

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in August

DATE: Tuesday, August 17, 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
Roberta Eisel, 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 July 13, 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, (CCAFF) 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 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

G. INFORMATION AND DISCUSSION

1. Program Review – Humanities – Irene Malmgren, Vice President of Academic Affairs (Page 4)
2. Program Review – Reading – Irene Malmgren, Vice President of Academic Affairs (Page 30)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	August 17, 2010	Resolution	_____
SUBJECT:	Program Review – Humanities	Information	X
		Enclosure(s)	X

BACKGROUND

The Humanities program has undergone the prescribed program review process based on a 6-year cycle and was approved at the March 29, 2010 Educational Programs Committee meeting and April 26, 2010 Steering Committee Meeting:

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.



**Program Review
Executive Summary**

Program: Humanities
Date: August 17, 2010

Program History/Description:

The Humanities Program is part of the general education curriculum that is required both for the associate degree and transfer to four-year institutions. In the pursuit of a liberal education and to prepare future educators, the Citrus College Humanities Program plays a vital part in increasing the awareness of cultures and diversities in an ever more inter-connected world. The two-part format (Humanities 101 and Humanities 102) offers a thematic approach by considering the interrelatedness of various forms of expression as they work to create, define, and reflect the unique culture in time and place.

Strengths/Effective Practices:

Humanities courses provide an excellent foundation for both an academic career in the humanities, social sciences, natural sciences, and education, and for a professional career in law, theology, or publishing. The program also prepares students who plan to transfer to four-year colleges and universities.

In the review process, data verified content consistency among section offerings, which is important when a single full-time faculty member is supported by multiple adjunct faculty. In addition, HUM 101H is one of the foundation courses in the Honors program, with course offerings each Fall and Spring semester, and consistently draws excellent enrollment.

Weaknesses/Lessons Learned:

Program Review demonstrated a need to increase engagement with the full SLOA and curriculum development process. Humanities 101 course outlines were reviewed by department faculty, and course level SLOs have been developed and approved. Course updates and SLO language is currently under review in the Curriculum Committee. HUM 110 and HUM 111 will be reviewed during the next academic year for course modification or deletion.

Recommendations/Next Steps:

- SLO Assessment needs to be conducted for HUM 101 and HUM 102.
- Course outlines of record, including SLOs with assessment plans, need to be revised for all courses.



Humanities Instructional Program Review 2008-2009

Spring 2010

Prepared by

Name	Title
James Zaharek	Professor
Michael Marzec	Adjunct Faculty
Francis Schulte	Adjunct Faculty

Humanities Program Review Committee Members

Name	Title
James Zaharek	Faculty
Irene Malmgren	Vice President of Instruction
Dr. Michael Hurtado	Dean of Social and Behavioral Scienc
Dr. Lan Hao	Director of Institutional Research
Barbara Rugely	Library and Resource Services
James Woolum	Program Review Corodinator/ Academic
Carolyn Perry	Curriculum Representative
Michelle Plug	Articulation Officer



PROGRAM REVIEW – Humanities

The final summary of the program review process for Humanities is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

Dr. Michael Hurtado , Dean of Social and Behavioral Sciences

date

Michelle Plug, Articulation Officer

date

David Kary, Chair of Curriculum Committee

date

Irene Malmgren, Vice President of Academic Affairs

date

Dr. Jack Call, Academic Senate President

date

Dr. Geraldine M. Perri, Superintendent/President

date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

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1. Executive Summary

The current economic concern of the state of college financing has caused the Humanities Program to be scaled back, both in the number of course offerings and the number of faculty; full and adjunct. It is recommended that when funding sources increase that the number of course offerings and support faculty and materials (i.e. up-dated audio-visual materials and equipment be funded.)

Until the economic destabilization ends, the current level of the Humanities Program and support by faculty and administration continue working in a collegial and cooperative manner and will continue to do more with less!

2. Faculty

Full-Time Faculty
James Zaharek

Adjunct Faculty
Michael Marzec
Francis Schulte

3. List of Program Courses

Subject & Course No.	Title	Units
HUM 101	Humanities	3
HUM 101H	Humanities / Honors	3
HUM 102	Humanities	3
HUM 110	Humanities in the 20 th Century	3
HUM 111	Humanities through the Arts	3

Classes not offered in the last two years:

Subject & Course No.	Title	Units
HUM 110	Humanities in the 20 th Century	3
HUM 111	Humanities through the Arts	3

4. List of Degrees

Associate in Arts

5. List of Certificates and Awards

None

6. List of Industry-Based Standard Certificates and Licenses

None

7. Advisory Committee or Council

N/A

8. Program Student Learning Outcomes

The Humanities Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Humanities Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

a) Demonstrate understanding of cultural geographical issues and vocabulary through classroom discussion/presentation, essays, and exams, using college level vocabulary and proper grammar, for purposes of successfully navigating a transferable level course.

2) Computation

N/A

3) Creative, Critical, and Analytical Thinking, and Information Competency

a) Use the terminology of logical analysis or other argumentative skills to evaluate cultural geographical arguments, in class discussion/presentation, exercises, and essays, in order to formulate a well-reasoned philosophical thesis, and to demonstrate critical thinking skills.

4) Community/Global Consciousness and Responsibility

a) Develop tolerance and respect for religious and cultural geographical views different from one's own through class discussions of controversial issues and by showing awareness of possible objections to one's own view, in class discussion and essays using college level vocabulary and proper grammar.

5) Technology


a) N/A

6) Discipline / (Humanities Specific Content Material)

a) Read original philosophical texts from a wide range of the history of Humanities, demonstrating comprehension in exams, class discussions and essays, to show understanding of major philosophical issues appropriate to a transferable course.

b) Become acquainted with the rich variety of religious traditions and demonstrate knowledge of them through essays and exams, using college level vocabulary and proper grammar, to show ability to operate in a global environment of diverse traditions.

Matrix of Mapping Course-level SLOs with Program-level SLOs

	CC 1 a) vocab and grammar	CC 2 Comp N/A	CC 3 a)analysis / evaluation to form thesis	CC 4 a) Respect / tolerance for cultural views	CC 5 Tech	CC 6 a) Philosophical issues	CC 6 b)Religious traditions	T=Transfer D=Degree C=Certificate S=Skill Award
HUM 101								T - D
SLO 1	I, D		I, D	D		I, D	D	
SLO 2			I, D	I, D				
SLO 3					I			
SLO 4	I, D		I, d			I, D	I	
SLO 5	I, D			I, D		I, D		
HUM 101 Honors								T - D
SLO 1	I, D		I, D	M		I, D	I, D	
SLO 2	I, D		I, D			I, D		
SLO 3				I, D				
SLO 4			I, D			I, D	I, D	
HUM 102								T - D
SLO 1	I, D		I, D				M	
SLO 2			I, D	M		I, D	I, D	
SLO 3					I			
SLO 4	I					I, D		
SLO 5	I		I			I		
HUM 110	Student Learning Outcomes have not been established / reviewed							T - D
HUM 111	Student Learning Outcomes have not been established / reviewed							T - D

I = Introduced, D = Developed & Practiced with Feedback, M = Demonstrated at the Mastery Level appropriate for Graduation

CC 1	Communication
CC 2	Computation
CC 3	Creative, Critical and Analytical Thinking, Information Competency
CC 4	Community / Global Consciousness and Responsibility
CC 5	Technology
CC 6	Discipline / subject Area Specific Content Material

9. Program Description / Mission

Humanities courses provide an excellent foundation for an academic career in the humanities, the social sciences, the natural sciences, or education, or for a professional career in law, theology, or publishing. The Humanities Program aims to enrich the lives of all students who complete its courses, and to prepare students who plan to transfer to four-year colleges or universities.

The Humanities Program offers the student a challenging and rewarding study. A great need exists for intelligent, well educated students with a firm understanding of the great cultural and artistic richness of their heritage. Citrus College offers the student an opportunity to study various cultures within a diverse historical framework.

10. Program Goals and Objectives

To provide core courses in Humanities to prepare students to transfer to four-year institutions.

The goals and objectives of the Humanities Program are:

- a) to provide for the cultural enrichment of students of varying ages and backgrounds,
- b) to enhance the logical and critical thinking skills of students,
- c) to provide courses that help students complete the Associate in Arts or the Associate of Science degree,
- d) to provide courses that support and enhance courses offered in other curricular areas,
- e) to provide transfer credit to four-year colleges and universities,
- f) to provide courses that are accessible to students who are employed, have child care responsibilities, or who are disabled.

11. Curriculum Review and Student Learning Outcomes Assessment

Course Number	Course Name	Last Reviewed by Curriculum Committee	*Date for next revision (six year cycle)	Date Last Offered	SLO's Written	**Most Recent SLO's Assessed
HUM 101	Humanities	04/09/2009	2015	F 2009	Yes	N/A
HUM101H	Humanities / Honors	Pending	2015	F 2009	Yes	N/A
HUM 102	Humanities	Pending	2015	S 2009	Yes	N/A
HUM 110	Humanities in the 20 th Century	10 yrs +		Unknown	No	N/A
HUM 111	Humanities through the Arts	10 yrs +		Unknown	No	N/A

*Courses to be reviewed on a six year cycle per Title 5.

**Results of assessment maintained by faculty with impact or needs recorded on annual program review report.

12. Degree/Certificate Review

None

13. Evaluation Criteria – Mission

During the review period, the Humanities Program experienced class populations which were 53.2% female compared to a campus average of 56.68 and 36.63% male compared to campus averages of 41.98 %. We note that in the 2005-06 academic year, 41.7 % of the respondents did not report gender.

The age of students 19 or younger was 31.51% compared to a campus-wide average of 28.2% and students age 20 – 24 were 43.8 % compared to a campus average of 29.25%. Faculty has noted an increase in students who are transfer oriented and of students from private and public universities who are completing the course to be able to meet graduation requirements at the university level.

The ethnicity of students in the Humanities Program reflect a close match with the campus profile, with variance limited to one or two percent in individual categories. Course retention has averaged 91.31 in the Fall semester and 90.81 in the Spring semester compared to campus averages of 91.65 in Fall and 90.86 in Spring. Humanities courses are not currently offered in Winter and Summer sessions.

Course success for Fall students averages 49.81 % and 54.88 % for Spring students. This is lower than the campus average of 65.76% for Fall students and 64.95% for Spring students, however the rate of success has been increasing the past five years with Spring 2009 students experiencing 70.8 % success rate and the campus rate was 69.1 %.

Commendations

- a) The Humanities related course offerings fulfills the objectives of and generates outcomes in line with the mission of Citrus College.
- b) The Humanities faculty is sensitive to the various needs of the diverse student population.
- c) The Humanities faculty is highly qualified to instruct classes with each faculty member holding a Masters Degree.

Previous Recommendations Completed

- a) The Humanities Program has developed a seminar-style honors course, with a class-size limit of 20 students, in Introduction to Humanities, and the class is being offered on a regular basis.
- b) All Humanities courses are articulated with four-year colleges and universities to ensure transferability of coursework.
- c) The Humanities Program has supported and encouraged students who have gone on to major in Humanities at four-year institutions, including UC Berkeley, UCLA, UC Irvine, and UC Riverside.
- d) Humanities courses encourage internet research activities to make students aware of the humanities related resources on the internet.

Recommendations

Recommendation Faculty should review student demographic data, retention, and success rates of the prior academic year during Fall semester each year.									
				Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other	
	FA 10	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Humanities instructors should network with colleagues, publishers, and professional organizations to keep content current and promote student success strategies.									
				Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other	
	SP 11	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14. Evaluation Criteria – Need

The Humanities Program is part of the general education curriculum that is required both for the associate degree and for purposes of transfer to four year institutions per articulation requirements and/or agreements. In the pursuit of a liberal education and to prepare future educators, the Citrus College Humanities Program, plays a vital part in increasing the awareness of cultures and diversities in a ever more inter-connected world. The two part format; Humanities 101 and Humanities 102; offers are thematic approach by considering the interrelatedness of various forms of expression as they work to create, define, and reflect the unique culture in time and place.

Commendations

- a) Core courses are offered that meet transfer requirements to CSU and UC.
- b) Late afternoon and evening courses are offered to make courses accessible to students who work during the day.
- c) A full-time student who plans to major in Humanities at a four-year institution is able to complete lower division coursework in two years.
- d) Humanities Program need has been established by enrollment.

Previous Recommendations Completed

- a) The Program schedules course sections to maximize enrollment within class-size limits.
- b) The Program utilizes technology appropriate to Humanities courses.
- c) A reserve of well-qualified adjunct instructors enables the Program to schedule course offerings to maximize enrollment, without sacrificing quality, and within the state-mandated ratio of full-time to part-time instructors.

Recommendations

Recommendation Coordinate course offerings to ensure that students' needs are met, and to maximize enrollment within class-size limits in order to maintain instructional quality.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	FA 10	Zaharek Hurtado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Identify a reserve of qualified part-time instructors for employment as the economy improves.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	SP 11	Zaharek Hurtado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human Resources
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15. Evaluation Criteria – Quality

The Humanities Program is included in the Social and Behavioral Science Associate of Arts degree. It has been recommended that faculty review and develop a degree specific to Humanities which will include coursework from multiple disciplines. This will allow a more comprehensive review of the degree requirements in the future.

Humanities currently has one full time faculty member who meets or exceeds the requirements established by the college and Chancellor's Office for the faculty service area.

Course outlines have been reviewed, course level SLOs have been developed and approved for HUM 101, course updates and SLO language is currently under review in the Curriculum Committee. HUM 110 and HUM 111 will be reviewed during the next academic year for course update / modification or deletion.

Course success for Fall students averages 49.81 % and 54.88 % for Spring students. This is lower than the campus average of 65.76 for Fall students and 64.95 for Spring students, however the rate of success has been increasing the past five years with Spring 2009 students experiencing 70.8 % success rate and the campus rate was 69.1 %.

Commendations

- a) All full-time and part-time faculty members in the Humanities Program meet Citrus Community College District qualifications.

- b) Current Humanities Program course offerings are meeting the needs of both non-transfer and transfer students.
- c) Humanities Program courses employ a variety of pedagogical modalities.
- d) Humanities Program courses demand both writing and critical thinking skills.

Previous Recommendations Completed

- a) The department evaluated the priority for full-time faculty as listed in its long-range plan and currently employs a full-time faculty member to coordinate curriculum development.
- b) Humanities syllabi include: clear grading standards, attendance, and makeup policy; drop date, office hours and standard District DSPS statement.

Recommendations

Recommendation Faculty should research and identify multimedia resources for purchase consideration.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	SP 11	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Library
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Faculty needs support in the operation of technology in the classroom.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	FA 10	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TECS
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Faculty should review HUM 110 and HUM 111 for updated content including SLO language or course removal.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	FA 10	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Faculty will review options for establishing a multidiscipline AA Degree in Humanities								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	SP 11	Zaharek	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

16. Evaluation Criteria – Feasibility

The Counseling department has established a designated counselor to address the transfer needs of the humanities honors student's needs. Humanities course offerings are maximized in regards to enrollments, which are offered at a variety of times' i.e. early morning, mid-day, late after noon and early evening.

Commendations

- The Humanities faculty is highly qualified to instruct classes with each faculty member holding a Masters Degree.
- The Humanities faculty keeps courses updated.
- The Humanities instructors network with professional colleagues both locally and statewide.

Previous Recommendations Completed

- Humanities students have been encouraged to form a Philosophers' Club. Students have held meeting weekly every semester since the club's inception in 2001.
- The Program has provided office space and equipment for adjunct faculty.
- The purchase of the Encyclopedia of Humanities has facilitated research for faculty and students.
- Offices for the Humanities adjunct faculty were in CI236 with computers and printing capability.

Recommendations

Recommendation									
Faculty should include the resources of the counseling department to advise Honors Humanities students of transfer opportunities.									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
	FA 10	Zaharek		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counseling
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation									
Faculty should review course offerings annually to ensure a variety of times and formats are available as additional sections are funded.									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
	SP 11	Zaharek Hurtado		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. Evaluation Criteria – Other

19. Attachment A: Curriculum Course Outlines of Record

20. Attachment B: Catalog Pages & Sample Syllabi

21. Attachment C: Library Resources Report

CITRUS COLLEGE LIBRARY FALL 2007 PROGRAM REVIEW: HUMANITIES

LIBRARY ACTIVITY:

Library Research Orientations: -0-

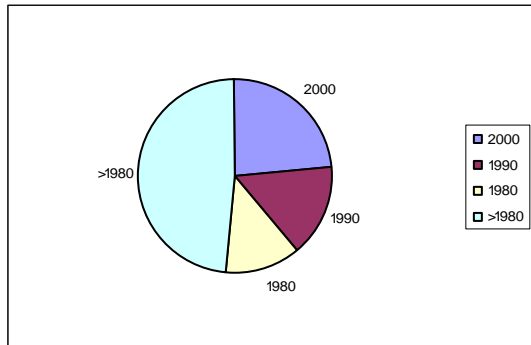
Circulation of materials in subject area
25 % of total library circulation

DEWEY CALL NO.:

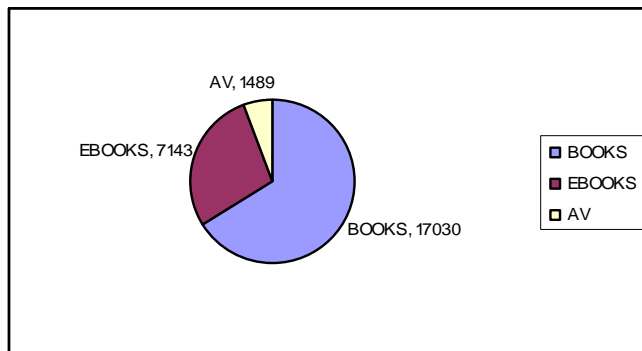
HUMANITIES	001.3
PHILOSOPHY	100-199
ARTS	700-749
MUSIC	780-789
LITERATURE	800-899

Sample subject headings relevant to Humanities: Humanities; Civilization, Western – History; Civilization, Western -- History – Sources; arts; education, humanistic; Philosophy; etc.

AGE OF COLLECTIONS



LOCATIONS OF COLLECTIONS



BOOKS	17030
EBOOKS	7143
AV	1489

ELECTRONIC JOURNALS AVAILABLE IN DATABASES:

Subject Headings in Art, Architecture & Applied Arts

- Architecture (40)
- Arts & Crafts (19)
- Fine Arts - General (15)
- Gardens, Landscape Architecture & Parks (5)
- Visual Arts
 - Decorative Arts (27)
 - Photography (15)
 - Visual Arts - General (51)

Subject Headings in Philosophy

- Philosophy (112)
 - Aesthetics (2)
 - Ethics (9)
 - Logic (4)
 - Speculative Philosophy (3)

Subject Headings in Languages & Literatures

- African Languages & Literatures (5)
- Austronesian, Papuan & Australian Languages & Literatures (1)
- East Asian Languages & Literatures (1)
- English
 - American Literature (59)
 - English Language (18)
 - English Literature (65)
- Germanic Languages (6)
- Germanic Literature (5)
- Greek & Latin Languages & Literatures (12)
- Indo-Iranian Languages & Literatures (1)
- Literature - General (252)
- Middle Eastern Languages & Literatures (8)
- Native American & Hyperborean Languages (1)
- Philology & Linguistics (155)
- Romance Languages (9)
- Romance Literatures
 - French Literature (3)
 - Italian Literature (2)
 - Spanish Literature (11)
- Slavic, Baltic and Albanian Languages & Literatures (4)
- Uralic and Basque Languages & Literatures (1)
- Western European Languages - General (14)

DATABASES AVAILABLE AT CITRUS, BY SUBJECT:

<p>Mega Databases EBSCO Lexis Nexis</p> <p>Arts & Music Grove Art Online Grove Music Online</p> <p>Automotive Alldata Online Auto Repair Reference Center</p> <p>Biography Biography Resource Center Gale Virtual Reference Library / Biography Lexis Nexis / People Twayne's Author Series</p> <p>Business Business Source Premier Gale Virtual Reference Library / Business Regional Business News</p> <p>Career & College Eureka Online Vocational & Career Vocational Biographies</p> <p>Citrus Links Blackboard Citrus Library Catalog ChiTester Tuition Funding Sources Turnitin.com</p> <p>Communication Communication & Mass Media</p> <p>Contemporary Issues (see also Newspapers) CQ Researcher Issues & Controversies Country Info CountryWatch</p> <p>Education ERIC MAS Ultra School Edition Primary Search Professional Development Turnitin</p>	<p>Financial Aid Tuition Funding Sources</p> <p>Government/Law Military & Government Lexis Nexis</p> <p>Health & Medicine Alt HealthWatch CINAHL Health Source: Nursing Health Source MEDLINE Learning Express Test Prep</p> <p>History & Social Sciences Annals of American History Online History Reference Center Issues & Controversies: American History MagillOnHistory SIRS Researcher</p> <p>Library Technology Library, Information Science & Technology Abstracts</p> <p>Literature & Book Reviews Book Index with Reviews Books in Print with Reviews Gale Literature Reference Centre Literary Reference Center MagillOnLiterature Plus Twayne's Author Series</p> <p>Newspapers Los Angeles Times Lexis Nexis Newspaper Source Regional Business News</p> <p>Psychology & Child Development Psychology & Behavioral Science</p> <p>Reference Works Encyclopaedia Britannica Online Funk & Wagnalls New World Encyclopedia Oxford English Dictionary Webster's 3rd New International Dictionary</p> <p>Religion & Philosophy Religion & Philosophy</p> <p>Science Biology Journals Ebsco Animals Encyclopedia of Life Sciences</p>
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22. Attachment D: Articulation Status

23. Attachment E: Academic Senate Checklist

24. Attachment F: Curriculum Checklist

25. Attachment G: Performance Indicators

	Key Performance Indicators	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008
3	Courses Offered	2	2	2	2	3	3
4	Sections Offered	6	5	6	7	7	6
5	Morning (Prior to 11:59AM)	1	1	2	2	3	3
6	Afternoon (12:00 to 4:29PM)	3	3	3	4	2	2
7	Evening (4:30PM or Later)	2	1	1	1	2	1
8	Arranged Hour						
9	Weekend						
10	Short Term						
11	Distance Ed Full-Term						
12	Distance Ed Short-Term						
13	Enrollment	239	198	236	264	258	249
14	Weekly Student Contact Hours (WSCH)	697.1	577.5	688.3	770.0	734.8	846.9
15	Full-Time Equivalent Students (FTES)	23.9	19.8	23.6	26.4	22.67	26.13
16	FTEF	1.17	0.97	1.17	1.36	1.21	1.36
18	WSCH/FTEF	595.79	595.36	588.32	566.18	607.24	622.73
19	FTES/FTEF	20.43	20.41	20.17	19.41	18.74	19.21
20	Fill Rate	94.9	94.6	94.8	89.9	85.9	94.1
21	Course Retention	87.9	86.9	88.1	91.7	96.1	97.2
22	Course Success	47.3	41.9	43.2	54.2	56.6	55.7

	Key Performance Indicators	Spring 2004	Spring 2005	Spring 2006	Spring 2007	Spring 2008	Spring 2009
3	Courses Offered	2	2	2	2	3	4
4	Sections Offered	5	6	6	6	8	8
5	Morning (Prior to 11:59AM)	1	2	2	1	4	5
6	Afternoon (12:00 to 4:29PM)	3	3	3	4	2	2
7	Evening (4:30PM or Later)	1	1	1	1	2	1
8	Arranged Hour						
9	Weekend						
10	Short Term		1	1		1	2
11	Distance Ed Full-Term						
12	Distance Ed Short-Term						
13	Enrollment	215	255	208	220	285	237
14	Weekly Student Contact Hours (WSCH)	627.1	743.8	606.7	641.7	916.3	806.0
15	Full-Time Equivalent Students (FTES)	21.5	25.5	20.8	22	28.27	24.87
16	FTEF	0.97	1.17	1.17	1.17	1.54	1.81
18	WSCH/FTEF	646.47	635.68	518.52	548.44	594.97	445.28
19	FTES/FTEF	22.16	21.79	17.78	18.8	18.36	13.74
20	Fill Rate	97.2	98.8	91.4	89.4	86.9	80.7
21	Course Retention	84.6	89.0	88.0	90.0	95.8	97.5
22	Course Success	49.1	50.6	56.7	49.1	53.0	70.8

	Key Performance Indicators	Summer 2003	Summer 2004	Summer 2005	Summer 2006	Summer 2007	Summer 2008
3	Courses Offered	1	1	1	2	2	2
4	Sections Offered	2	1	1	2	2	2
5	Morning (Prior to 11:59AM)				1	1	1
6	Afternoon (12:00 to 4:29PM)						
7	Evening (4:30PM or Later)	1	1	1	1	1	1
8	Arranged Hour	1					
9	Weekend						
10	Short Term	2	1	1	2	2	2
11	Distance Ed Full-Term						
12	Distance Ed Short-Term						
13	Enrollment	56	43	40	76	64	72
14	Weekly Student Contact Hours (WSCH)	160.9	125.4	116.7	221.7	197.1	232.4
15	Full-Time Equivalent Students (FTES)	5.52	4.3	4	7.6	6.76	7.17
16	FTEF	0.39	0.19	0.19	0.39	0.41	0.43
18	WSCH/FTEF	412.62	660.11	614.05	568.38	480.68	540.49
19	FTES/FTEF	14.15	22.63	21.05	19.49	16.49	16.67
20	Fill Rate	46.2	95.6	88.9	84.4	64.4	78.9
21	Course Retention	82.1	95.3	97.5	96.1	90.6	100.0
22	Course Success	60.7	53.5	65.0	59.2	70.3	66.7

	Key Performance Indicators	Winter 2008	Winter 2009
3	Courses Offered	2	2
4	Sections Offered	2	2
5	Morning (Prior to 11:59AM)	1	1
6	Afternoon (12:00 to 4:29PM)		
7	Evening (4:30PM or Later)	1	1
8	Arranged Hour		
9	Weekend		
10	Short Term	2	2
11	Distance Ed Full-Term		
12	Distance Ed Short-Term		
13	Enrollment	73	107
14	Weekly Student Contact Hours (WSCH)	254.1	361.3
15	Full-Time Equivalent Students (FTES)	7.84	11.15
16	FTEF	0.41	0.45
18	WSCH/FTEF	619.85	802.8
19	FTES/FTEF	19.12	24.78
20	Fill Rate	78.9	115.6
21	Course Retention	97.3	98.1
22	Course Success	61.6	55.2

Key Performance Indicators		2003-2004		2004-2005		2005-2006		2006-2007		2007-2008		2008-2009	
1	Gender												
2	Female	296	60.0%	296	61.2%	168	35.6%	258	48.0%	394	59.8%	368	57.2%
3	Male	197	40.0%	188	38.8%	107	22.7%	205	38.1%	260	39.5%	262	40.7%
4	Not Reported		0.0%		0.0%	197	41.7%	75	13.9%	5	0.8%	13	2.0%
5	Total	493	100.0%	484	100.0%	472	100.0%	538	100.0%	659	100.0%	643	100.0%
6	Age												
7	19 or younger	132	26.8%	163	33.7%	115	24.4%	174	32.3%	238	36.1%	230	35.8%
8	20-24	243	49.3%	228	47.1%	122	25.8%	217	40.3%	330	50.1%	323	50.2%
9	25-29	45	9.1%	39	8.1%	24	5.1%	33	6.1%	48	7.3%	42	6.5%
10	30-34	24	4.9%	20	4.1%	3	0.6%	7	1.3%	9	1.4%	23	3.6%
11	35-39	18	3.7%	16	3.3%	7	1.5%	10	1.9%	10	1.5%	9	1.4%
12	40-49	19	3.9%	13	2.7%	3	0.6%	14	2.6%	16	2.4%	13	2.0%
13	50 and above	12	2.4%	5	1.0%	1	0.2%	8	1.5%	8	1.2%	3	0.5%
14	Not Reported		0.0%		0.0%	197	41.7%	75	13.9%		0.0%		0.0%
15	Total	493	100.0%	484	100.0%	472	100.0%	538	100.0%	659	100.0%	643	100.0%
16	Ethnicity												
17	Asian	51	10.3%	66	13.6%	37	7.8%	45	8.4%	77	11.7%	59	9.2%
18	African American	27	5.5%	22	4.5%	9	1.9%	15	2.8%	26	3.9%	37	5.8%
19	Caucasian	200	40.6%	161	33.3%	105	22.2%	184	34.2%	204	31.0%	178	27.7%
20	Hispanic	173	35.1%	196	40.5%	101	21.4%	173	32.2%	268	40.7%	254	39.5%
21	Native American/Alaskan Native	4	0.8%	5	1.0%	3	0.6%	2	0.4%	5	0.8%	7	1.1%
22	Other	16	3.2%	10	2.1%	9	1.9%	21	3.9%	12	1.8%	7	1.1%
23	Decline to State	15	3.0%	21	4.3%	10	2.1%	21	3.9%	33	5.0%	14	2.2%
24	Not Reported	7	1.4%	3	0.6%	198	41.9%	77	14.3%	34	5.2%	87	13.5%
25	Total	493	100.0%	484	100.0%	472	100.0%	538	100.0%	659	100.0%	643	100.0%
26	Educational Goal												
27	AA/AS	23	4.7%	21	4.3%	13	2.8%	21	3.9%	56	8.5%	107	16.6%
28	Degree & Transfer	255	51.7%	241	49.8%	156	33.1%	266	49.4%	78	11.8%	159	24.7%
29	Transfer	149	30.2%	149	30.8%	80	16.9%	125	23.2%	33	5.0%	46	7.2%
30	Certificate	12	2.4%	24	5.0%	7	1.5%	12	2.2%	2	0.3%	5	0.8%
31	License	16	3.2%	23	4.8%	10	2.1%	20	3.7%	3	0.5%	5	0.8%
32	Job Skills	12	2.4%	5	1.0%	2	0.4%	2	0.4%	7	1.1%	14	2.2%
33	Basic Skills		0.0%		0.0%		0.0%		0.0%		0.0%	1	0.2%
34	Personal		0.0%		0.0%		0.0%		0.0%	6	0.9%	14	2.2%
35	Undecided		0.0%		0.0%		0.0%		0.0%	19	2.9%	43	6.7%
36	Not Reported	26	5.3%	21	4.3%	204	43.2%	92	17.1%	455	69.0%	249	38.7%
37	Total	493	100.0%	484	100.0%	472	100.0%	538	100.0%	659	100.0%	643	100.0%

	Key Performance Indicators	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
23	Revenue: FTES*Reimbursement Rate	\$142,093.79	\$144,946.08	\$157,769.96	\$194,675.04	\$240,419.07	\$265,804.57
24	Total District Adopted Program Budget	76,954.00	65,169.00	71,116.00	81,581.00	84,452.00	105,093
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	n/a	n/a	n/a	n/a	0
26	Supplies (4300 in budget)	-	60	-	161	25	1,582
27	Cost (district funds only)	79,845.00	69,001.00	73,289.00	76,130.00	81,857.00	
28	Total FTES for the year	50.92	49.6	48.4	56	65.54	69.32
29	Cost per FTES	\$1,568.05	\$1,391.15	\$1,514.24	\$1,359.46	\$1,248.96	NO DATA

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	August 17, 2010	Resolution	_____
SUBJECT:	Program Review – Reading	Information	X
		Enclosure(s)	X

BACKGROUND

The Reading program has undergone the prescribed program review process based on a 6-year cycle and was approved at the May 3, 2010 Educational Programs Committee meeting and May 10, 2010 Steering Committee Meeting:

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ G.2. _____



Program Review Executive Summary

Program: Reading
Date: August 17, 2010

Program History/Description:

The mission of the Reading Program supports students in college courses where a competent level of reading is required for student success.

