery  
Clerk/Secretary, Board of Trustees

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

May 4, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 4, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:15 p.m. Board President Woods led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Karine Ponce (Student Trustee).

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Jack Call, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

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

**Management Team:** Paula Green, Lan Hao, Steve Lindsey, Lucinda Over, Sylvia Smythe, and Edward Trickey

**Faculty:** Jack Call

**Supervisors/Confidential Team:** Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

**Classified Employees:** Roy LaBomme

**Adjunct Faculty:** Bill Zeman

**Students:** Cirin Hernandez

**VISITORS:** Bob Cruz and Tom Gerfen

**COMMENTS FROM THE AUDIENCE**

Mr. Bill Zeman, CCAFF/CFT representative, introduced himself. Mr. Zeman reported on the recent CFT convention and their rally during the March in March in Sacramento. He is hopeful that CCAFF/CFT and Citrus College can work together to prevent further erosion to public education in California.

Board President Woods requested that all those in attendance complete a *Board Evaluation External Survey*, which was distributed by Dr. Dr. Lan Hao, Director of Institutional Research.

**Geraldine M. Perri, Superintendent/President**, provided background information on the recent Sempra Energy Foundation award of \$25,000 for scholarships for Citrus College students. She introduced Ms. Valarie Lurtyaovarit, Community Relations Manager, Southern California Gas Company; Mr. Jerry Butkiewicz, Workforce Readiness Manager, San Diego Gas & Electric; and Mr. Robert Cruz, Public Affairs Manager, Southern California Gas Company; who made a “big check” presentation for the \$25,000 grant. In March 2010, the Sempra Energy Foundation announced they would be making a total of \$250,000 in grants to California community colleges to support training for “green jobs.” Citrus College was one of 10 colleges in the state to receive this funding.

Dr. Perri thanked the members of the Board for attending the Community College League of California (CCLC) Annual Trustees Conference in Long Beach. Board members attended work sessions and also a SanFACC meeting, which took place during the conference. Edward C. Ortell, Member, Board of Trustees, was honored at the conference for over 40 years of service as a community college trustee.

Dr. Perri provided an update on the state budget. She said there is still no information from Sacramento regarding the Governor’s May Revise. Current state revenues for April are coming in below the projected level, which will result in additional challenges for 2010-2011. Citrus College is working on a tentative college budget and identifying strategies for cost containment and revenue generation. It is our goal to offer an instructional schedule that builds in 2 percent growth, in the event the Governor’s proposal for 2.2 percent growth is supported. We will tighten our budget by reducing on-call hourly staffing, travel, mileage, memberships, supplies, equipment, contracts, and consultants and we will defer the filling of vacancies.

Dr. Perri thanked Ms. Karine Ponce for serving as Student Trustee over the past year. She said Student Trustee Ponce has proven to be a true student advocate, leader, and ambassador for Citrus College.

Dr. Perri congratulated Dr. Irene Malmgren, Vice President of Academic Affairs, for successfully completing her doctorate.

**Irene Malmgren, Vice President of Academic Affairs**, reported on STEM activities, including lectures as part of their guest speakers series and a workshop on careers in engineering. Dr. Malmgren said data provided by the Office of Institutional Research for 2009-10 shows higher grades for students participating in Supplemental Instruction, Focus on Calculus, and the Math Success Center as compared to those who do not. Through the Bridges to Success grant, the Writing Café will pilot this summer. The

Writing Café will be a place where any Citrus College student will be able to get help with a writing assignment in a welcoming atmosphere.

**Jeanne Hamilton, Vice President of Student Services**, reported on recent and upcoming workshops for students. On April 22, 2010, over 120 students attended the Careers in Health Workshop. Representatives from Loma Linda, Charles Drew, and Western University of Health Sciences discussed the medical professions. On April 30, 2010, the Center for Teacher Excellence and the University of La Verne co-sponsored Future Teacher Day for Citrus College students at the University of La Verne. Seventy-two students participated. On May 20, 2010, the Career/Transfer Center will sponsor a workshop on Transfer Admission Guarantees for various UC campuses. These agreements are very important, now that UCs and CSUs are limiting admissions.

