

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in November

DATE: Tuesday, November 16, 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 October 19, 2010**

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

1. **Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**
2. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

G. INFORMATION AND DISCUSSION

Academic Affairs

1. Bridges to Success Grant Update Presentation – Irene Malmgren, Ph.D. Vice President of Academic Affairs (Page 4)

Student Services

2. Campus Safety Report – Jeanne Hamilton, Ph.D., Vice President of Student Services (Page 5)

General

3. Administrative Procedure – AP 5070 Attendance – Jeanne Hamilton, Ph.D., Vice President of Student Services (Page 27)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 16, 2010	Resolution	_____
SUBJECT:	Bridges To Success Grant Update Presentation	Information	X
		Enclosure(s)	_____

BACKGROUND

The Title V HSI **Bridges to Success** grant program has just completed "Year 1" with a number of activities for students including: Supplemental Instruction in English, the Writing Café and a faculty mentoring program. This presentation will provide a brief update of the year's highlights and comments from a student who has participated in Supplemental Instruction and the Writing Café.

This item was prepared by Sylvia Smythe, Director of College Success and Grants Projects

RECOMMENDATION

Information only; no action required

Irene Malmgren
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 16, 2010	Resolution	_____
SUBJECT:	Campus Safety Report	Information	X
		Enclosure(s)	X

BACKGROUND

The Department of Campus Safety is responsible for providing safety and security to students, college staff and visitors as well as protecting District property and facilities.

Per Board Policy and Administrative Procedure BP and AP 3500 Campus Safety, a written report will be submitted to the Board of Trustees by the Department of Campus Safety which provides an annual update of all occurrences reported to campus safety personnel. The report includes arrests for crimes that are committed on campus that involve violence, and occurrences of noncriminal acts of hate violence reported to campus authorities. The Annual Security Report contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report includes policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the Annual Security Report can be obtained at www.citruscollege.edu.

This item was prepared by Martha McDonald, Dean of Students.

RECOMMENDATION

Information only; no action required.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.



DEPARTMENT OF CAMPUS SAFETY

**ANNUAL SECURITY REPORT
2010**

Table of Contents

Legislative History of the Clery Act	3	
Annual Security Report	4	
Policy for Reporting the Annual Disclosure of Crime Statistics.....	4	
Reporting Emergencies and Criminal Activities on Campus	4	
Life Threatening Situations	4	
.....Crimes in Progress		5
..... Quick Tips		5
Access Policy.....	5	
Facility Security Issues.....	5	
Campus Security Authorities	6	
Timely Warnings	6	
The Daily Crime Log.....	6	
Statistics from Local Law Enforcement	6	
Report to ED via Web-based Data Collection	6	
Crime Statistics and Incident Reports	7	
Enforcement Authority for Security Personnel.....	7	
Relationship With Local Law Enforcement	8	
Security Awareness and Crime Prevention Programs and Methods.....	8	
Registered Sex Offenders	9	
Drug and Alcohol Policy	9	
Sexual Assault Policy.....	10	
Sexual Assault Prevention Programs	13	
Emergency Response Procedures	13	
Emergency Operations Plan	13	
.....Concept of Operations		14
..... Management and Control		14
Plan Goals and Objectives.....	14	
..... Plan Activation		15
Emergency Notification – <i>Citrus Alert</i>	15	
..... Crisis Action Team		16
Emergency Notification to the Larger Community.....	16	
Evacuation Plan	17	
Emergency Evacuation Assistance Areas (EEAA).....	17	
..... Fire Alarm Signal		17
.....Evacuation Assembly Areas		17
..... Returning to Buildings		18
Testing.....	18	
Emergency Response Publications.....	18	
Crime Statistics 2007	19	
Crime Statistics 2008.....	20	
Crime Statistics 2009.....	21	

Our Commitment to Your Safety

The following information is provided as part of Citrus College’s commitment to the safety and security of our campus. Citrus College serves approximately 14,000 students each semester in college credit, continuing education, non-credit and community services divisions. This Document is published in accordance with 20 USC (1092)f and 34CFR668.46, “The Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

Legislative History of the Clery Act

The *Student Right to Know and Campus Security Act* (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the *Crime Awareness and Campus Security Act of 1990*. This act amends the *Higher Education Act of 1965* (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED).

This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the *Higher Education Amendments of 1992* {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs.

The most recent version of this law was passed as part of the *Higher Education Amendments Act of 1998* {Section 486(e) of Public Law 105-244}. The official title under this act is the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* {20 U.S.C. 1092(f)}. On Nov. 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the *Student Right to Know and Campus Security Act of 1990* that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students; information regarding the incidence of crimes on campus as part of their campus security report.

The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (arson and negligent manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public. The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on Oct. 28, 2002. Beginning in 2003, institutions are required to notify the campus community where information concerning registered sex offenders who are on campus may be obtained.

Annual Security Report

Citrus Community College District's *Annual Security Report* includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assault and other matters. A copy of this report may be obtained by contacting the Department of Campus Safety (626) 914-8611 or at www.citruscollege.edu.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Department of Campus Safety prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available at www.citruscollege.edu under campus safety. This report is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and annex parking facility. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Copies of the *Annual Security Report* may be obtained at the Department of Campus Safety, located in the Campus Safety building (CS) at 1000 W. Foothill Boulevard, Glendora, CA 91741. All prospective employees may obtain a copy from the Citrus College website.

Reporting Emergencies and Criminal Activities on Campus

Life Threatening Situations

Always dial 911 and immediately notify the Department of Campus Safety (626) 914-8611, or by dialing ext. 8611 from an on-campus phone (not from a cell phone). When calling 911, you must remember to dial a 9 (9-911) first if using a campus department phone. Provide official address, building name and room number. Emergency personnel may not be familiar with the campus or accustomed to Citrus College terminology.

Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify the Department of Campus Safety (626) 914-8611, or ext. 8611 from any department phone on campus. Try to remember as much suspect information as possible (number of suspects,

male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).

DO NOT confront or try to apprehend the suspect(s).

Quick Tips

- Always dial 911 for all life threatening emergencies
- Notify the Department of Campus Safety immediately after calling 911
- For all non-life threatening incidents, notify the Department of Campus Safety first
- Stay on the phone with the dispatcher until they no longer need you
- If you have helpful information and it is safe to do so, make yourself available by staying in the area but do not interfere
- Program the numbers of local law enforcement agencies into your cell phone:
 - Department of Campus Safety (626) 914-8611
 - Glendora Police Department (626) 914-8250
 - Azusa Police Department (626) 812-3200

Access Policy

During business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all facilities is by key/card, if issued, or by admittance via the Department of Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open during the closing of campus.

All buildings will be secured by the Department of Campus Safety by 10:30 p.m. and will re-open at 6:00 a.m., Monday through Friday. At closing, building intruder alarms will be activated. While we recognize the need for after-hour and weekend access to buildings, monitored admittance is needed. After-hours, a faculty or staff I.D. is required. Anyone working late or on the weekends, faculty or staff, should notify the Department of Campus Safety prior to entering a building. Holiday access is treated as weekend access.

Facility Security Issues

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the Facilities Department (626) 915-8690 ext. 8690 and patrolled by campus safety officers. Facility security problems are reported to the Facilities Department. Campus safety officers regularly test the emergency phones in elevators; as all emergency phones are routed directly to the Department of Campus Safety. In addition, campus safety submits work orders for repair regarding security concerns, recommend the trimming of shrubbery for safety reasons, and conduct periodic lighting surveys. Officers report physical security concerns as needed. Lighting improvements are routinely evaluated. Physical security improvements include

installation of high intensity lights in buildings, parking lots, areas with heavy landscaping and trees, and along pathways frequently traveled by students and staff.

Campus Security Authorities

Recent amendments to the Campus Security Act require that campus security authorities report crime statistics for inclusion in the college's *Annual Security Report*. Personnel listed in the distribution list are considered a "campus security authority" as that term has been defined by the United States Department of Education. Campus security authorities include members of the Department of Campus Safety, the Vice President of Student Services, the Dean of Students, and the coordinators of intercollegiate athletics.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the opinion of the Supervisor of the Department of Campus Safety, Dean of Students and Vice President of Student Services, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through announcements, posted notices, and emails. Registered students, faculty and staff will receive notifications via email. In addition, the warning will be posted throughout campus, as well as in the college's student newspaper, *The Clarion*. Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety (626) 914-8611, or in person at the Campus Safety Building (CS), 1000 W. Foothill Boulevard, Glendora CA 91741.

The Daily Crime Log

A copy of the daily crime log is available upon request from the campus safety office. A media log that includes all crimes reported is also provided to the school newspaper, *The Clarion*.

Statistics from Local Police

Requests for crime statistics are sent annually to local law enforcement agencies including Glendora Police Department, Azusa Police Department and Azusa Pacific University Department of Campus Safety. These statistics are included in the *Annual Security Report*.

Report to ED via the Web-based Data Collection

As mandated by the Clery Act, the Department of Campus Safety reports all necessary crime statistics to the Department of Education. These statistics can be viewed on the campus safety web site (www.citruscollege.edu) or by logging onto the Department of Education's security data web site: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

Crime Statistics and Incident Reports

The Department of Campus Safety provides information on crime statistics to all students, faculty, and staff members, and upon request to applicants for employment, enrollment or parents, and the Secretary of the U.S. Department of Education.

The following definitions may be helpful in understanding the categories below:

Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Public Property – The off campus area surrounding and contiguous to the campus including streets and the public sidewalk on the opposite side of such streets from Citrus College property.

Definitions of terminology for the criminal offense categories are those required by the Clery Act/Rules and are taken from the Federal Bureau of Investigation's (FBI) Universal Crime Reporting (UCR) system.

Enforcement Authority

Per Board Policy BP-3500 and Administrative Procedure AP-3500, the Department of Campus Safety is a non-sworn department that provides a safe and secure learning and working environment for the Citrus College community. The department currently employs one Campus Safety Supervisor, one lead officer, 11 campus safety officers (CSO's), approximately 20 student safety assistants (Owl Patrol), one full time secretary, one part time secretary, and two clerical support staff. Campus safety officers receive their authority, limited to district property, from the Board of Trustees of Citrus College and the California Penal, Education, and Vehicle Code, respectively. Officers are non-sworn and do not possess peace officer status or police authority. CSO's may make, or may assist others in making, private citizen's arrest pursuant to section 837 of the penal code. Our officers may detain offenders for local law enforcement officers. Additionally, CSO's are authorized to enforce traffic and parking regulations on district property, under the auspices of CVC 21113.

Furthermore, the Department of Campus Safety has the authority to enforce Citrus College board policies and administrative procedures. They include the Standards of Student Conduct (BP 5500) and parking regulations (AP 6750). In addition, per the education code, the Department of Campus Safety is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the penal code of the state of California must also be reported to the local police. All employees and students should make a prompt and accurate report to the Department of Campus Safety in the event of an emergency. It is the responsibility of the Department of Campus Safety to make contact with the appropriate law enforcement and emergency response agencies.

Relationships with Local Law Enforcement Agencies

Citrus College Department of Campus Safety maintains an excellent relationship with local law enforcement agencies. These agencies help provide proactive safety patrols of the Citrus College campus and surrounding area.

Through a Memorandum of Understanding (MOU) with the Glendora Police Department, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of the standards of student conduct.

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists the Department of Campus Safety in promoting a safe and secure environment. Officers make every effort to be as sensitive and courteous as possible.

Security Awareness and Crime Prevention Programs and Methods

The Department of Campus Safety promotes security awareness throughout the campus community. The effectiveness of the department's crime prevention program is contingent upon the cooperation of all students, faculty, and staff. The Department of Campus Safety seeks to minimize criminal activity and increase security awareness and crime prevention through the following measures:

- *Safety Guidelines and Emergency Procedures* publication distributed on campus.
- Assisting the environmental health and safety supervisor distribute *Emergency Response Procedures* and information throughout campus.
- Notices in the *Weekly Bulletin*, which is distributed weekly to all faculty and staff members.
- Safety / security related articles in the student newspaper, *The Clarion*.
- Escort Services - CSO's and student safety assistants (Owl Patrol) are available to escort persons on campus to their destination; particularly during hours of darkness.
- In addition to constant vehicular security patrols of the campus, uniformed safety officers also patrol the interior of campus on foot. Campus Safety staff are supplemented by student safety assistants (Owl Patrol), who are assigned to patrol certain areas, typically parking lots. Officers are on duty 24 hours a day, seven days a week, year round.
- When a specific threat to safety exists, or a serious crime has occurred on or around campus, information is provided through announcements, posted notices, and emails to the campus community.
- Crime prevention bulletins are periodically issued by the department to offer suggestions on improving individual security.

The Department of Campus Safety supports programs that inform students and employees about being responsible for their own security and the security of others. These include:

- Programs presented by the associated students.
- Staff development programs.
- Student/faculty/staff orientation

Registered Sex Offenders

Per AP 3516, the District shall include in its *Annual Security Report* a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Per Penal Code Section 290, 290.01, and 290.95; sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

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

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

The Department of Campus Safety at Citrus College is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5. Sex offenders who may be required to register should do so at the Glendora Police Department, 150 S. Glendora Avenue, Glendora, California. Information concerning registered sex offenders can be obtained from www.meganslaw.ca.gov

Drug and Alcohol Policy

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Citrus College prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. Therefore, Board Policy 5500 BP-5500, the Standards of Student Conduct, Board Policy and Administrative Procedure 7103 BP/AP-7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program and the California penal code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the education code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion, or dismissal; and may also be subject to criminal sanctions including fines, jail, or prison sentences. The Dean of Students administers student disciplinary action, the director of human resources is responsible for employee disciplinary action, and the Campus Safety Supervisor collaborates with local law enforcement agencies for criminal prosecution.

For complete policies regarding alcohol or narcotics, please visit the campus safety website at the following web address:

<http://www.citruscollege.edu/stdntsrv/security/Pages/CollegeBoardPolicies.aspx>

Sexual Assault Policy

Citrus College recognizes that sexual assault is a serious issue and does not tolerate actions of sexual assault on campus. Glendora Police Department will investigate all allegations of sexual assault and take the appropriate disciplinary, criminal, or legal action.

To that end, Citrus College adheres to the requirements education code section 67385, which implements procedures to ensure prompt response to victims of sexual violence that occur on campus, as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible by reporting criminal behavior to campus safety at (626) 914-8611, or by dialing extension 8611 when calling from a college phone.

Per Board Policy 3540 and Administrative Procedure 3540, any sexual violence or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of board policies and administrative procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Disciplinary action may be imposed on recognized individual students, student organizations, and/or any Citrus College faculty or staff responsible for a sexual assault. Sanctions implied following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults.

As soon as possible, the victim of a sexual assault should report the incident to the Department of Campus Safety, the local police or any faculty or staff member. The victim should make every effort to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items present after or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a

sexual assault for a crime investigation. Some agencies will also offer referral and/or transport for medical treatment, and/or referral to crisis counseling and legal advocacy.

Any person who has been the victim of sexual violence is strongly urged to report the situation to at least one of the following: Campus safety, student health center, counseling, Vice President of Student Services, or Dean of Students; as well as the Glendora Police Department. Any person with information regarding sexual violence on campus should contact campus safety, the Vice President of Student Services, student health center or the Dean of Students as soon as possible.

Per AP 3540, all students, faculty members, or staff members who allege they are victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice President of Student Services, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice President of Student Services is authorized by the alleged victim to release such information.

The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:

1. A copy of the District's board policy and administrative procedures regarding sexual assault (BP/AP 3540);
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice President of Student Services
 - b. Campus Safety (notifies Glendora Police Department)
 - c. Student Health Center for counseling resources
3. A description of available services, and the campus personnel available to provide these services if requested. Services shall include:
 - a. Notification of Glendora Police Department or local law enforcement. Anonymous reporting is available.
 - b. Assistance in securing emergency transportation, if needed.
 - c. Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center.
 - d. A list of other available campus and off campus resources.
4. A description of each of the following procedures:
 - a. Criminal prosecution
 - b. Civil prosecution (i.e., lawsuit)
 - c. District disciplinary procedures for both student and employee
 - d. Modification of class schedules and
 - e. Tutoring, if necessary

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to campus safety will be documented on a report and forwarded to the investigations division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, the Department of Campus Safety will provide a "Jane Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

Additionally, the following community resource information is made available to victims of sexual assault:

Project SISTER Sexual Assault Crisis & Prevention Services

(909) 626-HELP (4357)
(626) 966-4155

National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN)

(800) 656-HOPE (4673)
www.rainn.org

National Domestic Violence Hotline

(800) 799-7233
(800) 787-3224 (TTY)
www.ndvh.org

Suicide and Rape 24-Hour Emergency Services National Hotline

(800) 333-4444

On Campus contact phones numbers:

Campus Safety	(626) 914-8611
Student Health Center	(626) 914-8671
Counseling	(626) 914-8530
Student Services	(626) 914-8532
Student Affairs	(626) 914-8601
Glendora Police Department	911 or (626) 914-8250

For further review of the College's Sexual Assault Policy, please log onto the following web address:

<http://www.citruscollege.edu/stdntsrv/studentdean/ab1088/Pages/default.aspx> or click on **Sexual Violence Prevention Statement (Assembly Bill 1088)**

Sexual Assault Prevention Programs

The Department of Campus Safety has plans to partner with various surrounding local law enforcement agencies to provide crime prevention, alcohol awareness, and rape aggression defense (RAD) courses. RAD courses will cover many sexual assault issues including; post incident care, notification to students of on-and-off campus sex offender victim services, and how to obtain registered sex offender information.

Emergency Response Procedures

Emergency Operation Plan

Citrus College has in place an *Emergency Operation Plan* that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies, bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu. The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The *Emergency Operation Plan* applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas and regions.

Emergency responses to any major emergency are to be conducted within the framework of the *Emergency Operations Plan*.

Concept of Operations

For planning purposes, Citrus College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources.

Level One:

A minor to moderate incident where campus resources are adequate and available.

Level Two:

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the Superintendent/President or his/her designee.

Level Three:

A major disaster where resources in or near the impacted areas are overwhelmed and extensive city, county, state and/or federal resources are required. The college Superintendent/President or designee will declare a PROCLAMATION OF EMERGENCY.

The *Emergency Operation Plan* provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a level one disaster occurring on campus would require minimal activation of the plan, where a more serious situation would require increased activation.

Management and Control

The Superintendent/President or designee establishes the basic policies, which govern the emergency management organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The *Emergency Operation Plan* is under the executive management of the incident commander and under the operational direction of the Superintendent/President.

Plan Goals and Objectives

The major goals of the *Emergency Operation Plan* are:

- The preservation of life
- The protection of property
- The continuity of campus operation

The overall objective is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with emergencies. Specifically, this will include:

- Overall managing and coordinating of emergency operations to include, as required, on scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information
- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

Plan Activation

When an emergency situation arises, the incident commander will activate the *Emergency Operation Plan*. Assigned Citrus College personnel and equipment will be utilized to provide priority protection for the following:

1. Life/safety
2. Preservation of property
3. Restoration of academic programs

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, under the direction of the incident commander. When the plan is activated, the Emergency Operations Center (EOC) will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency. Currently, it is located in the Handy Campus Center.

The Superintendent/President or designee is responsible for notifying the incident commander to deactivate the emergency plan and the EOC when he/she deems it appropriate.

Emergency Notification

Procedures are in place to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus. Citrus College contracts with Blackboard Connect, which provides the ability to send voice, email, and SMS / text messages to all students, faculty and staff. In the event of a significant emergency, Citrus College's emergency notification system, called *Citrus Alert*, will be activated. *Citrus Alert* enables the college to communicate with students and employees quickly in the event of an emergency.

A *Citrus Alert* will be sent only to inform students, faculty and staff of an imminent emergency, such as a natural disaster (e.g. fire, earthquake, flooding), threat of violence, chemical hazard, or other significant events such as a school closing or power outage. The *Citrus Alert* system will send messages to student-provided e-mail addresses and employees' Citrus e-mail addresses, as well as up to six phone numbers. The *Citrus Alert* system can also send a text message to a user's cell phone. Test messages are sent approximately once a semester.

Students, faculty and staff can submit and update their emergency contact information at: <https://wingspan.citruscollege.edu>, under the personal tab. **Students must have a WingSpan ID number and PIN to register.** Staff without WingSpan access may obtain their ID and PIN from the Human Resources Department.

The steps to entering email and emergency contact information are as follows:

1. Go to www.citruscollege.edu
2. Click *Update Your Citrus Alert Information*
3. Click <https://wingspan.citruscollege.edu> located under "How do I submit my contact information?"
4. Click *Enter Secure Area* to register.

5. Follow the login instructions.
6. Click on ***Personal Information***.
7. Click on ***Update E-mail Addresses***.
8. From the drop down menu choose ***Personal Email*** and click ***Submit***.
9. Type in your complete email address.
10. Click ***Submit***.
11. Click ***Return to Menu*** at the top of the page.
12. Click ***Citrus Alert Contact Information***.
13. Enter or edit your contact information
14. Click ***Submit***. This completes the process.
15. Exit WingSpan

NOTE: It may take from six to 24 hours to update your email address in the system.

Further information regarding *Citrus Alert* can be found at the Campus Safety web-page at www.citruscollege.edu, or by clicking on the following: <http://www.citruscollege.edu/citrus-alert/Pages/default.aspx>.

Crisis Action Team

Per the *Emergency Response Plan*, the crisis action team (management section of the EOC), will confirm there is a significant emergency, determine whom to notify and how, and initiate, if necessary, *Citrus Alert*. The crisis action team consists of:

- Superintendent/President – Dr. Geraldine Perri
- Vice President of Administrative and Fiscal Services – Carol Horton
- Vice President of Student Services – Dr. Jeanne Hamilton
- Vice President of Instruction – Dr. Irene Malmgren
- Director of Human Resources - Dr. Robert Sammis
- Director of Facilities – Mike Harrington

The crisis action team will assess and confirm an emergency's significance and will notify accordingly.

Emergency Notification to the Larger Community

As indicated in the *Emergency Operations Plan*, the public information officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency.

The PIO provides information to employees, students, and the general campus community. Additionally, the PIO is the point of contact for the public and the news media, coordinating press releases, communicating with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a rumor control center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The PIO is Paula Green, Director of External Relations.

Evacuation Plan

Emergency evacuation of a building or buildings, or the entire campus may be required due to emergency situations, including but not limited to fire, explosion, earthquake, power outage, or other major crisis. All fire alarms are to be treated as authentic warnings whether they prove to be false alarms or not. Evacuation plans are building specific and are designed to move everyone out of the threatened buildings or areas and towards an evacuation area as safely and quickly as possible.

Emergency Evacuation Assistance Areas (EEAA)

In compliance with the Federal Americans Disabilities Assistance Act, Citrus College has established designated emergency evacuation assistance areas in multistory buildings to help students and employees with disabilities. Campus buildings affected by this requirement include: AD, VT, LB, ED, PS, PC, TC, LI, and MA.

Each floor of multistory buildings has two emergency evacuation assistance areas with direct access to a nearby stairwell exit. These areas are clearly placarded with a blue and white universal handicap symbol. If a student or employee is unable to safely reach the ground floor unassisted, they will be provided assistance.

During a major emergency or power outage, elevators may not be in operation. In any emergency evacuation, campus safety and/or college designated emergency responders will assist any person with a disability to safely evacuate a campus building.

Fire Alarm Signal

A fire alarm is located in every building on campus. If an alarm sounds, strobe lights are also activated. When a fire alarm is activated, campus safety personnel will direct all occupants to evacuate the building. Students, faculty and staff are to completely clear the building.

Evacuation Assembly Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas, and/or buildings. Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing the aforementioned areas.

Returning to Buildings

Upon the evacuation of a building, students and employees are not allowed to re-enter the building until campus safety and/or emergency responders have inspected the building and have deemed it all clear for resumption of normal activities. The all clear is only given after the emergency has been completely resolved and the strobes have been turned off, not when the alarm has been silenced.

Testing

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's *Emergency Operations Plan*, and table top exercise for emergency operations center (EOC) staff. Fire alarm drills and building evacuations are held approximately four times a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff.

Emergency Response Publications

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in almost every classroom and office, by the Environmental Health & Safety Department. Additionally, all staff members are given a brochure titled *Safety Guidelines and Emergency Procedures*. Both are available at www.citruscollege.edu, under Campus Safety or by clicking on the following web links: <http://www.citruscollege.edu/finance/safety/Documents/EmergencyResponseProceduresFlipchart.pdf> and http://www.citruscollege.edu/citrus-alert/Documents/EmGuidelinesWeb_Layout_1.pdf

Faculty and staff may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting the environmental health & safety office at (626) 914-8704 or by emailing the Environmental Health Supervisor, Jeff Eichler at jeichler@citruscollege.edu.

Citrus College's written plans and guidelines pertaining to appropriate responses for emergencies on campus are available in a 220 page manual called the *Emergency Operations Plan*.

Citrus College reserves the right to update or revise the contents of this report at any time.

**CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2007**

Listed below are the crime statistics for 2007 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2007 through December 31, 2007, the following are the criminal offenses which occurred on campus and were reported to the Department of Campus Safety and public agencies:

	2007
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	1
Aggravated Assault	6
Burglary	2
Vehicle Theft	4
Arson	0

Drug Law Violation	0
Liquor Law Violation	0
Illegal Weapon Possession	1

Hate Crimes	0
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**CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2008**

Listed below are the crime statistics for 2008 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2008 through December 31, 2008, the following are the criminal offenses which occurred on campus and were reported to the Department of Campus Safety and public agencies:

	2008
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	1
Aggravated Assault	12
Burglary	5
Vehicle Theft	3
Arson	0

Drug Law Violation	0
Liquor Law Violation	4
Illegal Weapon Possession	1

Hate Crimes	0
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**CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2009**

Listed below are the crime statistics for 2009 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2009 through December 31, 2009, the following are the criminal offenses which occurred on campus and were reported to the Department of Campus Safety and public agencies:

	2009
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	0
Aggravated Assault	4
Burglary	1
Vehicle Theft	7
Arson	0

Drug Law Violation	1
Liquor Law Violation	8
Illegal Weapon Possession	0

Hate Crimes	0
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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 16, 2010	Resolution	_____
SUBJECT:	Administrative Procedure – AP 5070 Attendance	Information	X
		Enclosure(s)	X

BACKGROUND

AP 5070 Attendance was revised last spring to add language regarding wait lists, and to clarify the guidelines by which an instructor may drop a student for excessive absences.

It was necessary to revise the procedure again to add language that outlines the petition process for students wishing to enter class late (after the add deadline), and to identify the dean responsible for reviewing and making the decision to grant or deny petitions. The revisions were approved by the Student Services Committee on May 27, 2010, reviewed by all constituent groups, and approved by the Steering Committee on October 25, 2010.

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

RECOMMENDATION

Information only; no action required

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5070 ATTENDANCE

References: Title 5 Sections 58000 et seq.

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

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

Attendance Requirements

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

Absences

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

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

Instructor Drop

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

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

Readmission

To be readmitted to a course after being dropped by the instructor, a student must submit to the Admissions and Records Office a Petition to Enter/Reenter Class late signed by the instructor. The decision to either grant or deny the petition shall be made by the Dean of Admissions and Records. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

Entering Class Late

To enter a class after the add deadline, a student must submit to the Admissions and Records Office a petition to Enter Class Late, signed by both the student and the instructor. The petition must set forth the extraordinary circumstances that justify allowing the student to enter the class late. The decision to either grant or deny the petition shall be made by the Dean of Admissions and Records.

Office of Primary Responsibility: Admissions and Records

Board Approved 07/21/09
Revised 05/18/10

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 31)
- b. Authorization is requested to approve facility rentals and usage. (Page 33)
- c. Authorization is requested to approve A & B Warrants for October 2010. (Page 35)
- d. Authorization is requested to approve purchase orders for October 2010. (Page 37)
- e. Authorization is requested 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. (Page 42)

Personnel Recommendations

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 44)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 73)
- h. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 75)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.a.

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – November 16, 2010

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
tBP Architecture	\$1,591,540.00max	Bond	1/23/07- Project Completion <i>Revision</i>	Amendment #1 to add Hand Dryers
<u>FINE AND PERFORMING ARTS</u>				
Bowman, Robert	\$4,500.00max	District	11/17/10-6/30/11	Musician Services
Corrigan, Amanda	\$500.00max	District	11/17/10-6/30/11	Guest Artist Performance
Lanier, Cameron	\$800.00max	District	11/17/10-6/30/11	Guest Artist Performance
Osborne, LeRoy	\$1,000.00max	District	11/17/10-6/30/11	Musician Services
Slack, Thomas	\$4,500.00max	District	11/17/10-6/30/11	Video and Photography Services
Yerke, Kenneth	\$4,500.00max	District	1/17/10-6/30/11	Musician Services
<u>STUDENT AFFAIRS</u>				
Azusa Pacific University	\$500.00max	District	10/8/10-10/8/10 <i>Revision</i>	Strengths Workshop for Student Affairs Team
<u>STUDY ABROAD</u>				
American Institute for Foreign Study Inc.	no fee	no fee to District	6/23/11-7/15/11	Florence, Italy Summer 2011

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 16, 2010	Resolution	<u> </u>
SUBJECT:	Facility Usage/Rentals	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
November 16, 2010**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	10/20, 21 & 22/2010	\$1,600.00
House of Aaron	Recording Arts Studio	Basic Tracking	10/26/2010	\$300.00
Tool of America	Gym and Weight Room	Commercial Filming	10/28/2010	\$4,250.00 plus additional labor if required
Masters of Harmony	Recording Arts Studio	Basic Tracking	10/30/2010	\$800.00
Patrik Giardino Photography	Stadium Track and Field Area	Still Photo Shoot	11/2/2010	\$1,000.00 plus additional labor if required
Glenkirk Church	Stadium Field	Meeting Place	11/6/2010	\$325.00 plus additional labor if required
Monrovia High School	Stadium Field	Marching Band Practice	11/6 & 11/9/10	\$1,700.00 plus additional labor if required
Corbis Holdings	Stadium	Stock Photos and Footage	11/18 & 11/19/10	\$4,500.00 plus additional labor if required
Club Libertad	Gym	Peruvian Dance Show	12/4/2010	\$962.50 plus additional labor if required
Azusa Pacific University	Stadium-Hammer Throw Cage	Hammer Throw Practice	Mon, Tues, Thurs and Fri 10/11/10 through 12/15/10	No rental fee. At conclusion of season APU will pay for repairs up to \$2,500.00
California Theatre Center	Performing Arts Center	Children's Theatre	2/18/2011	\$1,600.00 plus additional labor if required
Bishop Amat High School	Stadium Track and Field Area and Practice Field	Bishop Amat Relays Track Meet	3/12/2011	\$2,100.00 plus additional labor if required
County of LA-Parks & Recreation Department	Tennis Courts	Rusty Miller Junior Tennis Tournament	4/9, 4/10, 4/16 & 4/17/11	\$600.00 plus additional labor if required
County of LA-Parks & Recreation Department	Tennis Courts	Rusty Miller Junior Tennis Tournament	5/14 & 5/15/11	\$300.00 plus additional labor if required
Greg and Steve Productions	Performing Arts Center	Children's Concert	5/26 & 5/27/11	\$3,900.00 plus additional labor if required
Whitcomb High School	Campus Center	Graduation Ceremony	6/7/2011	\$500.00 plus additional labor if required
Royal Oak Middle School	Performing Arts Center	Promotion Ceremony	6/8/2011	\$1,800.00 plus additional labor if required
County of LA-Parks & Recreation Department	Tennis Courts	Rusty Miller Junior Tennis Tournament	10/29 & 10/30/11	\$300.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
October, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$4,206,283.05
GRANT AMOUNT PAID TO STUDENTS		\$1,449,432.50
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
192	C1C-C	\$1,662,348.66
395	C3C-C	\$543,370.58
541	C3C-N	\$318,802.18
3	273-C	\$2,680.02
5	286-C	\$1,446.98
18	286-N	\$5,734.84
4	293-C	\$12,743.86
7	293-N	\$5,414.14
336	C2D-N	\$1,468,340.18
1,501		\$4,020,881.44
ske		
11/10/2010		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND

Purchase orders October 2010.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for October 2010.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

Includes 10/1/2010 - 10/31/2010

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16031	STERICYCLE INC	9430	Blanket PO	01-5890	4,500.00
11-16386	ROSE BRANDS TEXTILE FABRICS	9720	PAC Stage Drape Replacement	41-6100	.00
				41-6200	8,769.03
11-16440	Hewlett Packard Company	9100	HP Software Support	01-5840	438.80
11-16500	DAVID S. BROWN	9375	Voc Tech Building - Inspection	41-5110	.00
				41-5800	12,096.00
				42-5800	5,704.00
11-16549	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4300	698.01
11-16705	DYNALECTRIC	9370	Replace VAV Controllers at PC Bldg	41-5600	10,897.00
11-16719	SALLY BEAUTY SUPPLY	3040	Supplies	01-4300	1,200.56
11-16720	TOMARK SPORTS INC.	0060	Soft Toss Screen	01-4300	219.45
11-16721	BASHFORD ENTERPRISES 000474	9040	Repair Door Jamb at AQ	01-5630	987.00
11-16722	MATCO TOOLS	3020	Tools for Auto Classes	01-4300	1,117.91
11-16723	Hear Center	9250	Hearing Equipment	01-6400	3,509.81
11-16724	ORANGE COUNTY CONTAINER GROUP	9375	Moving Boxes - Student Services	42-4300	1,989.77
11-16725	RANGE AT CITRUS	0060	PO for Womens Golf Equipment	01-4300	764.79
11-16726	Amazon.com Corporate Credit	0300	Communication Devices	01-4300	106.57
11-16727	XM SATELITE	9470	Satelite Service	59-5800	164.24
11-16728	J H MITCHELL	9190	Diesel Fuel	01-4360	407.00
11-16729	CASBO VENDOR SHOW-S. Hernandez	9250	Registration	01-5200	20.00
11-16730	A2Z SIGN COMPANY	9375	Dedication Plaque - Campus Safety	42-5800	983.98
11-16731	Wright Designs	0060	Women's Water Polo	01-4300	182.46
11-16732	OWL CAFE	9280	Lunches	01-4300	354.11
11-16733	B & H Photo Video - Pro Audio Gov/Education Sales Division	3160	AV Equipment	01-6400	757.17
11-16734	Amazon.com Corporate Credit	9681	Pen Tablet	01-4300	69.16
11-16735	BRODART, INC.	9260	Supplies	01-4300	110.98
11-16736	HIGHER EDUCATION MARKETING REPORT	9220	Subscription Renewal	01-4300	215.00
11-16737	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	325.00
11-16738	PLAZA PRODUCE	9347	Refreshments	01-4300	21.85
11-16739	GAYLORD BROS. ATTN: MAERLISE MONETTE	9260	Supplies	01-4300	200.16
11-16740	O.S.T.S.	9430	Forklift Training	01-5800	614.01
11-16741	IMS Commercial Ice System Inc	9470	Blanket PO	59-4300	400.00
				59-5630	200.00
				59-5800	200.00
11-16742	INTERNATIONAL E-Z UP INC	0060	EZup Shelter & Parts	01-4300	948.79
11-16743	FIRST BOOK MARKETPLACE	3120	Books for Giveaway	33-4300	21.95
11-16744	ROSEN PUBLISHING GROUP	3120	Books for Giveaway	33-4300	26.67
11-16745	R. R. BOWKER	9260	Online Data Subscription	01-5840	520.80
11-16746	ALL ABOUT BOOKS	3120	Books for Giveaway	33-4300	45.27

Includes 10/1/2010 - 10/31/2010

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16747	SCHOLASTIC STORE ONLINE	3120	Books for Giveaway	33-4300	51.79
11-16748	AKJ BOOKS	3120	Books for Giveaway	33-4300	59.05
11-16749	COADN, VICKY MARYATT, ACADEMIC DIR.	3200	COADN Conference Registration	01-5200	.00
				01-5220	225.00
11-16750	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	5,261.46
11-16751	HILLYARD INC	9040	Supplies	01-4380	259.50
11-16752	BATTERY SALES UNLIMITED	3020	Batteries	01-4300	638.75
11-16753	R & D BUSINESS INT. 000446	9250	Adjustable arm kits	01-4300	117.03
11-16754	CCCAOE	3370	Registraton	01-5220	395.00
11-16755	ThinkGeek	3370	Solar Powered Charger	01-4300	229.98
11-16756	GREEN TECHNOLOGY	3531	Registration check for Green Conference	01-5220	495.00
11-16757	BPS TRUCK PARTS, INC.	3020	Blanket Purchase Order	01-4300	500.00
11-16758	BUILDING ELECTRONIC CONTROLS	9040	Service Fire Alarm	01-5800	478.60
11-16759	Plastic - Locktech Int'l	9190	Key Supplies	01-4300	230.84
11-16760	PLAZA PRODUCE	9347	Refreshments	01-4300	55.43
11-16761	PLAZA PRODUCE	9347	Refreshments	01-4300	28.75
11-16762	DYNALECTRIC	9370	Replace VAV Controllers at Math	41-5600	19,373.00
11-16763	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	650.00
11-16764	GLENDORA TROPHY	9360	Classified Comm. retirement gift Marian	01-4300	35.78
11-16765	ACTIVE MOTIF	9681	biology supplies	01-4300	672.04
11-16766	VECTOR LABORATORIES INC.	9681	biology supplies	01-4300	249.50
11-16767	QIAGEN INC. Acct.#306880	9681	Biology supplies	01-4300	670.78
11-16768	WESTERN AUDIO VISUAL CORP	0030	AV Equipment	01-6400	1,431.19
11-16769	COLLEGENET.COM	9100	R25 Service Fees	01-5840	2,969.15
11-16770	ASCAP	9030	Music License	01-5880	.00
11-16771	CLEAR CHANNEL WORLDWIDE	9030	Blanket PO	01-5830	12,000.00
11-16772	DIAL Communications	9030	Radio batteries	01-4300	278.40
11-16773	SIGMA-ALDRICH	9681	Biology Supplies	01-4300	394.55
11-16774	GAMBLE MUSIC CO	0280	Music score envelopes	01-4300	285.64
11-16775	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	.00
11-16776	ANAHEIM BAND	0280	Blanket purchase order for repairs	01-5630	500.00
11-16777	COLLEGIATE DIRECTORY	9010	Subscription Renewal	01-4300	29.95
11-16778	SCANTRON	0309	Supplies	01-4300	65.80
11-16779	Amazon.com Corporate Credit	9250	Camera	01-6400	268.33
11-16780	SCREENSCOPE, INC.	3160	AV Media	01-6300	118.65
11-16781	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	325.00
11-16782	L-1 ENROLLMENT SERVICES	0309	Biometric background checks	01-5800	5,000.00
11-16783	GALE GROUP	9260	E-Book	01-6300	187.00
11-16784	PET'S MART, INC.	9260	Supplies	01-4300	24.06
11-16785	D 3 SPORTS INC.	0060	Women Basketball uniforms	01-4300	1,836.12
11-16786	VICTORY CUSTOM ATHLETIC	0060	Baseball	01-4300	.00
				01-6400	1,833.37

Includes 10/1/2010 - 10/31/2010

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16787	MEDCO SPORTS MEDICINE	0060	Training Room Supplies	01-4300	573.07
11-16788	MarineDepot.com	9260	Supplies	01-4300	41.20
11-16789	THE RANGE OF CITRUS	0060	Golf Equipment	01-4300	529.38
11-16790	ALERT SERVICES	0060	Supplies	01-4300	256.65
11-16791	MACCC c/o MUSIC DEPT	0280	MACCC State Conference Registration	01-5200	340.00
11-16792	MACCC c/o MUSIC DEPT	0280	MACCC State Conference Registration	01-5200	100.00
11-16793	HILLYARD INC	9270	Supplies	01-4300	5,624.14
11-16794	AVI-SPL, INC.	9100	Classroom Technology Upgrade	01-6100	19,281.68
11-16795	WESTERN AUDIO VISUAL CORP	9100	UPGRADE TO SMART CLASSROOMS	01-6100	10,382.68
11-16796	Apple Inc	0280	Ipads	01-6410	1,717.13
11-16797	CLEAN SOURCE	9270	Supplies	01-4300	1,455.50
11-16798	EDUCATION TO GO	9330	Enrollment Fees	39-5800	600.00
11-16799	ENGINEERED STORAGE SYSTEMS	9375	Add'l Lockers at Campus Safety	42-6400	2,586.00
11-16800	SIGLER	9040	Blanket Po	01-4300	1,000.00
11-16801	Cardiac Science Corporation	0060	AED (Difibulator) Cabinets	01-4300	412.88
11-16802	SUBWAY	9570	Blanket PO - Kenshu	39-4300	1,000.00
11-16803	LITTLE CAESARS	9570	Blanket PO - Kenshu	39-4300	800.00
11-16804	COSTCO WHOLESALE	9570	Blanket PO - Kenshu	39-4300	1,800.00
11-16805	VONS GROCERY	9570	Blanket PO - Kenshu	39-4300	600.00
11-16806	HARDY DIAGNOSTICS	0030	Microbiology supplies	01-4300	86.03
11-16807	SAMCLUB.COM	3020	Powerwasher	01-4300	173.88
11-16808	Apple Inc	3370	Supplies	01-4300	794.03
11-16809	COMPVIEW INC.	3160	AV Supplies	01-4300	1,225.71
11-16810	CSUS/CCE C/O CCE CONFERENCE & TRAINING	3120	Registration for Training Academy	33-5220	315.00
11-16811	OFFICE DEPOT BSD ED DIV	9570	Supplies	39-4300	79.01
11-16812	GLENDORA CHRISTMAS PARADE	9230	Registration Fee for Parade	01-5880	35.00
11-16813	Tech Depot An Office Depot Co.	9570	Monitor	39-6400	288.10
11-16814	HOORAY PROMOS	9220	Division T-shirts for events	01-4300	395.66
11-16815	CLAREMONT COURIER	9220	Advertising	01-5790	210.00
11-16816	The Poly Post, Rm 210	9220	Advertising	01-5790	152.00
11-16817	AZUSA PACIFIC UNIVERSITY THE CLAUSE	9220	Advertising	01-5790	100.00
11-16818	SAN GABRIEL VALLEY EXAMINER	9220	Advertising	01-5790	300.00
11-16819	CLARION AT CITRUS	9220	Advertising	01-5790	440.00
11-16820	BEACON MEDIA, IND.	9220	Advertising	01-5790	175.00
11-16821	CASBO PROFESSIONAL DEVELOPMENT	9050	Registration fee	01-5200	410.00
11-16822	PLAZA PRODUCE	9344	Refreshments for Tech Prep Advisory	01-5800	197.55
11-16823	GATLIN EDUCATION SERVICES	3340	Enrollment Fee	39-5800	2,195.00
11-16824	TOOLSOURCE.COM	3020	Tool for automotive lab	01-4300	145.42
11-16825	TRAVERS	3020	Mats for engine shop	01-4300	368.69
11-16826	Toshiba Direct Gov/Ed Western Division	9170	Computer	01-6400	1,419.42
11-16827	SWEETWATER SOUND INC.	0280	Music stands	01-6410	1,162.25
11-16828	WESTERN AUDIO VISUAL CORP	3040	Audio Equipment	01-6400	1,431.19
11-16829	ATHENA'S ATTIC	0060	Women's basketball	01-4300	1,580.40

Includes 10/1/2010 - 10/31/2010

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16830	UNIVERSITY OF LAVERNE	9660	Sept. bill for ULV paid thru Title V Coop Grant	01-5800	21,450.02
11-16831	CSS/RANCHO JANITORIAL SUPPLIES	9375	Restroom Accessories - Main Gym Remodel	42-4300	.00
11-16832	B & H Photo Video - Pro Audio Gov/Education Sales Division	9140	Audio Equipment	01-6400	262.30
11-16833	HILLYARD INC	9270	Supplies	01-4300	44.45
11-16834	Champion Optical Network Engineering	9100	Equipment	01-6400	3,393.47
11-16835	COMMUNICATIONS CENTER	9370	Radio Equipment	41-6400	3,281.93
11-16836	The Boneyard	0280	Blanket purchase order for trombone repairs	01-5630	750.00
11-16837	PLAZA PRODUCE	3200	Advisory Committee Luncheon	01-4300	76.72
11-16838	WIZEHIVE, PIVOTPOINT SOFTWARE	9099	Applicant Manager Software Service	01-5800	750.00
11-16839	COLLEGE SOURCE	9290	Site License Renewal	01-5800	1,412.00
11-16840	HYBRID CASES	0280	Travel Case	01-4300	89.53
11-16841	SCANTRON	0280	Scantron forms	01-4300	78.80
11-16842	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	240.70
11-16843	MALMARK INC	0280	Folding Cart	01-4300	97.76
11-16844	QUARTERMASTER	9070	Officer Uniforms	01-4300	5,137.42
11-16845	DRAMATISTS PLAY SERVICE INC.	0080	Play Scripts	01-4300	145.97
11-16846	PLAZA PRODUCE	9672	Refreshments	01-4300	50.14
11-16847	STECK MFG	9070	Vehicle Unlock Equipment	01-4300	224.93
11-16848	Spicers Paper Inc	WA	Paper - Warehouse Stock	01-4300	869.22
11-16849	Parallels, Inc	0281	Software Upgrade	01-4300	188.67
11-16850	EASYKEYS.COM	9040	Keys	01-4300	16.90
11-16851	CAROLINA BIOLOGICAL SUPPLY	0030	Physio supplies	01-4300	40.72
11-16852	CAROLINA BIOLOGICAL SUPPLY	0030	Bio 105 Supplies	01-4300	50.13
11-16853	H. W. WILSON CO.	9260	Book Subscription Renewal	01-4300	252.00
11-16854	CASTLE PRESS	9220	Winter 2011 Postcard	01-5850	9,476.91
11-16855	TECHSMITH CORP	9680	Software	01-4300	154.29
11-16856	B & H Photo Video - Pro Audio Gov/Education Sales Division	0280	CD player	01-6400	328.15
11-16857	HAWTHORNE LIFT SYSTEMS	9500	Electric Delivery Cart	51-6400	14,157.75
11-16858	COMMUNICATIONS CENTER	9370	Antenna Repair	41-5600	764.78
11-16859	WESTERN AUDIO VISUAL CORP	9400	Microphone Antenna	01-4300	114.19
			Total	147	244,691.29

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	120	155,241.97
33	Child Development Fund	6	519.73
39	Community Education	8	7,362.11
41	Capital Outlay Projects Fun	6	55,181.74
42	Revenue Bond Construction F	5	11,263.75
51	Bookstore Fund	1	14,157.75
59	Golf Driving Range	2	964.24
Total		147	244,691.29

Surplus Inventory List
Nov 16, 2010 Board Agenda

1. Twenty Nova desks
2. Six pallets of miscellaneous electronics components
3. Two metal parts cabinets
4. Thirty two computer CPU
5. Twenty eight monitor
6. One laser print
7. One fax machine
8. One Isuzu Rodeo SUV #114

**ACADEMIC EMPLOYEES
WINTER 2011 ADJUNCT
NOVEMBER 16, 2010**

Name	Department/Discipline	Placement	LHE Rate
Allgaier, Jennifer	Dance	4-6	\$1,281
Bowen, Keshia	Cosmetology	1-5	\$1,072
Carter, Brian	Physical Science	4-2	\$1,183
Chan, Linda	Astronomy	4-3	\$1,183
Dery, Kenneth	Biology	4-3	\$1,183
Dhillon, Dalvir	Licensed Vocational Nursing	1-3	\$1,025
Dingwall, Stephanie	Biology	1-3	\$1,025
Figueroa, Irma	Cosmetology	1-6	\$1,119
Glancy, James	Water Technology	1-6	\$1,119
Handy, Steven	Physical Education	1-5	\$1,072
Hollenshead, Marcia	Biology	4-4	\$1,183
Holm, Daniel	Cosmetology	1-6	\$1,119
Holmes, Alison	Art	1-6	\$1,119
Lau, Bernie	Sociology	2-4	\$1,077
Lewis, David	History	1-6	\$1,119
Liskey, Renee	Dance	1-6	\$1,119
Miller-Harberts, Roxanna	Cosmetology	1-4	\$1,025
Nelson, Stephen	History	1-6	\$1,119
Nila, Richard	Physical Education	1-1	\$1,025
Noonan, Benjamin	Physical Education	2-5	\$1,120
Norman, Scott	Physical Education	1-3	\$1,025
Perret, Deborah	Cosmetology	1-6	\$1,119
Provencher, Henry	Administration of Justice	1-6	\$1,119
Resch, Amy	Psychology	2-6	\$1,174
Rock, Eugene	Cosmetology	1-6	\$1,119
Scarpino, Matthew	Theatre Arts	3-1	\$1,129
Shear, Michelle	Dance	1-6	\$1,119
Simpson, Lakisha	Human Development	1-6	\$1,119
Stone, Traci	Physical Education	1-3	\$1,025
Urbick, Kristy	Physical Education	1-1	\$1,025
Valdez, Antonio	Cosmetology	1-4	\$1,025
Waddington, Alan	Music	1-6	\$1,119
Wagner, Alexander	Physical Geography	1-3	\$1,025
Wessel, Mark	Art	2-6	\$1,174

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Abbassi, Ali	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Afzali, Ana	Instructor	During unassigned time	Hourly as needed	Spanish	01/01/11	06/30/11	\$50.72	hr.
Allen, Ann	Instructor	During unassigned time	Hourly as needed	Child Development	01/01/11	06/30/11	\$50.72	hr.
Al-Sabea, Taha	Instructor		Hourly as needed	Economics	01/01/11	06/30/11	\$44.90	hr.
Alvarado, Noel	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Amaya, Hector	Instructor		Hourly as needed	History, Humanities, Philosophy	01/01/11	06/30/11	\$44.90	hr.
Amaya-Anderson, Beatriz	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Anderson, Brian	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Anson, Melanie	Instructor	During unassigned time	Hourly as needed	Speech	01/01/11	06/30/11	\$50.72	hr.
Arroyo, Yolanda	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Aurelio, Joanne	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Avci, Tugrul	Instructor		Hourly as needed	Economics	01/01/11	06/30/11	\$44.90	hr.
Avila, Naomi	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Badran, Shahira	Instructor		Hourly as needed	Biology	02/23/11	06/17/11	\$44.90	hr.
Baeza, Michelle	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Bakhit, Khetam	Instructor	During unassigned time	Hourly as needed	Economics	01/01/11	06/30/11	\$50.72	hr.
Baxter, Susan	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Bellini, Kelly	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Birmingham, Thomas	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Borbon, Eva	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Bray, Richard	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Brown, Diane	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Brown, Ricky	Instructor	During unassigned time	Hourly as needed	Psychology	01/01/11	06/30/11	\$50.72	hr.
Buckalew, James	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Burch, Emily	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Burns, Linda	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Call, Jack	Instructor	During unassigned time	Hourly as needed	Philosophy	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Campbell, Faye	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Carrillo, Michael	Instructor		Hourly as needed	Sociology	01/01/11	06/30/11	\$44.90	hr.
Casey, David	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Cashell, Judy	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Cendejas, Diane	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Chavez-Appel, Mercedes	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Cheng, Tanshee	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Chun, Mina	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Cloughly, Cecilia	Instructor		Hourly as needed	German	01/01/11	06/30/11	\$44.90	hr.
Colville, Linda	Instructor	During unassigned time	Hourly as needed	Spanish	01/01/11	06/30/11	\$50.72	hr.
Cross, Cynthia	Instructor	During unassigned time	Hourly as needed	ESL	01/01/11	06/30/11	\$50.72	hr.
Culp, Jean	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Curran, Keith	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Danley-Scott, Jennifer	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Dau, Carsten	Instructor	During unassigned time	Hourly as needed	Religion/English	01/01/11	06/30/11	\$50.72	hr.
Daves-Schneider, Lida	Instructor		Hourly as needed	German	01/01/11	06/30/11	\$44.90	hr.
Davis, Michael	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Deets, Kristin	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Desimone, Natalie	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Desmond, Yae	Instructor		Hourly as needed	Japanese	01/01/11	06/30/11	\$44.90	hr.
Dingwall, Stephanie	Instructor	Project Coordinator, STEM Science Project	Stipend	STEM Grant	11/17/10	02/11/11	\$1,500.00	tl.
Dingwall, Stephanie	Instructor	Project Coordinator, STEM Science Project	Stipend	STEM Grant	02/22/11	06/18/11	\$3,500.00	tl.
Doolittle, Jan	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Dougall, Natalie	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Eiland, Thomas	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Eisel, Roberta	Instructor	During unassigned time	Hourly as needed	Religion/English	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Eng, Marilyn	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Everest, Robert	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Fasulyan, Aygush	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Figueroa, Mabel	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Fincher, John	Instructor	During unassigned time	Hourly as needed	Speech	01/01/11	06/30/11	\$50.72	hr.
Fincher, John	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Fisher, Jamie	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Fleischer, Beatriz	Instructor		Hourly as needed	Spanish	01/01/11	06/30/11	\$44.90	hr.
Fuller, Elizabeth	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Garate, Elisabeth	Instructor	During unassigned time	Hourly as needed	Spanish	01/01/11	06/30/11	\$50.72	hr.
Garcia, Victor	Instructor		Hourly as needed	Spanish	01/01/11	06/30/11	\$44.90	hr.
Ghandhi, Louise	Instructor		Hourly as needed	Cultural Geography	01/01/11	06/30/11	\$44.90	hr.
Ghidella, Richard	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Glenn, Yasuko	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Gold, Peter	Instructor		Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$44.90	hr.
Golden, Kristin	Instructor		Hourly as needed	ESL	01/01/11	06/30/11	\$44.90	hr.
Gong, Catherine	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Gonzalez, Rudy	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Grannis, Gabriela	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Greenwell, Maia	Instructor	During unassigned time	Hourly as needed	Anthropology	01/01/11	06/30/11	\$50.72	hr.
Gregg, Judy	Instructor	During unassigned time	Hourly as needed	Child Development	01/01/11	06/30/11	\$50.72	hr.
Gropp, Barry	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Guebert, Toby	Instructor	During unassigned time	Hourly as needed	ESL	01/01/11	06/30/11	\$50.72	hr.
Guillen, Nelida	Instructor		Hourly as needed	Spanish	01/01/11	06/30/11	\$44.90	hr.
Gunderson, Mark	Instructor	During unassigned time	Hourly as needed	Reading	01/01/11	06/30/11	\$50.72	hr.
Gutierrez, Jesus	Instructor	POWER Math Program	Stipend	STEM Grant	07/06/10	08/26/10	\$1,500.00	tl.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Gutierrez, Jesus	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Guttman, Kenneth	Instructor	During unassigned time	Hourly as needed	Psychology	01/01/11	06/30/11	\$50.72	hr.
Hahn, Shelley	Instructor	During unassigned time	Hourly as needed	Child Development	01/01/11	06/30/11	\$50.72	hr.
Hahn, Shelley	Instructor	Coordinator, Child Development Training Consortium	Stipend	Behavioral Sciences	09/01/10	05/31/11	\$9,000.00	tl.
Hall, James	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Hartman, Steve	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Harvey, Joseph	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Hernandez, Ernest	Instructor		Hourly as needed	Sociology	01/01/11	06/30/11	\$44.90	hr.
Hernandez, Gary	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Herrera, Rafael	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Heuring, Patrice			Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Hibbs, Linda	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Hodge, Daniel	Instructor		Hourly as needed	Sociology	01/01/11	06/30/11	\$44.90	hr.
Hogan, Ghada	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Hong, Andrew	Instructor		Hourly as needed	ESL	01/01/11	06/30/11	\$44.90	hr.
Hunt, Stephan	Instructor		Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$44.90	hr.
Hyunjin, Ko	Instructor		Hourly as needed	Chemistry	02/22/11	06/17/11	\$44.90	hr.
Iott, Becky	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Jaimes, Franciella	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
James, Rhoda	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Jenkins, Janet	Instructor		Hourly as needed	Art	02/22/11	06/30/11	\$44.90	hr.
Jonas, Vida	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Kang, Eun	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Kaplan, Richard	Instructor		Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$44.90	hr.
Kassab, Mohamad	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Kawai, Julie	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Kelly, Donna	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Kennedy, Susan	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Kim, Andrew	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$50.72	hr.
Kim, Brian	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Kim, Edward	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Korn, Dennis	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Kramer, Henry	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Lam, Wood	Instructor		Hourly as needed	ESL	01/01/11	06/30/11	\$44.90	hr.
Lau, Bernie	Instructor		Hourly as needed	Sociology	01/01/11	06/30/11	\$44.90	hr.
Lawrence, Patricia	Instructor	During unassigned time	Hourly as needed	Reading/English	01/01/11	06/30/11	\$50.72	hr.
Le, Tieng	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Leach, Kim	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Leach, Larry	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Lee, Bianca	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Lei, Li	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Lenh, Aiken	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Leung, Sing	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Lewis, David	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Linville, Brian	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Loaiza, Albert	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Lombardo, Thomas	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Long, Stacy	Instructor		Hourly as needed	Communications	01/01/11	06/30/11	\$44.90	hr.
Longyear, Alicia	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Lopez, Emma	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Low, Joyce	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Loya, Henry	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Lubisich, Senya	Instructor	During unassigned time	Hourly as needed	History	01/01/11	06/30/11	\$50.72	hr.
Macias, John	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Maldonado, Maura	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Malley, Jennifer	Instructor		Hourly as needed	Humanities, Philosophy	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Marine, Constance	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Martin, Harold	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
McBurney, Robin	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
McGarry, Anna	Instructor	During unassigned time	Hourly as needed	Spanish	01/01/11	06/30/11	\$50.72	hr.
McLeod, Jennifer	Counselor	During unassigned time	Hourly as needed	DSP&S	01/01/11	06/30/11	\$50.72	hr.
Medrano, Esmeralda	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Merandi, Michael	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Mercurio, Vince	Counselor	During unassigned time	Hourly as needed	DSP&S	01/01/11	06/30/11	\$50.72	hr.
Morrison, Joanne	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Myers, Kimberly	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Naiyer, Zakaria	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Nalbandyan, Zorayr	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Navarro, Alicia	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Nelson, Lori	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Nelson, Stephen	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Newell, Jerry	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Ng, Sun	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Nguyen, Cynthia	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Nguyen, Tracy	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Nguyenhuu, Rick	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Nuttall, Adora	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Odegaard, Eric	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Odrich, Steve	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
O'Neil, Margaret	Instructor	Clarion Advisor	Stipend	Language Arts	01/03/11	06/17/11	\$2,536.00	tl.
O'Neil, Margaret	Instructor	During unassigned time	Hourly as needed	Communications	01/01/11	06/30/11	\$50.72	hr.
Opulencia, Cherlou	Counselor		Hourly as needed	Counseling	01/03/11	06/30/11	\$44.90	hr.
Overly, David	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Ozminkowski, Mariusz	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Paek, Hyeyi	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Pecoraro, Susan	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Perez, Roberto	Instructor		Hourly as needed	Sociology	01/01/11	06/30/11	\$44.90	hr.
Perry, Carolyn	Instructor	During unassigned time	Hourly as needed	Child Development	01/01/11	06/30/11	\$50.72	hr.
Perry, Virginia	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Peters, Gerhard	Instructor	During unassigned time	Hourly as needed	Political Science	01/01/11	06/30/11	\$50.72	hr.
Plug, Michelle	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Provencher, Henry	Instructor		Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$44.90	hr.
Ramos, Christopher	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Ramos, Michael	Instructor	During unassigned time	Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Rashidi, Waleed	Instructor		Hourly as needed	Communications	01/01/11	06/30/11	\$44.90	hr.
Reagan, Di	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Reeder, Bonnie	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Resch, Amy	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Resto-Ometeotl, Luivette	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Richard, Levi	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Riderer, Lucia	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Rios, Amelia	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Rivadenevra, Justina	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Rizk, Sharon	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Rodriguez, Lisa	Instructor		Hourly as needed	Anthropology	01/01/11	06/30/11	\$44.90	hr.
Romero, Alicia	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Ross, Glen	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Ross, Glen	Instructor	During unassigned time	Hourly as needed	Political Science	01/01/11	06/30/11	\$50.72	hr.
Ross, Lisa	Instructor		Hourly as needed	Political Science	01/01/11	06/30/11	\$44.90	hr.
Rowley, Dianne	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Rudd, Rebecca	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Saldana, Rudy	Instructor	During unassigned time	Hourly as needed	Philosophy	01/01/11	06/30/11	\$50.72	hr.
Salwak, Dale	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Salyer, Kimberly	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Sanchez, Raul	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Scarpino, Matthew	Instructor		Hourly as needed	Theatre Arts	01/03/11	06/30/11	\$44.90	hr.
Schaeffer, Catherine	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Schulte, Francis	Instructor		Hourly as needed	Humanities	01/01/11	06/30/11	\$44.90	hr.
Schumacher, Barbara	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Scott, Chris	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Seccombe, June	Instructor		Hourly as needed	ESL	01/01/11	06/30/11	\$44.90	hr.
Selezinka, Roman	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Serrao, Elizabeth	Instructor		Hourly as needed	Reading	01/01/11	06/30/11	\$44.90	hr.
Shannon, James	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Shannon, James	Instructor	During unassigned time	Hourly as needed	Psychology	01/01/11	06/30/11	\$50.72	hr.
Shearer, Margaret	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Shimokawa, Kristie	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Skalicky, James	Instructor	During unassigned time	Hourly as needed	Psychology	01/01/11	06/30/11	\$50.72	hr.
Smythe, Colville	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Solheim, Bruce	Instructor	During unassigned time	Hourly as needed	History	01/01/11	06/30/11	\$50.72	hr.
Solheim, Bruce	Instructor	Coordination of Veteran's Center	Hourly as needed	Student Services	11/17/10	12/31/10	\$45.00	hr.
Solheim, Bruce	Instructor	Coordination of Veteran's Center	Hourly as needed	Student Services	01/01/11	06/30/11	\$45.00	hr.
Solheim, Bruce	Instructor	Coordination of Veteran's Center	Hourly as needed	Student Services	07/01/11	12/31/11	\$45.00	hr.
Soremekun, Fola	Instructor	During unassigned time	Hourly as needed	History	01/01/11	06/30/11	\$50.72	hr.
Sosta, Rachel	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.
Steele, Lisa	Instructor		Hourly as needed	English	01/01/11	06/30/11	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Stoltz, Gregg	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Strickland, Ebony	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Styles, Christine	Instructor	During unassigned time	Hourly as needed	Economics	01/01/11	06/30/11	\$50.72	hr.
Swan, Alfie	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Swatzel, James	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Sweeney, Kathryn	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Tate, Erin	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Telesca, Lisa	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Telesca, Michael	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Tippins, Ralph	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Trad, Mohamad	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Tran, Hong	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Tseng, Kelly	Instructor		Hourly as needed	Mathematics	01/03/11	06/17/11	\$44.90	hr.
Tucker, Connie	Instructor	During unassigned time	Hourly as needed	ESL	01/01/11	06/30/11	\$50.72	hr.
Tucker, Connie	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Tufano, Andrew	Instructor		Hourly as needed	Speech	01/01/11	06/30/11	\$44.90	hr.
Tussy, Alan	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Van Citters, Beverly	Instructor	During unassigned time	Hourly as needed	Reading	01/01/11	06/30/11	\$50.72	hr.
Van Horn, Tasha	Instructor	During unassigned time	Hourly as needed	Speech	01/01/11	06/30/11	\$50.72	hr.
Varela, Claudia	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	01/01/11	06/30/11	\$18.48	hr.
Vaughan John	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Villa, Elizabeth	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Villegas, Laura	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.
Villeneuve, Anna	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Villeneuve, Theresa	Instructor	During unassigned time	Hourly as needed	Communications	01/01/11	06/30/11	\$50.72	hr.
Waddington, Brian	Instructor	During unassigned time	Hourly as needed	History	01/01/11	06/30/11	\$50.72	hr.
Walz, Sheryl	Instructor	During unassigned time	Hourly as needed	Sociology	01/01/11	06/30/11	\$50.72	hr.
Weisman, Lisa	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
White Gailynn	Instructor	During unassigned time	Hourly as needed	Sociology	01/01/11	06/30/11	\$50.72	hr.
White, Sheila	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.
Wong, Kerwin	Instructor		Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$44.90	hr.
Wood, Jack	Instructor	During unassigned time	Hourly as needed	English	01/01/11	06/30/11	\$50.72	hr.
Woolsey, Ronald	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Woolum, James	Instructor	Administrator on Duty	Hourly as needed	Social & Behavioral Sciences	01/01/11	06/30/11	\$50.72	hr.
Woolum, James	Instructor	During unassigned time	Hourly as needed	Administration of Justice	01/01/11	06/30/11	\$50.72	hr.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	Counseling	01/01/11	06/30/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Yount, Michelle	Instructor		Hourly as needed	Psychology	01/01/11	06/30/11	\$44.90	hr.
Ysais, Melissa	Instructor		Hourly as needed	Child Development	01/01/11	06/30/11	\$44.90	hr.
Zaharek, James	Instructor	During unassigned time	Hourly as needed	Humanities	01/01/11	06/30/11	\$50.72	hr.
Zarate, Eloy	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Zawahreh, Luai	Instructor		Hourly as needed	Economics	01/01/11	06/30/11	\$44.90	hr.
Zeman, William	Instructor		Hourly as needed	History	01/01/11	06/30/11	\$44.90	hr.
Zhuang, Ying	Instructor	During unassigned time	Hourly as needed	Mathematics	01/03/11	06/17/11	\$50.72	hr.