The Reading program consists of a sequence of four courses (READ 019, 040, 099, and 120) which serve the diverse student population as needed to meet educational goals. Educational needs of students are met, from basic literacy through advanced critical thinking and critical reading skills for college students.

Strengths/Effective Practices:

The Reading Program offers courses from pre-collegiate (developmental/basic skills) level through college level, designed to provide students a competency in reading skills for student success and advancement from basic skills to advanced critical thinking/reading skills

Program strengths include:

- The extra training and certification of full-time faculty; all reading specialists as defined by the International Reading Association.
- The variety of delivery systems for reading courses include traditional 16 week, distance education, fast track, and learning communities modalities.

Weaknesses/Lessons Learned:

- Faculty concurred that it is now time to place more emphasis on program-level student learning outcomes and the measurement and assessment of each. Much time has been spent on course-level SLOs and they now need to see the connection across the courses, program, and college.
- Faculty also intend to engage in on-going discussions one to three times a year regarding program issues, not just every six years or for the annual report.

Recommendations/Next Steps:

Future plans include:

- Creating and monitoring assessment strategies for READ 019, 040, and 099, including the development of a uniform exam.
- Training faculty in the use of BlackBoard technology.
- Continuing to work with colleagues in learning communities that specialize in introductory courses such as science, sociology, criminal justice, and psychology.
- Gathering longitudinal data on the success rates of students in the various delivery methods.
- Utilizing technology provided in the college management system, including e-portfolio, online culminating activities, web casting opportunities, and blogging, to enhance and extend the reading experience for students.



Reading Instructional Program Review 2009-2010

Spring 2010

Prepared by

Name	Title
Beverly Van Citters	Faculty
Mark Gunderson	Faculty
Joseph Harvey	Faculty

Reading Program Review Committee Members

Name	Title	Name	Title
Rebecca Rudd	Curriculum	Samuel Lee	Dean of Language Arts
Beverly Van Citters	Faculty	Mark Gunderson	Faculty
Joseph Harvey	Faculty Senate Representative	Jim Woolum	Program Review Advisor
		Cathy Day	Admin Secretary II



PROGRAM REVIEW – Reading

The final summary of the program review process for Reading is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

Samuel Lee, Dean of Language Arts

date

Michelle Plug, Articulation Officer

date

David Kary, Chair of Curriculum Committee

date

Irene Malmgren, Vice President of Academic Affairs

date

Jack Call, Academic Senate President

date

Geraldine M. Perri, Superintendent/President

date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

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1. Executive Summary

The Reading Department's program review has assisted the department faculty in acknowledging what we do well and what we can do better. We feel that we have focused on the developmental reading aspects in three courses [Read 019, Read 040 and Read 099]. We need to forge stronger communication ties with other disciplines especially in the sciences where success in Read 099 is of paramount importance for success in that area.

We intend to:

Create and monitor assessment strategies for Read 019, 040 and 099 including the development of a 'uniform' exam.

Train faculty using BlackBoard technology.

Continue to work with colleagues in learning communities that specialize in the introductory courses of science, sociology, criminal justice, and psychology to name a few.

2. Faculty

Full-Time Faculty

Mark Gunderson
Joseph Harvey
Patricia Lawrence
Beverly Van Citters

Adjunct Faculty

Linda Burns
Linda Hibbs
Donna Kelly
Helen LeMaire
Henry Alan Loya
Lori Nelson
Dianne Rowley
Elizabeth Serrao

3. List of Program Courses

Subject & Course No.	Title	Units
019	Literacy Skills	3.0
040	Basic Reading Skills	3.0
099	Reading Skills	3.0
120	Advanced College Reading	3.0

Classes not offered in the last two years:

Subject & Title Course No.	Units
-------------------------------	-------

4. List of Degrees

None

5. List of Certificates and Awards

None

6. List of Industry-Based Standard Certificates and Licenses

None

7. Advisory Committee or Council

n/a

8. Program Student Learning Outcomes

The Reading Program has adopted the Institutional General Education Competencies of Citrus College (as approved by Steering December 8, 2008). General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Reading Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

a) Students successfully completing courses in the Reading Program are informed readers who can extract information, summarize, critically analyze purpose, tone, and inferences by producing response writings to nonfiction readings..

2) Computation

a) Students successfully completing courses in the Reading Program are informed readers who can extract the meanings of graphs and pictorial representations in the content/nonfiction readings by responding to these graphic images by interpreting both literal and inferential meanings

3) Creative, Critical, and Analytical Thinking, and Information Competency

a) Students successfully completing courses in the Reading Program are informed readers who critically analyze, synthesize, and evaluate source materials by producing cohesive oral and written responses to the nonfiction reading materials

4) Community/Global Consciousness and Responsibility

a) Students successfully completing courses in the Reading Program are informed readers who are respectful and tolerant of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behaviors in discussion, ethical classroom behaviors, and ethical responses to readings and classroom views

5) Technology

a) Students successfully completing courses in the Reading Program are informed readers who use technology responsibly, can navigate the school platform environment, can use technology in classroom presentations, and can evaluate the credibility of online resources

6) Discipline / (Subject Area Specific Content Material)

a) Students successfully completing courses in the Reading Program are informed readers who use schema, metacognition, memory concepts, and skill building to develop their levels of learning in reading comprehension both literal and inferential

Matrix of Mapping Course-level SLOs with Program-level SLOs

	CC1 Communication	CC2 Computation	CC3 Creative, Critical, and Analytical Thinking	CC4 Community, Global Consciousness and Responsibility	CC5 Technology	CC6 Discipline Specific
<i>Reading Program- level SLOs</i>						
Read 019 SLO #1	X					X
SLO #2	X					X
SLO #3	X					X
SLO #4	X	X	X			X
SLO #5	X					X
SLO #6	X	X	X			X
SLO #7				X		
SLO #8					X	
Read 040 SLO #1	X					
SLO #2	X					

SLO #3	X					
SLO #4	X					
SLO #5	X					
SLO #6	X					
SLO #7			X			
SLO #8			X			
SLO #9		X	X			
SLO #10			X			
SLO #11			X			
SLO #12				X		
SLO #13				X		
SLO #14				X		
SLO #15					X	
SLO #16						X
Read 099 SLO #1				X		
SLO #2						X
SLO #3		X				X
SLO #4					X	
SLO #5	X					
SLO #6	X		X			
SLO #7	X					
SLO #8	X		X			
Read 120 SLO #1			X			X
SLO #2			X		X	X
SLO #3	X			X		
SLO #4	X		X		X	
SLO #5	X		X		X	
SLO #6	X				X	
SLO #7					X	
SLO #8	X		X			

9. Program Description / Mission

The Reading Program consists of a sequence of 4 courses [READ 019, 040, 099 and 120] which serve the diverse student population as needed to meet educational goals. Educational needs of students are met from basic literacy through advanced critical thinking and critical reading skills for college students.

The mission of the Reading Program supports students in college courses where a competent level of reading skill is required for student success.

10. Program Goals and Objectives

The goals and objectives of the Reading Program are:

- a) Provide courses that upgrade knowledge, literal and inferential comprehension, study skills, vocabulary and content areas.
- b) Provide skills in word recognition and processing of the written word.
- c) Provide practice and reinforcement in textual patterns that enhance reading efficiency and meaning.
- d) Provide instruction, practice, and preparation of effective responses as expressions of comprehension of higher learning.

11. Curriculum Review and Student Learning Outcomes Assessment

Course Number	Course Name	Last Reviewed by Curriculum Committee	*Date for next revision (six year cycle)	Date Last Offered	SLO's Written	**Most Recent SLO's Assessed
Read 019	Literacy Skills	2009	2015	2009	yes	Fall 09
Read 040	Basic Reading Skill	2009	2015	2010	yes	Fall 09
Read 099	Reading Skills	2009	2015	2010	yes	Fall 09
Read 120	College Reading	2004	2010	2005	pending	pending

*Courses to be reviewed on a six year cycle per Title 5.

**Results of assessment maintained by faculty with impact or needs recorded on annual program review report.

12. Degree/Certificate Review

Not applicable

13. Evaluation Criteria – Mission

The Reading Program curriculum offers courses from the pre-collegiate [developmental / basic skills] level through the college level to provide students to meet their educational goals where a competent level of reading skills is required for student success and advancement from basic skills to advanced critical thinking/reading skills. The Reading Program reflects the diversity found in the college population through nonfiction selections from a variety of disciplines reflecting contemporary issues in culture and society. The courses, Read 019, 040 and 099, are effective recommended prerequisites leading to college level required courses. The Read 120 course has been transferable to the CSU and is pending curriculum approval.

Commendations

- a) The Reading Program adheres to the mission objectives of the college through the Reading Program's role as a support for other college level programs.
- b) The Reading Program reflects the district's diversity in that assigned reading selections are diverse in content, author, and audience.
- c) The institution's core competencies are included in the development of SLOs and are part of the instruction delivered in the Reading Program
- d) There is no longitudinal data to support the question; however, Title V HSI grant did supply some stats that show that the program was successful.

- e) Provides students with intensive training in reading that helps them become able to navigate the college reading maze.
- f) Established both Read 099 and Read 040 as distance education offerings.
- g) Reading faculty have consistently been involved in Learning Communities from the beginning of the program. Reading has paired with Biology, Math, English and Counseling.
- h) Reading faculty continue to explore technology to assist in student learning such as the Second Life experiment in the Biology/Read 099 Learning Community including the culminating activities and movies made by students using YouTube to combine Biology and Reading objectives
- i) Introduces students to nonfiction material that relates directly to content areas.
- j) Works cooperatively with Disabled Students Programs and Services to accommodate students with various disabilities.
- k) Offers reading courses in a variety of instructional methods including traditional 16 week, fast track-8 week, distance education, learning communities, and learning communities-fast track, with integration of biology, math, English and counseling courses.
- l) Sensitive to economic needs of students at this time by providing for low cost textbooks including online, open source materials, and primary sources.

Previous Recommendations Completed

- a) Reading faculty working with counseling faculty has been accomplished in Learning Communities and in interfacing with the Basic Skills Counselor.
- b) Revamping of the importance of reading on the placement assessment has ensured that the minimal reading competency in EN 101 is achieved.
- c) The SLOs have been updated for the lower 3 courses [Read 019, 040, 099].
- d) Validation of placement cut scores has been accomplished.
- e) Distance education formats are now available for Read 040 and Read 099.
- f) Worked with Counseling and the Basic Skills Counselor to provide in-class workshops on various issues defined and created for each Reading course.
- g) Participated in the Title V HSI Grant and College Success Program to continue to promote student success and persistence in basic skills courses by offering fast track classes that get students through the program in a timely and efficient manner.
- h) Increased offerings in alternate methods of instruction including Learning Communities, Success Center, Faculty Leads and Fast Track courses.
- i) Worked with the Veteran's Services on campus to continue to provide educational opportunities to returning veterans in basic skills classes.
- j) Coordinated with Job Placement Coordinator, workshops to arm basic skills students so that they may successfully gain employment opportunities.
- k) Reviewed course outlines and course content for rigor, consistency of continuity, and student outcomes.
- l) Encouraged students to pursue a habit of lifelong reading through in-class discussions, supporting book readings and plays on campus, and through college reading strategies.

- m) Had guest authors -- because of the HSI Grant, Jimmy Santiago Baca visited Citrus and students from local feeder high schools were invited. His book, A PLACE TO STAND is used in all Read 099 classes. The video, made of his visit with his permission, is housed in the library for all reading faculty to show in their classes.
- n) Participated in identifying the appropriate College Success workshops for Read 019, Read 040 and Read 099.
- o) Contributed to the BlackBoard repository of materials for all College Success faculty.
- p) Most adjunct have portfolios on file in the Dean's office.

Recommendations

Recommendation									
Redesign Read 120 to fit a traditional, honors, and DE modes.				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Revise course; utilize critical think component for GE requirement.	9/2014	B. Van Citters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation									
Monitor students who take these courses in sequence: Read 019, 040 and 099				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Evaluate students as they complete each of the 3 levels in basic skills sequence.	9/2014	Faculty Lead/Sam Lee/Researcher		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation									
Develop a department-wide final exam for each basic skills level				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Develop rubrics that assist faculty in evaluating students' work	9/2014	Faculty Leads		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Evaluation Criteria – Need

According to the 2009 CAHSEE (California High School Exit Exam) results for grade 10, there are immediate reading needs in some of our feeder schools in English/Language Arts (which includes reading). For example, Azusa District had a 70% pass rate whereas 30% of the 10th graders failed. The CAHSEE is written at an 8th grade level therefore the literacy issue becomes even more pronounced to think that 30% of the students would fail. Passing the CAHSEE is NOT a valid indicator for college entry because college textbooks are written much higher than the 8th grade.

<http://www.cde.ca.gov/ta/tg/hs/documents/summaryresults09.pdf>

A better indicator is the CAT-6 (from the STAR-Standardized Testing and Reporting) where in 2009 for grade 11, in the whole State of California, only 40% of the students tested were at the proficient level in reading/English. (Note that the majority of this exam is reading-based). Note this means that 60% of the students are at basic or below in reading/English skills.

In Los Angeles County for 2009, 37% in grade 11 were listed at proficient or above, meaning that 63% were at basic or below in Reading/English.

In examining our feeder districts on the 2009 CAT/6 the results are as follows from the website: <http://star.cde.ca.gov/star2009>

Key	% age at proficient or higher	% at basic or below
State	40%	60%
LA County	37%	63%
Azusa District	22%	78%
Claremont	57%	43%
Duarte	37%	63%
Glendora	60%	40%
Monrovia	42%	58%

Reviewing these percentages, the need for basic skills is high just in the feeder schools for Citrus College. However, many students come from outside of the district environs and those results should be monitored as well.

Data from the NAEP (National Assessment of Educational Progress) indicates the level of reading in California, particularly Los Angeles County, is around a 5th grade level.

<http://www.cde.ca.gov/ta/tg/nr/documents/naep09full.pdf>

The highest grade measured by the NAEP is 8th grade. This is important to note because if students' deficiencies are identified in 8th grade, it is highly unlikely that the skills will get better in high school because the reading gets harder. Here is a quote from the NAEP 2009 Reading Report for California:

"In 2009, the percentage of students in California who performed at or above proficient was 22 percent. This was smaller than that for the nation's public schools (30 percent)."

The report further uses 'basic' and above as a descriptor -- The NAEP only measures Basic, Proficient and Advanced.

"In 2009, the percentage of students in California who performed at or above Basic was 64 percent. This was smaller than that for the nation's public schools (74 percent)."

The California public school students performed lower than the students in the nation's public schools.

Commendations

- a) The data from the National Assessment of Educational Progress over the past 6 years, indicates the level of reading in California, particularly in Los Angeles County, is around a 5th grade level. The exit exam in reading, given at the high schools, is set around an 8th grade level. The Reading Program faculty stay aware of recent educational trends that could impact the program
- b) There are similar reading programs around the country. However, the Citrus program used the State of California's reading objectives to develop the Reading Program. These state objectives have already been qualified by the CAT-6.
- c) The state and national data support the need for the program because without adequate reading and critical reading/thinking skills, the chance for student success is hampered, jobs/ employment limited, and further education stifled.

Previous Recommendations Completed

- a) The use of the CAT-6 as part of the multiple measures still needs to be examined. If the reading section of this exam is feasible, [this exam is required for all high school juniors in California] and can give the college adequate information for placement purposes, then the use of staff power to administer the assessment tool for placement will be limited.

Recommendations

Recommendation								
Using placement cut scores, determine if the cut scores are consistent with the NAEP and STAR results for LA County								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	9/2015	Researcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation								
The office of institutional research should provide the Reading faculty with annual reports, available at the state department of education, that indicate the reading achievement levels of students in the Citrus College feeder schools and of Los Angeles County since many entry level students are from 'out of district'.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	9/2015	Researcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15. Evaluation Criteria – Quality

Course outlines have been revised to include Student Learning Outcomes and assessment measurements. Validation of the Placement cut scores continues as the literacy levels increase based on the STAR testing in the State of California.

Commendations

- a) The lecture units are appropriate.
- b) The disciplines are appropriate.
- c) Course pre-requisites are validated.
- d) Faculty are well trained in the discipline and are tenured.
- e) Updated student learning outcomes.
- f) Established learning communities.
- g) Established a learning communities lead with the help of the HSI Grant.
- h) Established a fast track component.
- i) Faculty present to state and national organization.
- j) Faculty take leadership roles at state and national levels in their fields.

Previous Recommendations Completed

- a) Hired Basic Skills Director
- b) Developed College Success Advisory Committee
- c) Updated classrooms to include newer technology
- d) Developed Faculty Leads

Recommendations

Recommendation									
Revise Read 120 to include SLOs and to meet CSU, UC, and IGETC standards for area.									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Add SLOs and critical thinking component	9/2011	B. Van Citters/Read Faculty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation									
Develop a 12-unit Reading Certificate of Achievement									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Review feasibility of a Reading Certificate of Achievement.	9/2015	J. Harvey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation									
Identify contemporary authors to infuse into the Reading program.									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
	9/2014	Reading Faculty		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Date	Responsible						
Use services of Counseling, DSPS, and Veteran's Services in integrated effort to develop peer network	6/2012	Reading Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation
Award Will Ulrich Reading Scholarship Funds at Student Achievement Awards Banquet.

Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Provide informal to student on scholarship set up in memory of Will Ulrich and the Mark Gunderson Book Fund.	9/2010	J. Harvey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation

Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17. Evaluation Criteria – Compliance

Sample syllabi from the full time professors indicate that they comply with the District policies, and, in connection with the program review, the course student learning outcomes have been brought up to current requirements. The Read 099 DE course has been evaluated for ADA (Americans with Disabilities Act) to ensure that the material includes multi-modalities that are inclusive in communication.

Commendations

- a) The course requisites and course outlines meet the District and State requirements.

Recommendation
 Explore opportunities to host reading events with local high schools and/or guest authors

Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Readers to Leaders		Read Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading buddies/mentoring			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. Attachment A: Key Performance Indicators

Key Performance Indicator	FA 02	FA 03	FA 04	FA 05	FA 06	FA 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	3	3	4	4	3	3
Classes Offered (total # of sections)	16	15	17	27	36	37
Morning (Prior to 11:59AM)	9	8	11	13	16	15
Afternoon (12:00 to 4:29PM)	4	4	2	7	11	10
Evening (4:30PM or Later)	3	3	4	7	9	12
Arranged Hour						
Weekend						
Short term	12	3	8	7	5	2
Distance Education (full term)						
Distance Education (short term)						
Enrollment	386	386	495	786	1034	1081
Weekly Student Contact Hours (WSCH)	1,042.5	1,133.7	1,674.5	2,727.4	3,087.1	3,984.5
Full-Time Equivalent Students (FTES)	35.2	38.9	57.4	92.6	105.8	100.5
Program Resources						
Full-Time Equivalent Faculty (FTEF)	3.11	2.92	3.82	6.03	7	6.35
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	335.2	388.3	438.3	452.3	441.0	627.5
FTES/FTEF	11.3	13.3	15.0	15.4	15.1	15.8
Fill rate at Census	81.9	95.9	103.1	102.9	105.0	93.2
Program Success						
Course Success (any course, C or better or "Pass")	47.0%	52.0%	70.0%	70.0%	67.0%	69.0%
Course Retention	89.0%	87.0%	93.0%	92.0%	93.0%	96.0%

Key Performance Indicator	SP 03	SP 04	SP 05	SP 06	SP 07	SP 08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	3	3	4	3	3	3
Classes Offered (total # of sections)	13	16	21	32	33	33
Morning (Prior to 11:59AM)	8	9	13	15	15	15
Afternoon (12:00 to 4:29PM)	3	3	3	9	12	9
Evening (4:30PM or Later)	2	4	5	8	6	9
Arranged Hour						
Weekend						
Short term	4	10	5	3	5	1
Distance Education (full term)						
Distance Education (short term)						
Enrollment	320	406	612	848	929	868
Weekly Student Contact Hours (WSCH)	873.0	1,183.4	1,985.5	2,848.3	3,839.5	3,101.2
Full-Time Equivalent Students (FTES)	31.6	42.8	71.9	97.2	103.3	83.2
Program Resources						
Full-Time Equivalent Faculty (FTEF)	2.53	3.11	4.73	7.13	6.42	6.35
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	345.1	380.5	419.8	399.5	598.0	488.4
FTES/FTEF	12.5	13.8	15.2	13.6	16.1	13.1
Fill rate at Census	83.6	88.3	106.1	92.2	95.4	83.4
Program Success						
Course Success (any course, C or better or "Pass")	48.0%	56.0%	72.0%	67.0%	60.0%	71.0%
Course Retention	83.0%	88.0%	91.0%	90.0%	88.0%	95.0%

Key Performance Indicator	SU 02	SU 03	SU 04	SU 05	SU 06	SU 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)			1		1	1
Classes Offered (total # of sections)	1	1	5	4	14	14
Morning (Prior to 11:59AM)	1		4	2	9	9
Afternoon (12:00 to 4:29PM)		1	1	1	4	3
Evening (4:30PM or Later)				1	1	2
Arranged Hour						
Weekend						
Short term			3		4	2
Distance Education (full term)						
Distance Education (short term)						
Enrollment	18	55	106	112	291	336
Weekly Student Contact Hours (WSCH)	194.3	594.3	762.0	1,168.6	3,401.0	3,547.8
Full-Time Equivalent Students (FTES)	1.9	5.7	10.2	12.4	32.4	33.8
Program Resources						
Full-Time Equivalent Faculty (FTEF)	0.19	0.19	0.97	0.91	3.11	2.75
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	1,022.4	3,127.9	785.6	1,284.2	1,093.6	1,290.1
FTES/FTEF	9.7	29.8	10.5	13.6	10.4	12.3
Fill rate at Census	64.3	91.7	82.0	99.8	70.8	79.7
Program Success						
Course Success (any course, C or better or "Pass")	61.0%	73.0%	59.0%	86.0%	87.0%	85.0%
Course Retention	89.0%	96.0%	93.0%	96.0%	97.0%	95.0%

Key Performance Indicator						WN 08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)						3
Classes Offered (total # of sections)						10
Morning						6
Afternoon						3
Evening						1
Arranged Hour						
Weekend						
Short term						1
Distance Education (full term)						
Distance Education (short term)						
Enrollment						291
Weekly Student Contact Hours (WSCH)						3,259.0
Full-Time Equivalent Students (FTES)						31.0
Program Resources						
Full-Time Equivalent Faculty (FTEF)						2.08
Credit Reimbursement Rate						\$4,367.00
Program Operation						
WSCH/FTEF						1,566.8
FTES/FTEF						14.9
Fill rate at Census						96.2
Program Success						
Course Success (any course, C or better or "Pass")						84.0%
Course Retention						96.0%

Key Performance Indicator	2002-03		2003-04		2004-05		2005-06		2006-07		2007-08	
	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Student Demographic Data	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female	407	60%	498	62%	644	59%	869	57%	1081	57%	1156	55%
Male	271	40%	299	38%	442	41%	667	43%	809	43%	921	44%
Missing											15	1%
Total	678	100%	797	100%	1086	100%	1536	100%	1890	100%	2092	100%
Age												
19 or younger	369	54%	422	53%	558	51%	800	52%	1107	59%	1184	57%
20-24	158	23%	211	26%	327	30%	485	32%	534	28%	627	30%
25-29	49	7%	68	9%	77	7%	120	8%	113	6%	122	6%
30-34	26	4%	27	3%	37	3%	36	2%	42	2%	54	3%
35-39	28	4%	29	4%	25	2%	37	2%	31	2%	40	2%
40-49	40	6%	34	4%	47	4%	46	3%	42	2%	50	2%
50 and above	8	1%	6	1%	15	1%	12	1%	21	1%	15	1%
Total	678	100%	797	100%	1086	100%	1536	100%	1890	100%	2092	100%
Ethnicity												
Asian	80	12%	121	15%	194	18%	223	15%	201	11%	230	11%
African American	49	7%	66	8%	72	7%	106	7%	135	7%	162	8%
Hispanic	366	54%	434	54%	542	50%	785	51%	1061	56%	1123	54%
Native American/Alaskan Native	6	1%	4	1%	6	1%	9	1%	14	1%	18	1%
Other	8	1%	19	2%	24	2%	36	2%	36	2%	31	1%
Caucasian	155	23%	128	16%	214	20%	324	21%	395	21%	382	18%
Decline to State	12	2%	19	2%	27	2%	39	3%	38	2%	42	2%
Missing	2	0%	6	1%	7	1%	14	1%	10	1%	104	5%
Total	678	100%	797	100%	1086	100%	1536	100%	1890	100%	2092	100%
Educational Goal												
Degree/Cert/Transfer	601	89%	727	91%	995	92%	1398	91%	1772	94%	757	36%
Career/Ed Development	22	3%	22	3%	36	3%	40	3%	27	1%	50	2%
Improve Basic Skills											12	1%
Undecided											121	6%
Unknown	55	8%	48	6%	55	5%	98	6%	91	5%	1152	55%
Total	678	100%	797	100%	1086	100%	1536	100%	1890	100%	2092	100%