Dr. Hamilton said it was a pleasure to interview students for Man and Woman of the Year. Two outstanding, inspirational students have been selected for 2010, and their names will be announced at the Achievement Awards on June 3, 2010. Dr. Hamilton announced the dates of several other end-of-the-year recognition ceremonies, including the Transfer Reception and the EOP&S Recognition Ceremony, both on June 4, 2010, and Commencement on June 12, 2010.

**Carol R. Horton, Vice President of Finance and Administrative Services**, said her department is anticipating the release of the Governor's May Revise, which may be an amalgamation of the Governor's initial budget proposal and the Legislative Analyst Office's proposed budget. A preliminary college budget has gone out to deans and directors for their review and input.

**Jack Call, Academic Senate President**, provided highlights of the Plenary Session of the statewide Academic Senate that was held April 15-17, 2010. One session dealt with a law that will take effect on July 1<sup>st</sup> mandating that textbooks and textbook prices for each course be listed in the schedule of classes. Another session explored changes in Title 5 with regard to the application of prerequisites. In addition, several resolutions were passed, including one that expressed "Ongoing Concerns with ACCJC," a resolution to support legislation for the establishment of transfer associate degrees; and a resolution that declined to recognize the Chancellor's Office MOU with Kaplan University "due to the process by which it was generated."

Dr. Call said at the last local Academic Senate meeting they heard three reports: an update on mandatory orientation by Ms. Kristie Shimokawa, Coordinator of Non Credit Matriculation; a further discussion on priority registration during a time of budget cuts by Ms. Jennifer McLeod, Counselor, and Dr. Hamilton; and an update on the College Success program by Ms. Sylvia Smythe, Director of College Success. The Academic Senate voted to establish an ad hoc committee on priority registration to follow up on that discussion.

**Steve Siegel, CSEA President**, distributed buttons in recognition of Classified School Employees Week 2010. He said the classified staff are looking forward to the annual

CSEA breakfast on May 21, 2010. Mr. Siegel added that the classified staff participated in Spring Fest by providing three blackjack dealers for Casino Day.

**Karine Ponce, Student Trustee**, thanked Dr. Perri and the entire Board of Trustees for a wonderful year. She said she has learned a great deal and has become passionate about student advocacy.

Student Trustee Ponce reported on several ASCC events including, Cinco de Mayo and Club Day. Student Trustee Ponce also participated in Café con Leche, where she served as a translator. She is looking forward to the Psi Beta inauguration ceremony for honor society students and an event entitled, "Vocational Mixture," where career/technical and transfer students will meet and mingle.

**Patricia Rasmussen, Vice President, Board of Trustees**, complimented Student Trustee Ponce for being an outstanding student leader. Trustee Ortell added that Student Trustee Ponce has been a tremendous advocate in Sacramento on behalf of students.

**Edward C. Ortell, Member, Board of Trustees**, commented on the CCLC conference, saying the sessions were excellent. He also reported on the recent California Community College Trustees board meeting, where they heard a report from the Legislative Analyst's Office (LAO). The LAO is very serious about raising student fees to \$40, which Trustee Ortell said could have a very negative impact on all community colleges.

Trustee Rasmussen congratulated Dr. Malmgren on earning her doctorate. She also congratulated Dr. Perri on a wonderful article in the *Glendora* magazine that featured Dr. Perri and her career in education. Trustee Rasmussen gave kudos to the *Clarion* for being awarded "general excellence" for their online publication by the Journalism Association of Community Colleges. Trustee Rasmussen said Mr. Ben Bollinger, former Dean of Fine and Performing Arts, will be honored at the Citrus Singers Spring Show.

Trustee Rasmussen attended several informative sessions at the CCLC conference, including one on parcel taxes. Some of the advantages of a parcel tax include that it can be a very small amount for a defined period, and it is revenue that can be used for almost any district need. Trustee Rasmussen said the San Mateo CCD currently has a parcel tax measure on the June 2010 ballot. The measure will have to pass at a two-thirds voter approval rate, which makes it a test case.

**Susan M. Keith, Member, Board of Trustees**, said the CCLC conference was rich in content and focused primarily on student success. Trustee Keith said a CCLC taskforce, "Commission on the Future," is considering a model for student success that involves incentives for community colleges that are performing well and implementing best practices for student success.