**ACADEMIC EMPLOYEES
WINTER 2011 OVERLOAD
NOVEMBER 16, 2010**

Name	Department/Discipline	Placement	LHE Rate
Afzali, Ana	History	5-19	\$1,636
Afzali, Ana	Spanish	5-19	\$1,636
Anson, Melanie	Speech	5-28	\$1,636
Arredondo, Dora	Dental	1-12	\$1,377
Bakhi, Khetamt	Economics	4-12	\$1,539
Boquiren, Conchita	Nursing	4-20	\$1,636
Bowman, Deborah	Licensed Vocational Nursing	1-13	\$1,425
Boxley, Jackie	Physical Education	1-9	\$1,231
Brawner, Mary	Physical Education	3-26	\$1,582
Brown, David	Automotive	1-13	\$1,425
Brown, Ricky	Psychology	5-10	\$1,441
Call, Jack	Philosophy	5-16	\$1,636
Clark, Jeremy	Automotive	1-15	\$1,425
Cummins, Shuling	Mathematics	4-35	\$1,636
Deras, Wendy	Nursing	2-6	\$1,138
Duffy, Dyane	Art	4-15	\$1,636
Durfield, Timothy	Business	5-10	\$1,441
Eckear, Christopher	Automotive	1-5	\$1,036
Eiland, Thomas	English	3-19	\$1,582
Eisel, Gunnar	Music	2-27	\$1,528
Everest, Robert	Mathematics	4-17	\$1,636
Farahani, Badieh	Chemistry	2-11	\$1,382
Fincher, John	Speech	3-18	\$1,582
Flores, Richard	CSIS	4-18	\$1,636
Garate, Elisabeth	Spanish	5-14	\$1,636
Ghidella, Richard	Business	4-12	\$1,539
Glover, Patty	Cosmetology	1-12	\$1,377
Gomez, Steven	Physical Education	3-15	\$1,582
Gonzalez, Rudy	Mathematics	2-9	\$1,285
Goodman, Robert	Biology	3-16	\$1,582
Graciano, Albert	Cosmetology	1-14	\$1,425
Greenwell, Maia	Anthropology	4-16	\$1,636
Gunderson, Mark	Reading	3-17	\$1,582
Gunstream, Marilyn	Physical Education	4-35	\$1,636
Gutierrez, Jesus	Mathematics	2-8	\$1,236

**ACADEMIC EMPLOYEES
WINTER 2011 OVERLOAD
NOVEMBER 16, 2010**

Name	Department/Discipline	Placement	LHE Rate
Guttman, Kenneth	Psychology	5-25	\$1,636
Hahn, Shelley	Human Development	2-13	\$1,480
Hartman, Steve	Physical Education	4-29	\$1,636
Hernandez, Salvador	Cosmetology	1-12	\$1,377
Hester, Dana	Biology	4-18	\$1,636
Hoehne, William	Music	4-16	\$1,636
Jackson, Matt	Art	3-15	\$1,582
James, Rhoda	Office Technology	5-21	\$1,636
Johnson, Sandra	Art	3-26	\$1,582
Kondo, Arnold	Biology	4-19	\$1,636
Korn, Dennis	Automotive	4-26	\$1,636
Langford, W. Bruce	Music	3-18	\$1,582
Lawrence, Patricia	Reading	4-25	\$1,636
Low, Joyce	Mathematics	3-17	\$1,582
Lubisich, Senya	History	5-8	\$1,343
Lucido, Grace	Cosmetology	2-13	\$1,480
McGarry, Anna	Spanish	4-17	\$1,636
Medrano, Esmeralda	Mathematics	2-10	\$1,333
Miles, Terrence	Chemistry	4-17	\$1,636
Mondrala, Scott	Biology	5-7	\$1,295
Morrish, Maria	Cosmetology	1-6	\$1,085
Munoz, Gino	Music	1-9	\$1,231
Nguyenhuu, Rick	Mathematics	4-16	\$1,636
Odrich, Steve	Mathematics	4-23	\$1,636
O'Neil, Margaret	Communication	3-26	\$1,582
Overly, David	English	5-25	\$1,636
Peters, Gerhard	Political Science	4-9	\$1,392
Rachford, Maryann	Art	4-19	\$1,636
Ramos, Gloria	Physical Science	4-11	\$1,490
Richard Levi	Business	5-15	\$1,636
Riderer, Riderer	Mathematics	4-11	\$1,490
Ross, Glenn	Political Science	4-22	\$1,636
Saldana, Rudy	Philosophy	1-19	\$1,425
Salwak, Dale	English	5-38	\$1,636
Scott, Chris	Mathematics	3-19	\$1,582

**ACADEMIC EMPLOYEES
WINTER 2011 OVERLOAD
NOVEMBER 16, 2010**

Name	Department/Discipline	Placement	LHE Rate	
Shaw, Nickawanna	Physical Education	4-10	\$1,441	
Shrope, Douglas	Music	1-22	\$1,425	
Slack, Robert	Music	4-18	\$1,636	
Smolin, Robert	Accounting	4-15	\$1,636	
Solheim, Bruce	History	5-18	\$1,636	
Solis, Roberto	CSIS	4-17	\$1,636	
Soremekun, Folahan	History	5-24	\$1,636	
Styles, Christine	Economics	4-8	\$1,343	
Swan, Alfie	Mathematics	4-17	\$1,636	
Swatzel, James	Mathematics	2-11	\$1,382	
Telesca, Lisa	English	3-21	\$1,582	
Trad, Mohamad	Mathematics	4-15	\$1,636	
Tucker, Connie	ESL	3-26	\$1,582	
Van Citters, Beverly	Reading	5-26	\$1,636	
Van Horn, Tasha	Speech	2-14	\$1,528	
Villeneuve, Anna	English	4-12	\$1,539	
Waddington, Brian	History	1-13	\$1,425	
Walz, Sheryl	Sociology	1-11	\$1,328	
White, Gailynn	Sociology	4-17	\$1,636	
Woolum, James	Administration of Justice	3-17	\$1,582	
Wurst, Clifton	Physical Education	2-24	\$1,528	
Zhuang, Ying	Mathematics	4-17	\$1,636	

**ACADEMIC EMPLOYEES
SPRING 2011 ADJUNCT
NOVEMBER 16, 2010**

Name	Department/Discipline	Placement	LHE Rate
Badran, Shahira	Biology	1-1	\$1,025
Elias, Brian	Administration of Justice	1-1	\$1,025
Jenkins, Janet	Art	2-6	\$1,174
Ko, Hyunjin	Chemistry	1-4	\$1,025

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
NOVEMBER 16, 2010**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Abbassi, Ali	A	STEM	1/3/2011	06/30/11	3-3	\$34.45
Aghyarian, Meray	A	Learning Center	01/01/11	06/30/11	1-1	\$27.68
Alvarado, Noel	A	STEM	1/3/2011	06/30/11	1-3	\$30.90
Anderson, Brian	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Badran, Shahira	A	STEM	01/03/11	06/30/11	1-1	\$27.68
Beach, Kristine	A	Learning Center	01/01/11	06/30/11	2-3	\$32.69
Carter, Brian	A	STEM	01/03/11	06/30/11	4-1	\$33.00
Casey, David	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Chan, Linda	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Cheng, Tanshee	A	STEM	1/3/2011	06/30/11	1-2	\$29.29
Chun, Mina	A	STEM	1/3/2011	06/30/11	2-3	\$32.19
Cotton, Christopher	A	Learning Center	01/01/11	06/30/11	2-2	\$31.08
Davis, Michael	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Dery, Kenneth	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Dingwall, Stephanie	A	STEM	01/03/11	06/30/11	1-2	\$29.29
Entus, Robert	A	STEM	01/03/11	06/30/11	4-2	\$34.60
Everest, Robert	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Farahani, Badieh	F	STEM	01/03/11	06/30/11	2-13	\$33.10
Farnum, Martin	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Farrell, Holly	A	Learning Center	01/01/11	06/30/11	4-3	\$36.23
Fisher, Jamie	A	Learning Center	01/01/11	06/30/11	1-2	\$29.29
Goedhart, Christine	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Golden, Kristin	A	Learning Center	01/01/11	06/30/11	2-3	\$32.69
Gong, Catherine	F	STEM	01/03/11	06/30/11	2-13	\$33.10
Gonzalez, Rudy	F	STEM	01/03/11	06/30/11	2-13	\$33.10
Goodman, Robert	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Gordon, Laura	A	Learning Center	01/01/11	06/30/11	1-3	\$30.90
Gutierrez, Jesus	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Hathaway, George	F	STEM	7/1/2010	12/31/10	4-13	\$36.67
Hester, Dana	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Hollenshead, Marcia	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Hong, Andrew	A	Learning Center	01/01/11	06/30/11	2-3	\$32.69
Kaisler, Denise	F	STEM	01/03/11	06/30/11	4-13	\$36.67

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
NOVEMBER 16, 2010**

Kary, David	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Kassab, Mohamad	A	STEM	1/3/2011	06/30/11	1-1	\$27.68
Kaur, Raminder	A	STEM	01/03/11	06/30/11	1-3	\$30.90
Kim, Brian	A	STEM	1/3/2011	06/30/11	1-3	\$30.90
Kim, Edward	A	STEM	1/3/2011	06/30/11	4-3	\$36.23
Kinney, Michael	A	STEM	01/03/11	06/30/11	3-2	\$32.83
Kondo, Arnold	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Kramer, Henry	A	STEM	1/3/2011	06/30/11	4-3	\$36.23
Lawrence, Hugh	A	Learning Center	01/01/11	06/30/11	4-3	\$36.23
Le, Tieng	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Lee, Monica	A	STEM	01/03/11	06/30/11	2-3	\$32.69
Lei, Li	A	STEM	1/3/2011	06/30/11	4-3	\$36.23
Lenh, Aiken	A	STEM	1/3/2011	06/30/11	3-3	\$34.45
Leung, Sing	A	STEM	1/3/2011	06/30/11	1-3	\$30.90
Li, Xiaoyan	A	STEM	01/03/11	06/30/11	1-3	\$30.90
Long, Stacy	A	Learning Center	01/01/11	06/30/11	1-3	\$30.90
Lopez, Emma	A	STEM	1/3/2011	06/30/11	1-3	\$30.90
Low, Joyce	F	STEM	01/03/11	06/30/11	2-13	\$33.10
McCabe, Dale	A	STEM	01/03/11	06/30/11	3-3	\$34.45
Medrano, Esmeralda	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Miles, Terrence	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Mondrala, Scott	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Montgomery, Robert	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Morrison, Joanne	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Nalbandyan, Zorayr	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Ng, Sun	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Ngo, Jenny	A	STEM	01/03/11	06/30/11	4-1	\$33.00
Nguyen, Cynthia	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Nguyen, Tracy	A	STEM	1/3/2011	06/30/11	2-3	\$32.69
Nguyenuu, Rick	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Odrich, Steve	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Paek, Hyeyi	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Plummer, Brian	A	Learning Center	01/01/11	06/30/11	4-3	\$36.23
Ramirez, Natalie	A	STEM	01/03/11	06/30/11	1-1	\$27.68
Ramos, Gloria	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Rashidi, Waleed	A	Learning Center	01/01/11	06/30/11	1-3	\$30.90
Reagan, Di	A	STEM	1/3/2011	06/30/11	1-2	\$29.29

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
NOVEMBER 16, 2010**

Riderer, Lucia	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Ryba, David	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Schwitkis, Kent	A	STEM	02/01/11	06/30/11	4-1	\$33.00
Scott, Chris	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Selezinka, Roman	A	STEM	1/3/2011	06/30/11	1-1	\$27.68
Shimano, Brooke	A	STEM	01/03/11	06/30/11	1-3	\$30.90
Smyth, Nathaniel	A	STEM	01/03/11	06/30/11	2-2	\$31.08
Soldatenko, Adrian	A	STEM	01/03/11	06/30/11	4-3	\$36.23
Sosta, Rachel	A	Learning Center	01/01/11	06/30/11	1-3	\$30.90
Swan, Alfie	F	STEM	01/03/11	06/30/11	2-13	\$33.10
Swatzel, James	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Tippins, Ralph	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Trad, Mohamad	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Tseng, Kelly	A	STEM	1/3/2011	06/30/11	2-13	\$33.10
Tussy, Alan	F	STEM	01/03/11	06/30/11	3-13	\$34.87
Villeneuve, Louisa	A	STEM	02/01/11	06/30/11	4-3	\$36.23
Wagner, Alexander	A	STEM	7/1/2010	12/31/10	1-2	\$29.29
Weaver, Pablo	A	STEM	01/03/11	06/30/11	2-3	\$32.69
White, Sheila	F	STEM	01/03/11	06/30/11	4-13	\$36.67
Zhuang, Ying	F	STEM	01/03/11	06/30/11	4-13	\$36.67

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Locke, Caroline	Administrative Clerk III	Upgraded to 100%	Human Resources	12	100%	11/17/10		26-7	\$3,800.44
Patterson, Danielle	Payroll Technician	Temporary Upgrade	Payroll		100%	11/17/10	12/17/10	34-4	\$3,999.97

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 16, 2010	Resolution	<u> </u>
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	<u> </u>
		Enclosure(s)	<u>X</u>

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.h. _____

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Agatol, Joanna	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Aguirre, Nancy	Research Analyst	Research and data analysis	Institutional Research	11/3/10	12/31/10	49-1	\$28.87/hr.
Armenta, Francisco	Custodian	Assist as needed	CDC	1/1/11	6/30/11	22-1	\$14.82/hr.
Banks, Elvester	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Beatty, David	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/11		\$1625/tl.
Brenes, Laura	Stipend	Instrumental Services "Christmas Is...."	Music	11/4/10	11/5/10		\$600/tl.
Carr, Derrick	Campus Security Officer I	Patrol campus and enforce policies of the college	Security	1/1/11	6/30/11	22-1	\$14.82/hr.
Carganillo, Franklin	Maintenance Utility Worker	Event set-up and tear-down support and move support for new buildings and remodels	Maintenance	1/1/11	6/30/11	29-1	\$17.62/hr.
Colindres, David	Department Aide	Assist as needed	Purchasing	1/1/11	6/30/11	3-1	\$9.27/hr.
Colindres, David	Warehouse Coordinator	Assist as needed	Warehouse	1/1/11	6/30/11	29-1	\$17.62/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Cope, James P.	Stipend	Perform all duties assigned to ensure the district's compliance with all local, state and federal codes	Risk Management	1/1/11	6/30/11		\$365/day
Cortez, Brittany	Department Aide	Assist lab supervisors in creating and revising customized PLATO learning paths	BSI/College Success Center	1/1/11	6/30/11	3-1	\$9.27/hr,
Cotter, Steve	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$500/tl.
Cowgill, Darian	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$600/tl.
Cruz, Carmen	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Davis, Charles L.	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/10		\$3250/tl.
Diliberto, Angelo	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Donaldson, Stacey	Publication Specialist	Design and layout a wide variety of marketing material	External Relations	1/1/11	6/30/11	33-1	\$19.45/hr.
Dauden, Cecilia	Secretary	Dispatch	Campus Safety	1/1/11	6/30/11	28-1	\$17.19/hr.
Esparza, Kristine	Volunteer		Physical Education	11/17/10	6/17/11		

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Floriano, Mahalakshmi	Instructional Lab Assistant I	Provides technical assistance for the College Success Center	BSI Grant/ College Success Center	1/1/11	6/30/11	10-1	\$11.02/hr.
Garcia, Rafael	Administrative Clerk I	Assist with dispatch and office duties	Campus Safety	1/1/11	6/30/11	19-1	\$13.76/hr.
Gee, Elizabeth	Custodian	Assist EH&S supervisor with collection	Risk Management	1/1/11	6/30/11	22-1	\$14.82/hr.
Gonzalez, Nicole Leanne	Student Services Assistant	Assist students with PLATO problems, update and distribute learning material	BSI Grant/ College Success Center	1/1/11	6/30/11	17-1	\$13.10/hr.
Gutierrez, Arnold	Skilled Maintenance Technician	Assist as needed	Facilities	1/1/11	6/30/11	38-1	\$22.00/hr.
Helm, Jasmine	Instructional Aide I	Assist in development of "My Citrus Stories" in print, web and video formats	STEM Grant	1/1/11	6/30/11	10-1	\$11.02/hr.
Herrera, Darlene	Student Services Assistant	Updates current resources file	Learning Center	1/1/11	6/30/11	17-1	\$13.10/hr.
Hoehne, William	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/10		\$3250/tl.
Jacinto, Jayme	Volunteer		Physical Education	11/17/10	6/17/11		

PROFESSIONAL EXPERT**November 16, 2010**

Name	Classification	Department	Begin	End	Rate
Allen, Melea	Bus Driver	Purchasing	01/01/11	06/30/11	\$20.94/hr
Ameral, Marne	Interpreter III	DSP&S	01/03/11	06/30/11	\$31.06/hr
Cadena, Kimberleigh	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr
Distelrath, Jason	Interpreter V	DSP&S	01/03/11	06/30/11	\$39.34/hr
Escoto, Dan	Bus Driver	Purchasing	01/01/11	06/30/11	\$20.94/hr
Geerer, Sherri	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr
Glenn, Anna	Interpreter II	DSP&S	01/03/11	06/30/11	\$27.95/hr
Holm, Dorene	Interpreter I	DSP&S	01/03/11	06/30/11	\$23.81/hr
Howell, Terri	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr
Hurtado, Aimee	Interpreter I	DSP&S	01/03/11	06/30/11	\$23.81/hr
LaBomme, Roy	Photographer	External Relations	01/03/11	06/30/11	\$2696.00/mth
Louden, Gerrie	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr
Martinez, Suzanne	Grant Project Coordinator	HSI Bridges to Success	01/03/11	06/30/11	\$6097.25/mth
McGuigan, William David	Studio Technician I	Performing Arts Center	01/03/11	06/30/11	\$13.46/hr
Navarro, Carol	Interpreter I	DSP&S	01/03/11	06/30/11	\$23.81/hr
Pierce, James	Chief Engineer	Maintenance	01/03/11	06/30/11	\$50.56/hr
Quatro, Kristina	Interpreter V	DSP&S	01/03/11	06/30/11	\$39.34/hr
Quintana, Sergio	Interpreter I	DSP&S	01/03/11	06/30/11	\$23.81/hr
Rostker, Vivion	Administrative Citation Reviewer	Campus Safety	07/01/10	06/30/11	\$50.00/hr
Sengupta, Regina	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr
Shaffer, Rachel	Interpreter III	DSP&S	01/03/11	06/30/11	\$31.06/hr
Thomas, Yvonne	Interpreter VI	DSP&S	01/03/11	06/30/11	\$46.59/hr
Wenzel, Robert	Bus Driver	Purchasing	01/01/11	06/30/11	\$20.94/hr
White, Rachel	Copy Writer/Editor	External Relations	01/03/11	06/30/11	\$30.00/hr
Williams, Brandi	Interpreter V	DSP&S	01/03/11	06/30/11	\$39.34/hr
Zachmann, Amy	Interpreter IV	DSP&S	01/03/11	06/30/11	\$34.16/hr

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Jaquette, Timothy	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/11		\$1625/tl.
Kerr, William	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/11		\$1625/tl.
Kim, Jimmy	Campus Security Officer I	Patrol campus and enforce policies of the college	Security	1/1/11	6/30/11	22-1	\$14.82/hr.
Kohler, Allycyn	Volunteer		Physical Education	11/17/10	6/17/11		
Kommel, Linda	Instructional Aide I	Assist students with a disability in the Adapted PE class	Physical Education	1/3/11	6/30/11	10-1	\$11.02/hr.
LeBrun, Michael	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$750/tl.
Lockwood, Chris	Campus Security Officer I	Patrol campus and enforce policies of the college	Security	1/1/11	6/30/11	22-1	\$14.82/hr.
Milliken, Keely	Stipend	Music Arranging Citrus Summer Conservatory 2011	Music	11/19/10	11/24/10		\$900/tl.
Monaster, Patricia	Department Aide	Assist lab supervisors in creating and revising customized PLATO learning paths	BSI/College Success Center	1/1/11	6/30/11	3-1	\$9.27/hr.
Munoz, Gino	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/10		\$2125/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Newman, Nancy	Stipend	Instrumental Services Record for Christmas Show	Music	11/4/10	11/5/10		\$600/tl.
O'Hara, Stephen	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$300/tl.
Patino, Cynthia	Administrative Clerk II	Assist as needed	Counseling	11/17/10	12/21/10	22-1	\$14.82/hr.
Patino, Cynthia	Administrative Clerk II	Assist as needed	Counseling	1/1/11	6/30/11	22-1	\$14.82/hr.
Patino, Cynthia	Secretary	Dispatch	Campus Safety	1/1/11	6/30/11	28-1	\$17.19/hr.
Patrick, John	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$600/tl.
Patrick, John	Stipend	Set Design Holidance!	Fine & Performing Arts	11/17/10	11/29/10		\$500/tl.
Ramirez, Jerrika	Volunteer		Physical Education	11/17/10	6/17/11		
Ramirez, Jose	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Rashidi, Walled	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$600/tl.
Retamoza, Gracie	Educational Advisor	Assist as needed	Center for Teacher Excellence	1/1/11	6/30/11	39-1	\$22.55/hr.
Santana, Oscar A.	Volunteer		STEM Grant	11/17/10	12/31/10		
Sherlock, Robert	Stipend	Video Editing Night of Music From Film	Music	11/3/10	11/5/10		\$700/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Spahr, Megan	Secretary	Assist as needed	DSP&S	1/1/11	6/30/11	28-1	\$17.19/hr.
Stetson, Stephanie	Stipend	Instrumental Services "Christmas Is...."	Music	11/4/10	11/5/10		\$600/tl.
Stover, Ashley	Volunteer		Physical Education	11/17/10	6/17/11		
Tapia, Mitchel	Instructional Aide	Supplemental Instruction	STEM Grant	8/26/10	12/31/10	10-1	\$11.02/tl.
Thomas, Gerald	Custodian	Assist as needed	Custodial	1/1/11	6/30/11	22-1	\$14.82/hr.
Tupou, Oriana	Department Aide	Digitizing the Clarion newspaper	Student Publication	1/1/11	6/30/11	3-1	\$9.27/hr.
Vela, Mary Louise	Administrative Clerk II	Clerical work and customer service	TeCS	1/1/11	6/30/11	22-1	\$14.82/hr.
Vilter, Dan	Stipend	Lighting Design Holidance!	Fine & Performing Arts	11/17/10	11/29/10		\$1500/tl.
Vilter, Dan	Stipend	Lighting Design "Christmas Is..."	Performing Arts	11/18/10	12/5/10		\$1000/tl.
Volonte, Dan	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$600/tl.
Waddington, Alan	Stipend	Japanese Kenshu	Contract Training	11/12/10	11/13/10		\$3000/tl.
Waddington, Alan	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/11		\$1625/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
NOVEMBER 16, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Ward, Jared	Security Officer I	Assist in patrolling the college campus and help as needed with various other duties	Security	1/1/11	6/30/11	22-1	\$14.82hr.
Yang, Seung Ah	Stipend	Instrumental Services "Christmas Is...."	Music	11/17/10	11/30/11		\$1625/tl.

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2010, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 85)
3. Authorization is requested to authorize the Director of Performing Arts to sign contracts for the 2011-2012 schedule of events for the Haugh Performing Arts Center. (Page 90)

General

4. Authorization is requested to approve the first reading of Board Policy BP 3540 Sexual Assaults on Campus. (Page 93)
5. Authorization is requested to approve the first reading of Board Policies BP 3280 – Grants; BP 3715 – Intellectual Property. (Page 101)
6. Authorization is requested to approve the first read of BP 7210 – Sabbatical Leave. (Page 113)
7. Authorization is requested to approve the second read of BP 7602 – Evaluation: Supervisor/Confidential Employees. (Page 120)
8. Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held December 10, 2010, from 6 to 8 p.m. on the Citrus College campus. (Page 125)

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

I. ADJOURNMENT

Dates to remember:

November 25-26, 2010

December 7, 2010

December 22, 2010 – January 3, 2011

January 30, 2011

HOLIDAYS (*Thanksgiving*)

Board of Trustees Meeting

HOLIDAYS (*Winter Break*)

Valley's Got Talent

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	_____
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	_____
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2010, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.2.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

District: (820) CITRUS

Fiscal Year: 2010-2011
Quarter Ended: (Q1) Sep 30, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	61,088,434	61,098,914	59,266,083	58,753,665
A.2	Other Financing Sources (Object 8900)	153,272	443,916	197,484	120,368
A.3	Total Unrestricted Revenue (A.1 + A.2)	61,241,706	61,542,830	59,463,567	58,874,033
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	58,022,054	59,141,288	55,829,236	59,612,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,423,910	1,611,193	2,702,452	1,575,943
B.3	Total Unrestricted Expenditures (B.1 + B.2)	60,445,964	60,752,481	58,531,688	61,188,140
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	795,742	790,349	931,879	-2,314,107
D.	Fund Balance, Beginning	5,981,020	6,776,762	7,567,111	8,498,990
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,981,020	6,776,762	7,567,111	8,498,990
E.	Fund Balance, Ending (C. + D.2)	6,776,762	7,567,111	8,498,990	6,184,883
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	12.5%	14.5%	10.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	11,848	12,952	11,444	11,444
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III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		2,918,739	19,369,475	9,477,382
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)		2,918,739	19,369,475	9,477,382

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	58,753,665	58,753,665	3,268,003	5.6%
I.2	Other Financing Sources (Object 8900)	120,368	120,368	3,937	3.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	58,874,033	58,874,033	3,271,940	5.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,612,197	59,612,197	10,191,319	17.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,575,943	1,575,943	518,990	32.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	61,188,140	61,188,140	10,710,309	17.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,314,107	-2,314,107	-7,438,369	
L	Adjusted Fund Balance, Beginning	8,498,990	8,498,990	8,498,990	
L.1	Fund Balance, Ending (C. + L.2)	6,184,883	6,184,883	1,060,621	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

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

NO

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

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

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

This year?
Next year?

NO
NO

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

District: (820) CITRUS
2010

Fiscal Year: 2010-2011
Quarter Ended: (Q1) Sep 30,

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:		Telephone:	626-914-8885
Date Signed:			
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	Fax:	626-914-8604
CEO Signature:		E-Mail:	ccone@citruscollege.edu
Date Signed:			
Electronic Cert Date:	10/27/2010		

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	_____
SUBJECT:	2011-2012 Haugh Performing Arts Center Schedule	Information	_____
		Enclosure(s)	X

BACKGROUND

Board approval is required to allow the Director of Performing Arts to enter into contractual agreements for the college for the 2011-2012 schedule of events for the Haugh Performing Arts Center and to present these offerings to the community and student audiences. The events include: Evenings at Eight, Sundays at Two and Saturday Series for Kids Seasons. Funds for artist fees are provided through ticket sales, ASCC support, and donations.

This item was prepared by Greg Hinrichsen, Director of Performing Arts.

RECOMMENDATION

Authorization is requested to authorize the Director of Performing Arts to sign contracts for the 2011-2012 schedule of events for the Haugh Performing Arts Center.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.

2011-2012 Season Events: Haugh Performing Arts Center

SUBJECT TO CHANGE

Evenings at Eight Schedule (14 events)

Saturday, October 8, 2011	Late Night Catechism
Friday, October 21, 2011	Musical Theatre Workshop: <i>title tba</i>
Saturday, November 5, 2011	Kings of Salsa
Friday, December 16, 2011	Christmas Is. . .
Saturday, January 14, 2012	Abba & Bee Gees Tribute
Friday, January 27, 2012	Ballet Columbia
Saturday, January 28, 2012	Shanghai Acrobats
Saturday, February 18, 2012	Randy Newman
Saturday, March 3, 2012	Lucie Arnaz
March 16 & 17, 2012	Citrus / APU Battle of the Bands
Saturday, March 24, 2012	S'Wonderful – the Music of Gershwin
Friday, April 13, 2012	Music Theatre Workshop: <i>Hairspray</i>
Saturday, May 5, 2012	Papa Do Run Run
Friday, May 18, 2012	Citrus Singers 2012

Sundays at 2 Schedule (13 events)

Sunday, October 2, 2011	Piano prodigy Ethan Bortnick
Sunday, October 23, 2011	Musical Theatre Workshop: <i>title tba</i>
Sunday, October 30, 2011	Vienna Choir Boys
Sunday, November 20, 2011	Idina Menzel
Sunday, December 4, 2011	Christmas Is. . .
Sunday, January 22, 2012	The Marvelous Wonderettes
Sunday, February 12, 2012	Celtic Nights
Sunday, February 26, 2012	Comedy Cavalcade with Jonathan Winters
Sunday March 18, 2012	Fire in the Pacific
Sunday, April 1, 2012	Great American Songbook: <i>title tba</i>
Sunday, April 15, 2012	Music Theatre Workshop: <i>Hairspray</i>
Sunday, April 29, 2012	tba
Sunday, May 20, 2012	Citrus Singers 2012

Artist fee budget for season: \$300,000

Funding: ASO 19-352

2011-2012 Saturday Series for Kids
Haugh Performing Arts Center at Citrus College
Saturdays at 1:30 & 3:30 PM
SUBJECT TO CHANGE

Saturday, November 19, 2011

tba

Saturday, January 21, 2011

Imago
Theatre of Motion

Saturday, January 28, 2012

Shanghai Acrobat Circus
Gurtman & Murtha

Saturday, February 11, 2012

Junie B. Jones
Theatreworks USA

Saturday, March 10, 2012

Cinderella
American Family Theatre

Saturday, March 31, 2012

Are You My Mother?
Arts Power Touring Theatre

Saturday, April 21, 2012

Stuart Little
Cleveland Signstage Theatre

funding: ASO 18-352

Artist fee budget for season: \$45,000

BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:

Education Code Section 67382 and 67385;
Penal Code Section 243.4;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

~~❖ **From current Citrus College Board Policy P-1006 titled Sexual Assaults**~~

~~It is the policy of the Citrus Community College District to ensure, to the extent possible, that students, faculty and staff who are victims of a sexual assault committed at or upon the grounds of or upon off-campus grounds or facilities maintained by the district, shall receive information, follow-up services and referrals to local community treatment centers.~~

~~The Office of the Vice President of Student Services shall make available educational and preventive information about sexual violence to students and employees.~~

~~The college encourages students to report any campus crimes involving sexual violence to the appropriate campus authorities. In order to eliminate barriers for victims who come forward to report sexual assaults, Citrus College may exempt victims from being in violation of any campus policies, including alcohol or substance abuse at the time of the incident.~~

~~Any sexual assault, sexual battery, or physical abuse, including rape as defined by California law, whether committed by a District employee or student, or a member of the public, occurring on District property or at a college-sponsored event, is subject to any and all applicable punishments, including civil and criminal prosecution and employee or student discipline procedures.~~

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46.

NOTE: *The underlined type signifies legally required language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by *shading*.*

This policy replaces Citrus College Board Policy P-1006 titled Sexual Assaults adopted on 5/21/96 and revised on 2/5/08.

Date Approved:

SSC 5/27/10

ASCC 8/31/10

CSEA 6/11/10

Mgmt 9/8/10

Senate 10/13/10

Sup/Con 9/10/10

Steering 10/25/10

**General Institution
DRAFT as of May 17, 2010**

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

References:

Education Code Section 67385;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization is a violation of District policies and regulations and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see BP 5500 titled Standards of Student Conduct and AP 5520 Student Discipline Procedures).

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

These written procedures and protocols are designed to ensure victims of sexual assault receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, ~~AP 3510 titled Workplace Violence Plan~~, and AP 3515 Reporting of Crimes).

All students, faculty members, or staff members who allege they are the victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice President of Student Services, ~~which~~ who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice President of Student Services is authorized by the alleged victim to release such information.

The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:

1. A copy of the District's Board Policy and Administrative Procedures Rules and Regulations regarding sexual assault;
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice President of Student Services
 - b. Campus Safety (who notifies Glendora Police Department)

- c. Student Health Center for counseling resources
3. A description of available services, and the campus personnel available to provide those services if requested. Services shall include:
 - a. Notification of Glendora Police Department or local law enforcement. Anonymous reporting is available.
 - b. Assistance in securing emergency transportation, if needed.
 - c. ~~Counseling by District staff, or referral to a counseling center.~~ Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center.
 - d. A list of other available campus and off campus resources
4. A description of each of the following procedures:
 - a. Criminal prosecution
 - b. Civil prosecution (i.e., lawsuit)
 - c. District disciplinary procedures for both student and employee
 - d. Modification of class schedules and
 - e. Tutoring, if necessary

All alleged victims of sexual assault on District property shall be kept informed, through the Office of the Vice President of Student Services of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's Office of External Relations, which shall work with the Vice President of Student Services to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses
- Procedures to follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported
- Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests

- Information for students about existing counseling on and off-campus counseling, mental health, or other student services for victims of sex offenses
- Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available
- Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses

Education and Prevention Information

The Vice President of Student Services shall provide:

- Sexual assault education and prevention information provided, as a part of the each campus' established on-campus orientation program. education, and prevention information about sexual assault Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu and during in-person/online orientations. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- Post sexual violence prevention and education information available on the campus internet website.

~~❖ From current Citrus College Regulation R-1006 titled Procedures Regarding Sexual Assaults~~

~~All students shall be provided with educational and preventive information about sexual violence through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu and during in-person/online orientations.~~

~~Victims (faculty, staff, students and visitors) of a sexual assault occurring on District property or at a college-sponsored event shall be provided with information regarding legal options and assistance available to them. This information shall be available from the Vice President of Student Services who shall maintain the identity and other~~

~~information about the alleged sexual assault victim as confidential unless authorized by the alleged victim to release such information.~~

~~The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:~~

- ~~1. A copy of the District's Board Policy and Administrative Rules and Regulations regarding sexual assault;~~
- ~~2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents;~~
- ~~3. A description of available services, and the campus personnel available to provide those services if requested. Services shall include:
 - ~~a. Notification of Glendora Police Department or local law enforcement.~~
 - ~~Anonymous reporting is available.~~
 - ~~b. Assistance in securing emergency transportation, if needed.~~
 - ~~c. Counseling by District staff, or referral to a counseling center.~~
 - ~~d. Opportunity for modification of class schedule, if desired.~~
 - ~~e. Tutoring, if desired.~~
 - ~~f. A list of other available campus and off campus resources~~~~
- ~~4. A description of each of the following procedures:
 - ~~a. Criminal prosecution~~
 - ~~b. Civil prosecution~~
 - ~~c. Applicable District disciplinary procedures, student and/or employee~~~~

~~The District shall maintain the identity of any alleged assailant who is a student or employee in confidence unless the alleged assailant waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged assaults on District property or at college-sponsored events shall be referred to the office of External Relations, which shall work with the Vice President of Student Services to assure that all confidentiality rights are maintained.~~

~~All alleged victims of sexual assaults occurring on District property or at a college-sponsored event shall be kept informed, through the Vice President of Student Services, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal. Alleged victims are required to maintain any such information in confidence unless the alleged assailant has waived rights to confidentiality.~~

Office of Primary Responsibility: Vice President of Student Services

NOTE: *This procedure is **legally required**.* New language is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore) and is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**. *This*

procedure replaces Citrus College Regulation R-1006 titled Procedures Regarding Sexual Assaults approved on 4/10/96 (to Board on 5/7/96 for info only) and revised on 11/26/07 and 1/15/08.

Date Approved:

SSC: 5/27/10
ASCC 8/31/10
CSEA 6/11/10
Mgmt 9/8/10
Senate 10/13/10
Sup/Conf 9/10/10
Steering 10/25/10

BP 3280 GRANTS

Reference:

Education Code Section 70902

The Board of Trustees will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

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

**General Institution
DRAFT as of 2/10/10**

AP 3280 GRANTS

Reference:

Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a concept paper describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If a concept paper cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Office of Primary Responsibility: Academic Affairs or Student Services, as appropriate

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by ASCC

3/30/10

CSEA	3/26/10
Management Team	3/26/10
Senate	5/12/10
Supervisors/Confidential	3/26/10
EPC	9/13/10
Steering	9/27/10

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

BP 3715 INTELLECTUAL PROPERTY

References:

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations (C.F.R.) Sections 1.1 et seq.

The Superintendent/President shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

NOTE: *This policy is **legally required**. The language is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

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

AP 3715 INTELLECTUAL PROPERTY

References:

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations (C.F.R.) 1.1 et seq.

The intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

“**Administrative Activity**” means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogues, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

“**Author**” or “**Creator**” means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

“**District Resources**” means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

“**Course Materials**” means materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, course syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

“**Course Syllabus/Syllabi**” means a document that includes information about the course, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

“**Encoded Work**” means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

“**Employee**” means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

“**Intellectual Property**” means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership of which are recognized and protected by law from unauthorized exploitation. Examples of intellectual property include scholarly, artistic, and instructional materials.

“**Student**” means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

“**Student Employee**” means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

“**Substantial Use of District Resources**” means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District’s resources:

- 1) incidental use of District resources and/or
- 2) extensive use of District resources commonly available to District employees.

A substantial use of the District’s resources shall be assumed in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator’s teaching activity.

“**Work**” means an “original work of authorship fixed in a tangible medium” as used in the Copyright Act.

Ownership of Intellectual Property

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

Employee Intellectual Property Rights – A District employee who is the creator of an academic work in his/her field of expertise owns the copyright in that work. Academic works include textbooks, lecture notes and other course materials, literary works, artistic works, musical works, architectural works and software produced with no more than

nominal or incidental use of the District's resources. Academic works described in this paragraph are owned by the employee even though such works may have been developed within the employee's scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District's support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

District Intellectual Property Rights – The District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following circumstances:

- 1) If intellectual property is created through the District's administrative activities by an employee working within his/her scope of employment; or
- 2) If intellectual property is created by an employee executing a duty or specific assignment designated by the District; or
- 3) If intellectual property is created through the substantial use of District resources; or
- 4) If intellectual property is commissioned by the District pursuant to a signed contract; or
- 5) If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or
- 6) If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The Superintendent/President may waive the District's interests in its intellectual property by executing a written waiver.

Student Intellectual Property Rights – District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District:

- 1) intellectual property created to meet course requirements using college or District resources, and
- 2) intellectual property created using resources available to the public.

Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

Modification of Ownership Rights

The general provisions for ownership of intellectual property rights may be modified by the parties as follows:

Sabbatical Works – Generally, intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use of District resources), the parties may enter into a written agreement to define the District and employee's intellectual property rights in the sabbatical work.

Assignment of Rights – When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.

Any person may agree to assign some or all of his/her intellectual property rights to the District. In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance the application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.

Sponsorship Agreements – A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsorship agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsorship agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

Collaboration/Partnership Agreements – The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

Special Commissions – Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.

Use of Substantial District Resources – In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

Encoded Works/Software for Administrative Activities – The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his/her own initiative, that will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his/her job duties, and that program was created on the employee's own time, the work belongs to the employee.

Collective Bargaining Agreement – In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

Jointly Created Works – Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.

Work Acquired by Assignment or Will – The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.

Materials Implicating Third Party Rights

District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties.

Preservation of Intellectual Property Right

Protection of Rights – The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

Payment of Costs – The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

Commercialization of Intellectual Property

Right of Commercialization – The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

Distribution of Proceeds – An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

Notification

The District shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.

Office of Primary Responsibility: Academic Affairs

NOTE: *This procedure is **legally advised**. The language is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Adopted:

*(This is a new procedure recommended by the
CC League and the League's legal counsel)*

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	5/12/10
	Supervisors/Confidential	3/26/10
	EPC	9/13/10
	Steering	9/27/10

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	
SUBJECT:	Board Policy 7210 – First Read	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 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.

Board Policy (BP) 7210 – Sabbatical Leave, has been reviewed and approved by the Human Resources Advisory/Staff Diversity Committee, by the constituent groups (on various dates), by the Steering Committee, and is being submitted to the Board for a first read. Attached to the policy, for information only, is the related administrative procedure.

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

RECOMMENDATION

Authorization is requested to approve the first read of BP 7210 – Sabbatical Leave.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ H.6. _____

BP 7210 SABBATICAL LEAVE

References:

Education Code Section 87767 et seq.;

Sabbatical leave may be granted to full-time academic employees by the Board of Trustees upon the recommendation of the superintendent/president. The major purpose of such leave is to provide opportunity for continued professional growth and new, or renewed intellectual achievement through study, research, writing, and or travel in such a manner that it will benefit the college and its students. ~~Such leave shall be granted for the purpose of self-improvement through study, research or travel.~~

Office of Primary Responsibility: Human Resources

Date Adopted:.....
(Replaces Board Policy P-4158)

Approved by Academic Senate 03/24/10
Citrus College Faculty Association..... 03/24/10
Steering..... 10/11/10
Board (First Read).....
Board (Second Read)

Policy Negotiated with Faculty and, as such, provided to ASCC, CSEA, the Management Team, and the Supervisor/Confidential Team for information on September 23, 2010.

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

Human Resources
DRAFT as of 10/11/10

AP 7210 SABBATICAL LEAVE

References:

Education Code Section 87767 et seq.:

General Provisions

The purpose of a sabbatical leave is to allow a full-time academic employee to work on a project that will benefit Citrus College and its students. The project should be significant in terms of effort and substance such that it is comparable to a half year of the academic employees' full-time duties.

Sabbatical leave may be granted for the following purposes:

- a. A planned program of courses or activities, which relate to the professional growth of the applicant.
- b. Independent study, ~~and~~ research, and/or writing relating to the applicant's assignment, present or newly assigned service of the applicant.
- c. Travel of such a nature and extent that it will materially increase the employee's proficiency of his/her area of responsibility.
- d. ~~Sabbatical leave may be granted for one half or full year of work experience. Combined salary by employer and District shall not exceed one half of the academic employee's yearly salary on the salary schedule. The District shall not pay more than one-half of the academic employee's full-year salary.~~

Number of Sabbatical Leaves Granted

The number of sabbatical leaves granted each year shall be no less than five (5) full-time academic employees unless the number of qualified applicants is fewer or unless the Board of Trustees determines that the financial condition of the District requires a reduction in the number of sabbaticals granted. . ~~The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.~~

Eligibility

Any full-time academic employee who has rendered at least six (6) consecutive years' of service to the Citrus Community College District is eligible to request a sabbatical leave, since the employee's initial employment is eligible to request a sabbatical leave. The length of service for those applicants who previously were granted sabbaticals shall

be considered as the number of years employed as a full-time academic employee member by the District divided by one more than the number of previously granted sabbaticals. For the purpose of eligibility, leave time for previous sabbaticals is not included in the number of years of employment as a full-time academic employee.

Application for Sabbatical Leave

The merit of a proposal shall be determined in a peer review process by the Sabbatical Leave Committee, whose members are appointed by the Academic Senate President with the approval of the Senate Council. Early in the fall semester of each academic year, the Sabbatical Leave Committee shall coordinate with the Vice President of Academic Affairs to determine the date (the "deadline") by which an academic employee must submit a proposal for a sabbatical leave for the following academic year. Normally this will be November 1, but it is subject to change. The Sabbatical Leave Committee in cooperation with the Vice President of Academic Affairs shall then announce the availability of sabbatical guidelines and materials. It is the responsibility of the academic employee to inform his or her division dean and the chair of the Sabbatical Leave Committee of the Academic Senate of his or her intent to apply for a sabbatical leave at least seven days before the deadline for submitting a proposal. The chair of the committee shall provide the applicant with the following documents: 1) Sabbatical Proposal Cover Sheet, 2) Sabbatical Proposal Guidelines, and 3) Sabbatical Proposal Scoring Rubric. The applicant shall submit to the Vice President of Academic Affairs a completed cover sheet and sabbatical proposal in accordance with the guidelines no later than the deadline. No revisions after the deadline will be accepted. Within seven (7) days of the deadline, the Vice President of Academic Affairs shall forward the completed proposals to the Chair of the Sabbatical Leave Committee.

- ~~a. The academic employee shall present through proper channels to the Superintendent/President a written request for a sabbatical leave. Leave for a full year or for a semester of any given year must be presented before November 1 of the preceding school year.~~
- ~~b. The written request shall include the following information:-~~
 - ~~(1) Personal information - Include your name, department, date of initial certificated personal background information as appropriate.~~
 - ~~(2) Summary of sabbatical leave proposal - One paragraph limit.~~
 - ~~(3) Statement of sabbatical objectives - For example, "to enroll in a graduate program to improve my teaching skills", "to travel throughout France to improve my understanding of the French culture", etc.~~
 - ~~(4) Specific sabbatical leave activities - Include complete details of university to be attended, specific courses to be taken, travel itinerary, time lines, etc.~~
 - ~~(5) Relationship between the sabbatical leave activities and your present position at Citrus College - Answering questions, such as the following may assist you in completing this section:-~~
 - ~~(a) How will this leave enhance the educational experience of Citrus College students?~~
 - ~~(b) What specific product(s), valuable to Citrus College, will result from this leave?~~

- ~~(c) What is the relevance of your present assignment to the proposed leave?~~
~~(d) In what way(s) will this sabbatical leave experience contribute to your professional growth?~~

Selection

~~The Sabbatical Leave Committee shall review all proposals for sabbatical leave and determine whether each one qualifies for ranking and achieves at least a minimum qualifying score according to the guidelines and the scoring rubric. Of those that qualify for ranking and achieve at least a minimum qualifying score, the length of service to Citrus College by the applicant shall be the determining factor for the first three sabbaticals granted. The fourth and fifth sabbaticals shall be granted on merit alone without regard to length of service. The Committee shall present the qualifying proposals along with their scores and seniority rankings to the Vice President of Academic Affairs, or the Vice President of Student Services where appropriate. The Vice President shall finalize the recommendation of the Committee in light of any scheduling conflicts and then toward the recommendation to the Superintendent/President, who will make the final selection with the approval of the Board of Trustees~~

- ~~a. A committee composed of academic employees appointed by the Faculty Senate President, with the approval of the Faculty Senate Council, shall review all applications for sabbatical leave and determine whether or not each applicant's proposal qualifies under this regulation. Applicants deemed to have merit will be forwarded to the Vice President for further review.~~
- ~~b. The length of service to Citrus College by each applicant shall be the determining factor for the first three sabbaticals granted. The fourth and fifth sabbaticals shall be granted solely on the basis of merit as determined by the Vice Presidents of Instruction (and the Vice President of Student Services when appropriate.)~~
- ~~c. Final selection will be made by the Superintendent/President with the approval of the Board of Trustees.~~

Notification

Applicants will be notified of the decision concerning the sabbatical request following the December meeting of the Board of Trustees.