Key Performance Indicator	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Resources						
Revenue: FTES* Reimbursement Rate	195,588.6	243,780.7	407,456.3	659,146.0	839,570.9	1,085,461.5
Total District Adopted Program Budget	n/a	229,603	319,932	366,213	468,223	444,648
Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	0	0	0	0	0
Supplies (4300 in budget)	n/a	1,667	43	745	448	294
Cost	n/a	214,859	325,606	390,532	391,065	449,534
Total FTES for the year	68.6	87.4	139.4	202.2	241.5	248.6
Cost per FTES	n/a	2,459.47	2,335.27	1,931.32	1,619.25	1,808.55
Program Success						
Degrees Awarded						
Certificates Awarded						
Skill Awards						
Licenses (reported by department)						
Career Technical Education Programs						
VTEA Grant						
Industry Contributions to Program Resources						
Available Jobs						
Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						

19. Attachment E: Library Resources Report

LIBRARY ACTIVITY:

Library Research Orientations
41 (during the prior year)

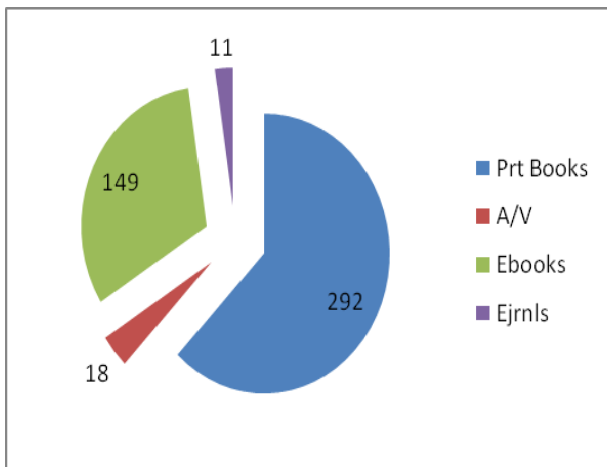
Circulation of materials in subject area
Circulation as percent of total circulation:
420-429.99 1%
372 2% all 370s

RESOURCES:

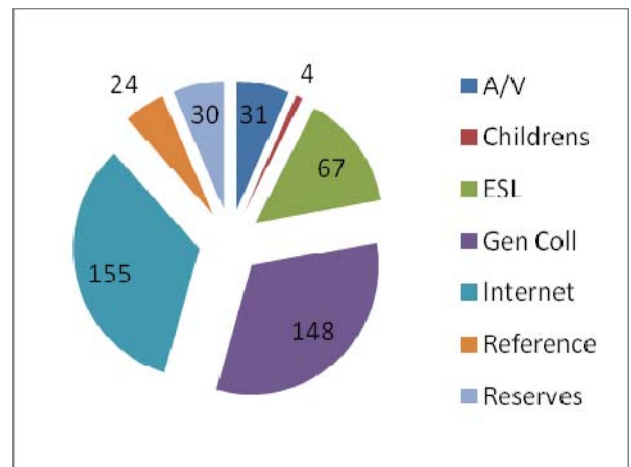
Dewey Call Number areas:
020-29.99 84
420.429.99 263
370.379.99 56
Other 56

Ejournals: 11

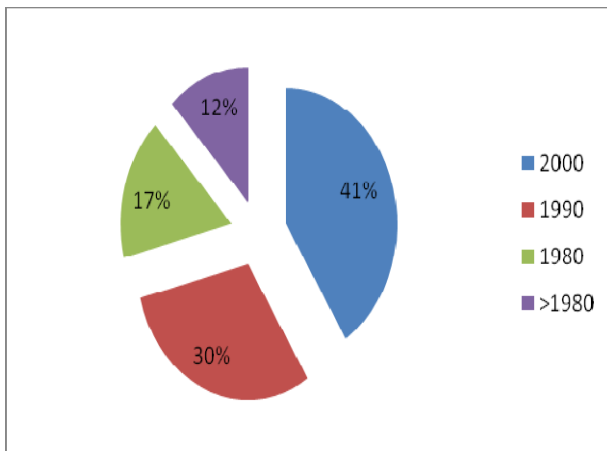
FORMATS



LOCATION OF COLLECTIONS



AGE OF COLLECTIONS:



EBSCO DATABASES:

Academic Search Premier

Alt HealthWatch

Business Source Premier

CINAHL Plus

Communication & Mass Media Complete

ERIC

Funk & Wagnalls New World Encyclopedia

GreenFILE

Health Source: Consumer ed.

Health Source: Nursing/Academic ed.

History Reference Center

Library, Information Science & Tehcnology Abs

Literary Reference Center

MAS Ultra School Edition

MasterFILE Premier

MEDLINE

Military & Government

Newspaper Source

Primary (K-6)

Professional Development

PsycARTICLES

Psychology & Behavioral Science

Regional Business News

Religion & Philosophy

Vocational & Career

OTHER:

Gale Literature Resource Center

Gale Virtual Reference Library

LEXIS-NEXIS Academic

netLibrary

CQ Researcher

Issues & Controversies

SIRS Researcher

Aleks

Alldata Online Automotive diagnostic and repair information. .

Annals of American History Online

Auto Repair Reference Center

Biography Resource

Center

Biology Journals

Books in Print with

Reviews

Chi Tester

CountryWatch

Encyclopaedia Britannica Online

Eureka Online Career & college

search

Issues & Controversies - American History

Learning Express Test Prep for ASE (Automotive), Cosmetology, & Nursing

Los Angeles Times Current: 1985-present Historical: 1881-1985

Oxford English Dictionary

Proquest Newspapers

Salem Health & Salem Cancer

MagillÆs Medical Guide online.

Salem History

Science (AAAS)

Twayne's Author Series

Vocational Biographies

Webster's 3rd New International Dictionary,

Unabr.

Call Numbers relevant to Reading

028 Reading and use of other information media

428 Standard English usage

428.4

Sample Subject Headings relevant to Reading

English language--Textbooks for foreign speakers

Reading (Higher education)

Reading comprehension

Study skills.

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 61)
- b. Authorization is requested to approve facility rentals and usage. (Page 64)
- c. Authorization is requested to approve A & B Warrants for June and July 2010. (Page 67)
- d. Authorization is requested to approve purchase orders for June and July 2010. (Page 70)
- e. Authorization is requested to approve Change Order #7 in the amount of \$77,016.00 for Project #06-0506, Vocational Technology Complex. (Page 86)
- f. Authorization is requested to approve Change Order #4 in the amount of \$81,670.00 for Project #10-0607, Student Services Building. (Page 93)
- g. Authorization is requested to approve Change Order #1 in the amount of \$7,691.77 for Project #04-0910, Campus Safety Landscape. (Page 98)

(CONTINUED)

H. ACTION ITEMS

1. Consent Items

Personnel Recommendations

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 101)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 121)
- j. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 124)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – August 17, 2010

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Cannon, Merle	\$6,000.00max	District	7/1/10-6/30/11	Five Year Plan
Cannon, Merle	\$6,000.00max	District	7/1/10-6/30/11	Space Inventory
West Coast Consulting Group, Inc.	\$61,515.00max	District	7/1/10-6/30/12	Mandated Emergency Prep Training
<u>CHILD DEVELOPMENT CENTER</u>				
Lila Martin	\$6,128.00max	Grant	7/1/10-6/30/11 <i>Revision</i>	Foster Care Ed
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of fees	Fees	11/15/10-11/15/10	Special Event & Wedding Planning
Carter, Jethro	40% of fees	Fees	11/6/10-11/6/10	Think Healthy, Be Thin, Stay Thin
Carter, Jethro	40% of fees	Fees	12/4/10-12/4/10	Self-Hypnosis Stress Reduction
Francis, Pam	50% of fees	Fees	10/16/10-10/16/10	Acupressure Facial
Francis, Pam	50% of fees	Fees	11/20/10-11/20/10	Acupressure for Stress
Francis, Pam	50% of fees	Fees	12/11/10-12/11/10	Swedish Massage
Francis, Pam	50% of fees	Fees	9/18/10-9/18/10	15 Minute Chair Massage
Ingersoll, Juliann	40% of fees	Fees	9/2/10-11/18/10	Beginning Spanish Conversation And Grammar
Jackson, Michelle	40% of fees	Fees	10/18/10-10/18/10	Teen Makeup & Skin Care
Jackson, Michelle	40% of fees	Fees	12/11/10-12/11/10	Teen Makeup & Skin Care
Jim Lindsay Productions	50% of fees	Fees	9/11/10-11/20/10	Writing/Producing/Editing with Final Cut Pro
KGP Consulting	40% of fees	Fees	9/11/10-9/12/10	Intro to Medical Insurance Billing
KGP Consulting	40% of fees	Fees	9/15/10-9/16/10	Workers Comp & Personal Injury
KGP Consulting	40% of fees	Fees	9/13/10-9/14/10	Advanced Medical Insurance Billing
KGP Consulting	40% of fees	Fees	9/22/10-9/22/10	Start a Medical Billing Service
KGP Consulting	40% of fees	Fees	9/15/10-9/15/10	Computerized Medical Ins Billing
KGP Consulting	40% of fees	Fees	9/11/10-9/16/10	Medical Ins Billing Certificate
Moran, Elaine	40% of fees	Fees	10/16/10-10/16/10	Get Paid to Shop
Napoli, William	40% of fees	Fees	10/9/10-10/16/10	Photo Magic – Adobe Photoshop CS4
Napoli, William	40% of fees	Fees	11/20/10-11/20/10	Spectacular PowerPoint 2007
Nicholson, Kellie	40% of fees	Fees	12/4/10-12/11/10	The Business of Bartending
Notary Public Seminars	40% of fees	Fees	10/2/10-10/2/10	Become a Notary in One Day
Notary Public Seminars	40% of fees	Fees	10/2/10-10/2/10	Renew Your Notary Commission
Notary Public Seminars	40% of fees	Fees	10/9/10-10/16/10	Become a Child Visitation Monitor
Pappas, Margaret	50% of fees	Fees	9/22/10-9/22/10	Unclutter Your Mind
Prange, Rebecca	40% of fees	Fees	10/28/10-11/4/10	Sewing Machine Basics
Rizzardi, Yolanda	40% of fees	Fees	9/11/10-9/11/10	Creative Greeting Cards 101
Rizzardi, Yolanda	40% of fees	Fees	10/23/10-10/23/10	Creative Party Designs Rubber Stamping
Rounds, Miller & Associates	40% of fees	Fees	9/20/10-9/20/10	Building Your Own Website
Rounds, Miller & Associates	40% of fees	Fees	9/22/10-9/22/10	Cashing In on Your Ideas & Inventions
Rounds, Miller & Associates	40% of fees	Fees	9/22/10-9/22/10	Career in Professional Speaking
Rounds, Miller & Associates	40% of fees	Fees	9/20/10-9/20/10	Eliminate Clutter & Get Organized
Sproesser, Zoia	40% of fees	Fees	9/11/10-10/16/10	Beginning Conversational Russian
Sproesser, Zoia	40% of fees	Fees	10/23/10-12/11/10	Beginning Conversational Russian II
Tucker, Raymond	50% of fees	Fees	9/7/10-9/28/10	Floral Design
Tucker, Raymond	50% of fees	Fees	10/5/10-10/26/10	Floral Design II
Tucker, Raymond	50% of fees	Fees	11/2/10-11/23/10	Floral Design III
Tucker, Raymond	50% of fees	Fees	9/10/10-9/17/10	Intro to Fine Art Acrylic Painting
Tucker, Raymond	50% of fees	Fees	10/9/10-10/16/10	Intro to Fine Art Acrylic Painting
Tucker, Raymond	50% of fees	Fees	10/15/10-10/22/10	Intro to Fine Art Acrylic Painting
Tucker, Raymond	50% of fees	Fees	10/23/10-10/23/10	Halloween Party Design

Tucker, Raymond	50% of fees	Fees	11/20/10-11/20/10	Thanksgiving Centerpiece
Tucker, Raymond	50% of fees	Fees	12/3/10-12/3/10	Christmas Novelty
Tucker, Raymond	50% of fees	Fees	12/6/10-12/6/10	Christmas Wreath
Tucker, Raymond	50% of fees	Fees	12/10/10-12/10/10	Christmas Topiary
Tucker, Raymond	50% of fees	Fees	12/17/10-12/17/10	Christmas Centerpiece
Turpurins, Sandra	40% of fees	Fees	9/25/10-9/25/10	Success as a First Time Home Buyer
Voices for All, LLC	40% of fees	Fees	9/22/10-9/22/10	Intro to Voice Acting
Yoon, Edward	40% of fees	Fees	9/14/10-9/21/10	Retirement Planning Today
Yoon, Edward	40% of fees	Fees	9/11/10-9/18/10	Retirement Planning Today
Zimmerman, Kathy	40% of fees	Fees	9/15/10-9/15/10	Home Decorating Feng Shui Style

FINE AND PERFORMING ARTS

Willcox, Sarah R.	\$21.00per hour	District	9/15/10-6/30/11	Figure Drawing Model
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HEALTH SCIENCES

Kassab, Ziad, DDS	no fee	no fee	8/17/10-continuing	Clinical Education
Rolfing, Michael, DDS	no fee	no fee	8/17/10-continuing	Clinical Education

PHYSICAL EDUCATION & ATHLETICS

Zipin, Jerett M.D.	\$8,000.00max	District	8/18/10-6/18/11	Fall 2010/Spring 2011 Athletic Physicals & Medical Services
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STUDENT SERVICES

Solano, Dr. Alberto	\$12,000.00max	District	7/12/10-7/30/10	Grant Writing
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Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant

**Use of Facilities
August 17, 2010**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Mel Haug	Recording Arts Studio	Basic Tracking	7/8/2010	\$500.00
Jun Asai	Recording Arts Studio	Piano Demo	7/9/2010	\$100.00
Good Shepherd Taiwanese Presbyterian Church	Recording Arts Studio	Basic Tracking	7/11 & 7/25/10	\$450.00
FLS International	Cafeteria Patio & Restrooms	Dance	7/16/2010	\$250.00 plus additional labor if required
Untitled, Inc.	Stadium	Commercial Filming	7/19, 20, 21 & 22/10	\$18,600.00 plus additional labor if required
Claremont High School Jazz Band	Recording Arts Studio	Basic Tracking	7/22, 7/23 & 7/26/10	\$700.00
O'Hara Creative Services	Recording Arts Studio	Basic Tracking	7/24/2010	\$250.00
FLS International	Campus Center East Wing	Student Orientation	8/2/2010	\$300.00 plus additional labor if required
FLS International	Center for Innovation Community Room	Student Orientation	8/4/2010	\$100.00 plus additional labor if required
Kare Youth League	Stadium and Field Events Area	Youth Track Meet	8/5/2010	\$1,262.50 plus additional labor if required
FLS International	Cafeteria Patio & Restrooms	Dance	8/6/2010	\$250.00 plus additional labor if required
Azusa Pacific University	Stadium Field	Intramural Flag Football Games	Monday & Wednesdays 9/20 through 10/27/10	\$9,600.00 plus additional labor if required
People to People	Performing Arts Center	Informational Meetings	9/29 & 10/4/10	\$2,000.00 plus additional labor if required
West Covina Symphony Orchestra	Performing Arts Center	Concert	9/28 & 10/3/10	\$2,650.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre	11/9/2010	\$2,100.00 plus additional labor if required
Arcadia High School	Stadium	Band and Field Tournament	11/20/2010	\$2,860.00 plus additional labor if required

**Use of Facilities
August 17, 2010**

West Covina Symphony Orchestra	Performing Arts Center	Concert	1/4 & 1/9/11	\$2,650.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre	2/17/2011	\$2,100.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre	3/10/2011	\$2,100.00 plus additional labor if required
West Covina Symphony Orchestra	Performing Arts Center	Concert	3/22 & 3/27/11	\$2,650.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre	4/19/2011	\$2,100.00 plus additional labor if required
Cal Poly Pomona Barkada	Performing Arts Center	Pilipino American Cultural Night	5/10 & 5/13/11	\$5,095.00 plus additional labor if required
Kundirana	Performing Arts Center	Concert	5/14/2011	\$3,550.00 plus additional labor if required
West Covina Symphony Orchestra	Performing Arts Center	Concert	6/7 & 6/12/11	\$2,650.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	A & B Warrants	Information	
		Enclosure(s)	X

BACKGROUND

A & B Warrants for June and July 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 June and July 2010.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
June, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$2,386,424.83
GRANT AMOUNT PAID TO STUDENTS		\$16,843.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C1K-C	\$1,642,923.90
363	C3K-C	\$518,184.92
519	C3K-N	\$305,981.68
20	166-C	\$35,723.98
27	166-N	\$16,829.88
5	173-N	\$742.17
341	C2L-N	\$1,461,422.33
1,468		\$3,981,808.86
ske		
8/11/2010		

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
July, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$57,733,370.92
GRANT AMOUNT PAID TO STUDENTS		\$878,200.67
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
54	C1L-C	\$461,931.47
200	V2B-C	\$344,962.07
352	C3L-C	\$518,935.81
545	C3L-N	\$344,490.53
5	188-C	\$4,587.27
17	188-N	\$9,860.96
3	194-C	\$2,844.39
14	194-N	\$2,746.61
1	197-N	\$2,190.00
2	201-C	\$2,635.78
10	201-N	\$1,481.63
1	C2A-C	\$3,083.00
327	C2A-N	\$1,430,999.88
1,531		\$3,130,749.40
ske		
8/11/2010		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND

Purchase orders June and July 2010.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for June and July 2010.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.d.

Includes 06/01/2010 - 06/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-13243	COBRA PUMA GOLF, INC.	9470	Blanket PO	59-5850 59-9321	.00 700.00
10-13333	OFFICE DEPOT (000043)	9670	Blanket PO	01-4300	4,000.00
10-13390	XPEDX	9110	Blanket PO	01-4300	20,000.00
10-13560	Avidstore.com	0281	Software	01-4300	1,536.50
10-14489	EL-REY APPLICATIONS	9370	Refinish Floor at Gym	41-5600	2,577.32
10-14676	Avidstore.com	3370	Software Upgrade	01-4300	1,000.00
10-15030	GLOBAL ELECTIC MOTORCARS	9430	Repairs to Gem Car	01-5600	2,539.72
10-15062	Amazon.com Corporate Credit	3020	Document Camera	01-4300	151.46
10-15096	BRYAN PRESS	9290	College Planning Guide	01-4300	14,641.36
10-15113	DISPLAYS2GO	9680	Poster Frames	01-4300	3,242.15
10-15121	AAA FLAG & BANNER MFG. CO.	9347	Tableskirt	01-4300	216.76
10-15132	Dell Computer Corp	0020	Toner	01-4300	2,576.05
10-15156	AKG USA	0281	Repair Parts	01-5630	430.00
10-15192	Rational Acoustics LLC	0281	Software	01-4300	227.49
10-15250	MARX BROS FIRE EXTINGUISHER CO	9430	Auto sprinkler and deluge system 5 year test	01-5810	1,250.00
10-15269	Pocket Nurse	3200	Supplies for Health Sciences - EGR	01-4300	2,132.27
10-15271	Karen Mosher - Library	9363	Tuition Reimbursement	01-5800	900.00
10-15272	Ken Shimauchi	9363	Tuition Reimbursement	01-5800	1,200.00
10-15273	FULLER ENGINEERING INC.	9195	Pool Chemicals	01-4390	1,029.46
10-15274	SPAGHETTI EDDIE'S	9680	Food	01-4300	188.34
10-15275	MAINTEX INC.	9270	Supplies	01-4300	715.65
10-15276	DOOR TECH	9190	Repair Automatic Door at TC	01-5600	1,347.50
10-15277	HILLYARD INC	9270	Supplies	01-4300	43.18
10-15278	dk Graphics & Printer Supplies	9110	Wide Format for Graduation	01-4300	366.08
10-15279	BIOLEGEND	9681	Purified anti-mouse	01-4300	1,166.40
10-15280	FULLERTON COLLEGE	3160	Luncheon Retreat	01-5220	417.48
10-15281	CAREER CRUISING	9680	Career Guidance System	01-4300	3,570.00
10-15282	OWL CAFE	9672	Lunch-STEM Advisory Meeting	01-4300	243.86
10-15283	OWL CAFE	9672	Refreshments	01-4300	131.70
10-15284	SNAP-ON EQUIPMENT SOLUTIONS	9350	Toyota equipment	01-6400	4,899.88
10-15285	WatersHouse Sign Company	9375	Campus Signage	42-5600	510.50
10-15286	Sanofi Pastuer Inc.,	9160	Vaccines	01-4300	1,172.94
10-15287	GLAXOSMITHKLINE FINANCIAL INC.	9160	Vaccines	01-4300	1,691.74
10-15288	Asset Works, Inc	9250	Fixed Asset Inventory	41-5800	17,600.00
10-15289	KASA CONSTRUCTION	9375	Campus Safety Building - Landscape	42-6200	89,900.00
10-15290	DUARTE UNIFIED SCHOOL DISTRICT	3340	Duarte Summer School	01-5800	10,026.27
10-15291	SMART & FINAL	9190	Supplies	01-4300	10.68
10-15292	HILLYARD INC	9270	Supplies	01-4300	5,798.74
10-15293	HARBOR FREIGHT	9250	Supplies	01-4300	17.53
10-15294	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Softball Fields - Flood Control Permit	42-5800	647.53
10-15295	GNA-Brook Fire Protection	9375	Fine Arts Bldg - Fire Flow Tests for DSA	42-5800	290.00
10-15296	EDUCATION TO GO	9330	Enrollment Fees	39-5800	540.00
10-15297	Daisy I.T.	3200	Supplies	01-4300	263.31
10-15298	HILLYARD INC	9370	Supplies for Gym Floor	41-4300	3,022.68
10-15299	Custom Signs Inc	9375	Measure G Signage	42-4300	727.09

Includes 06/01/2010 - 06/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-15300	OFFICE DEPOT BSD ED DIV	9680	Literature Displays, bookshelf	01-6400	1,101.59
10-15301	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	Repair Spa Pump	01-5600	125.00
10-15302	FRASCA PLUMBING CO	9375	Gas Line - Campus Safety	42-6100	3,441.86
10-15303	GLENDORA TROPHY	9290	Transfer Student Plaques	01-4300	240.13
10-15304	TIMEKEEPING SYSTEMS	9070	Repair	01-5600	45.00
10-15305	HILLYARD INC	9270	Supplies	01-4300	51.90
10-15306	PHARMEDIX	9160	birth control	01-4300	1,681.55
10-15307	Denault Commercial Hardware	9270	Supplies	01-4300	1,095.31
10-15308	EMPIRE FLOOR MACHINE CO	9270	Supplies	01-4300	727.09
10-15309	FRY'S ELECTRONICS	9250	Software	01-5810	108.42
10-15310	SC FUELS	9190	Gasoline	01-4360	10,137.00
10-15311	Gallison Design	9680	Poster design	01-5800	600.00
11-15722	B & K ELECTRIC WHOLESALE	9030	BLANKET PO	01-4300	1,000.00
11-15742	COBRA PUMA GOLF, INC.	9470	Blanket PO	59-5850	.00
				59-9321	700.00
11-15777	Toshiba Direct Gov/Ed Western Division	9160	Computer	01-4300	.00
				01-6400	1,450.04
11-15926	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	1,566.62
11-15927	OFFICE DEPOT (000043)	3120	Blanket PO	33-4300	10,000.00
11-15928	OFFICE DEPOT (000043)	3120	Blanket PO	33-4700	2,000.00
11-15929	OFFICE DEPOT (000043)	3120	Blanket PO	33-4700	500.00
11-15930	OFFICE DEPOT (000043)	3120	BLANKET PO	33-4300	500.00
11-15931	OWL CAFE	3120	Blanket PO	33-4700	1,000.00
11-15932	OWL BOOKSHOP	3120	BLANKET PO	33-4300	7,000.00
11-15933	OWL BOOKSHOP	3120	BLANKET PO	33-4700	100.00
11-15934	ALBERTSONS	3120	BLANKET PO	33-4700	1,000.00
11-15935	ALBERTSONS	3120	Blanket PO	33-4300	500.00
11-15936	ALBERTSONS	3120	Blanket PO	33-4700	800.00
11-15937	ALBERTSONS	3120	Blanket PO	33-4300	250.00
11-15938	OWL BOOKSHOP	0040	Blanket PO	01-4300	250.00
11-15939	OFFICE DEPOT BSD ED DIV	0040	Blanket PO	01-4300	2,000.00
11-15940	OFFICE DEPOT BSD ED DIV	3130	Blanket PO	01-4300	3,000.00
11-15942	OFFICE DEPOT BSD ED DIV	3180	Blanket PO	01-4300	3,000.00
11-15943	OWL BOOKSHOP	3180	Blanket PO	01-4300	800.00
11-15944	ICUBED	3180	Blanket PO	01-5880	800.00
11-15945	IMPATICA INC.	3180	Annual Software License	01-5810	920.00
11-15946	OFFICE DEPOT (000043)	3070	Blanket PO	01-4300	5,000.00
11-15947	OWL BOOKSHOP	3070	Blanket PO	01-4300	600.00
11-15948	OFFICE DEPOT (000043)	0020	Blanket PO	01-4300	2,000.00
11-15949	OWL BOOKSHOP	0020	Blanket PO	01-4300	400.00
11-15950	DYNALECTRIC	9190	Blanket PO	01-5810	4,000.00
11-15951	GLENDORA GLASS & MIRROR	9040	Blanket PO	01-4300	4,000.00
11-15952	GLENN B. DORNING INC	9190	Blanket PO	01-4360	1,000.00
11-15953	GMS ELEVATOR	9040	Blanket PO	01-5600	5,500.00
11-15954	GOLF VENTURES WEST	9190	Blanket PO	01-4300	2,000.00
11-15955	W W GRAINGER INC	9040	Blanket PO	01-4300	65,000.00
11-15956	HAWK SIGNS & ENGRAVING	9040	Blanket PO	01-4300	1,000.00
11-15957	HI-LINE	9040	Blanket PO	01-4300	2,500.00
11-15958	HOME DEPOT	9040	Blanket PO	01-4300	6,000.00
11-15959	LEWIS SAW & LAWNMOWER	9140	Blanket PO	01-4300	5,000.00

Includes 06/01/2010 - 06/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-15961	P & R PAPER SUPPLY COMPANY	9195	Blanket PO	01-4300	8,500.00
11-15962	PACIFIC HIGH REACH	9190	Blanket PO	01-5630	1,000.00
11-15963	PAT'S TIRE SERVICE	9190	Blanket PO	01-4360	500.00
11-15964	PLUMBING WHOLESALE OUTLET	9040	Blanket PO	01-4300	1,000.00
11-15965	POM ATTN: REPAIR	9040	Blanket PO	01-5630	350.00
11-15966	RAIN BIRD SERVICES CORP. COMMERCIAL DIVISION	9140	Blanket PO	01-5800	2,000.00
11-15967	RED WING SHOE STORE	9190	Blanket PO	01-6400	6,300.00
11-15968	DEPARTMENT OF INDUSTRIAL RELATIONS	9040	Blanket PO	01-5800	1,600.00
11-15969	ROTO-ROOTER SERVICE & PLUMBING CO.	9040	Blanket PO	01-5800	5,000.00
11-15970	SAF-COM SUPPLY INC.	9040	Blanket PO	01-4300	1,000.00
11-15971	DOOR TECH	9040	Blanket PO	01-4300 01-5600	6,000.00 6,000.00
11-15972	SAFLOK	9040	Blanket PO	01-5800	500.00
11-15973	DUNN-EDWARDS CORP	9040	Blanket PO	01-4300	8,000.00
11-15974	SAFLOK	9040	Blanket PO	01-4380	500.00
11-15975	EMPIRE FLOOR MACHINE CO	9270	Blanket PO	01-4300	10,000.00
11-15976	SPRINT	9190	Blanket PO	01-5800	10,000.00
11-15977	STAT EXTERMINATING, INC.	9140	Blanket PO	01-5800	1,000.00
11-15978	EMPIRE FLOOR MACHINE CO	9270	Blanket PO	01-5630	7,000.00
11-15979	STATE CHEMICAL CO.	9190	Blanket PO	01-4300	2,500.00
11-15980	TARGET SPECIALTY PRODUCTS	9140	Blanket PO	01-4300	8,000.00
11-15981	FRASCA PLUMBING CO	9040	Blanket PO	01-5600	10,000.00
11-15982	HOMER DIETERICH (000157)	9040	Blanket PO	01-5800	10,000.00
11-15983	HYDRAULIC INDUSTRIAL SUPPLY	9040	Blanket PO	01-4300	4,000.00
11-15984	J.K. SPECIALTY PRINTING	9190	Blanket PO	01-5550	1,000.00
11-15985	JAN'S TOWING	9190	Blanket PO	01-5800	400.00
11-15987	JOHNSON LIFT - HYSTER	9190	Blanket PO	01-5630	2,000.00
11-15988	MAINTEX INC.	9270	Blanket PO	01-4370	10,000.00
11-15989	MC MASTER-CARR	9040	Blanket PO	01-4360	5,000.00
11-15990	MISSION ACE HARDWARE	9040	Blanket PO	01-4300	14,000.00
11-15991	MONTGOMERY HARDWARE	9040	Blanket PO	01-4300	9,000.00
11-15992	NAPA AUTO PARTS	9190	Blanket PO	01-4360	5,000.00
11-15993	OFFICE DEPOT (000043)	9190	Blanket PO	01-4300	3,750.00
11-15994	OWL BOOKSHOP	9190	Blanket PO	01-4300	200.00
11-15995	PATTON SALES CORP.	9040	Blanket PO	01-4300	2,000.00
11-15996	TONY'S UPHOLSTERY & CANVAS	9190	Blanket PO	01-5800	1,500.00
11-15997	TWO2MANGO	9190	Blanket PO	01-5550	15,000.00
11-15998	US Air Conditioning Dist	9040	Blanket PO	01-4300	1,000.00
11-16000	VIP CENTER	9190	Blanket PO	01-4360	5,000.00
11-16001	ZEE MEDICAL INC	9190	Blanket PO	01-4300	1,000.00
11-16002	MARX BROS FIRE EXTINGUISHER CO	9190	Service Agreement	01-5810	2,500.00
11-16003	WEST-LITE SUPPLY CO., INC.	9430	Blanket PO	01-5890	2,000.00
11-16004	ALBERTSONS	3040	Blanket PO	01-4300	500.00
11-16005	OFFICE DEPOT BSD ED DIV	3372	Blanket PO	01-4300	600.00
11-16006	JOHNSON'S NUMBERING SERVICE	9110	Blanket PO	01-5800	2,500.00
11-16008	LA GRINDING	9110	Blanket PO	01-4300	300.00
11-16009	NATIONWIDE PAPERS	9110	Blanket PO	01-4300	15,000.00

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PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16010	XPEDX	9110	Blanket PO	01-4300	4,500.00
11-16011	SYSTEM ONE BUSINESS PRODUCTS INC	9110	Blanket PO	01-4300	1,500.00
11-16012	Spicers Paper Inc	9110	Blanket PO	01-4300	12,500.00
11-16013	dk Graphics & Printer Supplies	9110	Blanket PO	01-4300	5,000.00
11-16014	FULLER ENGINEERING INC.	9195	Blanket PO	01-4390	29,200.00
11-16016	Ricoh Business Solutions	9110	Blanket PO	01-5610	1,200.00
11-16017	OWL BOOKSHOP	9110	Blanket PO	01-4300	4,500.00
11-16018	CO/COLOR	9110	Blanket PO	01-5800	1,000.00
11-16019	THE HOSE-MAN	9190	Blanket PO	01-4300	1,500.00
11-16020	ACCURATE AIR ENGINEERING	3020	Blanket P.O.	01-5600	500.00
11-16021	WYNN OIL	3020	Blanket PO	01-4310	300.00
11-16022	TURF STAR	9140	Blanket PO	01-4300	4,000.00
11-16023	AIRGAS WEST	3020	Blanket PO	01-4300	300.00
11-16024	AMERICAN SCIENTIFIC LABS, LLC	9430	Blanket PO	01-5800	225.00
11-16025	LIGHTNING OIL CO.	9430	Blanket PO	01-5890	5,000.00
11-16026	CARQUEST AUTO PARTS	3020	Blanket PO	01-4300	2,500.00
11-16027	NORTH STATE ENVIRONMENTAL	9430	Blanket PO	01-5890	10,000.00
11-16028	RESTO TECH	9430	Blanket PO	01-5890	500.00
11-16029	CERTIFIED UNDERCAR PARTS	3020	Blanket PO	01-4300	1,500.00
11-16030	SABER CONCRETE & FOUNDATION	9140	Blanket PO	01-5630	2,000.00
11-16031	STERICYCLE INC	9430	Blanket PO	01-5890	4,500.00
11-16032	COSTCO WHOLESALE	3020	Blanket PO	01-4300	150.00
11-16033	SWIFTY SIGN	9110	Blanket PO	01-5800	3,500.00
11-16034	CLEARWATER GRAPHICS, INC.	9110	Blanket PO	01-5800	27,000.00
11-16035	HOME DEPOT	3020	Blanket PO	01-4300	250.00
11-16036	KINDRED CORP	9110	Blanket PO	01-5800	27,000.00
11-16037	PlumbMaster, Inc.	9040	Blanket PO	01-4300	3,000.00
11-16038	KELLY PAPER	9110	Blanket PO	01-4300	5,000.00
11-16039	Advantage Distribution	9110	Blanket PO	01-4300	5,000.00
11-16044	AMERIPRIDE	3020	Blanket PO	01-5600	2,000.00
11-16045	TED JOHNSON PROPANE	3020	Blanket PO	01-5600	100.00
11-16046	SAFETY KLEEN	3020	Blanket PO	01-5600	1,000.00
11-16047	ORVAC ELECTRONICS	3020	Blanket PO	01-4310	500.00
11-16048	RELIABLE AUTO PARTS	3020	Blanket PO	01-4310	1,000.00
11-16049	RICK'S RADIATOR SERVICE	3020	Blanket PO	01-4310	250.00
11-16050	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	Service Agreement	01-5800	17,400.00
11-16051	OFFICE DEPOT BSD ED DIV	3260	Blanket PO	01-4300	500.00
11-16052	SAMMY CAMERA	3260	Blanket PO	01-4300	500.00
11-16053	COSTCO WHOLESALE	3260	Blanket PO	01-4300	300.00
11-16054	HOME DEPOT	0010	Blanket PO	01-4300	400.00
11-16055	OFFICE DEPOT BSD ED DIV	0010	Blanket PO	01-4300	500.00
11-16056	BUNNY GUNNER	0280	Blanket PO	01-4300	250.00
11-16057	GARD'S MUSIC HOUSE	0280	Blanket PO	01-4300	500.00
11-16058	DEPENDABLE HAWAIIAN EXPRESS	0280	Blanket PO	01-5800	9,500.00
11-16059	HOME DEPOT	0280	Blanket PO	01-4300	750.00
11-16060	RHINO RECORDS / CLAREMONT	0280	Blanket PO	01-4300	1,000.00
11-16061	CARL ROWE (000151)	0280	Blanket PO	01-5630	4,500.00

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PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16062	SHATTINGER MUSIC	0280	Blanket PO	01-4300	1,800.00
11-16063	STAGE ACCENTS	0280	Blanket PO	01-5890	800.00
11-16064	THEATRE COMPANY	0280	Blanket PO	01-5890	8,000.00
11-16065	VIRTUAL SOUNDS TECHNOLOGY	0280	Blanket PO	01-5630	750.00
11-16066	MILLIE'S DANCE	0282	Blanket PO	01-4300	1,000.00
11-16067	OFFICE DEPOT BSD ED DIV	0282	Blanket PO	01-4300	200.00
11-16068	OWL BOOKSHOP	3260	Blanket PO	01-4300	125.00
11-16069	DRAMATISTS PLAY SERVICE INC.	0080	Blanket PO	01-5880	500.00
11-16070	HOME DEPOT	0080	Blanket PO	01-4300	200.00
11-16071	OFFICE DEPOT BSD ED DIV	0080	Blanket PO	01-4300	300.00
11-16072	SAMUEL FRENCH	0080	Blanket PO	01-5880	900.00
11-16074	GIORGIO'S TUXEDO	0280	Blanket PO	01-5890	8,500.00
11-16075	SAN DIMAS MUSIC, LLC	0280	Blanket PO	01-4300	3,500.00
11-16076	OFFICE DEPOT BSD ED DIV	0280	Blanket PO	01-4300	4,000.00
11-16077	ONTARIO MUSIC	0010	Blanket PO	01-4300	200.00
11-16078	OWL BOOKSHOP	0280	Blanket PO	01-4300	100.00
11-16080	COSTCO WHOLESALE	9580	Blanket PO	01-4300	500.00
11-16081	OFFICE DEPOT (000043)	9580	Blanket PO	01-4300	1,500.00
11-16082	OWL BOOKSHOP	9580	Blanket PO	01-7600	1,750.00
11-16083	OFFICE DEPOT (000043)	9010	Blanket PO	01-4300	10,000.00
11-16084	OWL BOOKSHOP	9580	Blanket PO	01-4300	500.00
11-16085	OFFICE DEPOT (000043)	9580	Blanket PO	01-7600	6,500.00
11-16086	OWL BOOKSHOP	9010	Blanket PO	01-4300	6,000.00
11-16087	ARROWHEAD PURITAS	0080	Blanket PO	01-5600	600.00
11-16088	ARROWHEAD PURITAS	0280	Blanket PO	01-4300	800.00
11-16089	ARROWHEAD PURITAS	9110	Blanket PO	01-4300	1,000.00
11-16090	SPARKLETTES	9350	Blanket PO	01-4300	500.00
11-16091	OWL BOOKSHOP	0060	Blanket PO	01-4300	200.00
11-16093	JUST DO IT FITNESS EQUIPMENT	0060	Blanket PO	01-5810	3,000.00
11-16094	OFFICE DEPOT BSD ED DIV	3020	Blanket PO	01-4300	2,500.00
11-16095	ORVAC ELECTRONICS	3020	Blanket PO	01-4300	250.00
11-16096	PATTON'S ARROW PIPE & STEEL	3020	Blanket PO	01-4300	500.00
11-16098	ZEP MANUFACTURING	3020	Blanket PO	01-4300	750.00
11-16099	OWL BOOKSHOP	3120	Blanket PO	33-4300	1,150.00
11-16100	OFFICE DEPOT (000043)	3120	Blanket PO	33-4300	1,150.00
11-16101	COSTCO WHOLESALE	3120	Blanket PO	33-4300	100.00
11-16102	BIG LOTS	3120	Blanket PO	33-4300	800.00
11-16103	SERGIO'S RESTAURANT	3120	Blanket PO	33-4700	1,620.00
11-16104	TRUGREEN CHEMLAWN	0060	Blanket PO	01-6100	1,250.00
11-16105	IMS Commercial Ice System Inc	0060	Blanket PO	01-5630	1,000.00
11-16106	KING BOLT CO.	3020	Blanket PO	01-4300	500.00
11-16107	MATCO TOOLS	3020	Blanket PO	01-4300	500.00
11-16108	THE HOSE-MAN	3020	Blanket PO	01-4300	300.00
11-16109	TRANSTAR INDUSTRIES, INC.	3020	Blanket PO	01-4300	500.00
11-16110	Wurth USA Inc	3020	Blanket PO	01-4300	500.00
11-16111	ZEE MEDICAL INC	3020	Blanket PO	01-4300	250.00
11-16112	DALIA'S PIZZA	3120	Blanket PO	33-4700	960.00
11-16113	EL POLLO LOCO	3120	Blanket PO	33-4700	810.00
11-16114	CHINESE TASTE FRIENDSHIP KITCHEN	3120	Blanket PO	33-4700	810.00
11-16115	BIG LOTS	3120	Blanket PO	33-4700	200.00

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PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16116	OFFICE DEPOT (000043)	3120	Blanket PO	33-4700	200.00
11-16117	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4700	3,900.00
11-16118	ERNIE'S AUTO PARTS	9190	Blanket PO	01-4300	3,000.00
11-16120	SOUTHLAND INDUSTRIES	9040	Blanket PO	01-5800	5,000.00
11-16121	OFFICE DEPOT (000043)	9100	Blanket PO	01-4300	1,500.00
11-16122	ADVANCED DATA PROTECTION SERVICES, INC.	9100	Blanket PO	01-5810	2,200.00
11-16123	ZACK ELECTRONICS	9100	Blanket PO	01-4300	500.00
11-16124	OWL BOOKSHOP	9100	Blanket PO	01-4300	200.00
11-16125	ComputerLand of Silicon Valley Attn: Education Sales	9100	Blanket PO	01-4300	2,000.00
11-16126	INTELLI-TECH	9100	Blanket Po	01-5630	2,000.00
11-16127	ARROW WIRE AND CABLE	9100	Blanket PO	01-4300	2,000.00
11-16128	COSTCO WHOLESALE	9100	Blanket PO	01-4300	1,000.00
11-16129	HOME DEPOT	9100	Blanket PO	01-4300	1,000.00
11-16130	GLOBAL CTI GROUP INC	9100	Blanket PO	01-5630	3,000.00
11-16131	HPC COMPUTERS, INC	9100	Blanket PO	01-4300	5,000.00
11-16132	WESTERN AUDIO VISUAL CORP	9100	Blanket PO	01-6400	4,000.00
11-16133	SEHI Computer Products Inc	9100	Blanket PO	01-4300	3,500.00
11-16134	Dell Computer Corp	9100	Blanket PO	01-4300	5,000.00
11-16135	R & D BUSINESS INT. 000446	9250	Furniture - Cl 158	01-6400	390.47
11-16136	OWL BOOKSHOP	0260	Blanket PO	01-4300	300.00
11-16137	CARQUEST AUTO PARTS	3020	Blanket PO	01-4310	14,000.00
11-16138	OFFICE DEPOT BSD ED DIV	0240	Blanket PO	01-4300	1,500.00
11-16139	VROMANS BOOKSTORE	0072	Blanket PO	01-4300	200.00
11-16140	COSTCO WHOLESALE	0072	Blanket PO	01-4300	300.00
11-16141	OWL BOOKSHOP	0072	Blanket PO	01-4300	300.00
11-16142	LYNDA.COM	0072	Training software	01-4300	.00
				01-5800	375.00
11-16143	AMERICAN/FOOTHILL PUBLISHING COMPANY	0072	Blanket PO	01-4300	.00
				01-5850	27,000.00
11-16144	OFFICE DEPOT BSD ED DIV	9099	Blanket PO	01-4300	4,000.00
11-16145	Pocket Nurse	3200	Blanket PO	01-4300	800.00
11-16146	SPARKLETTS	3200	Blanket PO	01-4300	1,000.00
11-16147	MEDICAL EQUIPMENT AFFILIATES	3200	Blanket PO	01-4300	800.00
11-16148	ECOLAB	3120	Blanket PO	33-4300	4,000.00
11-16149	OWL BOOKSHOP	9099	Blanket PO	01-4300	400.00
11-16150	COSTCO WHOLESALE	9099	Blanket PO	01-4300	300.00
11-16151	OWL BOOKSHOP	3200	Blanket PO	01-4300	1,500.00
11-16152	OFFICE DEPOT BSD ED DIV	0350	Blanket PO	01-4300	800.00
11-16153	JOHNSTONE SUPPLY	3140	Blanket PO	01-4300	500.00
11-16154	INNOVATIVE INTERFACES, INC.	9260	Service Agreement	01-5810	23,124.00
11-16155	H. W. WILSON CO.	9260	Subscription Renewal	01-4300	274.00
11-16156	OWL BOOKSHOP	3120	Blanket PO	33-4300	200.00
11-16157	GALE GROUP	9260	Blanket PO	01-6300	9,000.00
11-16158	IPARIDIGMS	3180	Site License	01-5810	8,988.33
11-16159	CERTIFIED UNDERCAR PARTS	3020	Blanket PO	01-4310	8,000.00
11-16160	TRANSTAR INDUSTRIES, INC.	3020	Blanket PO	01-4310	4,000.00
11-16161	OFFICE DEPOT BSD ED DIV	0060	Blanket PO	01-4300	6,365.50
11-16162	GUNTHER'S ATHLETIC SERVICE	0060	Blanket PO	01-5630	9,000.00
11-16163	OFFICE DEPOT BSD ED DIV	3080	Blanket PO	01-4300	500.00

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PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16164	LOS ANGELES TIMES PURCHASE ORDER DESK, ROOM 410	0072	Blanket PO	01-4300	175.00
11-16165	TRIBUNE MEDIA SERVICES	0072	Blanket PO	01-4300 01-5800	.00 1,000.00
11-16166	NEW YORK TIMES	0072	Blanket PO	01-4300	300.00
11-16167	OFFICE DEPOT (000043)	0072	Blanket PO	01-4300	2,000.00
11-16170	LORITO BOOKS	3120	Supplies for CDC Classrooms	33-4300	36.93
11-16171	OFFICE DEPOT (000043)	3200	Blanket PO	01-4300	1,500.00
11-16172	COSTCO WHOLESALE	9310	Blanket PO	01-4300	1,950.00
11-16173	OFFICE DEPOT BSD ED DIV	9310	Blanket PO	01-4300	1,350.00
11-16174	OWL BOOKSHOP	9310	Blanket P.O.	01-4300	500.00
11-16176	DUARTE UNIFIED SCHOOL DISTRICT	3370	Blanket PO	01-5800	7,443.00
11-16177	OWL BOOKSHOP	3370	Blanket PO	01-4300	500.00
11-16178	SPARKLETTS	3370	Blanket PO	01-4300	650.00
11-16179	OFFICE DEPOT BSD ED DIV	3370	Blanket PO	01-4300	2,500.00
11-16180	OWL BOOKSHOP	3370	Blanket PO	39-7600	16,560.00
11-16181	RIO HONDO COMMUNITY COLLEGE DISTRICT	3370	Blanket PO	01-5800	60,000.00
11-16182	MOUNT SAN ANTONIO COLLEGE	3370	Blanket PO	01-5800	60,000.00
11-16183	OWL BOOKSHOP	9180	Blanket PO	01-4300	300.00
11-16184	OFFICE DEPOT BSD ED DIV	9180	Blanket PO	01-4300	300.00
11-16185	COLUMBIA DENTOFORM CORP.	3050	Blanket PO	01-4300	1,500.00
11-16186	PATTERSON DENTAL	3050	Blanket PO	01-5600	750.00
11-16187	RADIATION DETECTION CO	3050	Blanket PO	01-4300	600.00
11-16188	EXACTA DENTAL	3050	Blanket PO	01-4300	2,500.00
11-16189	PATTERSON DENTAL	3050	Blanket PO	01-4300	18,000.00
11-16190	ULTRADENT PRODUCTS INC.	3050	Blanket PO	01-4300	750.00
11-16191	OFFICE DEPOT BSD ED DIV	0260	Blanket PO	01-4300	5,000.00
11-16192	GLENDORA TROPHY	0072	Blanket PO	01-4300	500.00
11-16193	NxtBookMedia	0072	Blanket PO	01-5890	3,000.00
11-16194	Big Five	9360	Convocation Canopies (E-Z ups)	01-4300	263.37
11-16195	GLOBAL CTI GROUP INC	9100	Maintenance	01-5810	6,247.50
11-16196	AMERICAN RED CROSS	3120	Blanket Order	33-4300	1,260.00
11-16197	IPSWITCH, INC	9100	Maintenance agreement	01-5840	530.00
11-16198	EDUCAUSE	9100	Domain Renewal	01-5840	40.00
11-16199	CLEARWATER GRAPHICS, INC.	9220	2010-2011 Catalog	01-5850	7,897.61
11-16200	J & H BERGE INC	0030	Supplies	01-4300	3,238.39
11-16201	PACIFIC RADIO	0281	Blanket PO	01-4300	2,000.00
11-16202	HOME DEPOT	0281	Blanket PO	01-4300	2,000.00
11-16203	OFFICE DEPOT BSD ED DIV	0281	Blanket PO	01-4300	500.00
11-16204	KI	9347	Tables for Writing Cafe	01-5800 01-6400	295.00 1,128.41
11-16205	KI	9672	Desk	01-5800 01-6400	295.00 1,245.88
11-16206	R & D BUSINESS INT. 000446	9347	Chairs for the Writing Cafe	01-6400	1,281.13
11-16207	TRI-BEST VISUAL DISPLAY	0030	Office bulletin/white board	01-6400	317.77
11-16208	OWL BOOKSHOP	9672	Blanket PO	01-4300 01-6400	8,000.00 .00
11-16209	OFFICE DEPOT BSD ED DIV	9672	Blanket PO	01-4300 01-6400	10,000.00 .00

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11-16210	OWL BOOKSHOP	9680	Blanket PO	01-4300	3,000.00
11-16211	OFFICE DEPOT BSD ED DIV	9680	Blanket PO	01-4300	4,000.00
11-16212	OWL BOOKSHOP	9347	Blanket PO	01-4300	4,000.00
11-16213	OFFICE DEPOT BSD ED DIV	9347	Blanket PO	01-4300	6,000.00
11-16214	LOCATION SOUND CORP	0281	Blanket PO	01-5630	1,000.00
11-16215	ARROWHEAD PURITAS	9620	Blanket PO	41-4300	750.00
11-16216	COSTCO WHOLESALE	0281	Blanket PO	41-4300	500.00
11-16217	BRIAN HOLT (000313)	0281	Blanket PO	41-5630	1,000.00
11-16218	CARL ROWE (000151)	0281	Blanket PO	41-5630	1,500.00
11-16220	VIRTUAL SOUNDS TECHNOLOGY	0281	Blanket PO	01-5630	1,000.00
11-16221	SYSTEMS SOURCE, INC.	9400	Chair	01-6400	465.10
11-16222	XEROX CORPORATION	9110	Software Support	01-5610	3,160.80
11-16224	AQUA-SERV ENGINEERS INC.	9040	Service Agreement	01-5810	20,000.00
11-16225	AQUA-SERV ENGINEERS INC.	9040	Service Agreement	01-5810	6,970.00
11-16226	QUALITY SELF STORAGE	9310	Rent and Lease Fees for Storage Unit	01-5610	426.00
11-16227	CAMBRIDGE DIAGNOSTIC PRODUCTS	0030	Supplies	01-4300	11.98
11-16228	SIGMA-ALDRICH	0030	Supplies	01-4300	221.57
11-16229	OWL BOOKSHOP	9290	Blanket PO	01-4300	1,250.00
11-16230	COSTCO WHOLESALE	9290	Blanket PO	01-4300	2,000.00
11-16231	OFFICE DEPOT BSD ED DIV	9290	Blanket PO	01-4300	3,000.00
11-16232	UNIVERSITY OF LAVERNE	9660	April Invoice for ULV. Paid by Title V Coop Grant.	01-5800	17,009.84
11-16233	Information Publications Inc.	9260	Standing Order Book	01-6300	157.16
11-16234	DAIGGER	0030	Supplies	01-4300	850.39
11-16235	DAIGGER	0030	Supplies	01-4300	428.46
11-16237	C & A FLOORCOVERINGS, INC. TANDUS SPECIALIZED MARKETS	9370	Carpet Inventory	41-4380	8,573.57
11-16238	SARGENT-WELCH SCIENTIFIC DIVISION OF VWR CORP	0030	Supplies	01-4300	814.92
11-16239	R & D BUSINESS INT. 000446	0030	Furniture for instructor	01-6400	2,046.66
11-16240	VWR International LLC	0030	Supplies	01-4300	4,260.24
11-16241	WARDS NATURAL SCIENCE	0030	Supplies	01-4300	6.12
11-16243	OFFICE DEPOT BSD ED DIV	0050	Blanket PO	01-4300	1,500.00
11-16244	OFFICE DEPOT BSD ED DIV	0230	Blanket PO	01-4300	1,000.00
11-16245	OWL BOOKSHOP	0250	Blanket PO	01-4300	300.00
11-16246	OFFICE DEPOT BSD ED DIV	0250	Blanket PO	01-4300	2,500.00
11-16247	FISHER SCIENTIFIC	0030	Supplies	01-4300	1,993.90
11-16248	OFFICE DEPOT BSD ED DIV	9470	Blanket PO	59-4300	900.00
11-16249	SIMPLOT	9470	Blanket PO	59-4300	3,000.00
11-16250	WESTERN GOLF INC	9470	Blanket PO	59-4300	500.00
11-16251	O. F. WOLFINBARGER INC.	9470	Banket PO	59-4300	3,000.00
11-16252	TOMY TECH USA, INC.	0030	supplies	01-4300	59.88
11-16253	LABMART	0030	Supplies	01-4300	368.39
11-16254	GMS ELEVATOR	9040	Repairs to elevators	01-5630	3,038.00
11-16258	DIVISION OF STATE ARCHITECT LA BASIN REGION	9375	DSA Plan Check Fee - Restroom Bldg East Campus	42-5800	4,950.00
11-16259	CASTLE PRESS	9220	Fall 2010 Postcard	01-5850	9,476.91
11-16260	OWL BOOKSHOP	9070	BLANKET PO	01-4300	3,500.00
11-16261	AIRDRAULICS	9375	Voc Tech - Hunter Rack	41-5800	2,807.24
11-16262	KI	9672	"C" Leg for computer tables	01-4300	100.42
11-16263	TRI-BEST VISUAL DISPLAY	9672	Markerboard and Tack board	01-6400	420.96

Includes 06/01/2010 - 06/30/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16264	L.A. COUNTY FAIR: STREETBANNER PROG.	9220	L.A. County Fair street banner	01-5790	250.00
11-16265	UC REGENTS	9672	Parking permits for UCR	01-7600	100.00
11-16266	R & D BUSINESS INT. 000446	9347	File Cabinet	01-6400	318.58
11-16267	VWR SCIENTIFIC	0030	Supplies	01-4300	568.85
11-16268	Digital Networks Group, Inc.	9672	MediaSite Support Renewal	01-5800	7,480.00
11-16270	WARE DISPOSAL CO., INC.	9130	Service Agreement	01-5560	26,628.00
11-16271	Apple Inc	0310	Computer Supplies	01-4300	162.38
Total				380	1,440,799.74

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	330	1,235,255.02
33	Child Development Fund	26	40,846.93
39	Community Education	2	17,100.00
41	Capital Outlay Projects Fun	9	38,330.81
42	Revenue Bond Construction F	7	100,466.98
59	Golf Driving Range	6	8,800.00
Total		380	1,440,799.74

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
10-13008	3,000.00	01-4300	General Fund/Materials and Supplies	500.00
10-13014	589.51	01-5630	General Fund/Repairs	589.51
10-13029	6,559.11	01-5630	General Fund/Repairs	559.11
10-13316	3,000.00	01-5610	General Fund/Rentals and Leases	3,000.00
10-14510	98.00	01-5840	General Fund/Computer/Technlgy Related S	49.00
10-14788	808.77	41-5800	Capital Outlay Projects Fun/Oth Contracted Services	246.58
10-14945	2,178.76	01-5610	General Fund/Rentals and Leases	335.84
10-15078	1,837.22	01-4300	General Fund/Materials and Supplies	204.14
10-15123	311.93	01-5600	General Fund/Rentals, Leases and Repairs	41.25
Total PO Changes				5,525.43

Includes 07/01/2010 - 07/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-13684	SNAP-ON INDUSTRIAL	9375	Grp 2 Equipment - Voc Tech	41-6400	65,216.74
10-15164	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Water Cart	01-6400	1,298.29
10-15313	AMERICAN DENTAL ASSOCIATION COMMISSION ON DENTAL	3050	PO to pay for 2010 invoice	01-5300	832.00
10-15314	UNIVERSITY OF LAVERNE	9660	ULV Monthly Invoice for May. Title V Coop Grant	01-5800	17,729.34
10-15315	OWL CAFE	9230	For Ivon McCraven April 22, 2010	01-4300	98.00
10-15316	SAFETY KLEEN	3020	Maintenance of aqueous base cleaners	01-5600	818.51
10-15317	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	Service Filters at AQ	01-5600	1,650.00
10-15318	CASTLE BRANCH, INC.	0309	Background checks	01-4300 01-5800	.00 3,423.34
10-15319	L-1 ENROLLMENT SERVICES	0309	Biometric background checks	01-4300	5,580.00
10-15320	Solid State Logic, Inc.	0281	Audio Console Extended Warranty	01-5630	6,352.00
11-15702	OFFICE DEPOT BSD ED DIV	3340	Blanket PO	01-4300	200.00
11-15703	OFFICE DEPOT BSD ED DIV	9340	Blanket PO	01-4300	300.00
11-15704	OFFICE DEPOT BSD ED DIV	9330	Blanket PO	39-4300	1,000.00
11-15753	TITLEIST	9470	Blanket PO	59-5850 59-9321	.00 6,000.00
11-15765	THE SHREDDERS	9200	Blanket PO	01-5800	1,000.00
11-15825	BEVRON INC.	3040	Blanket PO	01-4300	2,500.00
11-15838	LION EXPRESS	9240	Blanket PO	01-5610	3,000.00
11-15843	ESCAPE TECHNOLOGY	9250	Maintenance Agreement	01-5810	7,500.00
11-15847	Daisy I.T.	9250	Blanket PO	01-4300	65,000.00
11-15891	AAA BACKFLOW	9040	Service Agreement	01-5810	1,920.00
11-15896	McBAIN INSTRUMENTS	0030	Microscope Service Maintenance	01-5630	2,000.00
11-15901	SAN GABRIEL VALLEY TRIBUNE	9220	Blanket PO	01-5790	2,500.00
11-15941	SIEMENS WATER TECHNOLOGIES	0310	Maintenance Agreement	01-5810	1,000.00
11-15945	IMPATICA INC.	3180	Annual Software License	01-5810	920.00
11-15960	ORGANIC COMPOUNDS	9270	Blanket PO	01-4370	1,000.00
11-15986	JOHN DEERE LANDSCAPES, INC.	9140	Blanket PO	01-4300	7,000.00
11-15999	VERIZON CALIFORNIA	9130	Blanket PO	01-5540	1,000.00
11-16007	MISTER PRINTER	9110	Blanket PO	01-5800	11,000.00
11-16030	SABER CONCRETE & FOUNDATION	9140	Blanket PO	01-5630	2,000.00
11-16040	Xerox Capital Services LLC Attn: PO Renewal	9110	Blanket PO	01-4300	30,000.00
11-16041	Xerox Capital Services LLC Attn: PO Renewal	9110	Service Agreement	01-5610	240,000.00
11-16042	Xerox Capital Services LLC Attn: PO Renewal	9110	Service agreement	01-5610	70,000.00
11-16043	Xerox Capital Services LLC Attn: PO Renewal	9110	Service agreement	01-5800	25,000.00
11-16073	Rusty's Signs	0010	Blanket PO	01-4300	200.00
11-16079	PEPPER OF LOS ANGELES	0280	Blanket PO	01-4300	3,000.00
11-16092	WESTERN STATES DESIGN	0060	Blanket PO	01-5630	2,000.00
11-16097	SNAP-ON TOOLS CORPORATION	3020	Blanket PO	01-4300	2,500.00

Includes 07/01/2010 - 07/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16119	INDUSTRIAL TECHNICAL SERVICES	9040	Blanket PO	01-5630	3,000.00
11-16143	AMERICAN/FOOTHILL PUBLISHING COMPANY	0072	Blanket PO	01-4300	.00
11-16164	LOS ANGELES TIMES PURCHASE ORDER DESK, ROOM 410	0072	Blanket PO	01-5850 01-4300	26,700.00 208.00
11-16166	NEW YORK TIMES	0072	Blanket PO	01-4300	600.00
11-16168	SIEMENS WATER TECHNOLOGIES	0030	Blanket PO	01-5810	1,317.00
11-16175	B & H Photo Video - Pro Audio Gov/Education Sales Division	0072	Blanket PO	01-5890	3,000.00
11-16205	KI	9672	Desk	01-5800 01-6400	295.00 1,245.88
11-16222	Xerox Capital Services LLC Attn: PO Renewal	9110	Software Support	01-5610	3,160.80
11-16223	GBC/EDUCATION DIVISION	9110	Wide Format Laminate	01-4300	5,000.00
11-16236	VERIZON CALIFORNIA	0281	Blanket PO	41-4300	1,800.00
11-16255	THE SHREDDERS	9081	Blanket PO	01-5800	500.00
11-16256	THE SHREDDERS	9310	Blanket PO	01-5800	300.00
11-16257	THE SHREDDERS	9090	Blanket PO	01-5800	1,200.00
11-16269	Amazon.com Corporate Credit	9672	Books	01-4300	131.70
11-16272	C.M. LYNGL & SONS dba: LBI/Boyd Wallcoverings	9375	Voc Tech - Sound Panels TE141 & 146	41-6400	700.00
11-16273	CAROLINA BIOLOGICAL SUPPLY	9672	Science Supplies	01-4300	511.94
11-16274	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	2,235.47
11-16275	STAMP OUT	9050	Stamp for Fiscal Services	01-4300	26.29
11-16276	CALLAWAY GOLF	9470	Golf Balls	59-4300 59-5850	10,426.25 .00
11-16277	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	3,299.06
11-16278	Amazon.com Corporate Credit	9300	Books	01-4300	50.68
11-16279	DIRECT TV	0281	Direct TV Service for 4 Departments	01-4300 01-5800 41-4300 59-5890	436.25 436.25 436.25 436.25
11-16280	HARDY DIAGNOSTICS	0030	Supplies	01-4300	1,150.17
11-16281	AZUSA CHAMBER OF COMMERCE	9220	President's/Dean's List Chamber Insert	01-5850	100.00
11-16282	CLAREMONT CHAMBER OF COMMERCE	9220	Claremont Chamber Presidents/Deans List insert	01-5850	65.00
11-16283	GLENDORA CHAMBER OF COMMERCE	9220	Glendora Chamber Presidents/Deans List insert	01-5850	50.00
11-16284	DUARTE CHAMBER OF COMMERCE	9220	Duarte Chamber Presidents/Deans List insert	01-5850	55.00
11-16285	GLAXOSMITHKLINE FINANCIAL INC.	9160	Boostrix vaccine	01-4300	680.45
11-16286	MONROVIA CHAMBER OF COMMERCE	9220	Monrovia Chamber President's/Dean's List insert	01-5850	125.00
11-16287	RYDIN SIGN AND DECAL	9070	PARKING PERMITS 2010-2011	01-4300	4,280.04
11-16288	Boice Engineering	9400	Dental Chair Plumbing	01-6400	5,225.00
11-16289	VERIZON CALIFORNIA	9100	Blanket PO	01-5840	900.00

Includes 07/01/2010 - 07/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16290	EARTH LINK ATTN: PREMIER ACCOUNT	9100	Blanket PO	01-5840	600.00
11-16291	HARLAND TECHNOLOGY SERVICES	9100	Scanner Maintenance	01-5810	442.00
11-16292	CITRUS COLLEGE CONTINUING EDU	3120	Training	33-5200	.00
11-16293	PIVOT POINT INTERNATIONAL INC.	3040	Member School/Lease Purchase Agreement	01-5600	3,448.50
11-16294	LIFEGUARD MASTER	9330	Lifeguard Supplies	39-4300	91.62
11-16295	College Board SAT Program	9100	Code List of Schools	01-4300	164.63
11-16296	GPPS	9100	Equipment Maintenance	01-5810	3,222.00
11-16297	CI Solutions (Card Integrators Corp)	9100	CI Track Software	01-5840	1,075.00
11-16298	CONSOLIDATED ELECTRICAL DIST	9040	Blanket PO	01-4300	1,500.00
11-16299	BRAND ATHLETICS	0060	Men's basketball attire	01-4300	3,698.40
11-16300	MONTGOMERY HARDWARE	9370	Automatic Door Opener for FH, Voc Tec	41-6100	12,533.18
11-16301	CLEAN SOURCE	9270	Supplies	01-4300	745.99
11-16302	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Training room supplies	01-4300	5,361.79
11-16303	VWR SCIENTIFIC	0030	Supplies	01-4300	719.03
11-16304	GOLDEN LADDER PRODUCTIONS, LLC	3080	Online Resource for Tech Prep Partners	01-4300	10,000.00
11-16306	OWL CAFE	9360	Convocation Breakfast	01-4300	3,712.29
11-16307	ACE BUSINESS MACHINES, INC.	9050	Blanket PO	01-5810	685.00
11-16308	HILLYARD INC	9270	Supplies	01-4300	51.90
11-16309	ALERT SERVICES	0060	Training room supplies	01-4300	2,797.13
11-16310	CAROLINA BIOLOGICAL SUPPLY	0030	supplies	01-4300	2,106.42
11-16311	REGENTS OF THE UNIVESITY CALIFORNIA	9290	UC Counselor Conference Registration	01-5200	140.00
11-16312	THOMSON REUTERS/BARCLAYS	9010	Subscription	01-4300	291.00
11-16313	E.G. BRENNAN & CO., INC. ATTN: LISA	9010	Maintenance Agreement	01-5800	425.00
11-16314	OWL BOOKSHOP	9660	Blanket PO	01-4300	75,000.00
11-16315	OFFICE DEPOT BSD ED DIV	9660	Blanket Purchase Order	01-4300	16,000.00
11-16316	COSTCO WHOLESALE	9660	Blanket Purchase Order	01-4300	500.00
11-16317	GAYLORD BROS. ATTN: MAERLISE MONETTE	9260	Supplies	01-4300	113.50
11-16318	DEMCO INC.	9260	Supplies	01-4300	135.48
11-16319	Counselor Conference Registrar	9081	Conference registration	01-5220	35.00
11-16320	Ricoh Business Solutions	9250	Blanket PO	01-5810	35,000.00
11-16321	McNEILL SOUND & SECURITY SYS	9250	Blanket PO	01-5810	30,000.00
11-16322	THE SHREDDERS	9250	Blanket PO	01-5800	1,500.00
11-16323	CPP, INC.	9290	Book	01-4300	25.11
11-16324	LAMA BOOKS LEO A. MEYER ASSOCIATES, INC.	9902	Book	01-4300	48.83
11-16325	SCRIP-SAFE INTERNATIONAL	9010	Maintenance Agreement	01-5800	444.00
11-16326	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	2,654.50
11-16327	CHICAGO PACKAGING CO.	9010	Diploma Mailers	01-4300	501.75
11-16328	GOVERNMENT C/O BIBBY SERVICES	9680	Software Subscription	01-5800	16,050.00
11-16329	HERFF JONES	9010	Diploma Covers	01-4300	6,080.15

Includes 07/01/2010 - 07/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16330	SAN DIEGUITO PRINTERS	9220	2010-2011 Fall CE Class Schedule	01-5850	12,983.85
11-16331	TRI-BEST VISUAL DISPLAY	9100	Tackboards	01-4300	222.38
11-16332	ComputerLand of Silicon Valley Attn: Education Sales	9100	Software License Renewal	01-5840	1,100.00
11-16333	NE SYSTEMS INC	9100	Equipment Maintenance	01-5840	155.62
11-16334	Pacific Floor Company	9375	PAC Stage Repair	41-6200	43,424.00
11-16335	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO - Reproduction Costs Bond Office	42-5800	400.00
11-16336	GLENDORA POSTMASTER	9250	Deposit for Permit #BR44-001	01-5840	1,000.00
11-16337	EDUCATION TO GO	9330	Enrollment Fees	39-5800	360.00
11-16338	CCPRO c/o Bakersfield College Attn: Chi-Chung Keung	9220	CCPRO Awards Dinner	01-5200	100.00
11-16339	HARBOR FREIGHT	3020	Automotive Tools	01-4300	137.93
11-16340	PLUMBING PIPING & CONSTRUCTION	9370	Repair Leak at HHW Loop	41-5600	10,832.00
11-16341	R.F. MacDONALD CO.	9190	Installation of Boiler Refractory Panel	01-5630	600.00
11-16342	EBSCO	9672	Magazine subscriptions	01-4300	98.95
11-16343	TRI-BEST VISUAL DISPLAY	9347	Whiteboard	01-6400	285.84
11-16344	R & D BUSINESS INT. 000446	9347	Move Furniture	01-5800	400.00
11-16345	DISPLAYS2GO	9347	Poster Frames	01-4300	238.53
11-16346	MARINE RESCUE PRODUCTS INC.	9330	Pool Line Floats	39-4300	44.07
11-16347	HCD RENEWAL	9040	Registration renewal fee for P2	01-5800	72.00
11-16348	HCD RENEWAL	9040	Registration renewal fee for P2	01-5800	72.00
11-16349	BRODART, INC.	9260	Supplies	01-4300 01-6300	92.01 53.81
11-16350	TU-K INDUSTRIAL INC.	3040	Alva Quat Disinfectant	01-4300	352.63
11-16351	Amazon.com Corporate Credit	0280	Instructional DVD	01-4300	22.72
11-16352	SPRINT	9070	Blanket PO	01-4300	8,800.00
11-16353	COMMUNICATIONS CENTER	9070	BLANKET PO	01-4300	3,000.00
11-16354	GRILLO'S FILTER SALES	9040	HVAC Filters	01-4300	6,778.07
11-16355	BAUDVILLE, INC.	9099	Scholarship Reception	01-4300	2,000.00
11-16356	ONLINE COMMERCE GROUP LIFEGUARD UMBRELLAS	0060	Lifeguard Supplies	01-4300	1,197.89
11-16357	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	233.59
11-16358	R & D BUSINESS INT. 000446	9375	Campus Safety Bldg, Rm 111	42-5800 42-6400	125.00 290.01
11-16359	MARINA MUSIC SERVICE	0280	Music charts	01-4300	71.85
11-16360	LEARNING RESOURCES NETWORK	9330	LERN Conference	39-5220	1,190.00
11-16361	LABMART	0311	Supplies	01-4300	4,416.00
11-16362	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	4,411.95
11-16363	CLEAN SWEEP SUPPLY CO INC	9190	Supplies	01-4300	120.29
11-16364	Oracle USA Inc	9100	Software Support Renewal	01-5840	24,480.00
11-16365	Runner Technologies, Inc	9100	Software - Banner Interface	01-5840	4,500.00
11-16366	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9210	Policy and Procedure Services	01-4210	1,500.00
11-16367	CAROLINA BIOLOGICAL SUPPLY	0311	Supplies	01-4300	436.50
11-16368	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	3,929.98
11-16369	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	5,245.58
11-16370	U.S. HEALTHWORKS	9430	Blanket PO	01-5860	7,500.00

Includes 07/01/2010 - 07/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-16371	FOOTJOY	9470	Blanket PO	59-5850	.00
				59-9321	2,500.00
11-16372	GAYLORD BROS. ATTN: MAERLISE MONETTE	9260	Supplies	01-4300	139.38
11-16373	OWL BOOKSHOP	9360	Blanket PO	01-4300	1,200.00
11-16374	GLENDORA TROPHY	9290	Faculty Plaques	01-4300	170.11
11-16375	GLENDORA TROPHY	0240	Engraving for Honors Program	01-4300	137.19
11-16376	WAL MART	9280	Microwave Oven	01-4300	142.63
11-16377	GNA-Brook Fire Protection	9375	Fine Arts Bldg - Fire Hydrant (2) Tests for DSA	42-5800	.00
11-16378	CURRICULUM PRESS	9660	License Upgrade	01-4300	443.95
11-16379	GRAND FLORIST	9099	Scholarship Reception	01-4300	1,115.55
11-16380	ORLY'S INTERIORS INC	9460	Window Coverings	41-6400	490.75
11-16381	SARGENT-WELCH SCIENTIFIC DIVISION OF VWR CORP	0311	Supplies	01-4300	308.24
11-16382	PASCO SCIENTIFIC	0311	Supplies	01-4300	238.28
11-16383	GRAHAM CO	9040	Emergency Light Battery Replacement	01-4380	20,802.57
11-16384	SARS Software Products, Inc	9151	Software License - Counseling	01-5880	5,940.00
11-16385	ROSE BRANDS TEXTILE FABRICS	9720	PAC Stage Water Damage	41-6100	4,770.01
11-16386	ROSE BRANDS TEXTILE FABRICS	9720	PAC Stage Drape Replacement	41-6100	8,769.03
11-16387	ROSE BRANDS TEXTILE FABRICS	9720	PAC Stage Drapes	41-6100	8,181.86
11-16388	BRIAN WOOD AUTOMOTIVE	9190	Replace Battery	01-4360	108.95
11-16389	BASHFORD ENTERPRISES 000474	9040	Repair Wall at ES	01-5630	2,390.00
11-16390	ATM CONCRETE, INC.	9370	Concrete work at IS Bldg	41-6100	4,000.00
11-16391	ARROW PARKING	9370	Parking Lot Maintenance	41-5600	53,990.00
11-16392	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	Repair of Grab Rail at AQ	01-5600	440.00
Total				171	1,180,074.70

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	147	942,067.68
33	Child Development Fund	1	.00
39	Community Education	5	2,685.69
41	Capital Outlay Projects Fun	13	215,143.82
42	Revenue Bond Construction F	3	815.01
59	Golf Driving Range	4	19,362.50
Total		171	1,180,074.70

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
11-15786	3,994.00	01-5810	General Fund/Contracted Services-Serv A	.00
11-16069	600.00	01-5880	General Fund/Other Charges/Fees	100.00
11-16261	6,638.22	41-5800	Capital Outlay Projects Fun/Oth Contracted Services	3,830.98
Total PO Changes				3,930.98

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Approval of Change Order #7, Project #06-0506, Vocational Technology Complex	Information	
		Enclosure(s)	X

BACKGROUND

At its meeting of November 6, 2007, the Board of Trustees awarded Project #06-0506, Vocational Technology Complex to PW Construction of Glendora, California. During the course of construction the District has identified some additional requirements in the project and are enumerated in the enclosed Change Order Request that is part of Change Order #7. The increase is \$77,016.00. The revised total of the contract after Change Order #7 is \$14,227,735.00. This change order will add eight (8) calendar days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order #7 in the amount of \$77,016.00 for Project #06-0506, Vocational Technology Complex.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

EXHIBIT "A"
VoTech - Citrus CCD
District #06-0506, DSA# A03-110220 F19-C9
July 22, 2010

Change Order #7
tBP# 20581.00
Page 1

CHANGE ORDER

tBP/Architecture
2300 Newport Boulevard
Newport Beach, CA 92663

PROJECT:	<u>Vocational Technology</u>	CHANGE ORDER #	<u>7</u>
	<u>Citrus Community College District</u>	DATE:	<u>July 22, 2010</u>
CONTRACTOR:	<u>PW Construction Inc.</u>	D.S.A. #	<u>A03-110220 F19-C9</u>
	<u>1905 E Route 66, suite 200</u>	tBP #	<u>20581.00</u>
	<u>Glendora, CA</u>	District #	<u>06-0506</u>

ORIGINAL CONTRACT AMOUNT:		\$	<u>13,649,000</u>
Previous Change Order:	\$	<u>501,719</u>	
This Change Order:	\$	<u>77,016</u>	
Total Change Order:		\$	<u>578,735</u>
REVISED CONTRACT AMOUNT:		\$	<u>14,227,735</u>

ORIGINAL CONTRACT COMPLETION DATE:		<u>December 14, 2009</u>
Previous Change Order:	<u>72</u>	Calendar Days
This Change Order:	<u>8</u>	Calendar Days
Total Change Orders:	<u>80</u>	Calendar Days

REVISED CONTRACT COMPLETION DATE: March 4, 2010

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

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

tBP/Architecture Inc.

DATE _____

DATE

PW Construction Inc.

DATE

Citrus Community College District

- | | | |
|----|--|--|
| #1 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17032</u>
Provide waterproofing at backside of planter/seat walls.
Waterproofing not indicated on bid docs and District prefers waterproofing.
District
\$ 4,890
2 days |
| #2 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17051r1</u>
Provide handrails for grade bust correction in bulletin 24.
* Note to DSA: Bulletin 24 was approved in Change Order #5, item 3 (see attached DSA approval) but handrails were not in pricing. This item in CO 7 is for the handrails only.
1' grade bust at edge of existing building.
Civil Engineer / Architect
\$ 3,475
0 days |
| #3 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17066r1</u>
Additional survey cost.
verify existing grades at south/west corner of phase 2.
District
\$ 2,592
0 days |
| #4 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17070</u>
Provide 7 additional vehicle bollards at west driveway.
* Note to DSA: This has no impact on path of travel issues
Wider than indicated existing paved area allowed vehicles to circumvent bollards on bid docs.
District
\$ 2,121
0 days |
| #5 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17071</u>
Provide rain gutter connection to additional downspouts.
Additional downspouts required for rain gutter length.
Architect
\$ 3,026
0 days |
| #6 | DESCRIPTION:
REASON:
REQUESTED BY:
COST:
TIME EXTENSION: | <u>PMR 17073r2</u>
Surveying to adjust grades at north/west corner of phase 1 per FCD 2.
* Note to DSA: see attached DSA approved FCD 2.
Existing grading elevation at west side of the building is 1'-2" lower than expected.
Architect
\$ 942
0 days |

- #7 DESCRIPTION: PMR 17075
Demolition contractor downtime during phase 2 demolition.
REASON: Contractor had to await District to remove freon from existing equipment.
REQUESTED BY: District
COST: \$ 1,628
TIME EXTENSION: 1 day
- #8 DESCRIPTION: PMR 17094
Additional fire line connection flow test.
REASON: Required to address DSA redmark comments on the deferred approval fire sprinkler drawings.
REQUESTED BY: District
COST: \$ 820
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PMR 17095
Additional concrete demolition at north/east corner of site.
REASON: Existing concrete section indicated to be demolished was thicker than indicated or could be assumed by bidding contractor
REQUESTED BY: District
COST: \$ 3,303
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PMR 17099
Provide additional light gauge framing at entry soffit detail 4/7.03.
REASON: Additional attachment point required for metal soffit.
REQUESTED BY: Architect / Metal soffit installer
COST: \$ 1,500
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PMR 17104
Provide additional access panel to high ceiling area
REASON: Campus maintenance preference for additional access.
REQUESTED BY: District
COST: \$ 1,232
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PMR 17107
Delete stainless steel benches in Grinding Room 125.
REASON: Campus user group does not want indicated benches.
REQUESTED BY: District
COST: - <\$ 1,307>
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PMR 17111r1
Provide drywall finish to bottom of wall in phase 2 garage areas
REASON: epoxy wall base omitted, which required drywall to be finished to bottom of wall.
REQUESTED BY: District
COST: \$ 2,509
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PMR 17119
Provide 120 volt power for irrigation controller per RFI 247.

EXHIBIT "A"
VoTech - Citrus CCD
District #06-0506, DSA# A03-110220 F19-C9
July 22, 2010

Change Order #7
tBP# 20581.00
Page 4

	REASON:	Not indicated on plans and required for controller.
	REQUESTED BY:	Electrical Engineer
	COST:	\$ 440
	TIME EXTENSION:	0 days
#15	DESCRIPTION:	<u>PMR 17120</u> Modify low fume duct at auto garage exhaust drops.
	REASON:	Improved ventilation in interior of building to exhaust fumes and to clear area around auto entry doors.
	REQUESTED BY:	Mechanical engineer / District
	COST:	\$ 7,201
	TIME EXTENSION:	5 days
#16	DESCRIPTION:	<u>PMR 17123</u> Provide two additional exit lights.
	REASON:	Two exit lights indicated on architectural plans but not on electrical plans.
	REQUESTED BY:	Architect / Electrical Engineer
	COST:	\$ 1,309
	TIME EXTENSION:	0 days
#17	DESCRIPTION:	<u>PMR 17125B</u> Install Parapro Coating System in ponding area below east section of high roof.
	REASON:	Flat area of roof did not have sufficient slope for drainage and Siplast roof warranty would be voided if additional coating system was not added.
	REQUESTED BY:	District
	COST:	\$ 4,018
	TIME EXTENSION:	0 days
#18	DESCRIPTION:	<u>PMR 17128</u> Provide louver in mechanical room door 157A (non-rated door)
	REASON:	Mechanical plans indicated louver in this door, but door schedule did not indicate louver. Louver required for proper air supply to room.
	REQUESTED BY:	Architect / Mechanical Engineer
	COST:	\$ 648
	TIME EXTENSION:	0 days
#19	DESCRIPTION:	<u>PMR 17129</u> Revise door frames to match revised dimensions for CMU openings in Bulletin 1. * Note to DSA: See attached Bulletin 1.
	REASON:	Bid documents did not indicate standard CMU openings.
	REQUESTED BY:	Architect
	COST:	\$ 353
	TIME EXTENSION:	0 days
#20	DESCRIPTION:	<u>PMR 17131</u> Re-insert missing doors into hardware schedule (specification section 08710) that were not included in addendum #2.

- REASON: When Addendum #2 was issued, 13 doors were inadvertently not included in the hardware schedule. These doors were indicated on the hardware schedule that was DSA approved prior to Addendum #2. This mistake was discovered during the submittal process and the 13 doors were added per the pre-addendum #2 hardware schedule
- REQUESTED BY: Architect / Hardware consultant
- COST: \$ 21,163
- TIME EXTENSION: 0 days
-
- #21 DESCRIPTION: PMR 17133 - new
Change circuits 6 and 8 from 70 amp to 20 amp per Bulletin 39.
To coordinate electrical with equipment layout.
- REASON: To coordinate electrical with equipment layout.
- REQUESTED BY: Electrical Engineer / Architect
- COST: - < \$ 67 >
- TIME EXTENSION: 0 days
-
- #22 DESCRIPTION: PMR 17134-new
Change high pressure washers from 120 volt 20 amp per Bulletin 40.
- REASON: Electrical power requirements for the Owner supplied power wash system are greater than what is indicated on the bid documents.
- REQUESTED BY: District / Electrical Engineer
- COST: \$ 383
- TIME EXTENSION: 0 days
-
- #23 DESCRIPTION: PMR 17135 - new
Provide new transformer and disconnects for smog dyno equipment per Bulletin 42.
- REASON: Correct electrical power requirements for the Smog Dynamometer connection (item #26).
- REQUESTED BY: Electrical Engineer / District
- COST: \$ 1,177
- TIME EXTENSION: 0 days
-
- #24 DESCRIPTION: PMR 17136 - new
Re-install electrical feed to trans dynamometer to equipment location indicated on architectural plans per Bulletin 41.
- REASON: Electrical plan indicated trans dynamometer located in adjacent bay.
- REQUESTED BY: Electrical Engineer
- COST: \$ 3,194
- TIME EXTENSION: 0 days
-
- #25 DESCRIPTION: PMR 17137 - new
Provide concrete paving in lieu of asphalt paving at area east of concrete swale on east side of building. Finish grades to remain unchanged from DSA approved bid documents.
- REASON: Increased durability of concrete paving over AC paving.
- REQUESTED BY: District
- COST: \$ 4,742
- TIME EXTENSION: 0 days

EXHIBIT "A"
VoTech - Citrus CCD
District #06-0506, DSA# A03-110220 F19-C9
July 22, 2010

Change Order #7
tBP# 20581.00
Page 6

#26 DESCRIPTION: PMR 17139
Revise handrails at accessible ramp at the west side of the building.
* Note to DSA: See attached DSA approved FCD 2.
REASON: Handrails required revision to match revised layout.
REQUESTED BY: Architect
COST: \$ 1,878
TIME EXTENSION: 0 days

#27 DESCRIPTION: PMR 17142
Add bracket at top of rolling auto entry gates.
REASON: Safety – to prevent gates from tipping should a vehicle strike gate.
REQUESTED BY: District
COST: \$ 1,767
TIME EXTENSION: 0 days

#28 DESCRIPTION: PMR 17143
Extend compressed air and add telephone outlet near smog dyno and mustang dyno equipment per
Bulletin 45.
REASON: Equipment manufacturer requirements.
REQUESTED BY: District
COST: \$ 2,079
TIME EXTENSION: 0 days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	_____
SUBJECT:	Approval of Change Order #4, Project #10-0607, Student Services Building	Information	_____
		Enclosure(s)	X

BACKGROUND

At its meeting of May 6, 2008, the Board of Trustees awarded Project #10-0607, Student Services Building to P W Construction, Inc. of Glendora, California. During the course of construction the District has identified some additional requirements that are enumerated in the enclosed Change Order Request that is part of Change Order #4. The increase is \$81,670.00 The revised total of the contract after Change Order #4 is \$20,065,825.00 The change will add zero (0) days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order #4 in the amount of \$81,670.00 for Project #10-0607, Student Services Building.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.f. _____

CHANGE ORDER

tBP/Architecture
 4611 Teller Ave
 Newport Beach, CA 92660

PROJECT:	<u>Student Services</u>	Change Order #	<u>4</u>
	<u>Citrus Community College District</u>	C/O Date:	<u>July 23, 2010</u>
		Board Date	<u>August 17, 2010</u>
CONTRACTOR:	<u>PW Construction Inc.</u>	D.S.A. #	<u>A03-111059 F19-C9</u>
	<u>1905 E Route 66, suite 200</u>	tBP #	<u>20307.10</u>
	<u>Glendora, CA</u>	District Bid #	<u>10-0607</u>

ORIGINAL CONTRACT AMOUNT:			\$ <u>19,868,000</u>
Previous Change Orders:	\$ <u>116,155</u>		
This Change Order:	\$ <u>81,670</u>		
Total Change Order:			\$ <u>197,825</u>
REVISED CONTRACT AMOUNT:			\$ <u><u>20,065,825</u></u>

Notice To Proceed, June 16, 2008. 720 Calendar Day Contract

ORIGINAL CONTRACT COMPLETION DATE:	June 6, 2010
Previous Change Order:	<u>5</u> Calendar Days
This Change Order:	<u>0</u> Calendar Days
Total Change Orders:	<u>5</u> Calendar Days
REVISED CONTRACT COMPLETION DATE:	<u>June 11, 2010</u>

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

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

tBP/Architecture Inc.	DATE _____
-----------------------	------------

DATE

PW Construction Inc.

DATE

Citrus Community College District

- #1 DESCRIPTION: PMR 17024r1
REASON: Provide additional underground electrical conduits at admin building per RFI 163. Additional conduits and alternative underground routing preferred by District and to eliminate need for contractor to core through Administration building foundation.
REQUESTED BY: District
COST: \$ 10,052
TIME EXTENSION: 0 days
- #2 DESCRIPTION: PMR 17027
REASON: Provide sump pit at elevator pit per Bulletin 12
REQUESTED BY: District
COST: \$ 977
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PMR 17030
REASON: Add rebar at window sill embeds per RFI 112
REQUESTED BY: Structural Engineer / Contractor
COST: \$ 4,474
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PMR 17050r3
REASON: Revise ducting per Bulletin 32.
* Note to DSA: See attached Bulletin 32.
In order to achieve proper return air flow in areas where walls extend to the floor or roof above.
REQUESTED BY: Mechanical Engineer
COST: \$ 41,158
TIME EXTENSION: 0 days

- #5 DESCRIPTION: PMR 17055r1
Provide an additional center handrail at stair #1 per Bulletin 30.
* Note to DSA: See attached Bulletin 30.
REASON: Concern that inattentive person may trip where stair nosing turns 90 degrees.
REQUESTED BY: District
COST: \$ 3,849
TIME EXTENSION: 0 days
- #6 DESCRIPTION: PMR 17062
Provide additional galvanized weep screed at bottom of plaster at detail 18/3.01
REASON: Concern that water may weep under weatherproof barrier.
REQUESTED BY: Architect / District.
COST: \$ 1,454
TIME EXTENSION: 0 days
- #7 DESCRIPTION: PMR 17066r1
Provide 3'-4" high furred wall at east elevation of room 137.
REASON: To conceal plumbing lines
REQUESTED BY: Architect
COST: \$ 629
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PMR 17068r1
Provide power to electric water heaters per Bulletin 38.
REASON: Electric water heaters indicated on plumbing plans required power.
REQUESTED BY: Electrical and Plumbing Engineers
COST: \$ 8,050
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PMR 17071
Revise nine glazing panes from spandrel to fritted glazing per Bulletin 39.
REASON: Spandrel glass incorrectly indicated at locations that are visible from interior.
REQUESTED BY: Architect
COST: \$ 3,869
TIME EXTENSION: 0 days

- #10 DESCRIPTION: PMR 17075
Revise exterior trellis color per 6/2/10 email from District to match exterior color schemes.
REASON: Building appearance
REQUESTED BY: Architect / District
COST: \$ 9,491
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PMR 17076
Provide waterproof caulking at exterior canopy connections.
REASON: Concern that water would penetrate canopy and cause rust stains.
REQUESTED BY: District / Architect
COST: \$ 4,786
TIME EXTENSION: 0 days
- #12 DESCRIPTION: PMR 17079
Provide additional electrical outlet in rooms 116, 117, 145, 146, 150, 151, 155, 156, 157, 158, 208, 209, 241, and 242.
REASON: Future facilities department maintenance of rooms.
REQUESTED BY: District
COST: \$ 2,673
TIME EXTENSION: 0 days
- #13 DESCRIPTION: UTILITIES
Reimburse District for utility cost.
REASON: Per contract, utility costs are to be paid by Contractor
REQUESTED BY: District
COST: - <\$ 9,792>
TIME EXTENSION: 0 days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Approval of Change Order #1, Project #04-0910, Campus Safety Landscape	Information	
		Enclosure(s)	X

BACKGROUND

At its meeting of June 8, 2010, the Board of Trustees awarded Project #04-0910, Campus Safety Landscape to Kasa Construction of Ontario, California. During the course of construction the District has identified some additional requirements in the project that are enumerated in the enclosed Change Order Request that is part of Change Order #1. The increase is \$7,691.77. The revised total of the contract after Change Order #1 is \$97,591.77. This change order will add one (1) calendar day to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order #1 in the amount of \$7,691.77 for Project #04-0910, Campus Safety Landscape.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.g. _____

CHANGE ORDER

tBP/Architecture
 4611 Teller Ave
 Newport Beach, CA 92660

PROJECT:	Campus Safety Landscape Project	Change Order #	1
	Citrus Community College District	C/O Date:	July 27, 2010
		Board Date	August 17, 2010
CONTRACTOR:	Kasa Construction.	D.S.A. #	Not Applicable
	314 North Corona Ave.	tBP #	20614.03
	Ontario, CA	District Bid #	04-0910

ORIGINAL CONTRACT AMOUNT:		\$	89,900
Previous Change Orders:	\$	0	
This Change Order:	\$	7,691.77	
Total Change Order:		\$	7,691.77
REVISED CONTRACT AMOUNT:		\$	97,591.77

Notice To Proceed, June 21, 2010. 60 Calendar Day Contract

ORIGINAL CONTRACT COMPLETION DATE:	August 20, 2010
Previous Change Order:	0 Calendar Days
This Change Order:	1 Calendar Days
Total Change Orders:	1 Calendar Days
REVISED CONTRACT COMPLETION DATE:	August 21, 2010

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

This change represents full and complete compensation for all cost, direct and indirect, associated with the work and time agreed herein, including but not limited to, all costs incurred for extended overhead, disruption or suspension of work, labor inefficiencies, and the change's impact on the unchanged work.

APPROVALS:

tBP/Architecture Inc.	DATE _____
-----------------------	------------

DATE _____

Kasa Construction Inc.

DATE

Citrus Community College District

- #1 DESCRIPTION: PCO 1
Rough grade the west side of the project and remove and dispose excess base.
REASON: Remove base and re-grade for landscape
REQUESTED BY: District
COST: \$ 4,308.76
TIME EXTENSION: 1 day
- #2 DESCRIPTION: PCO 3
Provide RB ESP-24 SAT link Assy irrigation controller
REASON: Specified product not available.
REQUESTED BY: District
COST: \$ 1,948.94
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PCO 4
Install two catch basins at planter on north side of building and connect to existing storm drain system.
REASON: Concern that area did not have sufficient drainage.
REQUESTED BY: District
COST: \$ 1,434.07
TIME EXTENSION: 0 days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 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.h.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 17, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Anderson, Brian	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Briones, Arthur	Counselor	Hourly as needed	Counseling	08/18/10	12/31/10	\$44.90	hr.
Call, Jack	Instructor	Lead Instructor, Fall 2010	Study Abroad	09/09/10	11/19/10	\$2,000.00	tl.
Casey, David	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Casey, David	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$400.00	tl.
Chan, Linda	Instructor		Physical Science	08/28/10	12/31/10	\$44.90	hr.
Chun, Mina	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Cruz, Caroline	Instructor	Hourly as needed	Cosmetology	08/30/10	12/31/10	\$44.90	hr.
Deras, Wendy	Instructor	During unassigned time	Nursing	08/18/10	12/30/10	\$50.72	hr.
Deras, Wendy	Instructor	Mentor	Allied Health Grant	08/18/10	12/30/10	\$50.72	hr.
Deras, Wendy	Instructor	Mentor	EGR Grant	08/18/10	12/30/10	\$50.72	hr.
Dingwall, Stephanie	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$700.00	tl.
Everest, Robert	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Farnum, Martin	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$600.00	tl.
Gong, Catherine	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Gonzalez, Rudy	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Granger, Lanette	Librarian	Hourly as needed	Library	07/01/10	07/31/10	\$44.90	hr.
Gregg, Judy	Instructor	Faculty Development	Behavioral Sciences	08/27/10	06/30/11	\$50.72	hr.
Gutierrez, Jesus	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Gutierrez, Jesus	Instructor	STEM Faculty Lead	STEM Grant	08/30/10	12/31/10	\$2,500.00	tl.
Hester, Dana	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$700.00	tl.
Kaisler, Denise	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$400.00	tl.
Kassab, Mohamad	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 17, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Kim, Edward	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Lancaster, James	Instructor	During unassigned time	Automotive	08/30/10	12/31/10	\$50.72	hr.
Le, Tieng	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Lei, Li	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Leung, Sing	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Li, Cindy	Instructor	Hourly as needed	Chemistry	08/28/10	12/31/10	\$44.90	hr.
Livio, Paul	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$350.00	tl.
Lopez, Emma	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Low, Joyce	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Medrano, Esmeralda	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Medrano, Esmeralda	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$700.00	tl.
Mondrala, Scott	Instructor	Biology Lab Coordinator	Biology	08/18/10	12/31/10	\$50.72	hr.
Morrison, Joanne	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Nalbandyan, Zorayr	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Ng, Sun	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Nguyen, Cynthia	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Nguyen, Tracy	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Nguyenhuu, Rick	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Odrich, Steve	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Peak, Hyeyi	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Reagan, Di	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Riderer, Lucia	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Riderer, Lucia	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$550.00	tl.
Rubio, Mariano	Instructor	Hourly as needed	Automotive	08/30/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 17, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Ruiz, Carmen	Instructor	Hourly as needed	Cosmetology	08/30/10	12/31/10	\$44.90	hr.
Scott, Chris	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Selezinka, Roman	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Soldatenko, Adrian	Instructor	Hourly as needed	Physics	08/28/10	12/31/10	\$44.90	hr.
Swan, Alfie	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Swatzel, James	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Swatzel, James	Instructor	STEM Days	STEM Grant	05/21/10	06/04/10	\$400.00	tl.
Tippins, Ralph	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Trad, Mohamad	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Tseng, Kelly	Instructor		Mathematics	01/01/11	06/30/11	\$44.90	hr.
Tussy, Alan	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Waddington, Brian	Instructor	Research Mentor	Language Arts	08/27/10	12/31/10	\$913.00	tl.
White, Sheila	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.
Zhuang, Ying	Instructor	During unassigned time	Mathematics	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Adawiya, Issa	Public Works	1-6	\$1,119
Allgaier, Jennifer	Dance	4-6	\$1,281
Al-Sabea, Taha	Economics	4-6	\$1,281
Alverson, David	Recording Arts	1-3	\$1,025
Amaya, Beatriz	English	1-1	\$1,025
Aplanalp, Jane	Cosmetology	1-6	\$1,119
Au, Susanna	Drafting	2-6	\$1,174
Au, Susanna	Engineering	2-6	\$1,174
Battle, Anne	Photography	4-6	\$1,281
Baxter, Susan	Child Development	1-5	\$1,072
Beatty, David	Music	1-6	\$1,119
Bellini, Kelly	Speech	1-6	\$1,119
Betancourt, Carmen	Cosmetology	1-6	\$1,119
Birmingham, Thomas	English	3-6	\$1,230
Botello, Rochelle	Art	3-4	\$1,129
Bowen, Keshia	Cosmetology	1-5	\$1,072
Boylan, John	Music	1-3	\$1,025
Boylan, John	Recording Arts	1-3	\$1,025
Bruce-Oliver, Fred	Physical Education	1-5	\$1,072
Burns, Linda	Reading	4-6	\$1,281
Cao, Alvin	Nursing	1-2	\$1,025
Carter, Brian	Physics	4-2	\$1,183
Caudle, Michael	Recording Arts	1-2	\$1,025
Chan, Linda	Astronomy	4-3	\$1,183
Chan, Linda	Physical Science	4-3	\$1,100
Chavez-Appel, Mercedes	Speech	1-6	\$1,119
Chun, Mina	Mathematics	2-6	\$1,174
Clark, Angela	Nursing	2-6	\$1,174
Cloughly, Cecilia	German	4-6	\$1,281
Cotter, Steven	Music	1-6	\$1,119
Cowgill, Darian	Recording Arts	1-2	\$1,025
Croy, Richard	Physical Education	1-6	\$1,119
Culp, Jean	History	2-6	\$1,174
Curran, Keith	English	1-6	\$1,119
Cusick, Tanya	Dental	1-4	\$1,025

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Danleyscott, Jennifer	Political Science	4-3	\$1,183
Davis, Michael	Mathematics	1-1	\$1,025
Deatrick, Steven	Recording Arts	1-6	\$1,119
Deets, Kristin	Speech	1-5	\$1,072
Demita, John	Theatre Arts	4-6	\$1,281
Dennis, Paul	Administration of Justice	1-6	\$1,119
Dery, Kenneth	Biology	4-3	\$1,183
Desmond, Yae	Japanese	2-6	\$1,174
Dhillon, Dalvir	Nursing	1-2	\$1,025
Dingwall, Stephanie	Biology	1-3	\$1,025
Doolittle, Jan	Child Development	1-6	\$1,119
Dougall, Natalie	English	2-6	\$1,174
Entus, Robert	Chemistry	4-5	\$1,234
Fallat, Paul	Heating & Air Conditioning	1-6	\$1,119
Farnum, Martin	Chemistry	4-4	\$1,183
Felix, Felipe	Cosmetology	1-6	\$1,119
Figueroa, Irma	Cosmetology	1-6	\$1,119
Fisher, Jamie	English	1-2	\$1,025
Fleischer, Beatriz	Spanish	2-6	\$1,174
Garcia, Victor	Spanish	1-4	\$1,025
Ghandhi, Louise	Physical Sciences	2-6	\$1,174
Glancy, James	Water Technology	1-6	\$1,119
Goedhart, Christine	Biology	4-3	\$1,183
Gold, Peter	Administration of Justice	1-4	\$1,025
Golden, Kristin	English	2-4	\$1,077
Gonzales, Rina	Dental	1-3	\$1,025
Gonzalez, Juan	Automotive	1-5	\$1,072
Gramling, Gary	Water Technology	1-1	\$1,025
Grannis, Gabriela	English	2-4	\$1,077
Hall, James	English	1-6	\$1,119
Han, Steven	Chemistry	2-1	\$1,077
Hasegawa, Richard	Photography	1-6	\$1,119
Havens Craig	Photography	1-4	\$1,025
Hernandez, Gary	English	2-6	\$1,174
Heuring, Patrice	Child Development	3-6	\$1,230

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Hibbs, Linda	Reading	1-6	\$1,119
Hodge, Raymond	Sociology	4-6	\$1,281
Hollenshead, Marcia	Biology	4-4	\$1,183
Holm, Daniel	Cosmetology	1-6	\$1,119
Holmes, Alison	Art	1-6	\$1,119
Hong, Andrew	ESL	1-4	\$1,025
Hood, Charles	English	1-1	\$1,025
Horton, Julian	Physical Education	1-5	\$1,072
Hudson, Brenda	Cosmetology	1-2	\$1,025
Hunt, Stephan	Administration of Justice	1-6	\$1,119
Jaimes, Franciella	Speech	1-4	\$1,025
Jennings, Sanae	Japanese	1-3	\$1,025
Jonas, Vida	English	3-6	\$1,230
Jung, Shinsuck	Physical Education	1-4	\$1,025
Kang, Eun	English	4-6	\$1,281
Kang, Hwang	Earth Science	2-3	\$1,077
Kaplan, Richard	Philosophy	4-6	\$1,281
Kassab, Mohamad	Mathematics	1-1	\$1,025
Kaur, Raminder	Biology	1-1	\$1,025
Kawai, Julie	Reading	3-3	\$1,129
Kelly, Donna	Reading	4-6	\$1,281
Kim, Brian	Mathematics	1-3	\$1,025
Kim, Edward	Mathematics	2-5	\$1,120
Kinney, Michael	Biology	3-2	\$1,129
Knoll, Melissa	English	1-1	\$1,025
Kyle, Timothy	Physical Education	1-6	\$1,119
Larsen, Robin	Theatre Arts	4-4	\$1,183
Latta, Rebecca	Public Works	1-1	\$1,025
Lau, Bernie	Sociology	1-4	\$1,025
Leach, Larry	Speech	2-5	\$1,120
Ledesma, Joanne	Music	1-6	\$1,119
Lee, Bianca	English	1-5	\$1,072
Lee, Moncia	Biology	2-6	\$1,174
Lee, Monica	Biology	2-6	\$1,174
Lei, Li	Mathematics	2-5	\$1,120

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Lenh, Aiken	Mathematics	1-1	\$1,025
Leung, Sing	Mathematics	4-6	\$1,281
Lewis, David	History	1-6	\$1,119
Li, Cindy	Chemistry	1-1	\$1,025
Linville, Brian	English	1-6	\$1,119
Lipp, Gregory	Automotive	1-1	\$1,025
Liskey, Renee	Dance	1-6	\$1,119
Lombardo, Thomas	English	1-6	\$1,119
Long, Stacy	Communications	1-6	\$1,119
Lopez, Richardo	Biology	2-3	\$1,077
Loya, Henry	Reading	4-6	\$1,281
Luke, Thomas	Automotive	1-4	\$1,025
Luu, Kinh	Mathematics	1-6	\$1,119
Maestas, Albert	Water Technology	1-1	\$1,025
Maestas, Michael	Water Technology	1-1	\$1,025
Malley, Jennifer	Humanities	2-6	\$1,174
Mallory, Roy	Automotive	1-6	\$1,119
Martin, Harold	Psychology	4-6	\$1,281
Martinez, Jose	Water Technology	1-3	\$1,025
Martinez, Manuel	Counseling	1-3	\$1,025
Marzec, Michael	Philosophy	4-6	\$1,281
McCabe, Dale	Biology	3-6	\$1,230
McDonald, Tamara	Physical Education	1-1	\$1,025
Mendez, Eva	Political Science	2-1	\$1,077
Miller-Harberts, Roxanna	Cosmetology	1-4	\$1,025
Milliken, Keely	Music	1-6	\$1,119
Montgomery, Robert	Chemistry	4-6	\$1,281
Moore, Elanie	Art	2-6	\$1,174
Moore, Sean	Cosmetology	1-1	\$1,025
Myers, Kimberly	English	2-6	\$1,174
Naiyer, Zakaria	English	2-6	\$1,174
Nalbandyan, Zorayr	Mathematics	1-3	\$1,025
Nelson, Mark	Art	3-4	\$1,129
Nelson, Stephen	History	1-6	\$1,119
Newell, Jerry	Psychology	4-6	\$1,281

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Ng, Sun	Mathematics	2-6	\$1,174
Ngo, Jenny	Biology	4-1	\$1,183
Nguyen, Cynthia	Mathematics	2-5	\$1,120
Nguyen, Tracy	Mathematics	2-6	\$1,174
Nila, Richard	Physical Education	1-1	\$1,025
Nuttall, Adora	Child Development	1-5	\$1,072
Odegaard, Eric	English	3-6	\$1,230
Ozminkowski, Mariusz	Speech	4-6	\$1,281
Parry, Erica	Dental	1-1	\$1,025
Parsons, Karla	LVN	1-1	\$1,025
Payne, Renee	LVN	1-3	\$1,025
Perez, Roberto	Sociology	2-6	\$1,174
Perret, Deborah	Cosmetology	1-6	\$1,119
Ponciano, Ronald	Physical Education	1-6	\$1,119
Provencher, Henry	Administration of Justice	1-6	\$1,119
Ramos, Christopher	English	4-6	\$1,281
Ramos, Michael	Psychology	2-2	\$1,077
Randolph, Stephanie	Health Science	1-6	\$1,119
Rashidi, Waleed	Communications	1-6	\$1,119
Reagan, Di	Mathematics	1-3	\$1,025
Resch, Amy	Psychology	2-6	\$1,174
Resto-Ometeotl, Luivette	English	3-6	\$1,230
Rickman, Tracy	Health Science	1-6	\$1,119
Rizk, Sharon	Psychology	4-6	\$1,281
Rock, Eugene	Cosmetology	1-6	\$1,119
Roger, David	Public Works	1-3	\$1,025
Romero, Alicia	English	1-4	\$1,025
Rotblatt, Daniel	Art	4-4	\$1,183
Rowley, Dianne	Reading	1-3	\$1,025
Schulte, Francis	Humanities	2-6	\$1,174
Seccombe, June	English	4-6	\$1,281
Selezinka, Roman	Mathematics	2-2	\$1,077
Serrao, Elizabeth	Reading	3-6	\$1,230
Shear, Michelle	Dance	1-6	\$1,119
Shearer, Margaret	English	2-5	\$1,120

**ACADEMIC EMPLOYEES
FALL 2010 ADJUNCT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Rate
Sherman, Stephen	Water Technology	1-6	\$1,119
Shima, Kevin	Recording Arts	1-3	\$1,025
Shimano, Brooke	Biology	1-6	\$1,119
Simpson, Lakisha	Child Development	1-6	\$1,119
Smyth, Nathaniel	Chemistry	2-3	\$1,077
Smythe, Colville	English	1-5	\$1,072
Soldatenko, Adrian	Physics	1-1	\$1,025
Sosta, Rachel	English	1-1	\$1,025
Steele, Lisa	English	1-3	\$1,025
Sun, Sam	Music	1-5	\$1,072
Swartz, Theodore	Public Works	1-6	\$1,119
Tabata, Flint	Engineering	1-6	\$1,119
Tabata, Flint	Drafting	1-6	\$1,119
Toda, Jim	Heating & Air Conditioning	1-6	\$1,119
Tracey, Timothy	Physical Education	1-6	\$1,119
Tseng, Kelly	Mathematics	2-5	\$1,120
Tyck, Robert	Recording Arts	1-6	\$1,119
Valdez, Antonio	Cosmetology	1-4	\$1,025
Valverde, Yesenia	Dance	1-6	\$1,119
Vasconcellos, Ramon	History	1-1	\$1,025
Vasconcellos, Ramon	Economics	1-1	\$1,025
Vaudrey, Matthew	Mathematics	1-1	\$1,025
Victor, Christopher	Physical Education	1-1	\$1,025
Waddington, Alan	Music	1-6	\$1,119
Wagner, Alexander	Physical Sciences	1-3	\$1,025
Weaver, Pablo	Biology	2-3	\$1,077
Weisman Davlant, Lisa	Psychology	4-6	\$1,281
Weiss, Neil	Theatre Arts	4-6	\$1,281
Wessel, Mark	Art	2-6	\$1,174
Wiesenfeld, Alexandra	Art	3-5	\$1,178

**ACADEMIC EMPLOYEES
ADJUNCT SPRING 2011
AUGUST 17, 2010**

NAME	Department/Discipline	Placement	Unit Rate
Alba, Ralph	Public Works	1-1	\$1,025
Marquez, Daniel	Public Works	1-1	\$1,025

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Afzali, Ana	Spanish	4-7	\$1,295
Afzali, Ana	History	4-7	\$1,295
Allahbachayo, Salima	Nursing	2-4	\$1,041
Allen, Ann	Child Development	4-5	\$1,197
Anderson, Brian	Mathematics	3-7	\$1,241
Anson, Melanie	Communications	4-7	\$1,295
Arredondo, Dora	Dental	1-7	\$1,133
Bakhit, Khetam	Economics	3-7	\$1,241
Bautista, Susan	Cosmetology	1-7	\$1,133
Boquiren, Conchita	Licensed Vocation Nursing	3-7	\$1,241
Borja, Patrick	Accounting	4-7	\$1,295
Bowman, Deborah	Nursing	1-7	\$1,133
Boxley, Jackie	Physical Education	1-7	\$1,133
Brawner, Mary	Physical Education	3-7	\$1,241
Brown, Cherie	Theatre Arts	3-7	\$1,241
Brown, David	Automotive	1-7	\$1,133
Brown, Ricky	Psychology	4-6	\$1,246
Buchwald, Leigh	Information Technology	2-7	\$1,187
Call, Jack	Philosophy	4-7	\$1,295
Carr, Darrell	Photography	1-7	\$1,133
Carver, Sally	Cosmetology	1-7	\$1,133
Casey, David	Mathematics	4-7	\$1,295
Castillo, Claudia	Counseling	2-6	\$1,138
Clark, Jeremy	Automotive	1-7	\$1,133
Colville, Linda	Spanish	2-7	\$1,187
Cross, Cynthia	ESL	2-7	\$1,187
Cross, Cynthia	English	2-7	\$1,187
Cummins, Shuling	Mathematics	4-7	\$1,295
Dau, Carsten	English	3-7	\$1,241
Deras, Wendy	Nursing	2-3	\$992
Duffy, Dyane	Art	4-7	\$1,295
Durfield, Timothy	Business	4-7	\$1,295

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Durfield, Timothy	Real Estate	4-7	\$1,295
Eckear, Christopher	Automotive	1-4	\$987
Eckear, Christopher	Motorcycle Technology	1-4	\$987
Eiland, Thomas	English	3-7	\$1,241
Eisel, Gunnar	Music	2-7	\$1,187
Eisel, Roberta	English	3-7	\$1,241
Ellis, Jeannette	Licensed Vocation Nursing	1-7	\$1,133
Everest, Robert	Mathematics	4-7	\$1,295
Farahani, Badieh	Chemistry	2-7	\$1,187
Fernandes, Richard	Drafting	4-7	\$1,295
Fernandes, Richard	Engineering	4-7	\$1,295
Fincher, John	Speech	3-7	\$1,241
Fischer, Maria	Cosmetology	1-1	\$938
Flores, Richard	CSIS	4-7	\$1,295
Galvan, Alexander	Music	2-7	\$1,187
Ghidella, Richard	Business	4-7	\$1,295
Ghidella, Richard	Real Estate	4-7	\$1,295
Glover, Patty	Cosmetology	1-7	\$1,133
Gomez, Steven	Physical Education	3-7	\$1,241
Gong, Catherine	Mathematics	4-7	\$1,295
Gonzalez, Rudy	Mathematics	2-6	\$1,138
Goodman, Robert	Biology	3-7	\$1,241
Goodman, Robert	Forestry	3-7	\$1,241
Graciano, Albert	Cosmetology	1-7	\$1,133
Grauso, Lynda	Licensed Vocation Nursing	2-7	\$1,187
Green, Martin	Music	1-7	\$1,133
Greene, David	Nursing	2-7	\$1,187
Greene, David	Licensed Vocation Nursing	2-7	\$1,187
Greenwell, Maia	Anthropology	4-7	\$1,295
Greenwell, Maia	Sociology	4-7	\$1,295
Greer, Maurice	Physical Education	4-7	\$1,295
Gregg, Judy	Child Development	4-7	\$1,295

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Gregg, Judy	Psychology	4-7	\$1,295
Grossman, Bruce	Business	4-5	\$1,197
Guebert, Toby	ESL	4-7	\$1,295
Gunderson, Mark	Reading	2-7	\$1,187
Gunstream, Marilyn	Physical Education	4-7	\$1,295
Gutierrez, Jesus	Mathematics	2-7	\$1,187
Guttman, Kenneth	Psychology	4-7	\$1,295
Hadsell, Clifford	EMT	4-7	\$1,295
Hahn, Shelley	Child Development	2-5	\$1,090
Han, June	Biology	4-6	\$1,246
Hartman, Steve	Physical Education	4-7	\$1,295
Harvey, Joseph	English	4-7	\$1,295
Harvey, Joseph	Reading	4-7	\$1,295
Hathaway, George	Physical Science	4-7	\$1,295
Hernandez, Salvador	Cosmetology	1-7	\$1,133
Hester, Dana	Biology	4-7	\$1,295
Hillman, Michael	Art	4-7	\$1,295
Hoehne, William	Music	4-7	\$1,295
Hogan, Ghada	English	4-3	\$1,100
Jackson, Matt	Art	3-7	\$1,241
James, Rhoda	Office Technology	4-7	\$1,295
James, Rhoda	Business	4-7	\$1,295
Jaquette, Timothy	Recording Arts	1-7	\$1,133
Johnson, Sandra	Art	3-7	\$1,241
Kaisler, Denise	Astronomy	4-3	\$1,100
Kary, David	Astronomy	4-7	\$1,295
Kim, Andrew	Psychology	4-7	\$1,295
Kondo, Arnold	Biology	4-7	\$1,295
Korn, Dennis	Automotive	4-7	\$1,295
Korn, Dennis	History	4-7	\$1,295
Langford, W. Bruce	Music	3-7	\$1,241
Lawrence, Patricia	Reading	4-7	\$1,295

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Longyear, Alicia	Counseling	2-5	\$1,090
Low, Joyce	Mathematics	3-7	\$1,241
Lucido, Grace	Cosmetology	2-7	\$1,187
McBurney, Robin	Counseling	4-7	\$1,295
McGarry, Anna	Spanish	4-7	\$1,295
McLeod, Jennifer	Counseling	4-7	\$1,295
Mead, Rachel	Cosmetology	1-7	\$1,133
Medrano, Esmeralda	Mathematics	2-6	\$1,138
Merandi, Michael	Physical Education	3-7	\$1,241
Miles, Terrence	Chemistry	4-7	\$1,295
Mondrala, Scott	Biology	4-7	\$1,295
Morrison, Joanne	Mathematics	4-7	\$1,295
Munoz, Gino	Music	1-7	\$1,133
Mustain, James	CSIS	4-7	\$1,295
Nguyenhuu, Rick	Mathematics	4-7	\$1,295
Odrich, Steve	Mathematics	4-7	\$1,295
O'Hara, Stephen	Recording Arts	1-7	\$1,133
O'Neil, Margaret	Communications	3-7	\$1,241
Overly, David	English	4-7	\$1,295
Paek, Heddy	Mathematics	3-7	\$1,241
Perry, Carolyn	Child Development	3-7	\$1,241
Perry, Carolyn	Psychology	3-7	\$1,241
Peters, Gerhard	Political Science	4-7	\$1,295
Pohl, Claudia	Dental	1-6	\$1,085
Rachford, Maryann	Art	4-7	\$1,295
Ramos, Gloria	Physics	4-6	\$1,246
Richard, Levi	Business	4-7	\$1,295
Riderer, Lucia	Mathematics	4-7	\$1,295
Ross, Glen	Political Science	4-7	\$1,295
Rudd, Rebecca	English	3-5	\$1,143
Ryba, David	Chemistry	4-7	\$1,295
Saldana, Rudy	Philosophy	1-7	\$1,133

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Salwak, Dale	English	4-7	\$1,295
Scott, Chris	Mathematics	3-7	\$1,241
Scott, Chris	Physics	3-7	\$1,241
Shannon, James	Psychology	4-7	\$1,295
Shannon, James	Sociology	4-7	\$1,295
Shaw, Nickawanna	Physical Education	4-7	\$1,295
Shrope, Douglas	Music	1-7	\$1,133
Skalicky, James	Psychology	4-7	\$1,295
Slack, Robert	Music	4-7	\$1,295
Smolin, Robert	Accounting	4-7	\$1,295
Solheim, Bruce	History	4-7	\$1,295
Solis, Roberto	CSIS	4-7	\$1,295
Soremekun, Folahan	History	4-7	\$1,295
Stoner, Bruce	Information Technology	3-7	\$1,241
Styles, Christine	Economics	4-6	\$1,246
Swan, Alfie	Mathematics	4-7	\$1,295
Swatzel, James	Mathematics	2-7	\$1,187
Telesca, Lisa	English	3-7	\$1,241
Thompson, Adrienne	Social Science	1-2	\$938
Tippins, Ralph	Mathematics	4-7	\$1,295
Trad, Mohamad	Mathematics	4-7	\$1,295
Tucker, Connie	ESL	4-7	\$1,295
Tucker, Gail	Licensed Vocation Nursing	3-7	\$1,241
Tussy, Alan	Mathematics	4-7	\$1,295
Van Citters, Beverly	Reading	4-7	\$1,295
Van Horn, Tasha	Speech	2-7	\$1,187
Vaughan, John	Dance	1-7	\$1,133
Vaughan, John	Music	1-7	\$1,133
Villa, Elizabeth	Counseling	4-5	\$1,197
Villeneuve, Anna	English	3-7	\$1,241
Villeneuve, Theresa	Art	4-7	\$1,295
Villeneuve, Theresa	Communications	4-7	\$1,295

**ACADEMIC EMPLOYEES
FALL 2010 OVERLOAD
AUGUST 17, 2010**

Name	Department	Placement	Rate
Volonte, Daniel	Theatre Arts	3-7	\$1,241
Waddington, Brian	History	1-7	\$1,133
Walz, Sheryl	Sociology	1-7	\$1,133
White, Gailynn	Sociology	3-7	\$1,241
White, Sheila	Mathematics	3-7	\$1,241
Wong, Julie	Licensed Vocation Nursing	1-7	\$1,133
Wood, Jack	English	4-7	\$1,295
Woolum, James	Administration of Justice	3-7	\$1,241
Wurst, Clifton	Physical Education	2-7	\$1,187
Zaharek, James	Humanities	4-7	\$1,295
Zaharek, James	Hlstory	4-7	\$1,295
Zhuang, Ying	Mathematics	4-7	\$1,295

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
AUGUST 17, 2010**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Aghyarian, Meray	A	Learning Center	8/18/2010	12/31/10	1-1	\$27.68
Anderson, Brian	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Casey, David	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Chun, Mina	A	Math	1/1/2011	06/30/11	2-3	\$32.19
Deras, Wendy	F	Health Sciences	8/18/2010	12/30/10	2-13	\$33.10
Everest, Robert	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Goedhart, Christine	A	STEM	9/1/2010	12/31/10	4-3	\$36.23
Gong, Catherine	F	Math	1/1/2011	06/30/11	2-13	\$33.10
Gonzalez, Rudy	F	Math	1/1/2011	06/30/11	2-13	\$33.10
Gutierrez, Jesus	F	Math	1/1/2011	06/30/11	3-13	\$34.87
Kassab, Mohamad	A	Math	1/1/2011	06/30/11	1-1	\$27.68
Kim, Edward	A	Math	1/1/2011	06/30/11	4-3	\$36.23
Le, Tieng	A	Math	1/1/2011	06/30/11	2-3	\$32.69
Lei, Li	A	Math	1/1/2011	06/30/11	4-3	\$36.23
Leung, Sing	A	Math	1/1/2011	06/30/11	1-3	\$30.90
Li, Cindy	A	STEM	9/1/2010	12/31/10	1-1	\$27.68
Lopez, Emma	A	Math	1/1/2011	06/30/11	1-3	\$30.90
Lopez, Ricardo	A	STEM	9/1/2010	12/31/10	2-3	\$32.69
Low, Joyce	F	Math	1/1/2011	06/30/11	2-13	\$33.10
Medrano, Esmeralda	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Morrison, Joanne	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Nalbandyan, Zorayr	A	Math	1/1/2011	06/30/11	2-3	\$32.69
Ng, Sun	A	Math	1/1/2011	06/30/11	2-3	\$32.69
Ngo, Jenny	A	STEM	9/1/2010	12/31/10	4-1	\$33.00
Nguyen, Cynthia	A	Math	1/1/2011	06/30/11	2-3	\$32.69
Nguyen, Tracy	A	Math	1/1/2011	06/30/11	2-3	\$32.69
Nguyenuu, Rick	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Odrich, Steve	F	Math	1/1/2011	06/30/11	3-13	\$34.87
Paek, Hyeyi	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Reagan, Di	A	Math	1/1/2011	06/30/11	1-2	\$29.29
Riderer, Lucia	F	Math	1/1/2011	06/30/11	3-13	\$34.87
Scott, Chris	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Selezinka, Roman	A	Math	1/1/2011	06/30/11	1-1	\$27.68

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
AUGUST 17, 2010**

Soldatenko, Adrian	A	STEM	9/1/2010	12/31/10	4-1	\$33.00
Swan, Alfie	F	Math	1/1/2011	06/30/11	2-13	\$33.10
Swatzel, James	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Tippins, Ralph	F	Math	1/1/2011	06/30/11	3-13	\$34.87
Trad, Mohamad	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Tseng, Kelly	A	Math	1/1/2011	06/30/11	2-13	\$33.10
Tussy, Alan	F	Math	1/1/2011	06/30/11	3-13	\$34.87
White, Sheila	F	Math	1/1/2011	06/30/11	4-13	\$36.67
Zhuang, Ying	F	Math	1/1/2011	06/30/11	4-13	\$36.67

**ACADEMIC EMPLOYEES
FALL 2010 NON CREDIT
AUGUST 17, 2010**

Name	Department/Discipline	Placement	Hourly Rate
Ahrens, Janice	Non Credit	1-3	\$42.24
Amaro, Shelley	Non Credit	1-3	\$42.24
Belt, Christine	Non Credit	1-3	\$42.24
Bidwell, Charles	Non Credit	1-3	\$42.24
Bidwell, Yvonne	Non Credit	1-3	\$42.24
Brown, Lorraine	Non Credit	1-3	\$42.24
Bruce, Diana	Non Credit	1-3	\$42.24
Christopher, Karen	Non Credit	1-3	\$42.24
Clark, Diana	Non Credit	1-3	\$42.24
Cronin, Mary	Non Credit	1-3	\$42.24
Del Rosario, Efigenia	Non Credit	1-3	\$42.24
Durbin, Maureen	Non Credit	1-3	\$42.24
Dyer, Gordon	Non Credit	1-3	\$42.24
Foster, Debra	Non Credit	1-3	\$42.24
Gonsalves, Nancy	Non Credit	1-3	\$42.24
Gulli, Lisa	Non Credit	1-3	\$42.24
Gulli, Pam	Non Credit	1-3	\$42.24
Hardesty, Patricia	Non Credit	1-3	\$42.24
Hartman, Steve	Non Credit	1-3	\$42.24
Hilliard, Mark	Non Credit	1-3	\$42.24
Kelly, Patricia	Non Credit	1-3	\$42.24
Middleton, Michael	Non Credit	1-3	\$42.24
Ortiz, Frank	Non Credit	1-3	\$42.24
Powers, Cristine	Non Credit	1-3	\$42.24
Reyes, Dana	Non Credit	1-3	\$42.24
Ryan, Rebecca	Non Credit	1-3	\$42.24
Sailors, Bernetta	Non Credit	1-3	\$42.24
Sandor, Katalin	Non Credit	1-3	\$42.24
Stavrenedies, K.J.	Non Credit	1-3	\$42.24
Stockman, John	Non Credit	1-3	\$42.24
Tercero, Sharon	Non Credit	1-3	\$42.24
Thomas, Gina	Non Credit	1-3	\$42.24
Van Winkle, Chris	Non Credit	1-3	\$42.24

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees approved by the Director responsible for the supervision of the specific area.

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Burrue, James	Custodial Supervisor	Temporary Upgrade	Custodial		100%	7/26/10	7/29/10	7-1	\$4,430.00
Dickson, Todd	Campus Security Officer II	Shift change	Security		100%	8/29/10		29-2 (27-2+2I)	\$3,206.70
Estrella, Jorge	Custodian	Temporary upgrade Evening Floor Crew Leader	Custodial		100%	6/14/10	8/19/10	27-7 (22-7+2I+3FL)	\$3,895.45
Franks Jr., Larry	Custodian	Temporary upgrade Evening Floor Crew	Custodial		49%	6/14/10	8/19/10	24-3 (22-3+2I)	\$1,458.22
Gomez, Julian	Campus Security Officer II	Shift change	Security		100%	8/29/10		28-7 (27-7+1I)	\$3,992.84
Gravel, David	Custodian	Temporary upgrade Evening Floor Crew	Custodial		49%	6/14/10	8/19/10	24-3 (22-3+2I)	\$1,458.22
McKinney, Kateri	Instructional Lab Tech II	Promotion	Biology	12	100%	8/18/10		34-3	\$3,809.50
Stephens, June	Exec. Director, Development/ External Relations	Employment	External Relations	12	100%	9/1/10		73-3	#####

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
AUGUST 17, 2010**

Name	Classification	Department	Reason	Date(s) of Separation
Dineley, Grant	Warehouse Coordinator	Warehouse	Resignation	8/1/10
Harrington, Michael	Director of Facilities and Construction	Facilities	Retirement	3/1/11
Manning, Susan	CDC Office Coordinator	CDC	Retirement	2/1/11
Windbush, Donald	Campus Security Officer II	Security	Released	7/8/10

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, non-academic employees, substitutes and professional experts approved by the Director responsible for the supervision of the specific area.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II and Sandra Coon, Administrative Assistant.

RECOMMENDATION

Authorization is requested to approve the employment of short-term, non-academic employees and substitutes.

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.j.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
Acosta, Adriana	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Agatol, Joanna	Custodian	Assist as needed	Custodial	8/18/10	12/31/10	22-1	\$14.82hr.
Arzola, Ricardo	Guest Relations Assistant	Refunds for Fall Rush	Bookstore	8/27/10	12/31/10	10-1	\$11.02hr.
Buentostro, Elizabeth	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Cabrera, Jeanette	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Camacho, Christopher	Instructional Aide I	Assist disabled students in the pool and the adapted PE classes	P.E.	8/30/10	12/17/10	10-1	\$11.02hr.
Carrasco, Mario	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Cobb, Jacob	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Cortez, Crystal	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
DeGraffenreid, Brian	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
DiMouro, Amy	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Doll, Allison	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Dowell, Shauna	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Duran, Jessica	Stipend	Recruiting,season conditioning and team fundraisers	P.E.	6/1/10	7/30/10		\$40tl.
Farsangi, Kaveh Jabbari	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Franco, Andrew	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Gamido, Laurena Joy	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Ghanimi, Hessam	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Gomez, Marcelino	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Gunter, Wesley	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
He, Wei	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Hussain, Mohammed	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Huynh, Thao	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Kwan, Kevin	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Macias, Lorenzo	Custodian	Cleans and disinfects gymnasium, pool, wt.room, tennis courst	P.E.	8/26/10	12/31/10	22-1	\$14.82hr.
Marsh, Brian	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Martin, Joseph	Department Aide	Studio clean-up and mic set up for recording sessions	Music	8/18/10	12/31/10	3-1	\$9.27hr.
Masi, Nicholas	Stipend	Recruiting,season conditioning and team fundraisers	P.E.	6/1/10	7/30/10		\$120tl.
McCord, Wendy	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
Mcilvain, Steven	Volunteer		P.E.	8/18/10	12/15/10		
Mercurio, Mary	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Merryman, Drew	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Montgomery, Jocelyn	Cosmetology Receptionist	Assist as needed	Cosmetology	9/1/10	12/31/10	20-1	\$14.11hr
Naccara, Nicole	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Neto, Marika	Stipend	Lead SI	STEM	8/18/10	12/31/10		\$15.00hr.
Nevarez, Charlotte	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Orozco, Walter	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Oshima, Jason	Instructional Aide I	Lead SI	Title V HSI Grant	8/18/10	12/31/10	10-1	\$11.02hr.
Oudich, Ali	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Palomarez, Nicholas	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
Patino, Cynthia	Administrative Clerk I	Assist with dispatch and office duties	Security	8/18/10	12/31/10	19-1	\$13.76hr.
Pirez, Eylene	Instructional Lab Tech II	Help as needed setting up physics labs & ordering lab supplies	Physical Science	7/1/10	12/31/10	34-1	\$19.93/hr.
Ramirez, Kirkland David	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Reid, David	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Rios, Laura Elena	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Rojas, Stevie	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Ruiz, Harrison	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Scharff, Cheyenne	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Serna, Luis	Volunteer		DSP&S	8/18/10	12/31/10		

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
AUGUST 17, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE / TOTAL
Sharma, Vineet K.	Stipend	Lead SI	STEM	8/18/10	12/31/10		\$15.00hr.
Sumalpong, Sandie	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Thornhill, Cody Thomas	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Villanueva, Eduard	Instructional Aide I	Lead SI	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Ward, Jared	Security Officer I	Assist in patrolling the college campus and help as needed with various other duties	Security	8/18/10	12/31/10	22-1	\$14.82hr.
Weerasinghe, Samanthi	Instructional Aide I	Supplemental Instruction in Mathematics	STEM	8/18/10	12/31/10	10-1	\$11.02hr.
Colindres, David	Warehouse Coorinator	Substitute for vacant position	Warehouse	8/1/10	12/31/10	29-1	\$18.51/hr.
Kagy, Margaret	Financial Aid Tech	Substitute for vacant position	Financial Aid	8/18/10	12/31/10	31-1	\$18.51/hr.

**FALL
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
AUGUST 17, 2010**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Arredondo, Dora	Community Education	1-3	\$42.24
Boyden, Pixie	Community Education	1-1	\$38.43
Calicchia, William	Community Education	1-3	\$42.24
Davis, Victor C.	Community Education	1-3	\$42.24
Gerfen, Thomas	Community Education	1-3	\$42.24
Glenn, Yasuko	Community Education	1-1	\$38.43
Lancaster, Jim	Community Education	1-3	\$42.24
Miyabe, Joyce	Community Education	1-3	\$42.24
Morrill, Gene	Community Education	1-3	\$42.24
Norton, Jeff	Community Education	1-3	\$42.24
Olson, Janice	Community Education	1-3	\$42.24
Pohl, Claudia	Community Education	1-3	\$42.24
Williams, Robert	Community Education	1-3	\$42.24

Fitness Center Attendant

Duran, Jessica	Community Education/Fitness Cntr.	n/a	\$24.00
Gunstream, Marilyn	Community Education/Fitness Cntr.	n/a	\$24.00
Greer, Maury	Community Education/Fitness Cntr.	n/a	\$24.00
Hartman, Steve	Community Education/Fitness Cntr.	n/a	\$24.00
Lauer, Brett	Community Education/Fitness Cntr.	n/a	\$24.00
Lofthouse, Peter	Community Education/Fitness Cntr.	n/a	\$24.00
McDonald, Tamara	Community Education/Fitness Cntr.	n/a	\$24.00
Nila, Richard	Community Education/Fitness Cntr.	n/a	\$24.00
Noonan, Benjamin	Community Education/Fitness Cntr.	n/a	\$24.00
Norman, Scott	Community Education/Fitness Cntr.	n/a	\$24.00
Stone, Traci	Community Education/Fitness Cntr.	n/a	\$24.00
Wheeler, Andrew	Community Education/Fitness Cntr.	n/a	\$24.00
Wurst, Cliff	Community Education/Fitness Cntr.	n/a	\$24.00

FULL-TIME FACULTY

2010-2011

Effective 07/01/2010 (rec'd 7/21/2010)

NAME	SPORT	Head	#	CLASS/	\$	FAL	SPRING
		Assistant		CHECKS		STEP	RELEA
						SEASON	TIME
Boxley, Jackie	Softball	Head		Stipend	\$4,528	SP hc	3 hours
Gomez, Steve	Baseball	Head		Stipend	\$4,528	SP hc	3 hours
Shaw, Nicki	Cross Country	Head	5	Stipend	\$4,528	FA not	2.5 hours

HEAD COACHES-ADJUNCT FACULTY

Name	Sport			Class/Step		Season
Bruce-Oliver, Fred	M. Soccer	Head	5	1-3	\$8,430	FA 0
Horton, Julian	W. Golf	Head	5	1-3	\$8,430	FA 0
Horton, Julian	M. Golf	Head		1-3	\$8,430	SP 0
Jung, Shin	W. Volleyball	Head	5	1-3	\$8,430	FA 0
Nila, Richard	M/W Track	Head		1-3	\$8,430	SP 0
Rivas, Brandon	M. Water Polo	Head	5	1-1	\$8,025	FA 0
Tim Kyle	W. Water Polo	Head	5	1-3	\$8,430	FA 0

ASSISTANT COACHES (Classified)

Name	Sport			Class/Step		FALL	
						Season	
Acker, Chris	M Basketball	Assistant	5	1-3	\$5,563	FA	
Bacon, Martin	Football	Assistant	5	2-3	\$5,982	FA	
Duran, Jessica	W. Basketball	Assistant	5	1-1	\$2,433	FA/SP	Pay 1/2 stipend in fall and 1/2 in spring
Lauer, Brett	M. Basketball	Assistant	5	1-1	\$2,433	FA	
Masi, Nick	W. Basketball	Assistant	5	2-2	\$4,418	FA/SP	Pay 1/2 stipend in fall and 1/2 in spring
Roy, Alex	Football	Assistant	5	1-1	\$2,433	FA	
Hubbard, David	Football	Assistant	5	1-1	\$2,433	FA	
Luque, John	Football	Assistant	5	2-2	\$4,418	FA	
Lofthouse, Peter	Football	Assistant	5	2-2	\$4,418	FA	
Lofthouse, Peter	Football	Assistant	5	2-2	\$4,418	SP	
Wall, Corey	Football	Assistant	5	1-1	\$2,433	FA	

Pacheco, Eddie	Football	Assistant	5	1-3	\$5,563	FA
Pearson, Anthony	M Water Polo	Assistant	5	1-1	\$2,433	FA
Schmelzeisen, Jason	M.Soccer	Assistant	5	1-3	\$5,563	FA
Dorman, Brian	W. Soccer	Assistant	5	2-3	\$5,982	FA
Fink Kelly	Volleyball	Assistant	5	1-1	\$2,433	FA
Ungeheier, Samuel	Cross Country	Assistant	5	1-2	\$3,977	FA

Volunteer Coaches

Agajanian, Eric	Baseball	Assistant				SP
Prado, James	Baseball	Assistant				SP
Perry, Andrew	Baseball	Assistant				SP
Jurado, Paul	Baseball	Assistant				SP
Aldrete, Marcos	Baseball	Assistant				SP
Viverto, William	Baseball	Assistant				FA
Anderson, Ed	Softball	Assistant				FA
Casillas, Josue	M Soccer	Assistant				FA
Dean, Becca	Volleyball	Assistant				SP
Foster, Darren	W. Golf	Assistant				SP
Fuentes, Robert	M Soccer	Assistant				SP
Haro, Ruben	Volleyball	Assistant				SP
Ingraham, Jeff	W. Golf	Assistant				FA
Marquez, Giovanni	M Soccer	Assistant				SP
Martinez, Mike	Track/Field	Assistant				FA
D'Oyen, Evan	Track/Field	Assistant				FA
Hankins, Dee	Track/Field	Assistant				FA
Ungeheier, Sam	Track/Field	Assistant				FA
Murray, Brittney	Volleyball	Assistant				FA

Paredes, Terry	Softball	Assistant	FA
Pearson, Anthony	W. Water Polo	Assistant	FA
Shy, Ronald	Football	Assistant	FA
Stokely, Catherine	W Water Polo	Assistant	FA
Torres, Rigo	M. Soccer	Assistant	FA
Wellman, Joey	M. Basketball	Assistant	FA
Weihert, Jeff	Volleyball	Assistant	FA
Williams, Darren	W. Soccer	Assistant	FA
Nila, Richard	Cross Country	Assistant	FA
Waddington, Alan	Cross Country	Assistant	FA

PROFESSIONAL EXPERT**August 17, 2010**

Name	Classification	Department	Begin	End	Rate
Aalberts, Megan	Swim Leader II	Community Education	07/15/10	08/21/10	\$18.06/hr
Alvarado, Marie	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Alvarez, Marie	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Barnett, Shawna	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Beeman, Josh	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Belt, Christine	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Cavalin, Michael	Swim Leader II	Community Education	07/20/10	08/21/10	\$18.06/hr
Cavalin, Michael	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Clark, Rachael	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Garcia, Natasha	Swim Leader II	Community Education	07/09/10	08/21/10	\$18.06/hr
Geiger, Victoria	Swim Leader II	Community Education	07/08/10	08/21/10	\$18.06/hr
George, Irene	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Mah, Patricia	Swim Leader II	Community Education	07/08/10	08/21/10	\$18.06/hr
Medrano, Sylvia	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Mihm, Courtney	Swim Leader II	Community Education	07/08/10	08/21/10	\$18.06/hr
Murphy, Bonnie	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Ortiz, Frank	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Quinto, Mark	Swim Leader II	Community Education	07/09/10	08/21/10	\$18.06/hr
Razo, Lynda	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr
Rivas, Brandon	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Rivas, Jordan	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Smith, Kaitlin	Swim Leader II	Community Education	07/09/10	08/21/10	\$18.06/hr
Smith, Kaitlin	Lifeguard	Community Education	08/30/10	10/21/10	\$11.02/hr
Smith, Sarah	Swim Leader II	Community Education	07/09/10	08/21/10	\$18.06/hr
Stokely, Kathryn	Swim Leader II	Community Education	07/09/10	08/21/10	\$18.06/hr
	Women's Soccer Head				
Tracey, Tim	Coach/Assistant SIC/Game Management	Physical Education	08/18/10	08/17/11	\$3083.00/mth
	Men's Basketball Interim Head Coach				
Victor, Christopher		Physical Education	08/01/10	07/30/11	\$5416.67/mth
Wright, Linda	Aerobic Leader	Community Education	08/30/10	12/16/10	\$30.33/hr

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve participation in the 2011 Chancellor's Office Tax Offset Program (COTOP) program. (Page 137)
3. Authorization is requested to authorize W & N Luxor Construction, Inc. to substitute Commercial Roofing System of Arcadia, California, for M&M Construction of Pasadena, California, the listed subcontractor. (Page 138)
4. Authorization is requested to authorize W & N Luxor Construction, Inc. to substitute Marc Anthony Glazing of San Dimas, California for Sam's Glass of Murrieta, California, the listed subcontractor. (Page 140)

Personnel Recommendations

5. Authorization is requested to approve the employment of Mr. Raul Sanchez effective August 18, 2010, in a full-time tenure track position (a first year contract of 175 days through June 30, 2011) in the discipline of Counseling, at a salary placement of Class 2 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,516.21 in health and statutory benefits. (Page 142)
6. Authorization is requested to approve the employment of Ms. Karla Parsons as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 27, 2010 and ending on December 18, 2010 at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$30,766.00 annually (pro rated) plus \$8,859.61 in health and statutory benefits. (Page 143)

General

7. Authorization is requested to approve the second reading of Board Policies BP4231 – Grade Changes; BP4235 – Credit By Exam; BP3518 – Child Abuse Reporting. (Page 144)
8. Authorization is requested to adopt the 2010-2011 Board Goals. (Page 160)

<i>At this time, the board may adjourn to closed session to discuss Item No. F.</i>

I. ADJOURNMENT

Dates to remember:

August 27, 2010	Convocation
September 6, 2010	<i>Holiday</i> (Labor Day)
September 14, 2010	Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	August 17, 2010	Resolution	_____
SUBJECT:	District Participation in the 2011 Chancellor's Office Tax Offset Program (COTOP)	Information	_____
		Enclosure(s)	_____

BACKGROUND

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

By contracting with the Chancellor's Office, local districts can recover outstanding student debts owed to the college such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts. In the last twelve years, the COTOP program has succeeded in offsetting and returning almost \$10.6 million directly to participating districts.