**Joanne Montgomery, Clerk/Secretary, Board of Trustees**, said she found a session at the CCLC conference on transfer particularly informative. A bill to watch is SB 1440 (Padilla), which deals with community college transfers to UC and CSU. Trustee Montgomery also thanked Dr. Perri for attending an event honoring “Monrovia Reads.” She said many Citrus College students volunteer to work with K-12 students as part of the Monrovia Reads program, and the program is of great benefit to both our students and the K-12 students in Monrovia.

**Board President Woods** commented on valuable information he received at the CCLC conference. The session on the Brown Act included a discussion on electronic communications and implications of the Brown Act on community college foundations. He also attended a session on the “greening” of California’s community colleges. He commended the efforts of the Citrus College community for being proactive in that regard.

## **MINUTES**

**Item 1:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of April 6, 2010. 5 Yes.

## **INFORMATION AND DISCUSSION**

### **Board Goals Presentation – Jeanne Hamilton, Vice President of Student Services, and Irene Malmgren, Vice President of Academic Affairs**

Dr. Hamilton and Dr. Malmgren provided an update of college-wide activities that have supported and helped to achieve 2009-10 Board Goals. The Board will consider goals for 2010-11 at their retreat in July.

### **Instructional Support Program Review: Child Development Center 2009-2010 – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren provided highlights of the program review for the Child Development Center. Program strengths include the training of student workers to be teachers, with two students receiving paid teacher hours each year and a flexible schedule that allows student parents the freedom to take classes, work in study groups and attend field trips. Areas for program growth include additional and continual emergency training and managing of staff costs.

### **Program Review – Health Occupations: Emergency Medical Technician – Irene Malmgren, Vice President of Academic Affairs**

Dr. Malmgren also provided highlights of the program review for Health Occupations: Emergency Medical Technician. Program strengths include a well respected program with strong clinical partner relationships and convenient class offerings for returning adult students. Areas for program growth include the need

to pursue an accredited full-service paramedic program and continued offering and strengthening of federal law enforcement emergency medical programs.

### **INDEPENDENT CONTRACTORS**

**Item 2:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

### **FACILITIES USE**

**Item 3:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve facility rentals and usage. 5 Yes.

### **BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.**

**Item 4:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve A & B Warrants for March 2010. 5 Yes.

**Item 5:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for March 2010. 5 Yes.

### **SURPLUS PROPERTY**

**Item 6:** Moved by Trustee Keith and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. 5 Yes.

### **CONSTRUCTION – CAPITAL PROJECTS**

**Item 7:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Change Order Six in the amount of \$104,047.00 for Project #06-0506, Vocational Technology Complex. 5 Yes.

**Item 8:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Change Order Three in the amount of an increase of \$64,765.00 and add zero (0) days to the time for completion for bid #10-0607, Student Services Building. 5 Yes.

### **PERSONNEL RECOMMENDATIONS**

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

**Item 10:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.



- Item 11:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes.  
5 Yes.

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

- Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2010, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.

**CURRICULUM**

- Item 13:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the new courses, new programs, deleted courses, and deleted programs. 5 Yes.

**AGREEMENTS**

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the issuance of a sub-agreement between Citrus College Community College District and United Way of Greater Los Angeles. District will reimburse United Way of Greater Los Angeles actual costs for the performance of work under this sub-agreement in the amount not to exceed \$30,769. 5 Yes.
- Item 15:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve renewal of Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs. 5 Yes.

**BOARD POLICIES**

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the first reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus. 5 Yes.
- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second reading of Board Policies BP 3720 - Computer and Network Use. 5 Yes.
- Item 18:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions. 5 Yes.

**LIQUOR LICENSE**

**Item 19:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation’s private reception to be held May 22, 2010, from 6 to 7:30 p.m. on the Citrus College campus. 5 Yes.

**CLOSED SESSION:** At 5:40 p.m., Board President Woods adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101; and unrepresented employee: Superintendent/President.**

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE**

**Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**Student Grievance Appeal: Grade Change**

**RECONVENE OPEN SESSION:** At 7:12 p.m., Board President Woods reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 7:13 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Keith to adjourn the meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joanne Montgomery  
Clerk/Secretary  
Board of Trustees

For the supplemental documents as presented in this meeting, go to:  
<http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas>