

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in May

DATE: Tuesday, May 17, 2011

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

Patricia Rasmussen, President
Joanne Montgomery, Vice President
Edward C. Ortell, Clerk/Secretary
Susan M. Keith, Member
Gary L. Woods, Member
Nohemi Camacho, 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
Nohemi Camacho, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

1. Approval of the Regular Meeting Minutes of March 15, 2011
2. Approval of the Regular Meeting Minutes of May 3, 2011

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

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

**Chief Information Services Officer
Dean of Admissions and Records
Dean of Business, CSIS, Distance Education, and Library
Dean of Career, Technical and Continuing Education
Dean of Counseling
Dean of Fine and Performing Arts
Dean of Language Arts and Enrollment Management
Dean of Mathematics and Health Sciences
Dean of Physical and Natural Sciences
Dean of Physical Education and Athletics
Dean of Social and Behavioral Sciences
Dean of Students
Director of Child Development Center
Director of College Success**

Director of Communications
Director of Cosmetology
Director of EOP&S, CARE, and CalWORKs
Director of Financial Aid
Director of Fiscal Services
Director of Health Sciences
Director of Human Resources and District Chief Negotiator
Director of Institutional Research
Director of Performing Arts Center
Director of Purchasing and Warehouse
Director of Workforce Development
Executive Director of Development and External Relations
Manager of Human Resources/Staff Diversity
Vice President of Academic Affairs
Vice President of Finance and Administrative Services
Vice President of Student Services

G. INFORMATION AND DISCUSSION

General

1. ARCC 2011 Presentation – Dr. Lan Hao, Director of Institutional Research (Page 5)

Academic Affairs

2. Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements – Dr. Irene Malmgren, Vice President of Academic Affairs (Page 6)

Student Services

3. 2010-11 International Student Center Program Review – Dr. Jeanne Hamilton, Vice President of Student Services (Page 12)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	May 17, 2011	Resolution	_____
SUBJECT:	ARCC 2011 Presentation	Information	X _____
		Enclosure(s)	_____

BACKGROUND

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

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

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

RECOMMENDATION

Information only, no action required.

Lan Hao, Ph.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements	Information	_____ X
		Enclosure(s)	_____ X

BACKGROUND

All of the 4000-series of the Educational Programs Committee Board Policies and Administrative Procedures have been through the prescribed review process and were adopted by the Board by the end of 2009.

The attached revision to Administrative Procedure AP4100 Graduation Requirements is now being submitted as an information item. The related Board Policy (BP 4100) is not being changed.

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

RECOMMENDATION

No action necessary; information only.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:

Title 5 Sections 55060 et seq.

I. Associate Degrees

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

1. Competence in reading, written expression, and mathematics
 - a. Math Proficiency - One of the following options:
 - 1.) Completion of high school intermediate algebra AND placement at the level of college algebra or higher on the Math Assessment Test; or
 - 2.) Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better.
 - b. English Competence - (reading and written expression):
 - 1.) Completion of English 101 or higher with a grade of "C" or better, depending on the major requirement.
 - c. Reading Competence - Proficiency in reading may be satisfied by one of the following:
 - 1.) A satisfactory score on the reading component of the placement test at the level of ENGL 101; or
 - 2.) Completion of Reading 099 or ENGL 099 with a grade of "C" or better.
2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a)
 - a. Basic skills and remedial courses numbered under 100 do not apply toward the 60 units required for graduation.
 - b. Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.
3. Major Requirement
Completion of at least 18 units with a grade of "C" or better in each course attempted that is counted toward the major.
4. General Education
Completion of one of the following options:
 - a. Option I: 22 units as stipulated by the Citrus College Catalog; or
 - b. Option II: 39 units as stipulated by the CSU general education certification requirements; or

c. Option III: 34 units as stipulated by the completion of the IGETC.

There is no limit on the number of units that may count towards both general education and major requirements.

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

5. Residence Requirement

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

6. Kinesiology Requirement

- a. Three units of Kinesiology or dance activity as stipulated in the Citrus College Catalog; or
- b. Successful completion of KIN 170, 171, or 173.

7. Scholarship Requirements

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

8. Transfer Units

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

9. Graduation/Certificate Application

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

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

10. Outstanding Debt

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

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

11. Multiple Majors

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

II. Associate Transfer Degrees

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements:

1. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a), provided they are accepted for transfer to a California State University.

2. General Education

Completion of one of the following options:

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

There is no limit on the number of units that may count towards both general education and major requirements.

3. Additional Graduation Requirements

Meets the requirements for graduation with an Associate of Arts or Associate of Science as defined in Sections 3, 5, 7, 8, 9, 10, and 11 above.

III. Certificates

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

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. Some certificates approved by the Chancellors office may contain 12 -17.5 units. At least 50% of the course work must be completed at Citrus College.
2. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
3. A "C" grade point average (2.0) for all courses taken at the college or elsewhere, which are to be applied toward the Certificate.
4. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines.

IV. Skill Awards

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

1. Are consistent with the mission of the District;
2. Meet a demonstrated need;
3. Are feasible and adhere to guidelines on academic achievement;
4. Do not require California Community College Chancellor's Office approval; and
5. May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.
6. At least 50% of the course work must be completed at Citrus College.

V. Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirements of the Citrus College catalog in effect at the time of admissions to Citrus College or at the intended date of graduation from Citrus College.

Continuous Enrollment

A student is continuously enrolled if he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year. Continuous enrollment is maintained at Citrus College if a student transfers to another regionally accredited institution, as long as he/she maintains continuous enrollment at that institution.

Continuous enrollment is defined as attendance in one semester or two quarters (excluding summer or winter) within an academic calendar year at a regionally accredited institution.

Note: *State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights*

VI. Official Transcripts

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

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

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

Office of Primary Responsibility: Academic Affairs

Approved by	ASCC	4/26/11
	CSEA	4/27/11
	Management Team	5/2/11
	Senate	4/13/11
	Supervisors/Confidential	4/27/11
	EPC	5/2/11
	Steering	5/9/11

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	May 17, 2011	Resolution	_____
SUBJECT:	2010-11 International Student Center Program Review	Information	X
		Enclosure(s)	X

BACKGROUND

The International Student Center has completed the program review process for non-instructional programs based on a 6-year cycle.

The International Student Center program review document follows the newly adopted outline for non-instructional program review and was approved by the Student Services Committee on April 13, 2011 and the Steering Committee on May 9, 2011.

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

RECOMMENDATION

For information only. No action required.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.e. _____



**Program Review
Executive Summary**

Program: International Student Center
Date: May 17, 2011

Program History/Description:

The International Student Center promotes and supports the enrollment and success of international students and enhances the cultural diversity on campus. The program coordinates all aspects of recruitment, admissions, orientation, counseling and retention of F-1 visa students. The center maintains communication and compliance with United States Citizens and Information Services (USCIS) with regard to F-1 students. The center hosts numerous social and recreational events such as trips to Disneyland, the beach, LA County fair, movie nights and sporting events. A key service is the referral to Student International Housing, Inc. for homestay services, which provide a sense of security for parents and provides an opportunity for students to practice English. Upon completion of their program at Citrus, international students return home or transfer to another institution to continue their education. Tuition and fees paid by the 412 international students enrolled in 2009-10 totaled \$1,978,790.

Strengths/Effective Practices:

The comprehensive program of support for international students is a strength of the program. Students find a welcoming, friendly staff that provide assistance in solving problems. The staff is well trained in immigration regulations and diligent in contacting students who need timely intervention. Students are often picked up personally at the airport and have a rich program of recreational and social activities. The center lounge with a flat-screen dish television provides a comfortable space for watching coverage of events around the world. The recent earthquake and tsunami in Japan is a good example of how the lounge provides a space for shared community for the students.

Weaknesses/Lessons Learned:

Student surveys show that students would like to have more counseling hours available. Enrollment has shown a downward trend over the last few years, with a drop from 452 in 2006-07 to 412 in 2009-10. One reason for this drop is the very low birthrate in Japan, our largest feeder country. The resulting drop in the number of college-age students means that a much larger percentage of Japanese youth can be taught in Japanese colleges and universities. The economic struggles of Japan over the last

decade have also added to the decline. This trend is somewhat offset by the increase in the number of students from China and Vietnam. Recruitment trips can increase enrollment but are very expensive.

Recommendations/Next Steps:

The center will develop a new handbook for international students including detailed information about enrolling in a US college, F-1 visa requirements, housing, health and safety, and so forth. The program will increase communication with students through a newsletter, a revised website and a social network presence. The center needs to develop a program to track all student contacts from recruitment through graduation. The center asks to replace a long-vacant technician position and could serve students better with more counseling hours.

International Student Center



Non-Instructional Program Review

Spring 2011



International Student Center
Non-instructional Program Review
2010/2011

Prepared by:

Lucinda L. Over, Ed.D, Dean of Counseling Programs and Services

Coe Lamoureux, ISC Supervisor

Stephen J. Avalos, ISC Counselor

Paige Miyabe, ISC Advisor

Lori Gatto, ISC Technician

NON-INSTRUCTIONAL PROGRAM REVIEW
International Student Center

The final summary of the program review process for the International Student Center is attached to this page.

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

Dr. Jeanne Hamilton, Vice President of Student Services

Date

Dr. Lucinda L. Over, Dean of Counseling Programs & Services

Date

Coe Lamoureux, Supervisor of International Student Center

Date

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

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NON INSTRUCTIONAL PROGRAM REVIEW

INTERNATIONAL STUDENT CENTER (ISC)

I. Introduction

A. Provide a brief overview of the program, including:

1. **Relationship to college mission.**

The International Student Center (ISC) has a direct relationship with the college mission of “fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement”. The ISC works to build understanding and respect among different peoples. International students at Citrus bring cultural enrichment and awareness to the college community.

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

The ISC’s purpose is to provide services and support for both current and prospective students to continue their educational program at Citrus College.

The ISC’s goal is to promote and support the enrollment and success of international students and to enhance the cultural diversity on campus. The program coordinates all aspects of recruitment, admissions, orientation, counseling and retention of F-1 visa students. The ISC maintains communication and compliance with United States Citizens and Information Services (USCIS) with regard to F-1 visa students.

The ISC’s objective is to provide programs and services for international students to successfully complete their education at Citrus College, whereupon they will return home, or transfer to another institution to continue their education.

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

- 1-Full-Time supervisor, Coe Lamoureux
- 1-Part-Time counselor, Stephen J. Avalos
- 1-Full-Time educational advisor, Paige Miyabe
- 1-Full-Time Technician, Lori Gatto
- 2-Part-Time student workers

a. **Staff preparation and training.**

In 2009, the ISC supervisor attended the National Association of Foreign Student Advisors (NAFSA) National Conference. Because of the complex and ever changing nature of USCIS regulations and recruitment, it is imperative that ISC staff attend educational training, workshops; webinars, and conferences specific to the ISC program, such as NAFSA.

In the future the staff would like to attend training. It is recommended that the staff attend the regional NAFSA conference

- o Reno, NV,
Oct 25 – 29, 2011

It is recommended that the Supervisor attend the yearly national conference.

- o Vancouver, British Columbia
May 29 - June 3, 2011
- o Houston, Texas
May 27 - June 1, 2012
- o Louisville, Kentucky
May 26 - 31, 2013

- San Diego, California
May 25 – 30, 2014

b. Staff minimum qualifications, diversity and credentials.

The ISC Supervisor position requires a bachelor's degree and two years of experience in international student services or general student services in a college setting. A master's degree is preferred.

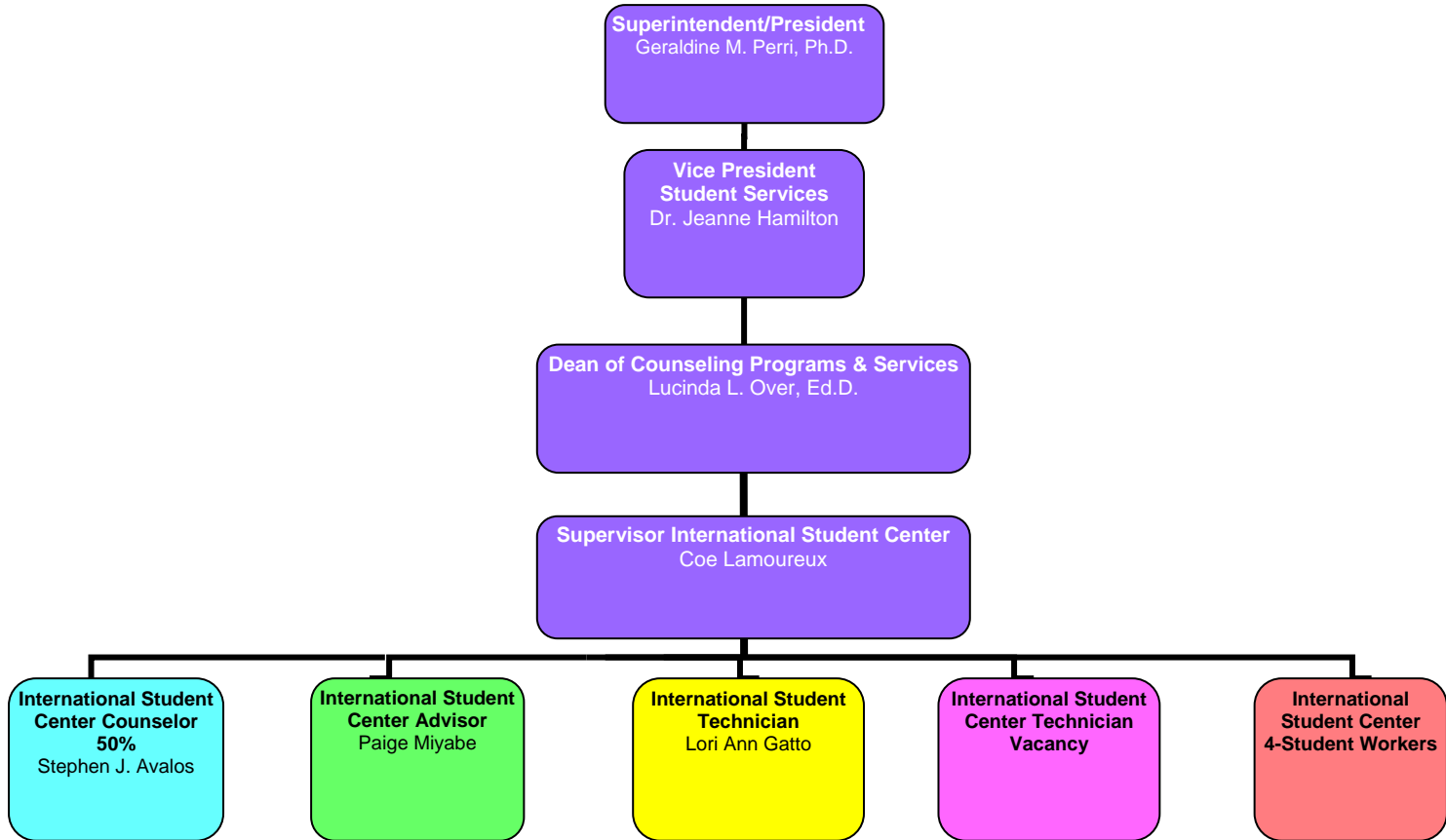
The Full-Time Faculty/Counselor position requires a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, *OR* the equivalent. (NOTE: A Marriage and Family Therapist (MFT) license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

The ISC Educational Advisor position requires a bachelor's degree, and participates in training offered each year by counselors. They attend conferences and have on the job training to stay up-to-date on changes to advisement and outreach activities. Additionally, they attend monthly counseling program and department meetings where they receive policy/procedure updates for students.

The ISC Technician position requires a high school diploma and four years of progressive experience in college admissions, financial aid, or counseling support.

c. Organizational chart below.