Under the COTOP program, the Chancellor's Office request the Franchise Tax Board to offset the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office. Authorization is then given to the State Controller to disburse the offset amount, minus a 25 percent administrative fee, to the participating local districts.

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

RECOMMENDATION

Authorization is requested to approve participation in the 2011 Chancellor's Office Tax Offset Program (COTOP) program.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	
SUBJECT:	Substitution of a Listed Subcontractor, Bid 02-0607 Main Gym Remodel	Information	
		Enclosure(s)	X

BACKGROUND

W & N Luxor Construction, Inc. has been awarded a prime contract by the District for construction of the Bid 02-0607, Main Gym Remodel. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. W & N Luxor Construction, Inc. has requested District approval to substitute Commercial Roofing System of Arcadia, California, for M&M Construction of Pasadena, California, the listed subcontractor. District staff has notified M&M Construction pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize W & N Luxor Construction, Inc. to substitute Commercial Roofing System of Arcadia, California, for M&M Construction of Pasadena, California, the listed subcontractor.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.3. _____



CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Mrs. Susan M. Keith, *President*
Claremont/Azusa/La Verne/Pomona Representative
Dr. Gary L. Woods, *Vice President*
Azusa/Covina/Glendora/Irwindale Representative
Dr. Patricia Rasmussen, *Clerk/Secretary*
Glendora/Azusa/San Dimas Representative
Mrs. Joanne Montgomery, *Member*
Monrovia/Bradbury/Duarte Representative
Dr. Edward C. Ortell, *Member*
Duarte/Arcadia/Azusa/Monrovia Representative
Ms. Karine Ponce, *Student Representative*
Dr. Geraldine M. Perri, *Superintendent/President*

August 2, 2010

The M&M Development Group
DBA The M&M Construction
261 East Colorado Blvd. Ste #212
Pasadena, CA 91101
626 229-0950
Fax 626 229-0952
License 772942

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus
College Bid #02-0607, Main Gym Remodel

M&M Construction is listed as the subcontractor for the roofing portion of the Citrus College bid #02-0607, Main Gym Remodel. W & N Luxor Construction, Inc., the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords you, the subcontractor, with certain rights. I understand from our phone conversation this morning that you are aware of this substitution request. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager, Citrus College
Nader Youssef, W & N Luxor Construction, Inc.
Bid File #02-0607, Main Gym Remodel

1000 West Foothill Boulevard
Glendora, CA 91741-1899
TEL: 626.963.0323
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	_____
SUBJECT:	Substitution of a Listed Subcontractor, Bid 02-0607 Main Gym Remodel	Information	_____
		Enclosure(s)	X

BACKGROUND

W & N Luxor Construction, Inc. has been awarded a prime contract by the District for construction of the Bid 02-0607, Main Gym Remodel. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. W & N Luxor Construction, Inc. has requested District approval to substitute Marc Anthony Glazing of San Dimas, California for Sam's Glass of Murrieta, California, the listed subcontractor. District staff has notified Sam's Glass pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize W & N Luxor Construction, Inc. to substitute Marc Anthony Glazing of San Dimas, California for Sam's Glass of Murrieta, California, the listed subcontractor.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.4. _____



CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Mrs. Susan M. Keith, *President*
Claremont/Azusa/La Verne/Pomona Representative
Dr. Gary L. Woods, *Vice President*
Azusa/Covina/Glendora/Irwindale Representative
Dr. Patricia Rasmussen, *Clerk/Secretary*
Glendora/Azusa/San Dimas Representative
Mrs. Joanne Montgomery, *Member*
Monrovia/Bradbury/Duarte Representative
Dr. Edward C. Ortell, *Member*
Duarte/Arcadia/Azusa/Monrovia Representative
Ms. Karine Ponce, *Student Representative*
Dr. Geraldine M. Perri, *Superintendent/President*

August 2, 2010

Sam's Glass
224120 Adams Ave.
Murrieta, CA 92562
951 676-9019
Lic 885337

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus
College Bid #02-0607, Main Gym Remodel

Sams' Glass is listed as the subcontractor for glazing portion of the Citrus College bid #02-0607,
Main Gym Remodel. W & N Luxor Construction, Inc., the prime contractor, has requested
authorization by the District to replace your firm with another subcontractor citing your failure to
obtain the required bond.

Public Contract Code section 4107 requires the project owner to notify you of this request and
affords you, the subcontractor, with certain rights. I understand from our phone conversation this
morning that you are aware of this substitution request. Please contact me with any questions or
concerns with regard to this substitution request.

Sincerely,

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager, Citrus College
Nader Youssef, W & N Luxor Construction, Inc.
Bid File #02-0607, Main Gym Remodel

1000 West Foothill Boulevard
Glendora, CA 91741-1899
TEL: 626.963.0323
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	August 17, 2010	Resolution	_____
SUBJECT:	Employment of Mr. Raul Sanchez Counselor	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of four full-time faculty for the 2010-11 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Mr. Raul Sanchez effective August 18, 2010, in a full-time tenure track position (a first year contract of 175 days through June 30, 2011) in the discipline of Counseling, at a salary placement of Class 2 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,516.21 in health and statutory benefits.

Robert Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	August 17, 2010	Resolution	_____
SUBJECT:	Employment of Ms. Karla Parsons One Semester Temporary Instructor – Nursing	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Health Sciences Department would like to hire a one semester, full-time temporary non-tenure track faculty to off-set the yet to be filled, mandated tenure-track vacancy. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Karla Parsons as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on August 27, 2010 and ending on December 18, 2010 at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$30,766.00 annually (pro rated) plus \$8,859.61 in health and statutory benefits.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye___Nay___Abstained___

Item No. H.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 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’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 July 13, 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. AP3750 (Use of Copyrighted Material) is included for information only.

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 BP4231 – Grade Changes; BP4235 – Credit By Exam; BP3518 – Child Abuse Reporting.

Irene Malmgren

Recommended by

_____ / _____

Moved _____ Seconded _____

_____ Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.7.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

BP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The term "bad faith" is not simply bad judgment or negligence but rather it implies the conscious doing of a wrong because of dishonest purpose or moral obliquity. It is different from the negative idea of negligence in that it contemplates a state of mind affirmatively operating with furtive design or ill will.

The removal or change of an incorrect grade from a student's record shall only be done with approval of the instructor. In the case of denial by the instructor of the student's request, the student may use the Student Grievance Procedure (AP 5530) to present his or her case for a grade change.

If the procedure (see AP 5530) requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is likely that there may have been gross misconduct by the original instructor.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Admissions and Records. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Admissions and Records immediately. The Dean of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

- 1) the student;
- 2) the instructor who originally awarded the grade;
- 3) any educational institution to which the student has transferred;
- 4) the accreditation agency; and
- 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures and reported to the appropriate law enforcement agency.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, FW, P, NP) must contact the instructor to request a grade change. If the request is denied, the student may file a student grievance as described in BP and AP 5530.

In order to change an evaluative grade (A, B, C, D, F, FW, P, NP) to a non-evaluative symbol (W, I, RD, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or

other circumstances beyond the control of the student. A request for a change of a grade to a non-evaluative symbol may not exceed three years after the completion of the course.

Procedures

- A student seeking a change from a grade to a non-evaluative symbol shall file an Exceptional Action Petition with the Admissions & Records Office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.

If another faculty member is allowed to substitute for the instructor, that substitution should not serve as evidence of discrimination or misconduct by the original instructor.

See Board Policy 4230. Also see Board Policy 3310 titled Records Retention and Destruction and Board Policy/Administrative Procedure 5040 titled Student Records.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures to implement this policy.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Individual departments and/or specialty areas may elect to grant course credit to enable students, who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Credits acquired by examination are not applicable to meet unit load requirements for Selective Service deferment, Veteran's or Social Security benefits.

The examination shall include written, oral, skill tests, portfolio review or a combination of the aforementioned as determined appropriate by the department faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit by Examination shall be recorded on the permanent transcript record and shall be designated as credit earned by examination.

Students may earn a maximum of 12 units through district administered "Credit by Exam".

Credit by Examination -District (Local) Administered Examination

Citrus College may grant students course credit through district-administered examinations under the following conditions:

- The student is currently enrolled at Citrus College and has earned twelve units.
- The student's overall GPA in all college units attempted at Citrus is 2.0 or higher.
- The student has met the prerequisite for the course.
- The student may not be currently enrolled (*beyond the census date*) in the same course.
- The student may not be currently enrolled in a more advanced course.
- The student has not already received credit for a more advanced course which follows the course in sequence.

- The student has not previously attempted credit by exam for this course.
- The course is listed in the college catalog.
- The course has been approved by the Curriculum Committee for “Credit by Examination” or is an articulated course.

Credit by Examination - Externally Administered Examination

- The student must be currently enrolled to receive externally administered credit by exam.
- Advanced Placement - The District will grant three to ten (3 – 10) units of elective credit for an examination score of three, four or five (3, 4 or 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the department.
- International Baccalaureate – The District will grant three to four (3-4) units of elective credit for an examination score of five, six or seven (5, 6 or 7), in the subjects of the International Baccalaureate (IB) Higher Level exams. Subject credit rather than elective credit may be granted upon recommendation of the department.
- Credit Through the College Level Examination Program - The District will grant up to six (6) units elective credit for a score of 50 or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the department.
- A student may be granted no more than 30 units through any combination of credit by examination (AP, CLEP, IB or local examinations) and evaluation of military service or other non-classroom experiences.

Credit by Examination – Articulated Career Technical Education Courses

The high school student may be issued Career Technical Education (CTE) course credit under the following conditions:

- An Institutional Articulation Agreement is in place between the college and the unified school district (USD)/regional occupational program (ROP);
- A course-to-course articulation agreement has been approved by faculty and the course assessment has been administered as authorized;
- Instructional personnel responsible for the course have completed, and submitted, documentation within 90 days of the administration of exam;

- The student earned a grade of B- or better on the authorized exam;
and
- The student is registered at the college.

Institutional and course-to-course articulation agreements, secondary course rosters/assessment results, and CTE course credit documents are administered by the division dean responsible for Articulated Career Technical Education course credit/Tech Prep. Documentation that verifies the earning of credit by exam will be provided to Admissions and Records in a timely manner; ultimately the transcript of the student registered at the college will reflect the awarding of credit during the semester it was earned. Operational procedures will assist students, with CTE articulated course credit, to enroll and register in the next level course in their program of study upon entry to Citrus College.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The District recognizes the responsibility of its employees to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within

36 hours. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available in both the Child Development Center and in the Human Resources office.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172a)

When a District employee releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167b).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting/obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Office of Primary Responsibility: Human Resources

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 3750 USE OF COPYRIGHTED MATERIAL

References:

Education Code Sections 32360 and 67302;
U. S. Code Title 17, Copyright Act of 1976

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

Fair Use

Reference:

Copyright Act, Section 107

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. The copying meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

Definitions

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may not occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - i. substitute for the purchase of books, publisher's reprints or periodicals
 - ii. be directed by higher authority
 - iii. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

Reference:

Basic Books, Inc. v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "coursepacks," even if the excerpts fall under the definitions in the "fair use" doctrine.

Online Courses

References:

The TEACH (Technology, Education and Copyright Harmonization) Act, U.S. Code 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.

- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Obtaining Permission to Use Copyrighted Material

Faculty members, staff and other District employees shall comply with all legal obligations to obtain permission to use copyrighted materials.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 17, 2010	Resolution	_____
SUBJECT:	Board Goals	Information	_____
		Enclosure(s)	X _____

BACKGROUND

At their July 13, 2010, retreat, the Board of Trustees developed Board goals for the 2010-2011 academic year.

This item was prepared by Geraldine M. Perri, Ph.D., Superintendent/President.

RECOMMENDATION

Authorization is requested to adopt the 2010-2011 Board Goals.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.8.

2010-2011 BOARD GOALS

DRAFT

Preamble

The Citrus College Board of Trustees is committed to supporting student achievement and success through an educational learning environment which leads to student learning and increased outcomes in course, certificate and degree completion, and transfer.

The critical nature of this goal is reflected in both national and state recognition of the significant role community colleges play in educating and training the future generation and workforce. Poised to lead the nation into economic recovery, national attention has focused on the key role of community colleges. National community college leaders recently pledged to help students understand the value of certificate and degree completion, and transfer, and to help students progress toward their goals.

The California Community College Chancellor's Office produces the annual Accountability Reporting for the Community Colleges (ARCC) Report as an effort to address the need for accountability. Recent California legislation proposes linking student success to college funding levels.

In recognition of the critical responsibility of community colleges in addressing national, state and local educational and training needs, the Board holds service to students to be of primary importance. The work of the Board, as articulated by these goals, is designed to position the college to best enable students to identify and meet their educational goals.

Mission Statement

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

In order to maintain and uphold the college mission, the Board of Trustees of Citrus College establishes the following goals in support of the Strategic Plan:

Student and Institutional Success

1. The Board supports the promotion of a diverse community of students through enriched faculty and staff who are responsive to students' various learning styles and needs in an effort to advance students' educational goals.

2. While recognizing that there are various means and measures to assess student learning, the Board is committed to a college culture of completion that encompasses a role for every college department and employee in assisting students to meet their educational goals hence leading to increased rates of course, certificate and degree completion, and transfer.
3. The Board encourages the development and implementation of innovative strategies to support students in the following areas: college orientation, basic skills, student engagement, articulation, transfer, career and technical education, and course, certificate and degree completion.
4. The Board is committed to ensuring that the institution is continuously striving to meet the standards set by the Accrediting Commission and encourages the college to continue its efforts to meet the recommendations from the recent visiting team and the planning agenda outlined by the college in its recent self study.
5. The Board supports a data-driven, evidenced-based planning process that includes consideration of both the internal and external environment and links planning to both the assessment of outcomes and the budget process.

Student Learning Outcomes and Assessment

6. The Board encourages the continuation of efforts to address collegewide implementation of Student Learning Outcomes that are linked to assessment, evaluation, planning and institutional effectiveness.

Fiscal Stability

7. The Board encourages the college and the College Foundation to pursue both additional revenue sources (grants, private donations, state and federal funds, etc.) and innovative strategies to enhance the college, serve our community and improve student access and success.

Communication/Community & Governmental Relations

8. The Board encourages the college to seek opportunities that foster collaboration with the local community and educational leadership to enhance local governance in an effort to better meet community needs and ensure student success.
9. The Board, in concert with the college community, will continue to build partnerships and/or collaborative relationships with educational, business/industry, governmental, civic/service, and non-profit organizations in an effort to develop and advocate for methods and resources to facilitate student success in certificate and degree completion, and transfer.

10. The Board, in concert with the college community, will continue to work to garner support and funding to complete the Metro Gold Line Foothill Extension, with a Citrus Avenue Station, which will greatly enhance access to Citrus College for students, staff, and visitors; and help to alleviate traffic, parking, and pollution issues in our local communities.

DRAFT

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

July 13, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, July 13, 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 Alejandra Delgado (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; Roberta Eisel, 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 and Greg Hinrichsen

Faculty: Roberta Eisel

Supervisors/Confidential Team: Carol Cone, Marilyn Grinsdale, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: None

VISITORS: Tom Gerfen and Bill Zeman

COMMENTS FROM THE AUDIENCE

Ms. Sandy Orduno, Ms. Tricia Kyle, Mr. Alan Crick, and Mr. Stefano Saltalamacchia spoke in support of the college's aquatics program and Coach Tim Kyle. They each expressed concerns regarding cuts to the program, which have been necessitated due to college wide budget cuts.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that Community College Week has again named Citrus College to several of their lists of “Top 100” community college degree and certificate producers in the nation. Our rankings and their respective categories are as follows: 82nd in the number of associate degrees awarded to minority students; 51st in the number of associate degrees awarded to Hispanic students; 28th in the number of associate degrees awarded for multi interdisciplinary studies (liberal arts); and 49th in the number of two year certificates awarded to Asian students.

Dr. Perri reported that the Strategic Plan committee has been meeting to formulate the college’s new Strategic Plan. After completing a detailed SWOT analysis, the committee identified major focus areas for the college for the next five years. They are: academic excellence, student support and success, college resources, learning environment, institutional effectiveness, and community/college relations. The entire college community will be invited to a planning session to identify the activities the college will undertake to advance each of the key focus areas at Convocation on August 27, 2010.

Dr. Perri reported on three pieces of legislation. **SB 1440** (Padilla), Transfer/Associate’s Degree Efficiency, is intended to simplify the transfer process between the California community colleges and the California State University. **AB 220** (Brownley), Kindergarten-University Public Education Facilities Bond Act, would provide for the issuance of over \$6 billion in general obligation bonds to construct and modernize education facilities. It would become operative only if approved by the voters in November. **AB 2682** (Block), Centralized Student Assessment, would require the Board of Governors to establish a pilot project for a centrally-delivered system of student assessment for community college placement and advisement.

Dr. Perri was pleased to report that several faculty, staff, and community members will be recognized at Convocation. The “Shining Star Awards” will be given to those individuals who have excelled in meeting the college’s values of excellence, collaboration, diversity, life-long learning, integrity, technological advancement, student focus, and also to those who have helped to advance the college vision.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that one of our STEM students, Mr. Craig Stremel, has achieved the remarkable accomplishment of being accepted into the National Community College Aerospace Scholars program at NASA. Next, he will be required to complete additional lessons to determine if he will receive a full invitation to the Johnson Space Center this fall. Dr. Malmgren added that Mr. Stremel is among an elite group of students.

Dr. Malmgren reported that the Program Review Task Force has been meeting during the summer. Their goal is to increase value by creating a more meaningful connection between program review, budget, and planning. The task force has gathered feedback throughout the year and will incorporate it into a revised template for the 2010-2011 academic year.

Summer session is at the halfway point, and Dr. Malmgren said our data indicates that students are valuing their seats. The retention rate for most classes is 90% or above.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that last week the college was notified of a grant opportunity for community college veteran's programs. A group is now working to meet the July 30, 2010, application deadline. Dr. Hamilton said this funding could provide critically needed services.

Regarding Student Services, Dr. Hamilton said the Counseling and Advisement Center is offering 10 probation workshops a week to students who are on probation, so they can be cleared to register. New students are now required to attend an orientation either in person or online, and many student orientations are taking place. Our new, more sophisticated online orientation has been available since spring. The number of applications from new international students is up as compared to this time last year. International student fees are more important than ever, because they enable us to offer courses that are taken by everyone.

The Owl Bookstore is now compliant with the Higher Education Opportunity Act requirement that textbook information be linked to the course schedule of classes. Dr. Hamilton thanked TeCS and Academic Affairs for assisting the college in meeting this new requirement.

A new "Standards of Student Conduct and Student Disciplinary Procedures" handbook was provided to the Board. Dr. Hamilton said copies will be distributed to staff, students, and faculty. She thanked External Relations for assisting with the new handbook.

Dr. Hamilton was pleased to report that Ms. Martha McDonald, Dean of Students, received a scholarship from the Executive Board of the CCC Student Affairs Association to assist with her graduate education.

Robert Sammis, J.D., Director of Human Resources, said he was pleased to join Dr. Rasmussen for the Glendora July 4th Parade, held on July 5, 2010. It was a fun event, and they had the opportunity to ride in the college's 1915 Chevrolet.

Human Resources (HR) will again hold a one-day summer retreat. They are planning to do process mapping on one HR function. The function they have chosen is the processing of new employees. They will also be working on their HR procedures manual.

Carol R. Horton, Vice President of Finance and Administrative Services, said budget talks continue in Sacramento; however, most legislators have returned to their districts. Her department is working with the Community College Facility Coalition (CCFC) for passage of the facilities bond measure. If passed by the voters, these funds will be used in the renovation of Hayden Hall.

This is the busiest time of year for Finance and Administrative Services, as they are closing their books for 2009-2010. Given the budget situation, they are also carefully monitoring cash flow.

Mrs. Horton spoke to Action Item H2, an Emergency Resolution to repair the damaged stage. The damage was accidentally caused by a vendor testing the fire suppression system.

Roberta Eisel, Academic Senate President, said the Academic Senate is gearing up for a year of effective leadership. She will be working with Vice President/President-Elect, Nicki Shaw, to discuss plans for orientation of new faculty members and training of new and continuing senate council members.

Ms. Eisel has been serving on the Program Review Task Force, along with Mr. James Woolum, Program Review Coordinator, and Dr. Jack Call, Academic Senate Past President.

Ms. Eisel said the senate has been making good use of the leadership development resources of the Academic Senate of the California Community Colleges. Mr. Paul Swatzel, Academic Senate Treasurer, attended the Leadership Institute; she and Mr. Woolum attended the Curriculum Institute; and Mr. Woolum attended the Student Learning Outcomes Institute. At the Curriculum Institute there was much discussion on proposed changes to prerequisites; connections between curriculum concerns and enrollment management; and relationships between curriculum and program review and planning processes.

Alejandra Delgado, Student Trustee, said she is enrolled in classes for the summer session. She is also planning to attend a conference for student board members in August.

Patricia Rasmussen, Vice President, Board of Trustees, praised the student performers, staff, and faculty who provided entertainment this summer at two hotels on Maui. She said the performances were excellent, and the college received positive recognition and many compliments on the professionalism of the performances.

Trustee Rasmussen thanked Dr. Sammis for accompanying her during the Glendora July 4th parade and Mr. James Callahan, Skilled Maintenance Technician, for driving the 1915 Chevrolet.

Trustee Rasmussen commented on several end of the year events. She said Commencement went exceedingly well. She also was pleased to attend the Registered Dental Assisting graduation and the Associate Degree in Nursing pinning ceremony.

Trustee Rasmussen complimented Dr. Perri on her role as keynote speaker at the Life and Leadership in a Diverse and Changing World Conference, which took place in

conjunction with the YWCA San Gabriel Valley's Annual Women of Achievement Awards.

Susan M. Keith, Member, Board of Trustees, thanked Dr. Hamilton for accompanying her at the July 4th parade in Claremont. She also thanked Mr. Tom Gerfen, Citrus College Foundation Board President, for driving the parade car.

Trustee Keith commented on the end of the year events, including the Registered Dental Assisting graduation and the Associate Degree in Nursing pinning ceremony. She thanked everyone college wide who helped the students reach their goals.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, was also pleased to attend the dental assisting and nursing ceremonies, in addition to Commencement and many other end of the year events.

Edward C. Ortell, Member, Board of Trustees, congratulated Trustee Montgomery on her reappointment by Governor Schwarzenegger to serve on the Board of Directors for California's Schools' Agriculture and Nutrition Program. The organization oversees programs that encourage students to learn about agriculture and nutrition.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of the June 8, 2010, as submitted.

5 Yes.

Program Review – Health Occupations: Nurse Assistant – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the Health Occupations Nurse Assistant Program Review. This program prepares students to provide basic nursing care to residents of long-term care facilities and is often the beginning step in a nursing career.

Program Review – English – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided an overview of the English Program Review. The English Program provides a full range of writing and literature classes from placement to graduation and/or transfer. The review revealed that the faculty takes seriously their impact on the college community; however, they realize that the importance of writing to college success needs to be better articulated to and supported by all departments.

Student Health Center Program Review – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton provided an overview of the Student Health Center Program Review. The center provides numerous ambulatory care services and is able to meet the needs of about 85% of students seeking care. They are currently investigating the use of an appointment system to reduce student wait time.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Montgomery 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 Montgomery and seconded by Trustee Rasmussen to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

Item 5: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve purchase orders for May 2010. 5 Yes.

SURPLUS PROPERTY

Item 6: Moved by Trustee Montgomery 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.

INSTITUTIONAL MEMBERSHIPS

Item 7: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a \$175.00 annual membership to the Community College Public Relations Organization. 5 Yes.

Item 8: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a \$600.00 annual membership to the California Child Development Administrators Association. 5 Yes.

FIELD TRIP

Item 9: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve a field trip/tour for approximately forty-five (45) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, four (4) faculty members, and one (1) accompanist to travel to Italy on June 9, 2011 – June 19, 2011. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 10:** Moved by Trustee Montgomery 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 11:** Moved by Trustee Montgomery 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 12:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTION

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve Emergency Resolution #2010-11-01 for Performing Arts Center Stage repairs and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the stage without advertising or inviting bids pursuant to Public Contract Code Section 20654. 5 Yes.

CLAIMS

- Item 14:** Moved by Trustee Keith and seconded by Trustee Montgomery to reject the claim, submitted on June 11, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

RESOLUTION

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve Resolution #2010-11-02 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2011, 2012, and 2013, and authorizing the execution and delivery of related documents and actions. 5 Yes.

PARKING

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve an increase in the semester parking fee to \$40.00 per full semester, and \$20.00 per Summer and Winter sessions. 5 Yes.

RESOLUTION

- Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept adopt Resolution #2010-11-03 and contract CCTR-0092 in the amount of \$562,678 for early education and care services for 2.5 and 3 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. 5 Yes.

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Keith to adopt Resolution #2010-11-04 and accept contract CSPP-0175 in the amount of \$876,926 for early education and care services for 4 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. 5 Yes.

EMPLOYMENT – FACULTY

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the employment of Ms. Maria Fischer effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$58,625.00 annually plus \$24,018.98 in health and statutory benefits. 5 Yes.

- Item 20:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of Ms. Sally “Sarah” Bosler effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Public Services, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$67,685.20 annually plus \$25,126.13 in health and statutory benefits. 5 Yes.

- Item 21:** Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the employment of Ms. Lanette Granger effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Technical Services, at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,988.60 annually plus \$24,185.61 in health and statutory benefits. 5 Yes.

- Item 22:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of Ms. Wendy Deras effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,374.21 in health and statutory benefits. 5 Yes.

BOARD POLICIES

- Item 23:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the second reading of the amended Board Policy BP 2720 Communications Among Board Members. 5 Yes.

Item 24: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of Board Policies BP4231 – Grade Changes; BP4235– Credit By Exam; BP3518--Child Abuse Reporting. 5 Yes.

Item 25: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the second read of BP 7109 – Health Examinations. 5 Yes.

BOND

Item 26: Moved by Trustee Keith and seconded by Trustee Montgomery to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2012):

1. Jon Hart, Bona-Fide Taxpayers Association
2. Nikki Hull, Senior Citizen's Organization
3. Joe Guarrera, Business Organization

5 Yes.

Item 27: Moved by Trustee Ortell and seconded by Trustee Rasmussen to appoint Chrissy Concannon, as the student representative, to the Measure G Oversight Committee for a one-year term. 5 Yes.

CLOSED SESSION: At 5:42 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, (CCAFF) 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.

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

PUBLIC EMPLOYEE APPOINTMENT: Executive Director of Development and External Relations

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

RECONVENE OPEN SESSION: At 6:40 p.m., Board President Woods reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES GOAL SETTING WORK SESSION

The Board participated in discussions regarding the following:

- Assessment of 2009-2010 Board Goals

- Establishment of 2010-2011 Board Goals

ADJOURNMENT: At 7:08 p.m., it was moved by Trustee Ortell 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>