Conditions under Which Sabbatical Leave is Granted

- a. The terms of the leave must be in harmony with the provisions of the California Education Code.
- b. The academic employee shall be required to return to Citrus Community College District and give service for a period-of-time equal to twice the length of the leave.
- c. The applicant shall furnish the Citrus Community College District a suitable bond indemnifying the Board of Trustees against loss in the event that the applicant fails

to return and render the necessary service to the District following the sabbatical leave. The Board of Trustees of the District may waive this section at its discretion.

- d. During the period for which sabbatical leave has been granted, the full-time academic employee will not engage in any of the following activities either at or for Citrus College:
- Teach classes
 - Serve on committees
 - Perform any other services

Pay for Sabbatical Leave

- a. For one full school year, the academic employee shall receive one-half pay.
b. For one semester of a school year, the academic employee shall receive full pay.
c. Payments shall be made on a monthly basis, the same as regular full-time academic employees, unless otherwise approved by the Board of Trustees and the Los Angeles County Superintendent of Schools.
- d. Combined salary from the District and from any employer other than the District shall not exceed one-half of the academic employee's yearly salary on the salary schedule. The District shall not pay more than one-half of the academic employee's full year salary.

Interruption of Sabbatical Leave

If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions upon which the sabbatical leave was granted, nor shall such interruption affect the amount of compensation to be paid the employee under the term of the leave agreement, provided; ~~however,~~ that the District authorities shall have been promptly notified of such accident or illness.

Written Report

Upon return from sabbatical leave and not later than the end of the second school month of the next year or semester, the employee shall submit to the Sabbatical Leave Committee a written report summarizing the results of the project and the benefit to the college and students. The Sabbatical Leave Committee shall be responsible for ensuring that the applicants share the results with the college in an effective manner. The Sabbatical Leave Committee shall forward the reports to the Superintendent/President. ~~to the Superintendent/President. The report shall consist of a summary of the study, research or travel completed while on sabbatical leave.~~

Office of Primary Responsibility: Human Resources

Date Adopted:.....

(Replaces Board Regulation R-4158)

Approved by Academic Senate..... 03/24/10
Citrus College Faculty Association..... 03/24/10
Steering 10/11/10
Board (First Read)
Board (Second Read)

Policy Negotiated with Faculty and, as such, provided to ASCC, CSEA, the Management Team, and the Supervisor/Confidential Team for information on September 23, 2010.

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 16, 2010	Resolution	
SUBJECT:	Board Policy 7602 - Second Read	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 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.

Board Policy 7602 - Evaluation: Supervisor/Confidential Employees, has been reviewed and approved by the Supervisor/Confidential group (September 10, 2010), provided to all other constituent groups for input with no feedback received, approved by the Steering Committee (on September 27, 2010), and was submitted to the Board for a first read on October 19, 2010. Attached to the policy, for information only, is the related administrative procedure.

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

RECOMMENDATION

Authorization is requested to approve the second read of BP 7602 – Evaluation: Supervisor/Confidential Employees.

Robert Sammis
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.7.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7602 Evaluation: Supervisor/Confidential Employees

Reference: Education Code, Section 87663

General Provision

All Supervisor/Confidential employees shall be evaluated at a minimum of once each academic year.

The evaluation process is designed to improve the quality of education in the District and to assist the Supervisor/Confidential employee in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports supervisory and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist Supervisor/Confidential employees to meet their individual goals/objectives as well as those of the District.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7602 Evaluation: Supervisor/Confidential Employees

References: Education Code, Section 87663

General Provision

All Supervisor/Confidential employees shall be evaluated at a minimum of once each academic year. A Supervisor/Confidential employee is referred to as the Evaluatee and the manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential employees, staff, and subordinates.

Evaluation Procedure and Timelines

1. **PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (JULY):** Each academic year, during the month of July, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

Optional: The Evaluatee is encouraged, although not required, to meet with his/her Evaluator prior to submission of his/her evaluation *Objectives Form* for the purpose of discussion and agreement on prepared objectives for the ensuing academic year.

The Evaluatee shall complete and submit the evaluation *Objectives Form* to his/her Evaluator no later than July 31 of each academic year.

2. **MIDYEAR REVIEW (January):** Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree

to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisor/confidential employees, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisor/confidential employees, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-Evaluation Form*, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).
6. **PERFORMANCE EVALUATION FORMS:** Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents

(*Objective Form*, Revised *Objective Form* (if completed), *Self-Evaluation Form*, *Evaluation Summary Form*, and, when applicable, the *Anonymous Confidential Feedback Forms*) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the *Anonymous Confidential Feedback Forms*, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all *Anonymous Confidential Feedback Forms*.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 16, 2010	Resolution	_____
SUBJECT:	One-Day Liquor License	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Foundation hosts a private reception in conjunction with "Christmas Is ..." each year as a way of thanking board members and donors for their service and contributions. The event this year is scheduled for Friday, December 10, 2010.

The Foundation is requesting approval from the Board of Trustees to serve wine at the event. In 1998, a provision (AB 2416, Chapter 639/1998) was added to Section 256008 of the Business and Professions Code authorizing community colleges to serve alcoholic beverages under specific conditions: Section 25608 (l) "The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated stadium or other facility. As used in this subdivision, 'events' means fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event."

This item was submitted by June Stephens, Executive Director of Development and External Relations.

RECOMMENDATION

Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held December 10, 2010, from 6 to 8 p.m. on the Citrus College campus.

June Stephens
Recommended by

/ _____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.8.

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

October 19, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting of Tuesday, October 19, 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 Sigel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Kim Holland, Lucinda Over, Maureen Renaghan, and Sylvia Smythe

Faculty: Roberta Eisel and Cliff Hadsell

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

Classified Employees: Roy La Bomme

Adjunct Faculty: Cecil Brower

Students: Elisha Corona and Yolanda Gilley

VISITORS: Gene Gilley

COMMENTS FROM THE AUDIENCE

Ms. Julia Kupisiewiez, a Citrus College student, commented on the positive effects the college pool has had on her health, and she expressed her views on the pool remaining open.

Mr. Michael Peterson, a Citrus College student, also expressed his views on the pool remaining open. He commented on the special adaptive features of the college pool, which facilitate access for the disabled.

Geraldine M. Perri, Ph.D., Superintendent/President, presented the 2009-2010 Strategic Plan Progress Report and the new 2010-2011 Annual Implementation Plan. The progress report details the college's Strategic Planning goals, objectives, and activities that have been completed. It focuses on four major goals: Student Success, Learning Outcomes and Assessment, Fiscal Transparency, and Communication. The Annual Implementation Plan 2010-2011 sets a course for this academic year in terms of our goals, objectives, and activities that the college will carry out to advance the Strategic Plan. Dr. Perri thanked Dr. Lan Hao, Director of Institutional Research, and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for their work in helping to prepare these documents.

Dr. Perri reported on activities and events that took place over the last few weeks. She attended the Green California Community College Summit Awards Reception, where Citrus College received the Green Campus Award. Dr. Perri thanked Mr. James Lancaster; Dean of Career, Technical and Continuing Education; Ms. Kim Holland, Director of Workforce Development; Mr. Michael Harrington, Director of Facilities and Construction; and Mr. Bob Bradshaw, Project Manager; for their work to validate Citrus College's commitment to "going green." She also thanked Ms. Paula Green, Director of Communications, for attending the event.

Dr. Perri was pleased to attend the Citrus Union High School Class of 1950's 60th Reunion Dinner. She thanked Mr. Eric Magallon, Bookstore Supervisor and Alumni Association President, and Alumni Association members, Ms. Sharon Lewis and Mrs. Joyce Dill, for planning this successful event that was attended by over 100 alumni and friends. Dr. Perri also thanked Trustee Joanne Montgomery, Clerk/Secretary, Board of Trustees; Trustee Susan M. Keith, Member, Board of Trustees; and Ms. June Stephens, Executive Director of Development and External Relations for attending.

Dr. Perri had the pleasure of attending the Duarte Education Foundation's dinner, "It Takes a Village," where she presented a Citrus College resolution in support of Duarte Unified School District's bond measure. She thanked Trustee Montgomery and Ms. Stephens for attending.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the *Clarion* newspaper and the *Clarion* website both received the highest award of "General Excellence" at the Journalism Association of Community Colleges' southern regional fall conference. In addition, students Brian Y. Marsh and Anazarry Danganan took the top award in web/broadcasting for a news feature video they produced. The *Clarion* team received eight additional individual awards in the mail-in and on-the-spot categories.

Dr. Malmgren reported that Ms. Joanne Hinojosa, EOP&S/CARE Supervisor, and Ms. Lillian Sass, Program Coordinator, have been selected to be two of the City of Azusa's Human Relations Commissioners.

Regarding STEM news, the Writing Café will present Ms. Luivette Resto, Adjunct Instructor and published author, who will speak on the topic of "Poetic Possibilities." Also, Ms. Sylvia Smythe, Director of College Success; Dr. Beverly Van Citters, Language Arts Instructor; and Ms. Marilyn Eng, Counselor; will present our College Success Program at the first annual California Association of Developmental Education conference.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the Health Center will hold flu shot clinics on October 26 and 27, 2010.

Dr. Hamilton said Ms. Martha McDonald, Dean of Students, has taken the lead with regard to our Veterans Program, and she will be presenting a workshop on serving veteran students at the Western Regional Colleges and Universities Student Affairs Association conference.

The Office of Student Life has been busy with two major activities. To celebrate Hispanic Heritage Month, ASCC, Latina Leadership Network (LLN), and the Office of Student Life hosted bestselling author Victor Villasenor. Dr. Hamilton said the event was "standing room only," with over 400 students in attendance. In addition, Citrus College students and advisors participated in Monrovia's "Make a Difference Day." Thirty-two students and two advisors worked on two projects that involved picking up trash and assisting the elderly.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that the Chancellor's Office has rescheduled the budget workshop, due to the delay of the Governor in signing the trailer bills for the finalized state budget. There have been no state apportionment payments for this fiscal year. However, Mrs. Horton said they have been assured a check is in the mail. In spite of the long delay in state apportionment, Mrs. Horton reported that the college did not have to resort to borrowing.

Robert Sammis, J.D., Director of Human Resources, commented on the agenda item related to the first reading of Board Policy 7602 – Evaluation: Supervisor/Confidential Employees. Dr. Sammis thanked committee members Mr. Leigh Buchwald, Network and Telecommunications Systems Supervisor; Ms. Sandra Coon, Confidential Administrative Assistant; Mr. Tedd Goldstein, Student Employment Services Supervisor; Ms. Lari Kirby, Distance Education Supervisor; Ms. Pamela Sewell, Confidential Administrative Assistant; and Ms. Debra Vanschoelandt, Continuing Education Supervisor; for their thoughtful discussions and work on the final draft.

Roberta Eisel, Academic Senate President, said the Academic Senate approved changes to the annual and six-year program review process at their October 13, 2010, meeting. They are working to put these improvements in place as quickly as possible.

Now that the governor has signed transfer legislation SB 1440, the Academic Senate has assembled a small team to assure that Citrus College is poised to move ahead on any needed changes to our curriculum and degrees so that Citrus College students will have maximum opportunities for transfer. Team members include, Dr. Malmgren; Dr. David Kary, Physical and Natural Sciences Instructor; Mr. Eric Rabbitoy, Dean of Physical and Natural Sciences; Ms. Michelle Plug, Articulation Officer; and Ms. Eisel.

Alejandra Delgado, Student Trustee, reported on ASCC activities, including Monrovia's "Make a Difference Day," in which 34 students participated. In addition, she said there was a great deal of enthusiasm for the Hispanic Heritage Month event featuring author Victor Villasenor. Student Trustee Delgado also announced several upcoming events that ASCC will take part in, including the Student Senate for California Community Colleges Fall 2010 General Assembly.

Susan M. Keith, Member, Board of Trustees, reported on recent college events, including the Owl's football game, which she said was exciting. She also attended a rehearsal of "All Shook Up." She said it was an entertaining performance, with great production numbers and music. Trustee Keith encouraged everyone to attend.

Trustee Keith commented on an email from Scott Lay, Executive Director of the Community College League of California. Mr. Lay's email discussed the system for higher education in Quebec where students can attend community college after 11th grade. He reported that students in Quebec earn significantly more A.A. degrees than in California.

Edward C. Ortell, Member, Board of Trustees, commented on the upcoming college tour that is being arranged for Senator Bob Huff. Trustee Ortell said it is important to build these types of relationships with our legislators, as they result in more favorable outcomes with regard to funding and other legislative issues that impact Citrus College.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, thanked all of the students who participated in Monrovia's "Make a Difference Day." She said the students provided much needed assistance for many people in her community. She gave special thanks to Ms. Adrienne Thompson, Student Activities Supervisor, for helping to coordinate this event.

Patricia Rasmussen, Vice President, Board of Trustees, congratulated the LLN and ASCC for the very successful event in honor of Hispanic Heritage Month. She also complimented the college's newest publication, *The Citrus Grove*. She said it is a wonderful magazine that rivals similar magazines published by universities.

Trustee Rasmussen enjoyed reading the entire "My Citrus Story" publication. She commented on the value of these inspirational stories to current and future students.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the regular meeting minutes of October 5, 2010, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Introduction of the Student Ambassadors – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton introduced Ms. Ivon McCraven, Coordinator of School Relations, who presented the Student Ambassadors for 2010-2011. Each student provided his or her reasons for wanting to become a Student Ambassador.

2010 CCSSE Survey Results – Lan Hao, Director of Institutional Research

Dr. Hao presented the 2010 Community College Survey of Student Engagement (CCSSE) Survey Results and explained the benchmarks and scoring. She said the college has made good progress on four out of the five benchmarks.

Proclamation for Ambulance Donation to the Emergency Medical Technician (EMT) Program – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Dr. Cliff Hadsell, Emergency Medical Technician Instructor, who presented background on the college's 35-year clinical partnership with Schaefer Ambulance. The college provided Schaefer Ambulance with a proclamation in recognition of this partnership, as well as Schaefer's gift of a fully-operational 1999 ambulance to the Health Science/Emergency Medical Technician Program.

Educational Program Committee Administrative Procedures – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided a brief description of the Educational Programs Committee Administrative Procedures (APs).

INDEPENDENT CONTRACTORS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve A & B Warrants for September 2010. 5 Yes.
- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve purchase orders for September 2010. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Change Order #8 in the amount of \$67,149.57 for Project #06-0506, Vocational Technology Complex. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 9:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to accept Project #06-0506, Vocational Technology Complex as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$14,294,884.57. 5 Yes.

CURRICULUM

- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the new courses. 5 Yes.

RESOLUTION

- Item 11:** Moved by Trustee Keith and seconded by Trustee Rasmussen to adopt Resolution #2010-11-07 and contract CCAP-0032 in the amount of \$742 for instructional materials and supplies for infants and toddlers in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. 5 Yes.

EMPLOYMENT – FACULTY

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the employment of Ms. Stephanie Dingwall as a temporary, one semester, full-time, non-tenure track instructor in the Biological Sciences Department beginning on August 27, 2010 and ending on December 18, 2010 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,676.00 annually (pro rated) plus \$9,183.92 in health and statutory benefits. 5 Yes.

BOARD POLICIES

Item 13: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first read of BP 7602 – Evaluation: Supervisor/Confidential Employees. 5 Yes.

CLOSED SESSION: At 5:13 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 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1155 Foothill Boulevard, Glendora, CA

Agency Negotiator: Carol R. Horton, Vice President of Finance and Administrative Services

Under Negotiations: Price

RECONVENE OPEN SESSION: At 6:46 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:47 p.m., it was moved by Trustee Rasmussen and seconded by Trustee Ortell 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>