International Student Center, ORG Chart



4. *Approximate number of students served annually. Refer to chart below.*

Appointment Attendance & Student Contact Summary Report

Student Contact Detail	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
SEP, Updates, Worksheets	*N/A	409	265	213	346	815	616
Graduation	*N/A	102	188	190	332	337	346
Transfer	*N/A	283	364	406	588	367	504
Probation/Dismissal	*N/A	26	62	75	66	95	76
Major	*N/A	331	743	892	1,841	1,674	1,520
ESL	*N/A	8	8	14	230	407	321
Personal	*N/A	12	22	40	59	65	43
Other	*N/A	64	71	57	363	425	410
Student appointments attended	*N/A	1,102	1,501	1,617	1,880	1,696	1,315

*2003 to 2004 N/A, counselors and advisor did not use SARS

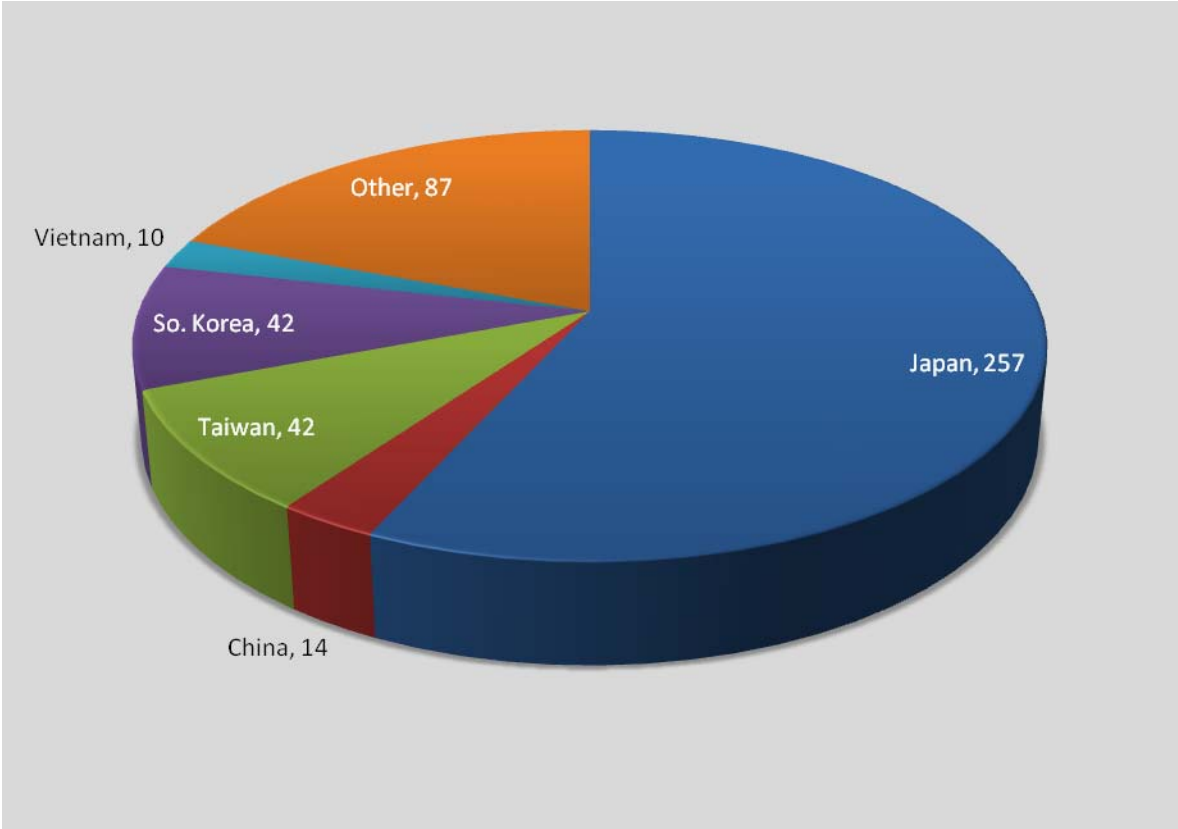
*does not reflect students seen by the supervisor

*these numbers reflect department reason codes and are not an unduplicated count

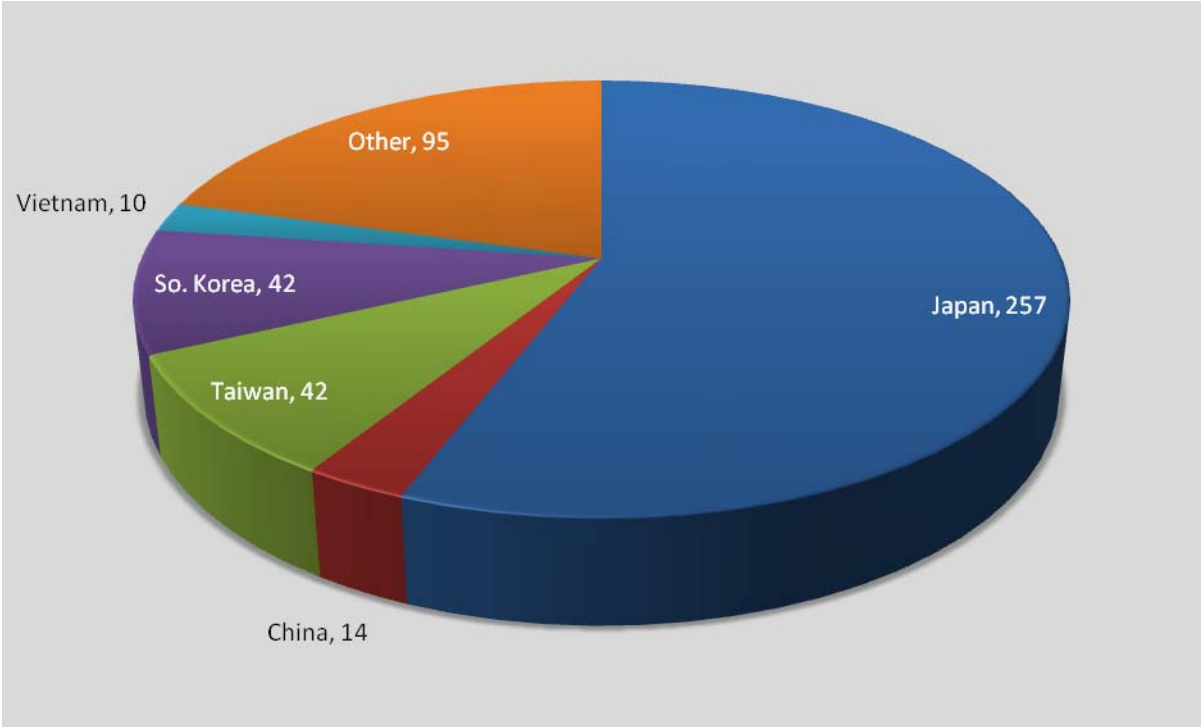
Approximate number of students served annually

Student Ethnicity	2006-2007	2007-2008	2008-2009	2009-2010
Japan	257	257	197	177
China	14	14	52	67
Taiwan	42	42	42	36
So. Korea	42	42	45	36
Vietnam	10	10	26	26
Other	87	95	79	70
Total number	452	460	441	412

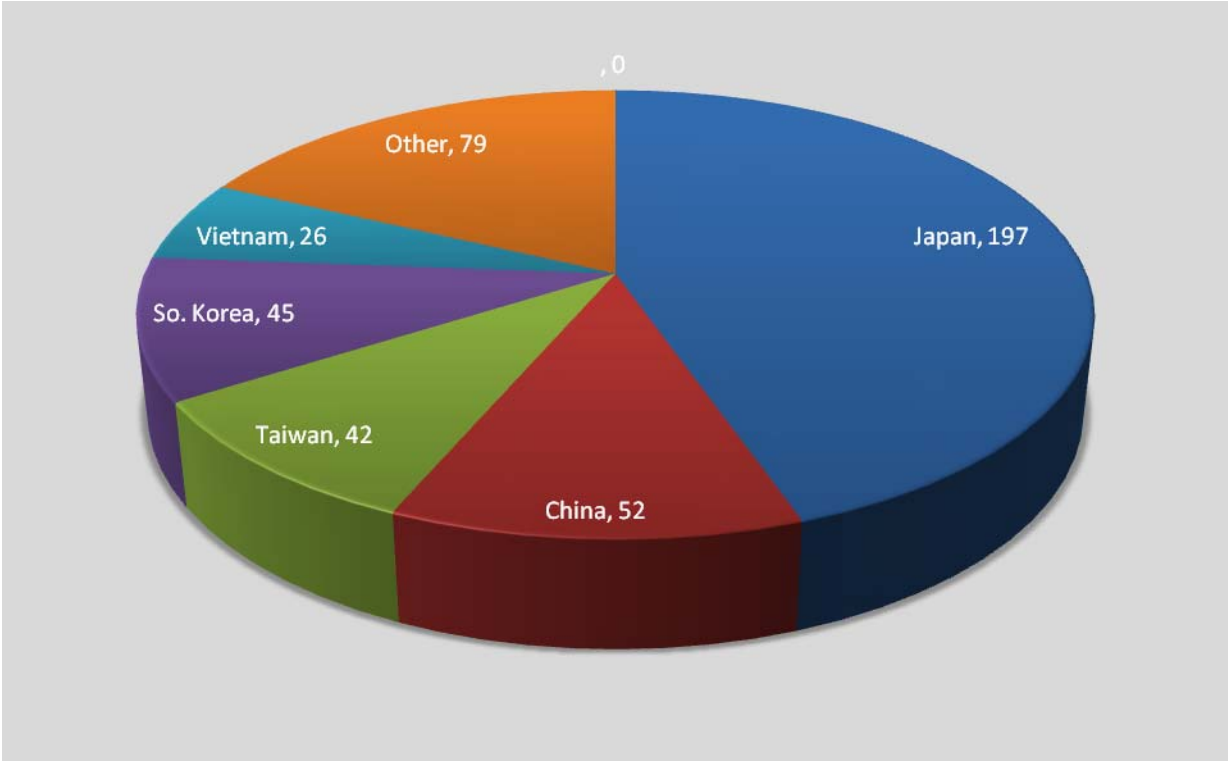
Student Ethnicity	2006-2007 (%)	2007-2008 (%)	2008-2009 (%)	2009-2010 (%)
Japan	57	56	45	43
China	3	3	12	16
Taiwan	9	9	9	9
So. Korea	9	9	10	9
Vietnam	2	2	6	6
Other	20	21	18	17
Total%	100	100	100	100



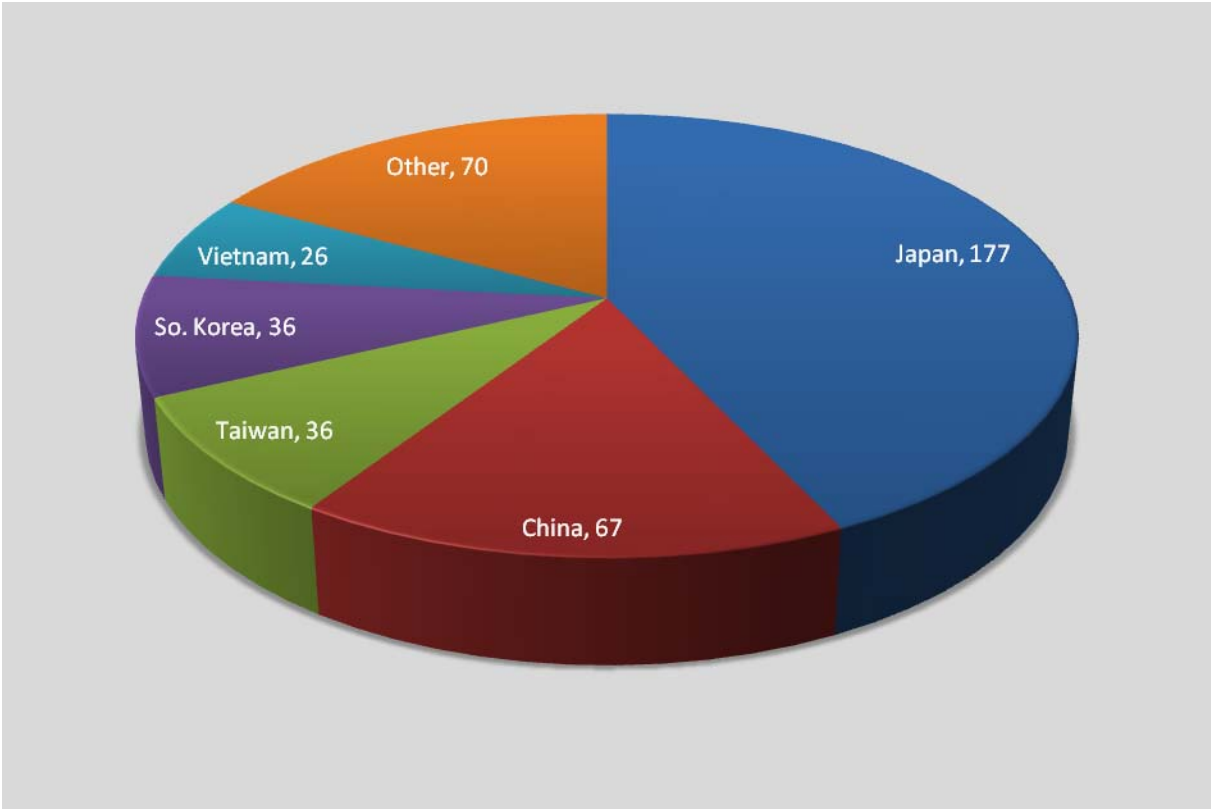
2006 – 2007



2007 – 2008



2008 – 2009



2009 - 2010

5. Facilities/Location.

The ISC is currently located on the 2nd floor of the Educational Development (ED) Building, rooms 235 & 236, on the west side of the building. The ISC is scheduled to move into the new Student Services Building at the end of the spring 2011 semester.

6. Progress on prior program review recommendations.

a. Develop relationship between ESL curriculum and ISC.

The ISC works with the ESL department and the Dean of Language Arts regarding the ESL curriculum and further development of the Intensive English Program.

b. Process student requests (formal letters, address/email changes, etc) in a timely manner.

Students receive formal letters and change requests within 3 school days or sooner.

c. Clarify student needs as they relate to hours of operation.

The ISC schedules appropriate staff during the hours of operation to best meet the demands of the students and their schedules.

d. Develop a relationship with immigration attorney for student information and referrals.

The ISC does not have any formal relationship with an immigration attorney but does refer students to NAFSA-recommended attorney,

e. Schedule counseling appointments rather than walk-in appointments.

The addition of a full-time advisor provided the opportunity to add more student appointments. Students who have issues that must be discussed with a counselor are limited due to only having a half-time counselor at the ISC for appointments.

f. Increase marketing budget

Due to the economic situation, marketing was not increased. The ISC supervisor constantly researches new and innovative products and ideas to best utilize funds effectively and efficiently.

g. Develop a campus advisory committee for ISC

The ISC does not have an advisory committee at this time, but would like to develop one to better serve the campus and our students.

II. Integration and Coordination with Other Programs

A. How does this program coordinate with the other Instructional and/or Student Services programs on campus?

1. The ISC coordinates and consults with department faculty and staff on an as-needed basis in matters related to the specific needs of international students. The ISC takes part in various committees to strengthen the implementation of strategic planning goals across campus. The ISC supervisor attends coordinator meetings with DSP&S, EOP&S/CARE, and CalWORKs, Career/Transfer Center, Center for Teacher Excellence, Credit and Non-Credit Matriculation, TeC Services, and Institutional Research.
2. The ISC works closely with the ESL program with regard to program curriculum and student issues. The ISC staff also attends the ESL department meetings when appropriate.
3. ISC coordinates student enrollment and registration with Admissions and Records.

4. The ISC works with the Counseling and Advisement Center and Career/Transfer Center to assist students with their educational objectives and student progress. The ISC also works with the Health Center for personal counseling.
5. The ISC works with External Relations and Reprographics for recruitment and marketing efforts and materials.

B. How does this program work with Research and TeC Services?

1. The ISC has limited interaction with TeC Services. The ISC relies on TeC Services in the area of maintaining the email, phone and computer systems for the Center. ISC would like to further develop their technology to assist with student communication and recruitment. To this end, the ISC supervisor attends coordinator meetings with other counseling services and TeC Services.
2. The ISC has very limited interaction with the Office of Institutional Research, but would welcome more information pertaining to demographics, graduation rates, transfer, student dropout, enrollment, and other information to identify international students' educational needs.

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

Student Equity Themes:

1. **Access:** ISC assists and supports recruitment and enrollment of international students to the campus. Student diversity is enhanced through interaction between domestic students and international students. Appropriate materials and support are provided to allow international students to apply, register, and successfully complete their educational objectives.
2. **Course Completion:** In order to maintain compliance with F-1 student visa regulations, the designated school official (DSO/International Student Technician) monitors course completion by examining number of units taken, GPA, and course completion. Counselors and educational advisor ensure that students are progressing through the student educational plan.
3. **ESL and Basic Skills Completion:** The ISC monitors international students to ensure English proficiency. The ISC needs to work with Institutional Research and TeC Services to monitor international student progress.
4. **Degree and certificate completion:** The ISC counselor and educational advisor assist students in completing their educational goals of degree and certificate completion (*see chart below*)

AA/AS Degrees	Total Citrus	Total ISC	% ISC AA/AS Degrees	Certificates	Total Citrus	Total ISC	% ISC Certificates
2002-2003	669	75	11.21%	2002-2003	N/A	N/A	N/A
2003-2004	975	112	11.49%	2003-2004	376	17	4.52%
2004-2005	1011	111	10.98%	2004-2005	504	23	4.56%
2005-2006	832	115	13.82%	2005-2006	476	30	6.30%
2006-2007	903	82	9.08%	2006-2007	520	25	4.81%
2007-2008	911	91	9.99%	2007-2008	461	18	3.90%
2008-2009	1005	80	7.96%	2008-2009	496	9	1.81%
2009-2010	1020	103	10.10%	2009-2010	456	11	2.41%

5. **Transfer:** The ISC works with Career/Transfer Center staff to provide transfer options for international students. In addition, the counselor and educational advisor are familiar with tools provided by CSU, UC, and private colleges needed to assist students with this goal.

Strategic Planning Themes:

Strategic Planning Goal	OBJECTIVE	Specific Activities
I. Student Success	1.1 Improve and expand the college's orientation services. 1.2 Continue to implement a proactive model of steps for students to complete in order to increase transfer to 4-year colleges and universities. 1.3 Continue to improve student engagement at the college.	1.1.a. The ISC added a Citrus College orientation that meets the mandatory orientation requirement. 1.2.a. The full-time educational advisor accompanied international students on trips to CSU, Northridge, Cal Poly Pomona, CSU San Bernardino, and CSU Fullerton. 1.2.b. Students were invited to attend CSU/UC application workshops specifically for international students. 1.3.a. Counselors and advisors encouraged students to use the STEM Center and Writing Café services.
2. Student Learning Outcomes and Assessment		In order to meet international student needs, the ISC is involved with the institution in developing and assessing SLOs.
Communication		The ISC provided communication with students and the community through publications, emails, workshops, and personal visits.

III. Program Self-Evaluation is based on the WASC Accreditation Standard IIB

Student Support Services

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

A. MIS Data reporting (if applicable).

1. Is data accurate?

This program is independent and does not receive data from the California Community College Chancellor's Office. Data is not available from TeC Services at this time.

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

The ISC supervisor does not submit data to TeC Services at this time.

3. If not, please explain.

TeC Services and the ISC do not currently have an arrangement for data delivery and exchange. The ISC looks forward to developing a system for this type of exchange and data gathering in the future.

B. Access.

1. How accessible is the program?

The ISC is in compliance with the minimum eligibility requirements established by Citrus College. The center makes every effort to provide students, families, agencies, schools, and those involved with assisting those desiring to study at Citrus College from out of the country with the necessary information to successfully apply to Citrus College. The ISC provides information through publications, the internet, presentations, recruitment trips, personal visits, and promotional events.

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

The services provided by the ISC are available to students studying at Citrus College who are under F-1 student visa status. The ISC serves 400 students from 46 different countries. At this time we do not have a mechanism to track data regarding gender, age, and students with disabilities.

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

ISC currently tracks student ethnicity data only. We do not have data related to underprepared and underrepresented students, at this time. Student ethnicity data is included above under section 1.A.4.

C. Success

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

The ISC plays a significant role in contributing to the student's transition from high school to college. The ISC program and services are designed to assist F-1 international students to successfully complete their educational program and either transfer to a university program or return home to their country. International students do very well in completing their educational goals when compared to total college population as demonstrated in chart under section II.C.4.

2. Include (where applicable)

a. Number of degrees and certificates awarded. Data available in chart under section II.C.4.

b. Number of transfer-prepared students. Data not available

c. Number of transfers. Data not available

d. Achievement of non-credit educational goals. N/A

D. Student Learning Outcomes (SLOs available in addenda).

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

a. List the program SLOs.

Students are able to clearly and successfully understand the international student enrollment process.

International students receive adequate and appropriate academic and personal counseling specific to F-1 international students.

International students are supported and assisted in acclimating to the United States.

o **What process was used to develop the SLOs?**

The supervisor of ISC facilitated, within the department, brainstorming and discussion sessions on SLOs. In addition, the dean of students held meetings to develop and refine SLOs, and specialized workshops on developing SLOs were attended.

o **What activities are used to achieve the SLOs?**

SLOs have been assessed through voluntary surveys completed at the ISC.

2. How are you assessing the outcomes?

The results of the surveys are utilized to identify programs, services, and information requested by students and families to improve the program.

3. How is the assessment information used to improve services?

Based on survey results the program is meeting the basic needs of the students served. The ISC will strive to continue serving prospective and continuing students in assisting them towards pursuing their educational goals.

E. Compliance (if applicable)

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

The ISC works under the compliance of USCIS and the rules, regulations, and policies with regard to F-1 international students and their ability to study in the United States.

Under compliance with FERPA, personal identifiable information of students is kept confidential and protected. Students must provide specific authorization for the ISC to release student information to any other specific individuals, schools, or agencies.

a. Maintenance of SEVIS Database

- o Enforce INS F-1 student visa regulations and immigration laws
- o Daily review of informational resources available over the internet (INS and NAFSA-Association of International Educators)
- o Daily processing of student information to INS to maintain compliance with the Student and Exchange Visitor Information System (SEVIS), the new and ever changing INS regulations that are soon to be released, by utilizing our new computer tracking system, FSA Atlas

b. Service Objectives

- o Provide immigration advising regarding F-1 regulations (Providing initial I-20's, I-20 extensions, renewals, reinstatements, Optional Practical Training)
- o Provide a homestay service

- Provide the necessary documents for students to successfully pursue their education
- Academic Counseling and Advising and Personal Counseling as needed to assist with their cultural transition
- Keep current with all the relevant immigration, state, and legal changes concerning international students
- Continue marketing and student recruitment
- Focus on retention of students
- Work cooperatively with the English as a Second Language Department

c. Social Objectives

- Provide opportunities for students to become accustomed to the area through field trips (museums, theme parks, local shopping), activities on campus (The International Friendship Club, ISC parties, Movie Nights)
- Provide opportunities for social interaction between American students and international students.
- Provide assistance with the acclimation of students to the United States, specifically the southern California area.

F. Student Eligibility (if applicable)

1. Describe eligibility requirements for participation in your program.

All international students must complete the international student application. Upon approval, the student will be issued the SEVIS I-20 which is required by the United States Citizenship and Immigration Services to study in the U.S. The international student application requires the applicant to provide the following information:

- Name, birth date, home address, educational history, and educational objective
- Proof of ability to pay with documented evidence of financial sponsorship
- Health form
- Current visa status

All prospective students must also comply with minimum eligibility requirements set forth by California Community College Chancellor's Office.

G. Program Services

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

Marketing/Advertising and Recruitment

International students enhance Citrus College with the diverse heritage and culture they bring to our campus. In addition, international students generate a large source of revenue for the college. For these reasons, the ISC is constantly seeking ways to increase the number of international students through marketing and recruitment. Currently, ISC provides outreach to prospective international students in a variety of ways through inquiries, advertising, recruitment trips, and developing relationships with both overseas and domestic schools and agencies.

Prospective students request information through inquiries. These inquiries come in the form of information request response cards collected at international and domestic college fairs, web and printed publications, and handed out at official Citrus College promotion presentations.

The ISC uses a variety of both web and printed advertising to promote Citrus College and recruit international students. The ISC constantly researches current and new advertising products to increase international student growth. The ISC used the following advertisers in the 2010 fiscal year:

- Study in the USA
- ASCC International Student Guide

- Intensive English USA Online Directory
- Schools USA.net
- Universal Placement Program (UPP)
- Ryojoku Journal
- Open Doors

Prospective international students are recruited to Citrus College through school presentations, college fairs, and personal appointments. These presentations provide a wonderful opportunity to meet with students and their parents to discuss studying in the United States and how Citrus can be a part of their educational plan.

Various schools and agencies assist their students/clients in locating colleges in the United States for completing their education. The ISC seeks to develop and maintain positive relationships with these schools and agencies promoting Citrus College, and to encourage their involvement in sending students to the college.

Campus Tours are provided to prospective students, their families, agents, and overseas educational agencies to promote and provide information about Citrus College.

Admissions

The ISC processes and approves the international student application for prospective students to enroll at Citrus College. Once a completed application has been approved, the ISC will issue the SEVIS I-20. The student, with the SEVIS I-20, can then apply with the U.S. Embassy in their country for the F-1 visa to pursue studies in the United States.

Once the student has been granted the F-1 student visa, the ISC assists students with their arrival arrangements such as airport pickup and housing referrals.

Orientation and Assessment

Once an international student arrives at Citrus College, a mandatory international student orientation to the college is provided.

During the orientation students are introduced to the college and the campus. They are also given an introduction to campus life, International Student Center services, and immigration guidelines. The new students will also complete the Citrus College new student orientation as a group with ISC staff. After the new students take the assessment test, appointments are made for the students to receive advising and counseling specific to their individual needs and educational objectives. Orientation concludes with the registration and payment of their classes.

Sample Orientation Agenda:

- F-1 student benefits and responsibilities
- F-1 Regulations
- Counseling/Advisement
- USCIS SEVIS requirements
- Intensive English Program
 - ESL Assessment Testing & Placement
 - 8 week sessions
 - English proficiency requirement
- Local Community Areas of Interest
 - Banking
 - Dining/Shopping options
 - Cellular Service Providers
 - Transportation-Metro Link/Foothill Transit
- Citrus College Important Dates and Deadlines
- Citrus College Services

- Library
- Learning Center
- Student Employment
- Counseling and Advisement Center
- Career/Transfer Center
- ISC Programs and Services
 - Academic/Personal Counseling
 - USCIS Issues
 - Housing referrals
 - Health Insurance Assistance
 - F-1 Student Workshops
 - Activities and Events
- Special Guests
 - Student Insurance
 - ISI Friendship Organization
 - APU Mentor Program
 - Honors Program
 - Other

Intensive English Program

The Intensive English Program provides the necessary English as a Second Language (ESL) courses to prepare students to progressively advance in their English skills, with a goal of transitioning to degree applicable courses. Many students will go on to complete a degree or transfer to a university upon completion of their Intensive English Program.

ESL classes offer education in language skills, vocabulary, reading, pronunciation, and conversation.

Counseling/Advisement

International students have specialized academic and personal needs. The counselors and advisors that assist international students are sensitive to the specific needs F-1 students may have. Additionally, they play an important role in helping students become comfortable here at Citrus, assisting students to become accustomed to American culture, and reassuring students that we are here to assist them with all their concerns while they are studying here at Citrus. Counselors and the advisor provide many other services including, but limited to:

- Graduation and transfer workshops
- Assistance with the Wingspan application
- New student orientation workshops
- Transfer application assistance
- ISC representative to other academic departments
- Placement Test
- Drop in advisement
- Tutoring/Learning Center referrals

USCIS/SEVIS Assistance and Advisement

The ISC provides programs and services to assist students to understand the responsibilities and benefits of being an F-1 visa student. Through orientation, counseling, and workshops students are informed and educated about the rules, policies, and regulations to maintain their F-1 visa requirements

Due to the complexities of USCIS regulations, F-1 international students must stay in compliance with USCIS, so that they may continue with their studies. Failure to comply with all the requirements set forth by USCIS could be cause for deportation and a barring from studying in the United States. The USCIS regulations and policies

are complex and change with regularity throughout the year. The importance of being aware and providing information to both prospective and current students is essential.

The primary designated school official (PDSO) and the designated school official (DSO) are responsible for staying informed of USCIS and SEVIS policies and regulations. Through active participation in National Association of Foreign Student Advisor (NAFSA) and other international education organizations, as well as networking with other International Student Centers at other colleges and universities, the ISC keeps informed of the latest changes in USCIS policy and rules affecting international students and their studies.

Activities and Events

Through events and activities, international students have the opportunity to meet other students, both international and non international. Students not only get to meet new friends and develop new relationships, but also have a great time doing it. ISC activities for international students may include, but are not limited to:

- Disneyland, Universal Studios, Knott's Berry Farm, Magic Mountain
- Hollywood Bowl and Farmer's Market
- Sea World, San Diego Zoo
- Beach BBQ
- L.A. County Fair
- Professional theater productions
- Music concerts
- Citrus College Performing Arts events
- Movie Nights
- Museums
- Shopping
- Sports Events-Dodgers, Angels, Lakers, Clippers, Quakes

The ISC also hosts parties for holidays and special events, and other free get-togethers.

The International Student Center also supports the "International Friendship Club" and all their endeavors.

The ISC constantly surveys students to know what other types of activities or events they may want to see or attend. These events and activities provide a positive, uplifting representation of Citrus College and support us in our recruiting efforts.

Housing Assistance

The ISC provides referral service to Student International Housing, Inc. (SIH) for homestay services. Homestay is an attractive draw to international students for coming to the United States. It is also important for the parents of prospective students. A homestay situation provides parents with the feeling of security for their children who are traveling to the United States. They are comforted in knowing that their child will not be on their own and that someone will be watching out for them. Students new to the United States are quickly embraced by their homestay hosts and have the opportunity to learn about living with an American family. Students have the option to pay for room and board or room only.

Homestay also is a way for students to improve their English skills by communicating with their homestay family on a daily basis. Both student and homestay family have the unique experience of learning about their different cultures and traditions and often develop long lasting friendships.

The ISC also provides information on other housing options, such as local apartments and nearby hotels/motels for short term living solutions.

Medical Insurance

All international students studying on a Citrus College I-20 **must** have adequate comprehensive medical insurance. The ISC provides medical insurance through Student Insurance Inc. Students must provide proof of coverage before they may register for their classes. The ISC not only helps students with the application process, but also assists students with questions about their insurance plan.

- 2. Describe how it compares to similar programs at other community colleges in service area.

College comparison chart located in addenda.

H. Funding, Expenditure & Accountability (if applicable)

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

The ISC works with fiscal services to monitor their budget. The ISC supervisor receives a monthly report detailing up-to-date expenditures and budget status. The ISC reports to the dean of Counseling Programs and Services.

International Tuition Fee			Facility Use Fee		
<u>Fiscal Year</u>	<u>Rate</u>	<u>Income Rec'd</u>	<u>Rate</u>	<u>Income Rec'd</u>	<u>Total</u>
2003-2004	\$150	\$1,893,450	\$18	\$227,214	\$2,120,664
2004-2005	\$150	\$2,092,125	\$14	\$195,265	\$2,287,390
2005-2006	\$151	\$2,011,094	\$16	\$213,096	\$2,224,190
2006-2007	\$160	\$1,871,120	\$23	\$268,973	\$2,140,093
2007-2008	\$176	\$2,022,856	\$24	\$275,844	\$2,298,700
2008-2009	\$181	\$2,086,930	\$29	\$334,370	\$2,421,300
2009-2010	\$189	\$1,699,961	\$31	\$278,830	\$1,978,790

The International Student Center is funded by the Citrus College general fund. The budget for the International Student Center was **\$271,568** for **2009-2010**. This budget includes salaries, equipment, supplies, and marketing. This does not include the salaries of the counselors or advisors, who are provided for through the Citrus College counseling office.

Another source of income for the International Student Center is the \$40 international student application fee which supports:

- o ISC orientation
- o ISC activities and events
- o Graduation
- o Scholarships and awards
- o Citrus College promotion

Income generated by international students for the college is substantial. In addition, international students make wonderful contributions to the college and are some of our finest students. We will be able to increase our international student population by providing a high quality of service for our current students and continuing our efforts to recruit and advertise to other parts of the world.

2. WSCH/FTES generated by each program.

This program does not generate WSCH/FTES. State regulations require that international students pay the full cost of their education directly to the college and the college is not reimbursed by the state for their attendance.

3. Census & FTE trend.

This program does not generate WSCH/FTES.

I. Environmental impact

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

The ISC contributes to a greener effort by reducing the use of printed material and redirecting outreach efforts towards familiarity and navigation of the college's and program's website. The ISC staff seeks to carpool when appropriate and has a regular recycling schedule for materials.

J. Technology needs

1. What Technology needs currently exist in your program (include justification)

The ISC currently needs the following

- A scanner for scanning documents to be utilized in promotional and informational ISC material for projects, publications, and the internet.
- A laser printer for document printing.
- The ISC is on schedule for technology updates (new hardware and software)

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

The ISC values technology and its ability to improve performance, enhance service, and provide solutions to the ISC program objectives.

- The ISC will want to remain current with the computer hardware, software, and media-related tools to be able to produce attractive promotional materials including publications, newsletters, and videos for both hard copy and internet ventures.
- The ISC recognizes the increasing student use of the internet and social networking sites such as Facebook and Twitter. The ISC would like to develop a social networking presence in engaging prospective students. Therefore, the office will need to develop and execute a social networking strategy that will help engage prospective students in an authentic manner that will encourage students to request information and apply for admission.
- The ISC would also like to work with admissions to develop an on-line international student application that could be integrated with the existing BANNER system to effectively track each student's enrollment process.

IV. Effective Practices

A. Describe what is working well.

1. The ISC has worked with the campus community to integrate American and international students together, providing the opportunity to learn about each other's cultures and lifestyles. This has been done through a variety of social events and activities throughout the school year.
2. The ISC has worked with the local business community, providing goods and/or services to international students while having the opportunity to promote their business.
3. The ISC has increased on-campus communication with students, faculty, and staff through the use of the large display board located at the west side of the ED building. This display provides information about activities, events, and other school related items for students. The ISC also uses email to provide information on upcoming activities and events.
4. The ISC lounge area is a comfortable and welcoming place for students to meet, study, and relax. The lounge area is equipped with 2 computers, hot/cold water dispenser, and a large media display with satellite feed. There is also a media projector and screen for special presentations and movie events.
5. The ISC in collaboration with external relations has developed outreach materials to expedite and facilitate ISC student enrollment.
6. The international student orientation for all new students provides the necessary information for international students beginning their studies at Citrus College. The ISC also has added the mandatory new student orientation component.

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

The International Student Center at Citrus is known for going above and beyond the call of duty to help students adjust to life in the U.S. and to college life. Students often comment that the staff is friendly and approachable. The staff is aware of regulations students must adhere to in order to remain in status to study in the U.S. The center is also diligent about contacting students who need timely communication and assistance. The supervisor often picks up students at the airport and coordinates special events for students many evenings and weekends.

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

1. The International Student Center offered a new student orientation just for this student population. The program meets the requirements as part of the mandatory orientation program and students receive additional information to meet the needs of this special population.
2. Tea Talk-English conversation group was established to facilitate students to meet other students and discuss a variety of topics in a safe, warm, and comfortable environment.
3. Movie Fridays are offered throughout the school year to provide students an evening of fun, food, and entertainment. Often there is a theme to the evening, such as "Scary Movie Night," "Foreign Film Festival," and "Superhero Extravaganza."
4. Workshops on transfer, graduation, and F-1 issues are offered by ISC staff to keep students up-to-date on the current requirements, regulations, and policies that are pertinent to international students and their educational objectives.

5. Homestay referral is provided to offer students information and options to housing near the campus.

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

1. ISC staff have regular staff meetings to discuss maintaining and improving the programs and services for our international students.
2. ISC staff encourages and accepts input from international students to improve the effectiveness of ISC programs and services. We receive valuable information from the student workers at ISC and the International Friendship Club members.
3. ISC staff attend conferences and training meetings to improve programs and services when possible.
4. The supervisor, educational advisor, ESL faculty, and counselors plan and discuss ways to improve the intensive English program as it pertains to international students.

V. Opportunities for Improvement, Recommendations and Needs Identification

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

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

The ISC constantly seeks ways to improve the programs and services provided to international students, both prospective, current, and alumni. Based on assessment and data from staff meetings, student surveys, campus discussions, and SLO results, the ISC recommends the changes in order to better serve the international student population.

Staffing: The ISC must add additional staff in proportion to the international student growth that the college wishes to achieve. This should include an appropriate number of USCIS approved DSOs, academic counselors and advisors. The additional staff would allow the center the opportunity to grow and develop in areas of recruitment, promotion, and retention, thus continuing the commitment to provide excellent programs and services for our international student population.

New International Handbook: There is a need for a handbook for new international students. This handbook would contain the following:

- Pre-departure Information
- Airport arrival
- Housing resources
- New student checklists
- F-1 Visa responsibilities/benefits
- U.S culture
- Life at Citrus/life in Glendora
- Health and safety
- Campus map
- Helpful resources
- Other

Improved Communication: It is important to be able to communicate important information to our students in a timely manner, as well as communicate to the campus community information specifically related to international students and their study here at Citrus College. The ISC also wants to increase community/global consciousness and responsibility. The following are recommendations to improve communication.

- Monthly international student newsletter

- ISC supervisor meetings with campus faculty and staff
- Revised website and updated calendar
- Development of social network presence
- Development of international student Citrus e-mail delivery database
- Community outreach to local businesses and organizations

Student Contact Tracking: The ISC needs to track all student contacts (supervisor, counselor, educational advisor) in SARS to improve data collection.

International Student Advisory Committee: It is recommended that ISC establish an advisory committee for the center that includes ESL faculty, fiscal services, TeC Services, advisor, and counselors. The group will meet at least once a semester to discuss the needs of international students.

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

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

- Work with TeC Services to create a system that effectively tracks students in the enrollment process.
- Work with the dean of counseling and counseling faculty to request a counselor.
- Once budget constraints lessen, fill the vacancy for the International Student Technician (DSO) position.

3. Technology needs

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

- There is a need to develop a system to effectively track students through the enrollment process. This would provide important information to improve student recruitment and assist in marketing and enrollment efforts.
- There is a need to develop a data exchange and delivery system to be able to monitor international students completing their educational program, graduation, and transfer. We would also like to have a component of this system that could be used to track alumni. This would be implemented in collaboration with TeC Services. This would provide the ISC important data to measure and analyze the success and challenges of our students. The ability to track our students who complete their program would be a wonderful resource for recruitment and college promotion.
- Investigate the possibility of installing an effective system to track students until the outreach component of Banner is implemented.
- Develop an on-line application for international students. This type of application would be convenient for prospective students and increase the number of applications.

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

- The ISC would like to develop and execute a social network strategy that will help the program engage prospective students in conversation to raise awareness of the enrollment process and to encourage them to request information and apply for admission.
- The ISC would like to work with admissions and research and develop access to the outreach component of Banner to effectively track students in the enrollment process.
- The ISC would like to stay up-to-date on the latest technology, both hardware and software, to be utilized in areas of college promotion, recruitment, and retention of international students.

VI. Technical Assistance/Training needs

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

1. ISC is supportive of making sure that staff has the opportunity to become well informed in the areas specific to the international student population needs. Therefore, ISC values sending staff to training appropriate to their role.
2. Once funding allows the PDSO & DSOs would like to attend NAFSA conferences. NAFSA conferences are offered regionally and nationally on a yearly basis. NAFSA serves those working with international students by setting standards of good practice, providing training and professional development opportunities, providing networking opportunities, and advocating for international education.
3. The ISC staff would like to visit other international student programs in our region including Chaffey, Pasadena and Mt. SAC.

VII. Supplemental Information

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

Hard copies of supplemental material are available in the ISC.

- International student informational brochure
- International student application
- International student injury and sickness insurance plan
- Student International Housing, Inc. and homestay brochure
- Academic and Professional International Evaluations, Inc.
- College planning guide

B. Describe any additional reports your program provides to regulatory bodies, if appropriate.

- Form I-17 *Petition for Approval of School for Attendance by Nonimmigrant Student* is the USCIS official document approving Citrus College to create and accept and enroll F-1 nonimmigrant students. This would include the approval to create and issue I-20 document required to obtain the F-1 student visa.
- *Open Doors Report on International Educational Exchange* is a yearly report that provides comprehensive information on international students in the United States, including past and current trends of international student populations.

VIII. Addenda

A. Catalog pages pertaining to program.

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International Student Center

The International Student Center directs and coordinates international student activities in compliance with federal regulations. Citrus College international students represent 45 countries, further enhancing the diversity of the campus.

The interaction and networking among all students has proven to be an invaluable experience for everyone involved. The International Student Office also assists students through its orientation and support programs, ensuring students' completion of their objectives.

Refer to the International Student Admissions section for more information about registration and enrollment.

www.citruscollege.edu/stdntsrv/international.

B. Program data.

- SLO 2009/2010 and 2010/2011 (section III. D.)
- College Comparison Chart (section III.G.2.)



Student Learning Outcomes 2009-2010

Program: International Students

I	II	III	IV	V	VI
Program Purpose	Core Competency	Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results 2009-10	Use of Results 2009-10
<p>Applicable college mission objective:</p> <p>Provide service and support for international students, both current and prospective students continue their educational program at Citrus College</p>	<p>Core Competency No. 1 -personal expression -information acquisition</p> <p>Core Competency No. 3 -decision making -curiosity -evaluation</p> <p>Core Competency No. 4 -respect for other beings -cultural awareness -ethics -lifelong learning</p> <p>Core Competency No. 6 -adulthood independence</p>	<p>The application process for international students is clear and understandable for successful enrollment to study at Citrus College.</p> <p>International students receive adequate and appropriate academic and personal counseling specific to F-1 benefits and responsibilities.</p> <p>International students receive adequate and appropriate academic and personal counseling specific to F-1 international students.</p> <p>International students are supported and assisted in acclimating to the United States and provided opportunities to experience American culture.</p>	<p>International students will complete a survey that is appropriate to assess the effectiveness of a specific student learning objective.</p> <p><u>Criteria for success:</u> 85% of students will identify that the application process was clear and understandable.</p> <p>85% of the students will indicate the understanding of F-1 responsibilities and benefits.</p> <p>85% of students will indicate a satisfaction with counseling services.</p> <p>85% of students will indicate a satisfaction with activities and events provided by the international student center.</p>	<p>Student surveys were collected and analyzed.</p> <p><u>Results of Survey:</u> 67% of students stated application process was clear and understandable.</p> <p>77% of students stated they understood F-1 responsibilities and benefits.</p> <p>69% of students were satisfied with counseling services.</p> <p>89% of students were satisfied with activities and events that participated.</p>	<p>Create new application and update website information to make application clearer and more understandable</p> <p>Create new international student handbook.</p> <p>Provide more counseling appointment times. Establish library of major and Certificate sheets for student distribution.</p> <p>Survey students not attending events to increase participation.</p>



Student Learning Outcomes 2010-2011

Program: International Students

I	II	III	IV	V	VI
Program Purpose	Core Competency	Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results 2010-2011	Use of Results 2010-2011
<p>Applicable college mission objective:</p> <p>Provide service and support for international students, both current and prospective students wishing to study at Citrus College</p>	<p>Core Competency No. 1 -personal expression -information acquisition</p> <p>Core Competency No. 3 -decision making -curiosity -evaluation</p> <p>Core Competency No. 4 -respect for other beings -cultural awareness -ethics -lifelong learning</p> <p>Core Competency No. 6 -adulthood independence</p>	<p>Students are able to clearly and successfully understand the international student enrollment process.</p> <p>International students receive adequate and appropriate academic and personal counseling specific to F-1 international students.</p> <p>International students are supported and assisted in acclimating to the United States.</p>	<p><u>Method:</u></p> <p>International Students will complete a survey that is appropriate to assess the effectiveness of a specific student learning objective.</p> <p><u>Criteria for success:</u></p> <p>75% of students will identify that the enrollment process was clear and understandable.</p> <p>75% of students will indicate a satisfaction with counseling services.</p> <p>75% of students will indicate a satisfaction with the support and assistance in acclimating to the United States.</p>	<p>Not yet available</p>	<p>To determine the effectiveness of the services provided by the ISC for both enrolled and prospective students at Citrus College</p>

College Comparison

College	Total students served	Intl. student served	Stand alone office		Housing Assistance		Medical Insurance		Staffing	Priority Registration	
			Admissions	Counseling	Homestay	Referral	Mandatory	Accept other insurance		New student	Continuing student
Citrus	12,000	396	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	PDSO <u>1 full-time</u> DSO <u>1 full-time</u> Clerical <u>0</u> Counselor <u>1 part-time</u> Advisor <u>1 full-time</u>		
Cerritos	22,000	225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	PDSO <u>1 full-time</u> DSO <u>1 full-time</u> Clerical <u>0</u> Counselor <u>1 full-time</u> Advisor <u>3 full-time</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chaffey	16,000	250-300	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDSO <u>1 full-time</u> DSO <u>1 full-time</u> Clerical <u>1 full-time</u> Counselor <u>1 full-time</u> Advisor <u>0</u>	--	--
Glendale	16,000	450-500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	n/a	n/a	PDSO <u>1 full-time</u> DSO <u>n/a</u> Clerical <u>n/a</u> Advisor <u>3 full-time</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pasadena	35,000	1,066	--	Academic <u>NO</u> Immigration <u>YES</u>	--	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDSO <u>1 full-time</u> DSO <u>3 full-time</u> Clerical <u>1 full-time</u> Counselor <u>3 full-time</u>	<input checked="" type="checkbox"/>	--
Riverside	20,000	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	PDSO <u>1 full-time</u> DSO <u>2 full-time</u> Clerical <u>1 full-time</u> Counselor <u>2 full-time</u> Advisor <u>1 full-time</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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 46)
- b. Authorization is requested to approve facility rentals and usage. (Page 49)
- c. Authorization is requested to approve A & B Warrants for April 2011. (Page 51)
- d. Authorization is requested to approve purchase orders for April 2011. (Page 53)
- e. Authorization is requested to authorize Tek-Up Construction, Inc. to substitute Byford Masonry of Apple Valley, California for Nuway Inc. of Riverside, California, the listed subcontractor. (Page 60)

Academic Affairs

- f. Authorization is requested for approval, signature, and submission of the Annual Report for each attached CSPP and CCTR contracts for the Child Development Center. (Page 62)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 77)

(CONTINUED)

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 101)
- i. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 103)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – May 17, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>COLLEGE SUCCESS</u>				
Perez, Imelda	\$125.00max	District	5/11/11-5/11/11	Translation for Parent Night
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of fees	Fees	7/12/11-7/12/11	Special Event & Wedding Planning
Carter, Jethro	40% of fees	Fees	8/13/11-8/13/11	Self-Hypnosis Stress Reduction
Carter, Jethro	40% of fees	Fees	7/16/11-7/16/11	Self-Hypnosis Self-Improvement
Ingersoll, Juliann	40% of fees	Fees	6/30/11-8/4/11	Beginning Spanish Conversation & Grammar
Jackson, Michelle	40% of fees	Fees	7/9/11-7/9/11	Adult Makeup and Skin Care
Jackson, Michelle	40% of fees	Fees	8/13/11-8/13/11	Makeup 101
Jackson, Michelle	40% of fees	Fees	8/13/11-8/13/11	Teen Makeup and Skin Care
Manzo, Cathy	40% of fees	Fees	6/29/11-8/3/11	Pre-Teen/Teen Drawing & Painting
Moran, Elaine	40% of fees	Fees	7/20/11-7/20/11	Get Paid to Shop
Napoli, William	40% of fees	Fees	8/20/11-8/27/11	Photo Magic Using Adobe Photoshop
Napoli, William	40% of fees	Fees	6/25/11-6/25/11	Spectacular PowerPoint 2007
Nicholson, Kellie	40% of fees	Fees	7/30/11-8/13/11	The Business of Bartending
Notary Public Seminar	40% of fees	Fees	7/16/11-7/16/11	Become a Notary in One Day
Notary Public Seminar	40% of fees	Fees	7/16/11-7/16/11	Renew Your Notary Commission
Pappas, Margaret	50% of fees	Fees	7/13/11-7/13/11	Unclutter Your Mind
Rounds, Miller & Associates	40% of fees	Fees	7/28/11-7/28/11	Cashing In on Ideas & Inventions
Rounds, Miller & Associates	40% of fees	Fees	8/3/11-8/3/11	Career in Professional Speaking
Rounds, Miller & Associates	40% of fees	Fees	7/14/11-7/14/11	Building Your Own Website
Rounds, Miller & Associates	40% of fees	Fees	7/28/11-7/28/11	E-Publishing for iPad & Kindle
Rounds, Miller & Associates	40% of fees	Fees	7/14/11-7/14/11	Clutterology
Tucker, Raymond	50% of fees	Fees	6/30/11-6/30/11	Tropical Floral Design- Class #1
Tucker, Raymond	50% of fees	Fees	7/7/11-7/7/11	Tropical Floral Design- Class #2
Tucker, Raymond	50% of fees	Fees	7/14/11-7/14/11	Tropical Floral Design- Class #3
Tucker, Raymond	50% of fees	Fees	7/21/11-7/21/11	Tropical Floral Design- Class #4
Tucker, Raymond	50% of fees	Fees	7/28/11-7/28/11	Tropical Floral Design- Class #5
Tucker, Raymond	50% of fees	Fees	8/4/11-8/4/11	Tropical Floral Design0 Class #6
Tucker, Raymond	50% of fees	Fees	6/28/11-6/28/11	Summer Floral Fun- Class #1
Tucker, Raymond	50% of fees	Fees	7/5/11-7/5/11	Summer Floral Fun- Class #2
Tucker, Raymond	50% of fees	Fees	7/12/11-7/12/11	Summer Floral Fun- Class #3
Tucker, Raymond	50% of fees	Fees	7/19/11-7/19/11	Summer Floral Fun- Class #4
Tucker, Raymond	50% of fees	Fees	7/26/11-7/26/11	Summer Floral Fun- Class #5
Tucker, Raymond	50% of fees	Fees	8/2/11-8/2/11	Summer Floral Fun- Class #6
Tucker, Raymond	50% of fees	Fees	8/9/11-8/9/11	Summer Floral Fun- Class #7
Tucker, Raymond	50% of fees	Fees	8/16/11-8/16/11	Summer Floral Fun- Class #8
Turpurins, Sandra	40% of fees	Fees	7/30/11-7/30/11	First-Time Home Buyer
<u>FINANCIAL AID</u>				
Arch Street Consulting	\$100,000.00max	District	7/1/11-6/30/12	Banner Implementation
<u>FINE AND PERFORMING ARTS</u>				
Easdale, John	\$1,000.00max	District	5/18/11-6/30/11	Musician Services
Hamon, Timothy	\$500.00max	District	5/18/11-6/30/11	Musician Services
<u>GOLF DRIVING RANGE</u>				
Bristol, Dan	\$25.00 per ½ hr	Fees	7/1/11-6/30/12	Private Golf Lessons
Ingraham, Jeffrey M.	\$35.00 per ½ hr	Fees	7/1/11-6/30/12	Private Golf Lessons
Ingraham, Jeffrey M.	\$25.00 per student	Fees	7/1/11-6/30/12	Group Golf Lessons
Rossmann, Ricky	\$55.00 per hour	Fees	7/1/11-6/30/12	Private Golf Lessons

Rossman, Ricky	\$25.00 per student Fees		7/1/11-6/30/12	Group Golf Lessons
Rossman, Ricky	\$25.00 per student Fees		7/1/11-6/30/12	Junior Group Golf Lessons
Saint, Matthew W.	\$30.00 per ½ hr Fees		7/1/11-6/30-12	Private Golf Lessons
Saint, Matthew W.	\$50.00 per hour Fees		7/1/11-6/30/12	Private Golf Lessons
Saint, Matthew W.	\$25.00 per student Fees		7/1/11-6/30/12	Group Golf Lessons

HEALTH SCIENCES

Chen, Toni DDS	no fee	no fee	5/3/11-ongoing	Clinical Education
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STUDENT HEALTH CENTER

Christianson, Monica	\$35.00per hour	District	7/1/11-6/30/12	Mental Health Counseling
Grace, Adrienne, RN, NP	\$40.00per hour	District	7/1/11-6/30/12	Medical Services
Peek, Corbett Grant, M.D.	\$65.00per hour	District	7/1/11-6/30/12	Medical Services
Walker, Ann Graves, M.D.	\$65.00per hour	District	7/1/11-6/30/12	Medical Services

TECHNOLOGY & COMPUTER SERVICES

Greybrooke Consulting	\$40,000.00max	Bond	7/1/11-6/30/12	Banner Support
Strata Information Group	\$80,000.00max	Bond	7/1/11-6/30/12	Banner Support

WORKFORCE DEVELOPMENT

Marsh, Brian Y.	\$200.00max	Grant	5/17/11-6/30/11	Editing for Alec Loorz Video
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Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
May 17, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Ken Ward	Recording Arts Studio	Vocal Overdubbing	4/22, 4/23 & 4/30/11	\$700.00
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	4/27 & 4/29/11	\$1,120.00
Rob Tyke Music and Media	Recording Arts Studio	Basic Tracking	5/1/2011	\$300.00
Patrik Giardino Photography	Stadium	Still Photo Shoot	5/3/2011	\$4,850.00 plus additonal labor if required
Gladstone High School	Stadium and Locker Rooms	2011 Football Games	9/9/11, 9/29/11, 10/7/11 and 11/4/11	\$2,600.00 per game plus additional labor if required
California Theatre Center	Performing Arts Center	Children's Theatre	2/16/2012	\$1,600.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 17, 2011	Resolution	<u></u>
SUBJECT:	A & B Warrants	Information	<u></u>
		Enclosure(s)	<u>X</u>

BACKGROUND

A & B Warrants for April 2011. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for April 2011.

Carol R. Horton
Recommended by

/
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.c.

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
April, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$2,196,642.73
GRANT AMOUNT PAID TO STUDENTS		\$25,049.50
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C11-C	\$1,667,129.51
432	C3I-C	\$608,223.78
528	C3I-N	\$281,996.58
32	096-C	\$4,881.88
2	096-N	\$221.32
6	103-C	\$5,316.90
13	103-N	\$4,597.49
3	110-N	\$1,831.75
328	C2I-N	\$1,435,478.48
1,537		\$4,009,677.69
ske		
5/12/2011		

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-16119	INDUSTRIAL TECHNICAL SERVICES BAY VIEW FUNDING	9040	Blanket PO	01-5630	3,000.00
11-17187	LAMP CRAFT	0280	Music Lights For Big Band Musicians	01-4300	676.73
11-17321	Integrators Inc	9230	CC Supplies	71-4300	195.36
11-17436	Identification & Security Integrators Inc	9012	Supplies	01-4300	1,053.60
11-17487	PC Mall Gov Inc	0281	Computer Equipment	01-6400	6,610.28
11-17508	CHAMPION ONE	9100	Network Refresh Optics	41-6400	3,949.66
11-17510	Dell Computer Corp	9100	Library Upgrade - Computers	41-6400	63,883.19
11-17511	CSS/RANCHO JANITORIAL SUPPLIES	9140	Supplies	01-4300	8,247.71
11-17512	IBM SPSS	9300	Software License Renewal	01-5800	1,560.00
11-17513	IBM SPSS	9300	Software License Renewal	01-5800	780.00
11-17515	DAIGGER	0030	Supplies	01-4300	528.16
11-17516	SNAP-ON INDUSTRIAL	3020	Tools/Equipment	01-6400	11,735.52
11-17517	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	65.90
11-17518	GTM SPORTWEAR	0060	Training Room Attire	01-4300	287.40
11-17519	RADIO SHACK COMMERCIAL SALES	9040	Supplies	01-4300	27.89
11-17520	SARGENT-WELCH SCIENTIFIC	0311	Supplies	01-4300	343.47
11-17521	RESTAURANT EQUIPMENT AND SUPPLIES	3500	Plant Display Trays	01-4300	214.59
11-17522	CPP, INC.	9290	SkillsOne Site License Renewal	01-5800	195.00
11-17523	Data Impressions	9100	Library Upgrades - Monitors	41-6400	17,482.00
11-17524	MedOne CAPITAL	0309	Supplies	01-4300	41.41
11-17525	SCANTRON	3020	Repair	01-5600	41.52
11-17526	PLAZA PRODUCE	9347	Supplies	01-4300	101.88
11-17527	PLAZA PRODUCE	9347	Supplies	01-4300	23.69
11-17528	HARBOR FREIGHT	3020	Diagnostic tool	01-4300	65.81
11-17529	WATSON BROS.	0311	Balance calibration	01-5600	1,660.00
11-17530	NOVA COLOR	0010	Art Supplies	01-4300	468.36
11-17531	KWIKSERVE, LLC	3020	Service on Automotive Equipment	01-5600	259.44
11-17532	Amazon.com Corporate Credit	9347	Books	01-4300	109.64
11-17533	Amazon.com Corporate Credit	9672	Supplies	01-4300	197.90
11-17534	INDUSTRIAL LADDER	0280	Industrial Ladder	01-4300	295.18
11-17535	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	478.56
11-17536	HARDY DIAGNOSTICS	0030	Microbiology Supples	01-4300	787.11
11-17537	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	260.02
11-17538	Apple Inc	3370	Computers - Recording Arts	01-6400	27,975.28
11-17539	PEOPLE ADMIN	9200	Software Optimization Fee	01-5810	7,500.00
11-17540	Amazon.com Corporate Credit	3180	Hard Drives	01-4300	241.43
11-17541	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	3,189.26
11-17542	SAN GABRIEL VALLEY PUBLIC AFFAIRS	9220	Membership Renewal	01-5880	50.00
11-17543	WHALEN BINDERY & MAILING SVC	9220	Mail Service for Summer Postcards	01-5850	2,448.86
11-17544	BRYAN PRESS	9220	Summer Postcards	01-5850	3,733.70
11-17545	ALBERTSONS/SUPER VALUE	9680	Supplies	01-4300	2,135.74
11-17546	BATTERY SYSTEMS OF FONTANA	9070	Cart Batteries	01-4300	717.59
11-17547	DAIGGER	0030	Supplies	01-4300	231.94
11-17548	SVM, LP	9081	Gas Cards for Students	01-7600	3,123.95
11-17549	FISHER SCIENTIFIC	0311	Supplies	01-4300	1,833.67
11-17550	MEDCO SPORTS MEDICINE	0060	Training Room Supply	01-4300	620.36
11-17551	LAGUNA CLAY	0010	Art Supplies	01-4300	330.55
11-17552	Industromart Division of Zaentz Hardware	0010	Steel Cart	01-6400	1,120.87
11-17553	Apple Inc	9344	iPads	01-4300	1,412.41

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-17555	PETERSON HYDRAULICS, INC.	3020	Service Agreement-Car Lifts	01-5600	1,610.00
11-17556	W W GRAINGER INC	9720	Blanket PO - Emergency Supplies	41-4300	8,000.00
11-17557	ALBERTSONS/SUPER VALUE	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
11-17558	SMART & FINAL	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
11-17559	HOME DEPOT	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
11-17560	A-1 Event and Party Rentals	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
11-17561	SOS SURVIVAL PRODUCTS	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
11-17562	PLAZA PRODUCE	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
11-17563	COSTCO WHOLESALE	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
11-17564	MISSION ACE HARDWARE	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
11-17565	Walmart	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
11-17566	CHASE CARD SERVICES	9720	Blanket PO - Emergency Supplies	41-4300	10,000.00
11-17567	EASY PICKER GOLF PRODUCTS INC.	9470	Blanket PO	59-4300	3,925.00
11-17568	Amazon.com Corporate Credit	9672	Supplies	01-4300	178.98
11-17569	JEFF'S SPORTING GOODS	0060	Softball Equipment	01-4300	590.37
11-17570	JEFF'S SPORTING GOODS	0060	Softball Gloves	01-4300	347.00
11-17571	AUTOMOTIVE NEWS	3020	Industry Magazine	01-4300	174.50
11-17572	JEFF'S SPORTING GOODS	0060	Softball Balls	01-4300	138.98
11-17573	JEFF'S SPORTING GOODS	0060	Softball Shoes	01-4300	64.57
11-17574	IDAHO INSTRUMENTS ATTN: NEILS HASLAM	3020	Auto Supplies for Toyota Program	01-4300	99.86
11-17575	SIMPLEX GRINNELL	3040	Maintenance Contract	01-4300	131.00
11-17577	B & H Photo Video - Pro Audio Gov/Education Sales	0210	A/V Equipment	01-6400	1,688.95
11-17578	CALIFORNIA STAGE & LIGHTING	0280	Lighting Equipment	01-6400	9,893.16
11-17579	Toshiba Direct Gov/Ed Western Division	9100	Supplies	01-4300	1,212.63
11-17580	SAN DIEGUITO PRINTERS	9220	Schedules - Continuing Education	01-5850	13,591.25
11-17581	AQUA-SERV ENGINEERS INC.	9040	Supplies	01-4300	977.14
11-17582	ST LUCY'S PRIORY HIGH SCHOOL	9420	Advertising	01-5830	75.00
11-17583	SERGIO'S RESTAURANT	3120	Food	33-4700	175.00
11-17584	MOVIES UNLIMITED	3160	A/V Media	01-6300	412.45
11-17585	LEARNING RESOURCES NETWORK	3340	Enrollment Fees	39-5800	97.50
11-17586	MEDIA EDUCATION FOUNDATION	3160	A/V Media	01-6300	79.34
11-17587	BARSTOW COMMUNITY COLLEGE	9420	Fall 2010 London Faculty Reimbursement	01-5810	9,000.00
11-17588	SAN BERNARDINO COMMUNITY COLLEGE DISTF	9420	Spring 2011 Faculty Reimbursement-Spain	01-5810	9,000.00
11-17589	RAINBOW DIRECTORY GROUP JAMES PUBLISHING	9260	Reference Book	01-6300	80.73
11-17590	Amazon.com Corporate Credit	9170	Book	01-4300	23.11
11-17591	Shutterstock Images LLC	9902	Subscription for Licensed Images	01-4300	229.00
11-17593	Positive Promotions	3120	Module	33-4300	2,670.00
11-17594	BRH Supply	9270	Supplies	01-4300	2,280.61
11-17595	HILLYARD INC	9270	Supplies	01-4300	2,471.40
11-17596	DYNALECTRIC	9040	Service at TE and AC	01-5800	4,834.49
11-17597	Dell Computer Corp	9100	Library Upgrades - Computers	41-6400	73,003.33
11-17598	SunGard DegreeWorks MRA Services Inc	3370	Degree Audit Software	01-5840	66,411.00
11-17599	Amazon.com Corporate Credit	0300	Supplies	01-4300	23.85
11-17600	SOUTHEASTERN APPAREL	0280	Concert Choir gown	01-4300	84.75
11-17601	HERFF JONES	9010	Diploma Covers	01-4300	6,080.15
11-17602	EDUCATION TO GO	9330	Enrollment Fees	39-5800	134.00
11-17603	BRODART, INC.	9260	Supplies	01-4300	150.01
11-17604	Express Companies, Inc. First-Aid-Product.com	0300	First Aid Kit	01-4300	138.89

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-17605	DIAL Communications	9370	Radio Equipment	41-6400	1,492.60
11-17606	Las Vegas Sandbag Company	0010	Sandbags	01-4300	368.76
11-17607	Troxell Communications, Inc	0280	Audio Equipment	01-6400	949.34
11-17608	HYBRID CASES	0010	Shipping Cases	01-6400	1,051.41
11-17609	Bluehaze Entertainment	3260	Hardware and Mounting Equipment	01-6400	2,572.27
11-17610	B & H Photo Video - Pro Audio Gov/Education Sales	0010	Keyboard	01-6400	1,827.36
11-17611	DISCOUNT OFFICE ITEMS	9100	Supplies	01-4300	142.38
11-17612	ANTELOPE VALLEY COMM. COLLEGE	9420	Spring 2011 Faculty Reimbursement- Spain	01-5810	9,000.00
11-17613	BUDDY'S ALL STARS, INC.	0060	Volleyball	01-4300	450.01
11-17614	ARROW WIRE AND CABLE	9100	Supplies	01-4300	893.00
11-17615	R & D BUSINESS INT. 000446	9100	Supplies	01-4300	85.00
11-17616	RIGEL SYSTEMS	0310	Quickfinders for Astronomy	01-4300	191.36
11-17617	OWL BOOKSHOP	9280	2011 Commemcement Pins	01-4300	1,391.08
11-17618	GLENDORA TROPHY	9360	Distinguished Faculty Award	01-4300	80.12
11-17619	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9260	Online Database Renewals	01-5840	24,366.00
11-17620	OWL BOOKSHOP	0010	Supplies	01-4300	411.56
11-17621	Vector Resources Inc Enterprise Network Solutions	0030	Wireless Access	01-6400	7,652.18
11-17622	Vector Resources Inc Enterprise Network Solutions	0030	Wireless Access	01-6400	8,219.16
11-17623	PET'S MART, INC.	9260	Supplies	01-4300	103.43
11-17624	DEMCO INC.	9260	Supplies	01-4300	62.33
11-17625	CLARION AT CITRUS	9100	Advertising	01-4300	330.00
11-17626	Southern Aluminum	0280	Portable Stage	01-6400	4,887.44
11-17627	PC Mall Gov Inc	9100	Monitors	01-6400	769.15
11-17628	EDVOTEK, INC.	0030	Biotech Equipment	01-6400	1,489.73
11-17629	Sanofi Pastuer Inc.,	9160	Vaccines	01-4300	937.61
11-17630	NORMAN MUSIC CENTER	0280	Trumpet	01-6400	2,412.06
11-17631	Advantage Distribution	9110	Vinyl Cutter	01-6400	2,496.76
11-17632	ACCREDITING COMMISSION FOR COMMUNITY &	9170	ACCJC Substantive Change Fee	01-5800	500.00
11-17633	FISHER SCIENTIFIC	0030	Supplies	01-6400	1,213.52
11-17634	FISHER SCIENTIFIC	0030	Supplies	01-4300	677.48
11-17635	GMS ELEVATOR	9040	Load Test for TC Elevator	01-5630	688.00
11-17637	Cardiac Science Corporation	9430	Defibrillator	01-5800	16,000.00
				01-6400	34,700.44
11-17638	CALIFORNIA STAGE & LIGHTING	0080	Theatre Mirror With Mount	01-4300	196.56
11-17639	Tangent	9100	Email Archiving Server	01-5810	14,262.01
				01-6400	24,189.52
11-17640	Freestyle Photographic Supply	3260	Photo Class Supplies	01-4300	1,615.78
11-17641	Advantage Distribution	9110	Replacement Laminator	01-6400	8,697.13
11-17642	GLOBAL CTI GROUP INC	9100	Telephone Equipment	01-6400	10,621.66
11-17643	AVTECH Software	9100	Environmental Monitor	01-6400	1,262.98
11-17645	MEDCO SPORTS MEDICINE	0060	Training Room Equipment	01-6400	5,758.18
11-17646	WACAC CONFERENCE	9290	Conference Registration	01-5200	180.00
11-17648	IBM SPSS	0020	Software License Renewal	01-4300	4,362.00
11-17649	OWL BOOKSHOP	0020	Blanket PO	01-7610	400.00
11-17650	CM SCHOOL SUPPLY	0020	Blanket PO	01-4300	1,000.00
11-17651	PLAZA PRODUCE	9344	Working Lunch/Project Planning	01-5800	96.58
11-17652	DEMCO INC.	9260	Supplies	01-4300	559.60
11-17653	DESERT MOUNTAINS SPORTS	0060	Balls for Softball Team	01-4300	684.18
11-17654	TOMARK SPORTS INC.	0060	Softball Equipment	01-4300	651.16

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
11-17655	GLENDORA POSTMASTER	9250	Postal Permit	01-5850	795.00
11-17656	POWER SYSTEMS	0060	Women's Basketball	01-4300	157.08
11-17657	MEDCO SPORTS MEDICINE	0060	Impulse Tens Units	01-6400	79.04
11-17658	VWR SCIENTIFIC	0030	Supplies	01-4300	1,226.81
11-17659	OWL BOOKSHOP	9081	Textbooks for Summer Bridge	01-4300	4,332.27
11-17660	STUDY IN THE USA	9310	Advertising	01-5800	10,825.00
11-17661	ALBERTSONS/SUPER VALUE	9081	Refreshments for Recognition Ceremony	01-5220	550.00
11-17662	BASHFORD ENTERPRISES 000474	9375	Student Services - Veterans Center	42-5800	10,215.00
11-17663	California Geological Survey	9375	Admin Remodel - Geological Survey	42-5800	3,600.00
11-17664	VWR SCIENTIFIC	0030	Supplies	01-4300	1,638.35
11-17665	Center for Applications of Psychological Type, Inc.	9290	Career Library Books	01-4300	586.07
11-17666	The EI Group	9310	Marketing	01-5830	4,995.00
11-17667	DUNN-EDWARDS CORP	9460	Supplies	41-4300	1,500.00
11-17668	OFFICE DEPOT BSD ED DIV	3370	Laptop Case	01-4300	43.89
11-17670	GAYLORD BROS. ATTN: MAERLISE MONETTE	9260	Supplies	01-4300	858.25
11-17671	MUSIC123	0280	Amplifier Stands	01-4300	118.46
11-17672	ANTELOPE VALLEY COMM. COLLEGE	9420	Faculty Reimbursement Spring 2011- Spain	01-5810	9,000.00
11-17673	BSN SPORTS	0060	P.E. Equipment	01-6400	779.93
11-17674	MERCED A/C EQUIPMENT SERVICE	3020	Service on Lab A/C Equipment	01-5600	2,743.62
11-17676	HARDY DIAGNOSTICS	0030	Supplies	01-4300	334.73
11-17677	BALDWIN PARK UNIFIED SCHOOL DISTRICT	3370	Reimbursement	01-5800	493.13
11-17678	Boerner Truck Center	3020	Part For Diesel Program	01-4300	140.36
11-17679	J.D. FIELDS WHOLESALE LUMBER	9030	Supplies	01-4300	2,057.81
11-17680	KI	9375	Furniture- Student Services	42-6400	17,123.10
11-17681	FILMS MEDIA GROUP	3160	AV Media	01-6300	297.59
11-17682	Lenovo Inc	9100	Laptop Computer	01-6400	2,266.66
11-17683	B & H Photo Video - Pro Audio Gov/Education Sales	3160	AV Supplies	01-4300	1,224.26
11-17684	VANTAGE LIGHTING INC.	3160	AV Supplies Bulbs	01-4300	102.93
11-17685	Lenovo USA Inc.	9360	Labtop Computer	01-4300	991.56
11-17686	Troxell Communications, Inc	9100	Flat Panel Mount	01-4300	127.19
11-17687	Mediaworks Pro Group	3160	AV Equipment	01-4300	645.33
11-17696	DWI ENTERPRISES	9375	Lecterns - Student Services	42-6400	10,990.37
12-18021	Sanofi Pastuer Inc.,	9160	Fluzone vaccine 2011	01-4300	3,615.82
12-18022	OFFICE DEPOT BSD ED DIV	0040	Blanket PO	01-4300	2,000.00
12-18023	OWL BOOKSHOP	3180	Blanket PO	01-4300	300.00
12-18024	OFFICE DEPOT BSD ED DIV	3180	Blanket PO	01-4300	2,000.00
12-18025	OWL BOOKSHOP	0040	Blanket PO	01-4300	800.00
12-18026	OFFICE DEPOT BSD ED DIV	3130	Blanket PO	01-4300	1,500.00
12-18027	OWL BOOKSHOP	3270	Blanket PO	01-4300	100.00
12-18028	KING BOLT CO.	9030	Blanket PO	01-4300	500.00
12-18029	OFFICE DEPOT BSD ED DIV	9030	Blanket PO	01-4300	1,500.00
12-18030	PATTON STEEL	9030	Blanket PO	01-4300	1,500.00
12-18031	VER SALES INC.	9030	Blanket PO	01-4300	1,000.00
12-18032	VISIONS IN COLOR	9030	Blanket PO	01-4300	3,500.00
12-18033	WEST-LITE SUPPLY CO., INC.	9030	Blanket PO	01-4300	1,000.00
12-18034	ZEE MEDICAL INC	9030	Blanket PO	01-4300	500.00
12-18035	TOOL-TEAM	9030	Blanket PO	01-5630	500.00
12-18036	WHALEN BINDERY & MAILING SVC	9030	Blanket PO	01-5850	4,500.00
12-18037	TESSITURA NETWORK, INC	9030	Blanket PO	01-5810	7,200.00

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-18038	TESSITURA NETWORK, INC	9030	Blanket PO	01-5830	5,000.00
12-18039	GLENDORA CHRISTMAS PARADE	9230	Blanket PO	01-5880	50.00
12-18040	CITY OF CLAREMONT	9230	Blanket PO	01-5880	20.00
12-18041	ARROW WIRE AND CABLE	9100	Blanket PO	01-4300	2,000.00
12-18042	COSTCO WHOLESALE	9100	Blanket PO	01-4300	1,000.00
12-18043	OWL BOOKSHOP	9100	Blanket PO	01-4300	200.00
12-18044	SEHI Computer Products Inc	9100	Blanket PO	01-4300	3,500.00
12-18045	Dell Computer Corp	9100	Blanket PO	01-4300	5,000.00
12-18046	WESTERN AUDIO VISUAL CORP	9100	Blanket PO	01-6400	4,000.00
12-18047	ComputerLand of Silicon Valley Attn: Education Sale	9100	Blanket PO	01-4300	2,000.00
12-18048	ADVANCED DATA PROTECTION SERVICES, INC.	9100	Blanket PO	01-5810	2,200.00
12-18049	GLOBAL CTI GROUP INC	9100	Blanket PO	01-5630	3,000.00
12-18050	HOME DEPOT	9100	Blanket PO	01-4300	1,000.00
12-18051	ZACK ELECTRONICS	9100	Blanket PO	01-4300	500.00
12-18052	B & K ELECTRIC WHOLESALE	9030	Blanket PO	01-4300	1,000.00
12-18053	CALIFORNIA STAGE & LIGHTING	9030	Blanket PO	01-4300	3,000.00
12-18054	HOME DEPOT	9030	Blanket PO	01-4300	5,000.00
12-18055	MC MASTER-CARR	9030	Blanket PO	01-4300	2,500.00
12-18056	MISSION ACE HARDWARE	9030	Blanket PO	01-4300	1,000.00
12-18057	PRAX AIR	9030	Blanket PO	01-4300	1,000.00
12-18058	ROSE BRANDS TEXTILE FABRICS	9030	Blanket PO	01-4300	5,000.00
12-18059	PRODUCTION WIRELESS SERVICES	9030	Blanket PO	01-5630	3,000.00
12-18060	CARL ROWE (000151)	9030	Blanket PO	01-5810	1,000.00
12-18061	GMS ELEVATOR	9030	Blanket PO	01-5810	1,500.00
12-18062	DRIFTWOOD DAIRY	3120	Blanket PO	33-4700	15,000.00
12-18063	U.S. FOOD SERVICE	3120	Blanket PO	33-4300	15,000.00
				33-4700	45,000.00
12-18064	GRAPEVINE DESIGNS	9230	Blanket PO	01-4300	3,292.50
12-18066	GUNTHER'S ATHLETIC SERVICE	0060	Blanket PO	01-5630	9,000.00
12-18067	OFFICE DEPOT BSD ED DIV	0060	Blanket PO	01-4300	4,000.00
12-18068	OWL BOOKSHOP	0060	Blanket PO	01-4300	200.00
12-18069	WESTERN STATES DESIGN	0060	Blanket PO	01-5630	3,000.00
12-18070	IMS Commercial Ice System Inc	0060	Blanket PO	01-5630	1,000.00
12-18071	JUST DO IT FITNESS EQUIPMENT	0060	Blanket PO	01-5810	3,000.00
12-18072	OFFICE DEPOT BSD ED DIV	3270	Blanket PO	01-4300	3,000.00
12-18074	MISSION ACE HARDWARE	9100	Blanket PO	01-4300	1,000.00
12-18075	XEROX CORPORATION CAPITAL SERVICES	9110	Blanket PO	01-5610	220,000.00
12-18077	XEROX CORPORATION CAPITAL SERVICES	9110	Blanket PO	01-5610	20,000.00
			Total	233	1,166,636.58

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	204	831,200.47
33	Child Development Fund	4	77,845.00
39	Community Education	2	231.50
41	Capital Outlay Projects Fun	17	211,310.78
42	Revenue Bond Construction F	4	41,928.47
59	Golf Driving Range	1	3,925.00
71	Associated Student Trust Fu	1	195.36

Includes 4/1/2011 - 4/30/2011

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
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PO Changes	Original PO Amount	Fund/ Object	Description	Change Amount
11-16973	600.00	33-4700	Child Development Fund/Food	90.00
11-17288	21,081.81	01-6410	General Fund/Equipment-Capitalized	431.75
11-17322	271.86	01-4300	General Fund/Materials and Supplies	81.62
Total PO Changes				603.37

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Substitution of a listed subcontractor for project 03-0910, Restroom Building East Campus	Information	_____
		Enclosure(s)	X

BACKGROUND

Tek-Up Construction, Inc. has been awarded a prime contract by the District for construction of project 03-0910, Restroom Building East Campus. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Tek-Up Construction, Inc. has requested District approval to substitute Byford Masonry of Apple Valley, California for Nuway Inc. of Riverside, California, the listed subcontractor. District staff has notified NuWay, Inc. pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize Tek-Up Construction, Inc. to substitute Byford Masonry of Apple Valley, California for Nuway Inc. of Riverside, California, the listed subcontractor.

Carol R. Horton
Recommended by

Moved / Secoded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.e. _____

May 6, 2011

Nuway, Inc.
Mr. Roger Coons
8992 Jurupa Road
Riverside, CA 92509

Re: Notification of prime contractor's request for substitution of a listed subcontractor for Citrus College project 03-0910, Restroom Building East Campus

Dear Mr. Coons:

NuWay, Inc. is listed as the subcontractor for the masonry work portion of the Citrus College Restroom Building East Campus project. Tek-Up Construction, Inc., the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing PCC 4107(a)(1) listed subcontractor fails or refuses to execute a written contract for his or her subcontract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords the subcontractor with certain rights. Please contact me with any questions or concerns you may have. If you do not object to the substitution, you are welcome to so notify me via email at riverson@citruscollege.edu.

Sincerely,

Robert Iverson
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College
Robert J. Bradshaw, Construction Program Manager, Citrus College
Kambiz Mileki, Tek-Up Construction, Inc.
Bid File 03-0910, Restroom Building East Campus

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE	May 17, 2011	Resolution	
SUBJECT:	Child Development Center - State Annual Report for Contracts CCTR-9095; CSPP- 9177	Information	
		Enclosure(s)	x

BACKGROUND

The state requires a yearly annual report for each contract in the Child Development Center. This annual report consists of a structured review of the physical environment of each classroom, a developmental profile on every child enrolled in the center during the year, parent survey results and a center wide review of contract items including enrollment standards and staff development. Further, this report requires the Child Development Center to create a Program Improvement process for correcting any deficits found during the review process.

This item was prepared by Dr. Mickie Allen, CDC Director.

RECOMMENDATION

Authorization is requested for approval, signature, and submission of the Annual Report for each attached CSPP and CCTR contracts for the Child Development Center.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.1.f. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.g. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Afzali, Ana	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/11	12/31/11	\$50.72 hr.
Aghyarian, Meray	Instructor		Hourly as needed	ESL	07/01/11	12/31/11	\$44.90 hr.
Allen, Ann	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/11	12/31/11	\$50.72 hr.
Al-Sabea, Taha	Instructor		Hourly as needed	Economics	07/01/11	12/31/11	\$44.90 hr.
Amaya, Hector	Instructor		Hourly as needed	History/Humanities/ Philosophy	07/01/11	12/31/11	\$44.90 hr.
Amaya-Anderson, Beatriz	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Anderson-McGill, Taylor	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Anson, Melanie	Instructor	During unassigned time	Hourly as needed	Speech	07/01/11	12/31/11	\$50.72 hr.
Aplanalp, Jane	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Au, Susanna	Instructor		Hourly as needed	Drafting/Architecture			
Avci, Tugrul	Instructor		Hourly as needed	Economics	07/01/11	12/31/11	\$44.90 hr.
Azpeitia, Maria	Instructor		Hourly as needed	ESL/English	07/01/11	12/31/11	\$44.90 hr.
Bakhit, Khetam	Instructor	During unassigned time	Hourly as needed	Economics	07/01/11	12/31/11	\$50.72 hr.
Bautista, Susan	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Baxter, Susan	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Beach, Kristine	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Bellini, Kelly	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Bender, Thomas	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Betancourt, Carmen	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Bigby, Shauna	Nurse	During unassigned time	Hourly as needed	Health Center	07/01/11	12/31/11	\$50.72 hr.
Birmingham, Thomas	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Blynn-Avanosian, Sylvia	Instructor		Hourly as needed	Spanish	07/01/11	12/31/11	\$44.90 hr.
Bobo, Michael	Instructor		Hourly as needed	Humanities	07/01/11	12/31/11	\$44.90 hr.
Botma, Scott	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Bowen, Keshia	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Boyden, Pixie	Instructor		Hourly as needed	Information Technology	07/01/11	12/31/11	\$44.90 hr.
Broadfoot, Johnnie	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Brown, David	Instructor	During unassigned time	Hourly as needed	Automotive	07/01/11	12/31/11	\$50.72 hr.
Brown, Ricky	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/11	12/31/11	\$50.72 hr.
Buchwald, Leigh	Instructor	During unassigned time	Hourly as needed	Information Technology	07/01/11	12/31/11	\$50.72 hr.
Buckalew, James	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
Burns, Linda	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Call, Jack	Instructor	During unassigned time	Hourly as needed	Philosophy	07/01/11	12/31/11	\$50.72 hr.
Campbell, Faye	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Carrillo, Michael	Instructor		Hourly as needed	Sociology	07/01/11	12/31/11	\$44.90 hr.
Carver, Sally	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Cashell, Judy	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Castro, Juan	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Chan, Linda	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Chavez-Appel, Mercedes	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
Christensen, Niel	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.
Clark, Jeremy	Instructor	During unassigned time	Hourly as needed	Automotive	07/01/11	12/31/11	\$50.72 hr.
Clark, Jeremy	Instructor	Toyota Technician Education Network	Stipend	Automotive	06/27/11	08/18/11	\$1,500.00 tl.
Clark, Steve	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.
Cloughly, Cecilia	Instructor		Hourly as needed	German	07/01/11	12/31/11	\$44.90 hr.
Colville, Linda	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/11	12/31/11	\$50.72 hr.
Cotton, Christopher	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Cross, Cynthia	Instructor	During unassigned time	Hourly as needed	ESL	07/01/11	12/31/11	\$50.72 hr.
Cruz, Caroline	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Culp, Jean	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Curran, Keith	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Danley-Scott, Jennifer	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Dau, Carsten,	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Daves-Schneider, Lida	Instructor		Hourly as needed	German	07/01/11	12/31/11	\$44.90 hr.
Davis, Corey	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
DeAnda, Alma	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Deets, Kristin	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
Dery, Kenneth	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Desmond, Yae	Instructor		Hourly as needed	Japanese	07/01/11	12/31/11	\$44.90 hr.
Dingwall, Stephanie	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Doolittle, Jan	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Dougall, Natalie	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Eiland, Thomas	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Eisel, Roberta	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Elias, Brian	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Entus, Robert	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Farahani, Badieh	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Farnum, Martin	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Felix, Felipe	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Fernandes, Richard	Instructor	During unassigned time	Hourly as needed	Drafting/Architecture	07/01/11	12/31/11	\$50.72 hr.
Figueroa, Irma	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Fincher, John	Instructor	During unassigned time	Hourly as needed	Speech	07/01/11	12/31/11	\$50.72 hr.
Fincher, John	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Fisher, Jamie	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Fleischer, Beatriz	Instructor		Hourly as needed	Spanish	07/01/11	12/31/11	\$44.90 hr.
Garate, Elisabeth	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/11	12/31/11	\$50.72 hr.
Garcia, Victor	Instructor		Hourly as needed	Spanish	07/01/11	12/31/11	\$44.90 hr.
Ghandhi, Louise	Instructor		Hourly as needed	Cultural Geography	07/01/11	12/31/11	\$44.90 hr.
Ghidella, Richard	Administrator on Duty	During unassigned time			07/01/11	12/31/11	\$50.72 hr.
Glover, Patty	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Gold, Peter	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Golden, Kristin	Instructor		Hourly as needed	ESL	07/01/11	12/31/11	\$44.90 hr.
Gonzalez, Juan	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Goodman, Robert	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Graciano, Albert	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Grannis, Gabriela	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Greenwell, Maia	Instructor	During unassigned time	Hourly as needed	Anthropology	07/01/11	12/31/11	\$50.72 hr.
Gregg, Judy	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/11	12/31/11	\$50.72 hr.
Guebert, Toby	Instructor	During unassigned time	Hourly as needed	ESL	07/01/11	12/31/11	\$50.72 hr.
Gunderson, Mark	Instructor	During unassigned time	Hourly as needed	Reading	07/01/11	12/31/11	\$50.72 hr.
Guttman, Kenneth	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/11	12/31/11	\$50.72 hr.
Hahn, Shelley	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/11	12/31/11	\$50.72 hr.
Hall, James	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Han, June	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Hartman, Steve	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Harvey, Joseph	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Hathaway, George	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Hernandez, Ernest	Instructor		Hourly as needed	Sociology	07/01/11	12/31/11	\$44.90 hr.
Hernandez, Nellie	Counselor		Hourly as needed	CalWORKs	07/01/11	12/31/11	\$44.90 hr.
Hernandez, Salvador	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Hester, Dana	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Heuring, Patrice	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Hodge, Daniel	Instructor		Hourly as needed	Sociology	07/01/11	12/31/11	\$44.90 hr.
Hogan, Ghada	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Hollenshead, Marcia	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Holm, Daniel	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Hong, Andrew	Instructor		Hourly as needed	ESL	07/01/11	12/31/11	\$44.90 hr.
Hunt, Stephan	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Jaimes, Franciella	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
James, Rhoda	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Jennings, Sanae	Instructor		Hourly as needed	Japanese	07/01/11	12/31/11	\$44.90 hr.
Johnson, Cheryl	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Johnson, David	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Johnson, Steven	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Jonas, Vida	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Kaisler, Denise	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Kang, Eun	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Kaplan, Richard	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Kapoor, Anil	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Kary, David	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Kawai, Julie	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Kelly, Donna	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Kim Andrew	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/11	12/31/11	\$50.72 hr.
Kinney, Michael	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Kondo, Arnold	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Korn, Dennis	Instructor	During unassigned time	Hourly as needed	Automotive	07/01/11	12/31/11	\$50.72 hr.
Korn, Dennis	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Lam, Wood	Instructor		Hourly as needed	ESL	07/01/11	12/31/11	\$44.90 hr.
Lau, Bernie	Instructor		Hourly as needed	Sociology	07/01/11	12/31/11	\$44.90 hr.
Lawrence, Patricia	Instructor	During unassigned time	Hourly as needed	Reading/English	07/01/11	12/31/11	\$50.72 hr.
Lee, Bianca	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Lee, Monica	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Lewis, David	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Lewis, Suzanne	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Li, Xiaoyan	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Linville, Brian	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Lipp, Gregory	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Logan, Stephanie	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Lombardo, Thomas	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Long, Stacy	Instructor		Hourly as needed	Communications	07/01/11	12/31/11	\$44.90 hr.
Loya, Henry	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Lubisich, Senya	Instructor	During unassigned time	Hourly as needed	History	07/01/11	12/31/11	\$50.72 hr.
Lucido, Grace	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Luke, Thomas	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Malley, Jennifer	Instructor		Hourly as needed	Philosophy	07/01/11	12/31/11	\$44.90 hr.
Mallory, Roy	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Marine, Constance	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Martin, Harold	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Martinez, Suzanne	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
McCabe, Dale	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
McGarry, Anna	Instructor	During unassigned time	Hourly as needed	Spanish	07/01/11	12/31/11	\$50.72 hr.
Mead, Rachel	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Mendez, Eva	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Merandi, Michael	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Milbrandt, David	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.
Miles, Terrence	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Miller-Harberts, Roxanna	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Montgomery, Robert	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Moore, Sean	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Morrill, Eugene	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Morrish, Maria	Instructor	During unassigned time	Hourly as needed	Cosmetology	07/01/11	12/31/11	\$50.72 hr.
Myers, Alana	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Myers, Kimberly	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Naiyer, Zakaria	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Nelson, Stephen	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Newell, Jerry	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Noonan, Benjamin	Instructor		Hourly as needed	Physical Education	07/01/11	12/31/11	\$44.90 hr.
Norman, Scott	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/11	12/31/11	\$44.90 hr.
Norton, Jeffrey	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Null, Nicholas	Instructor		Hourly as needed	ESL/English	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Nuttall, Adora	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Odegaard, Eric	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
O'Neil, Margaret	Instructor	Clarion Advisor	Stipend	Language Arts	08/26/11	12/17/11	\$2,536.00 tl.
O'Neil, Margaret	Instructor	During unassigned time	Hourly as needed	Communications	07/01/11	12/31/11	\$50.72 hr.
Overly, David	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Ozminkowski, Mariusz	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
Pecoraro, Susan	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Perez, Roberto	Instructor		Hourly as needed	Sociology	07/01/11	12/31/11	\$44.90 hr.
Perret, Deborah	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Perry, Carolyn	Instructor	During unassigned time	Hourly as needed	Child Development	07/01/11	12/31/11	\$50.72 hr.
Peters, Gerhard	Instructor	During unassigned time	Hourly as needed	Political Science	07/01/11	12/31/11	\$50.72 hr.
Provencher, Henry	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Ramirez, Natalie	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Ramos, Christopher	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Ramos, Gloria	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Ramos, Michael	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Ramos-Bernal, Natasha	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Rashidi, Waleed	Instructor		Hourly as needed	Communications	07/01/11	12/31/11	\$44.90 hr.
Ray, Jamie	Instructor		Hourly as needed	ESL/English	07/01/11	12/31/11	\$44.90 hr.
Resch, Amy	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Resto-Ometeotl, Luivette	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Richard, Levi	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Riderer, Lucia	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Rizk, Sharon	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Robles, Andrew	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Rock, Eugene	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Rodriguez, Eric	Instructor		Hourly as needed	Drafting/Architecture	07/01/11	12/31/11	\$44.90 hr.
Rodriguez, Lisa	Instructor		Hourly as needed	Anthropology	07/01/11	12/31/11	\$44.90 hr.
Romero, Alicia	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Ross, Glen	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Ross, Glen	Instructor	During unassigned time	Hourly as needed	Political Science	07/01/11	12/31/11	\$50.72 hr.
Ross, Lisa	Instructor		Hourly as needed	Political Science	07/01/11	12/31/11	\$44.90 hr.
Rowley, Dianne	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Rudd, Rebecca	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Ruiz, Carmen	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Ruiz, Priscilla	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Ryba, David	Instructor	During unassigned time	Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$50.72 hr.
Saldana, Rudy	Instructor	During unassigned time	Hourly as needed	Philosophy	07/01/11	12/31/11	\$50.72 hr.
Salwak, Dale	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Schaeffer, Catherine	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Schulte, Francis	Instructor		Hourly as needed	Humanities	07/01/11	12/31/11	\$44.90 hr.
Schwitkis, Kent	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Seccombe, June	Instructor		Hourly as needed	ESL	07/01/11	12/31/11	\$44.90 hr.
Sellon, Annette	Nurse		Hourly as needed	Health Center	07/01/11	12/31/11	\$44.90 hr.
Serrao, Elizabeth	Instructor		Hourly as needed	Reading	07/01/11	12/31/11	\$44.90 hr.
Shannon, James	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Shannon, James	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/11	12/31/11	\$50.72 hr.
Shearer, Margaret	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Shimano, Brooke	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Skalicky, James	Instructor	During unassigned time	Hourly as needed	Psychology	07/01/11	12/31/11	\$50.72 hr.
Smyth, Nathaniel	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Smythe, Colville	Instructor		Hourly as needed	English	07/01/11	12/31/11	\$44.90 hr.
Solheim, Bruce	Instructor	During unassigned time	Hourly as needed	History	07/01/11	12/31/11	\$50.72 hr.
Soremekun, Fola	Instructor	During unassigned time	Hourly as needed	History	07/01/11	12/31/11	\$50.72 hr.
Stadick, Karen	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Stone, Traci	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/11	12/31/11	\$44.90 hr.
Stoner, Bruce	Instructor	During unassigned time	Hourly as needed	Electronics/Information Technology	07/01/11	12/31/11	\$50.72 hr.
Styles, Christine	Instructor	During unassigned time	Hourly as needed	Economics	07/01/11	12/31/11	\$50.72 hr.
Tabata, Flint	Instructor		Hourly as needed	Drafting/Architecture	07/01/11	12/31/11	\$44.90 hr.
Tate, Erin	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Telesca, Lisa	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Telesca, Michael	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Tucker, Connie	Instructor	During unassigned time	Hourly as needed	ESL	07/01/11	12/31/11	\$50.72 hr.
Tucker, Connie	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Tufano, Andrew	Instructor		Hourly as needed	Speech	07/01/11	12/31/11	\$44.90 hr.
Urbick, Kristy	Instructor		Hourly as needed	Physical Education	07/01/11	12/31/11	\$44.90 hr.
Valdez, Antonio	Instructor		Hourly as needed	Cosmetology	07/01/11	12/31/11	\$44.90 hr.
Van Citters, Beverly	Instructor	During unassigned time	Hourly as needed	Reading	07/01/11	12/31/11	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Van Horn, Tasha	Instructor	During unassigned time	Hourly as needed	Speech	07/01/11	12/31/11	\$50.72 hr.
Vaughan, John	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.
Villeneuve, Anna	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Villeneuve, Louisa	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Villeneuve, Theresa	Instructor	During unassigned time	Hourly as needed	Communications	07/01/11	12/31/11	\$50.72 hr.
Vinci, Dominic	Instructor		Hourly as needed	Automotive	07/01/11	12/31/11	\$44.90 hr.
Waddington, Brian	Instructor	During unassigned time	Hourly as needed	History	07/01/11	12/31/11	\$50.72 hr.
Wagner, Alexander	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Walz, Sheryl	Instructor	During unassigned time	Hourly as needed	Sociology	07/01/11	12/31/11	\$50.72 hr.
Weaver, Pablo	Instructor		Hourly as needed	Physical & Natural Sciences	07/01/11	12/31/11	\$44.90 hr.
Weisman, Lisa	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Wheeler, Andrew	Instructor	During unassigned time	Hourly as needed	Physical Education	07/01/11	12/31/11	\$44.90 hr.
White, Gailynn	Instructor	During unassigned time	Hourly as needed	Sociology	07/01/11	12/31/11	\$50.72 hr.
Wong, Kerwin	Instructor		Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$44.90 hr.
Wood, Jack	Instructor	During unassigned time	Hourly as needed	English	07/01/11	12/31/11	\$50.72 hr.
Woolsey, Ronald	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Woolum, James	Administrator on Duty	During unassigned time	Hourly as needed	Social & Behavioral Sciences	07/01/11	12/31/11	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 17, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Woolum, James	Instructor	During unassigned time	Hourly as needed	Administration of Justice	07/01/11	12/31/11	\$50.72 hr.
Yang, Rebecca	Instructor		Hourly as needed	Chinese	07/01/11	12/31/11	\$44.90 hr.
Yount, Michelle	Instructor		Hourly as needed	Psychology	07/01/11	12/31/11	\$44.90 hr.
Ysais, Melissa	Instructor		Hourly as needed	Child Development	07/01/11	12/31/11	\$44.90 hr.
Yu, Jane	Instructor		Hourly as needed	Drafting/Architecture	07/01/11	12/31/11	\$44.90 hr.
Zaharek, James	Instructor	During unassigned time	Hourly as needed	Humanities	07/01/11	12/31/11	\$50.72 hr.
Zarate, Eloy	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.
Zawahreh, Luai	Instructor		Hourly as needed	Economics	07/01/11	12/31/11	\$44.90 hr.
Zeman, William	Instructor		Hourly as needed	History	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
SUMMER 2011 ADJUNCT
MAY 17, 2011**

Name	Department/Discipline	Placement	LHE Rate
Adawiya, Issa	Public Works	1-6	\$1,119
Allgaier, Jennifer	Dance	4-6	\$1,281
Bowen, Keshia	Cosmetology	1-6	\$1,119
Bruce-Oliver, Fred	Physical Education	1-6	\$1,119
Burch, Emily	Counseling	2-2	\$1,077
Dennis, Paul	Administration of Justice	1-6	\$1,119
Dingwall, Stephanie	Biology	1-3	\$1,025
Dorman, Brian	Physical Education	1-1	\$1,025
Entus, Robert	Chemistry	4-6	\$1,281
Felix, Felipe	Cosmetology	1-6	\$1,119
Figueroa, Irma	Cosmetology	1-6	\$1,119
Goedhart, Christine	Biology	4-4	\$1,183
Holm, Daniel	Cosmetology	1-6	\$1,119
Holmes, Alison	Art	1-6	\$1,119
Hunt, Stephan	Administration of Justice	1-6	\$1,119
Jung, Shinsuck	Physical Education	1-4	\$1,025
Krinke, Gary	Music	1-6	\$1,119
Kyle, Timothy	Physical Education	1-6	\$1,119
Liskey, Renee	Music	1-6	\$1,119
Mallory, Roy	Automotive	1-6	\$1,119
McDonald, Tamara	Physical Education	1-2	\$1,025
Noonan, Benjamin	Physical Education	2-5	\$1,120
Parsons, Karla	LVN	2-3	\$1,077
Rivas, Brandon	Physical Education	1-1	\$1,025
Rock Eugene	Cosmetology	1-6	\$1,119
Shear, Michelle	Dance	1-6	\$1,119
Simpson, Lakisha	Child Development	1-6	\$1,119
Victor, Christopher	Physical Education	1-3	\$1,025
Waddington, Alan	Music	1-6	\$1,119
Weiss, Neil	Theatre Arts	4-6	\$1,281
Zawahreh, Luai	Economics	1-6	\$1,119

**ACADEMIC EMPLOYEES
SUMMER 2011 OVERLOAD
MAY 17, 2011**

Name	Department/Discipline	Placement	LHE Rate
Afzali, Ana	Spanish	5-19	\$1,636
Allahbachayo, Salima	Nursing	2-7	\$1,187
Anderson, Brian	Mathematics	3-16	\$1,582
Anson, Melanie	Speech	5-28	\$1,636
Bautista, Susan	Cosmetology	1-10	\$1,280
Boquiren, Conchita	LVN	4-20	\$1,636
Boxley, Jackie	Physical Education	1-9	\$1,231
Brown, Cherie	Theatre Arts	4-18	\$1,636
Brown, David	Automotive	1-13	\$1,425
Brown, Ricky	Psychology	5-10	\$1,636
Carver, Sally	Cosmetology	2-36	\$1,528
Castillo, Claudia	Counseling	2-12	\$1,431
Clark, Jeremy	Automotive	1-15	\$1,425
Cross, Cynthia	ESL	2-11	\$1,382
Dau, Carsten	English	3-19	\$1,582
Durfield, Timothy	Business	5-10	\$1,636
Eiland, Thomas	English	3-19	\$1,582
Eisel, Gunnar	Music	2-27	\$1,528
Eisel, Roberta	English	3-16	\$1,582
Everest, Robert	Mathematics	4-17	\$1,636
Farahani, Badieh	Chemistry	2-11	\$1,382
Flores, Richard	Computer Science/Information Science	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
Gong, Catherine	Mathematics	4-22	\$1,636
Gonzalez, Rudy	Mathematics	2-9	\$1,285
Goodman, Robert	Biology	3-16	\$1,582
Graciano, Albert	Cosmetology	1-14	\$1,425
Greene, David	LVN	2-10	\$1,333
Greenwell, Maia	Anthropology	4-16	\$1,636
Gregg, Judy	Psychology	4-26	\$1,636

**ACADEMIC EMPLOYEES
SUMMER 2011 OVERLOAD
MAY 17, 2011**

Name	Department/Discipline	Placement	LHE Rate
Gunderson, Mark	ESL	3-17	\$1,582
Gunstream, Marilyn	Physical Education	4-35	\$1,636
Gutierrez, Jesus	Mathematics	2-8	\$1,236
Guttman, Kenneth	Psychology	5-25	\$1,636
Hadsell, Clifford	Health Sciences	5-12	\$1,636
Hartman, Steve	Physical Education	4-29	\$1,636
Harvey, Joseph	English	4-26	\$1,636
Hernandez, Salvador	Cosmetology	1-12	\$1,377
Hester, Dana	Biology	4-18	\$1,636
Hillman, Michael	Art	4-19	\$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	History	4-26	\$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	\$1,636
Lucido, Grace	Cosmetology	2-13	\$1,480
McGarry, Anna	Spanish	4-17	\$1,636
McLeod, Jennifer	Counseling	4-10	\$1,441
Mead, Rachel	Cosmetology	1-10	\$1,280
Medrano, Esmeralda	Mathematics	2-10	\$1,333
Miles, Terrence	Chemistry	4-17	\$1,636
Munoz, Gino	Music	1-9	\$1,231
Nguyenhuu, Rick	Mathematics	4-16	\$1,636
Odrich, Steve	Mathematics	4-23	\$1,636
O'Neil, Margaret	Communications	3-26	\$1,582
Overly, David	English	5-25	\$1,636
Peters, Gerhard	Political Science	4-9	\$1,392

**ACADEMIC EMPLOYEES
SUMMER 2011 OVERLOAD
MAY 17, 2011**

Name	Department/Discipline	Placement	LHE Rate
Ramos, Gloria	Physics	4-11	\$1,490
Richard, Levi	Business	5-15	\$1,636
Riderer, Lucia	Physics	4-11	\$1,490
Rudd, Rebecca	English	3-10	\$1,387
Saldana, Rudy	Philosophy	1-19	\$1,425
Salwak, Dale	English	5-38	\$1,636
Sanchez, Raul	Counseling	2-6	\$1,138
Scott, Chris	Mathematics	3-19	\$1,582
Scott, Chris	Physics	3-19	\$1,582
Shaw, Nickawanna	Physical Education	4-10	\$1,441
Shrope, Douglas	Music	1-22	\$1,425
Slack, Robert	Music	4-14	\$1,636
Smolin, Robert	Accounting	4-15	\$1,636
Solheim, Bruce	History	5-18	\$1,636
Solis, Roberto	Computer Science/Information Science	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
Telesca, Lisa	English	3-21	\$1,582
Tucker, Connie	ESL	4-25	\$1,636
Van Citters, Beverly	Reading	5-26	\$1,636
Van Horn, Tasha	Speech	2-14	\$1,528
Vaughan, John	Music	1-17	\$1,425
Villeneuve, Anna	English	4-12	\$1,539
Volonte, Daniel	Theatre Arts	3-12	\$1,582
Waddington, Brian	History	1-13	\$1,425
Walz, Sherry	Sociology	1-11	\$1,328
White, Gailynn	Sociology	4-17	\$1,636
Wong, Julie	LVN	1-25	\$1,425
Wood, Jack	English	4-26	\$1,636
Wurst, Clifton	Physical Education	2-24	\$1,528
Yee, Stephanie	Counseling	4-5	\$1,197
Ying, Zhuang	Mathematics	4-17	\$1,636

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
MAY 17, 2011**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Aghyarian, Meray	A	Learning Center	07/01/11	12/31/11	1-2	\$29.29
Azpeitia, Maria	A	Learning Center	07/01/11	12/31/11	2-1	\$29.45
Beach, Kristine	A	Learning Center	07/01/11	12/31/11	2-3	\$32.69
Cotton, Christopher	A	Learning Center	07/01/11	12/31/11	2-3	\$32.69
Fisher, Jamie	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Golden, Kristin	A	Learning Center	07/01/11	12/31/11	2-3	\$32.69
Gordon, Laura	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Lam, Wood	A	Learning Center	07/01/11	12/31/11	2-3	\$32.69
Lawrence, Hugh	A	Learning Center	07/01/11	12/31/11	4-3	\$36.23
Long, Stacy	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Null, Nicholas	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Plummer, Brian	A	Learning Center	07/01/11	12/31/11	4-3	\$36.23
Rashidi, Waleed	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Ray, Jamie	A	Learning Center	07/01/11	12/31/11	1-3	\$30.90
Silva, Daniel	A	Music	07/01/11	12/31/11	1-3	\$30.90
Waddington, Alan	A	Music	07/01/11	12/31/11	1-3	\$30.90

**ACADEMIC EMPLOYEES
SUMMER 2011 NON CREDIT
MAY 17, 2011**

Name	Department/Discipline	Placement	Hourly Rate
Alfred, Linda	Non Credit/Duarte High School	1-3	\$42.24
Bowling, Brent	Non Credit/Azusa High School	1-3	\$42.24
Branch, Melinda	Non Credit/Duarte High School	1-3	\$42.24
Brown, Korie Beth	Non Credit/Duarte High School	1-1	\$38.43
Calvilla, Nestor	Non Credit/Azusa High School	1-3	\$42.24
Chamberlain, David	Non Credit/Claremont High School	1-3	\$42.24
Choi, Karen	Non Credit/Azusa High School	1-3	\$42.24
Ciccocianni, Paul	Non Credit/Azusa High School	1-3	\$42.24
Cooper, Brian	Non Credit/Claremont High School	1-3	\$42.24
Cooper, Dwight	Non Credit/Duarte High School	1-3	\$42.24
Deering, Tiffany	Non Credit/Duarte High School	1-3	\$42.24
Dolter, Douglas	Non Credit/Azusa High School	1-3	\$42.24
Duff, Shawn	Non Credit/Monrovia High School	1-3	\$42.24
Fieri, Carol	Non Credit/Azusa High School	1-3	\$42.24
Fowler (Rentz), Erin	Non Credit/Claremont High School	1-3	\$42.24
Garrison, Steve	Non Credit/Monrovia High School	1-3	\$42.24
George, Teresa	Non Credit/Duarte High School	1-1	\$38.43
Glavin, Kevin	Non Credit/Claremont High School	1-3	\$42.24
Hernandez, Octavio	Non Credit/Claremont High School	1-1	\$38.43
Hernandez, Regina	Non Credit/Azusa High School	1-3	\$42.24
Hoyle, Robert	Non Credit/Claremont High School	1-1	\$38.43
Ilhareguy, Brian P.	Non Credit/Monrovia High School	1-3	\$42.24
Jenkins, Eric	Non Credit/Duarte High School	1-3	\$42.24
Kapono, Kennard	Non Credit/Duarte High School	1-3	\$42.24
Karp, David	Non Credit/Duarte High School	1-1	\$38.43
Kear, Brad	Non Credit/Azusa High School	1-3	\$42.24
Kesarwani, Seema	Non Credit/Duarte High School	1-1	\$38.43
Khalaf, Nancy	Non Credit/Monrovia High School	1-3	\$42.24
Klaus, Barbara	Non Credit/Azusa High School	1-3	\$42.24
Lambright, Gary	Non Credit/Azusa High School	1-3	\$42.24
Marcos, Ryan	Non Credit/Duarte High School	1-3	\$42.24
Martinez, Georgia	Non Credit/Azusa High School	1-3	\$42.24
Moreno, Gerardo	Non Credit/Duarte High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SUMMER 2011 NON CREDIT
MAY 17, 2011**

Name	Department/Discipline	Placement	Hourly Rate
Nehring, Brian	Non Credit/Claremont High School	1-3	\$42.24
Ng, Chuen	Non Credit/Azusa High School	1-1	\$38.43
Oberbeck, Jaimie	Non Credit/Claremont High School	1-2	\$40.31
Prendergast, Meaghan	Non Credit/Azusa High School	1-3	\$42.24
Reynoso, Artemio	Non Credit/Duarte High School	1-3	\$42.24
Ross, Michael	Non Credit/Duarte High School	1-1	\$38.43
Sandoval, Jillian	Non Credit/Claremont High School	1-1	\$38.43
Segal, Marc	Non Credit/Monrovia High School	1-3	\$42.24
Sena, Vanessa	Non Credit/Azusa High School	1-1	\$38.43
Sieg, Levi	Non Credit/Claremont High School	1-3	\$42.24
Sosnovsky, Brian	Non Credit/Claremont High School	1-1	\$38.43
Spencer, Jamie	Non Credit/Azusa High School	1-3	\$42.24
Sprankle, Matt	Non Credit/Claremont High School	1-3	\$42.24
Stein, Martha	Non Credit/Claremont High School	1-3	\$42.24
Stengel, Swava	Non Credit/Monrovia High School	1-3	\$42.24
Tucker, Eric	Non Credit/Claremont High School	1-1	\$38.43
Urganda, Nicholas	Non Credit/Duarte High School	1-1	\$38.43
Vazquez, Luis	Non Credit/Monrovia High School	1-3	\$42.24
Wagner, Michael	Non Credit/Monrovia High School	1-3	\$42.24
Ward, Victoria	Non Credit/Azusa High School	1-3	\$42.24
Wedgworth, Trinity	Non Credit/Monrovia High School	1-2	\$40.31
Welch, David	Non Credit/Azusa High School	1-3	\$42.24
Widdows, Allen	Non Credit/Monrovia High School	1-3	\$42.24

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.h. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Baker, Greer	Financial Aid Technician	Employment	Financial Aid	12	100%	7/18/11		31-1	\$3,208.61

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Agatol, Joanna	Custodian	Assist as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Aron, Kimberly	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Aron, Kristen	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Ausman, Devon	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Ayotte, James	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Baker, Greer	Financial Aid Technician	Assist as needed	Financial Aid	7/1/11	12/31/11	31-1	\$18.51/hr.
Baker, Greer	Administrative Clerk I	Registration preparation and processing	Admissions	7/1/11	12/31/11	19-1	\$13.76/hr.
Banks, Elvester	Custodian	Custodial coverage as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Barili, Rosalie	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	7/1/11	12/31/11	19-1	\$13.76/hr.
Batcheller, Sarah	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Beilstein, Amy	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Beilstein, Christain	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Bellingston, Ryan	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Benjamin, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Benjamin, Stacy	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	7/1/11	12/31/11	19-1	\$13.76/hr.
Bodoh, Sean	Guest Relations Assistant	Assist as needed	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Bradley, Jacqueline	Secretary	Assist as needed	DSP&S	7/1/11	12/31/11	28-1	\$17.19/hr.
Braggins, Andrew	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Briones, Art	Stipend	Men's Basketball	Community Ed	6/26/11	8/14/11		\$100/tl.
Bush, Erin	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Bush, Erin	PAC Event Coordinator	Assist as needed	Performing Arts	7/1/11	12/31/11	29-1	\$17.62/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Bush, Teresa	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Caballero, Consuelo	Administrative Clerk I	Assist as needed	CalWORKS	7/1/11	12/31/11	19-1	\$13.76/hr.
Carganillo, Franklin	Maintenance Utility Worker	Event set-up and tear-down support and move support for new buildings and remodels	Maintenance	7/1/11	12/31/11	29-1	\$17.62/hr.
Cavalin, Michael	Guest Relations Assistant	Assist on-site rental events	Facility Rentals	7/1/11	12/31/11	10-1	\$11.02hr.
Camacho, Christopher	Instructional Aide I	Assist student with disability in adapted PE/Aquatics	P.E.	7/5/11	12/16/11	10-1	\$11.02/hr.
Castaneda, Michelle	Guest Relations Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Christian, Michelle	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Music or applicable ASO account	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Recording Arts	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Cope, James P.	EH & S Program Supervisor	Perform all duties assigned to ensure the district's compliance with all local, state and federal codes	Risk Management	7/1/11	12/31/11		\$365/day
Corbett, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Cordova, Stacy	PAC Event Coordinator	Assist as needed	Performing Arts	7/1/11	12/31/11	29-1	\$17.62/hr.
Cordova, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Cortez, Brittany	Department Aide	Assist lab supervisors in creating and revising customized PLATO learning paths	BSI/College Success Center	7/1/11	12/31/11	3-1	\$9.27/hr,
Cristin, Andrew	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Cruz, Carmen	Custodian	Custodial coverage as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Cruz, Rosemary	Instructional Lab Tech II	Assist in preparing, cleaning up labs and disposing of hazardous waste	Biology	7/1/11	12/31/11	34-1	\$19.93/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Cuccio, Cynthia	Guest Relations Assistant	Assist with rental and Citrus events	Facility Rentals	7/1/11	12/31/11	10-1	\$11.02/hr.
Diliberto, Angelo	Custodian	Custodial coverage as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Eaton, Alex	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Egbert, Ida	Administrative Clerk II	Student Registration	Fiscal Services	7/1/11	12/31/11	22-1	\$14.82/hr.
Evens, Garret	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Everman, Lowell Allen	Program Coordinator	Rehearse/prepare music for Citrus Singer and vocal music department	Music	7/1/11	12/31/11	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Favinger, Shane	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Ferrer, Martin	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Fisher, Nancy	Associate Nurse	Provide medical services	Student Health Center	7/1/11	12/31/11	59-1	\$36.96/hr.
Floriano, Mahalkshmi	Instructional Lab Tech II	Assist as needed	DSP&S	5/18/11	6/30/11	34-1	\$19.93/hr.
Floriano, Mahalkshmi	Instructional Lab Tech II	Assist as needed	DSP&S	7/1/11	12/31/11	34-1	\$19.93/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

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	7/1/11	12/31/11	21-1	\$14.46/hr.
Foster, Darren	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Fukaya, Etsuyuki	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Gagliano, Stephanie	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Gomez, Paula	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Gonzalez, Nicole Leanne	Student Services Assistant	Assist students with PLATO problems, update and distribute learning material	BSI Grant/ College Success Center	7/1/11	12/31/11	17-1	\$13.10/hr.
Green, Austin	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Grissom, Lisa	Graphic Designer	Marketing support for HPAC events	Performing Arts	7/1/11	12/31/11	37-1	\$21.47/hr.
Groth, Trent	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Hans, Megan	Administrative Clerk I	Provide clerical assistance for department production events	Music	7/1/11	12/31/11	19-1	13.76/hr. Not to exceed 20hrs/wk

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Hansen, Paula	Guest Relations Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Hendricks, Lynn	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	7/1/11	12/31/11	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Hill, Matthew	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Hoffman, Jennifer	Food Services Team Leader	Concession stand worker for rental and Citrus events	Concessions	7/1/11	12/31/11	27-1	\$16.77/hr.
Iott, Becky	Stipend	Coordinating the Citrus College "Support and Inspire Program for Women in Mathematics"	Tensor Foundation	5/18/11	5/1/12		\$200/tl.
Johnson, Kara	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Jones, Frances	Administrative Clerk II	Database/Class setup and preparing training modules	Foster & Kinship Care	7/1/11	12/31/11	22-1	\$14.82/hr.
Jontz, James	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Kasnetsis, Eric	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Kelly, Sean	Instructional Lab Assistant II	Set construction and supervision of student workers	Performing Arts	7/1/11	12/31/11	29-1	\$17.62/hr.
Kendrick, Heidi	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Khalil, Karim	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Khan, Ehsan	Guest Relations Assistant	Working a variety of jobs as needed	Golf Driving Range	7/1/11	12/31/11	10-1	\$11.02/hr.
King, Richard	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Kofmehl, Jocelyn	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Kommel, Linda	Instructional Aide I	Assist student with disability in adapted PE/Aquatics	P.E.	7/5/11	12/16/11	10-1	\$11.02/hr.
Koulos, Patricia	Administrative Clerk II	Student Registration	Fiscal Services	7/1/11	12/31/11	22-1	\$14.82/hr.
Lamoureux, Julie	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	7/1/11	12/31/11	29-1	\$17.62/hr. Not to exceed 20hrs/wk
Lefler, Abigail	Administrative Clerk I	Registration preparation and processing	Admissions	7/1/11	12/31/11	19-1	\$13.76/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Linares, Fredi	Instructional Aide II	Assist student with disability in adapted PE/Aquatics	P.E.	7/5/11	12/16/11	17-1	\$13.10/hr.
Logue, Anita	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Logue, John	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Madaris, Mary	Admissions & Records Tech II	Application and petition processing	Admissions	7/1/11	12/31/11	26-1	\$16.36/hr.
Macias, Lorenzo	Custodian	Cleans and disinfects gymnasium, pool, wt.room, tennis courts	P.E.	7/1/11	12/10/11	22-1	\$14.82hr.
Macias, Lorenzo	Guest Relations Assistant	Assist with rental and Citrus events	Facility Rentals	7/1/11	12/31/11	10-1	\$11.02/hr.
Maher, Diane	Administrative Clerk I	Registration preparation and processing	Admissions	7/1/11	12/31/11	19-1	\$13.76/hr.
Maher, Diane	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	7/1/11	12/31/11	31-1	\$18.51/hr.
Martin, Joseph Allen	Department Aide	Studio Clean-up and mic set-up	Music or applicable ASO account	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Martin, Joseph Allen	Department Aide	Studio Clean-up and mic set-up	Recording Arts	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week
Matzen, Cerise	Admissions & Records Tech II	Transcript Processing	Admissions	7/1/11	12/31/11	26-1	\$16.36/hr.
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Music	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Recording Arts	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20 hrs/week
McConnell, William	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
McCullough, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Medley, Tara	Administrative Clerk II	Student Registration	Fiscal Services	7/1/11	12/31/11	22-1	\$14.82/hr.
Monaster, Patricia	Department Aide	Assist lab supervisors in creating and revising customized PLATO learning paths	BSI/College Success Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Munguia, Danny	Guest Relations Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Murga, Emilio Jose	Department Aide	Assist G. Eisel with History of Rock & Roll classes	Music	7/1/11	12/31/11	3-1	\$9.27/hr.
Nyland, Kirk	Library Media Technician I	Assist as needed	Library	7/1/11	12/31/11	26-1	\$16.36/hr.
Olson, Margaret	Admissions & Records Tech III	Registration preparation and processing	Admissions	7/1/11	12/31/11	31-1	\$18.51/hr.
Paulus, Sherrill	Administrative Clerk I	Assist as needed	Student Employment Services	7/1/11	12/31/11	19-1	\$13.76/hr.
Pirez, Eylene	Instructional Lab Tech II	Setting up physics labs & ordering lab supplies for physics and astronomy	Physical Science	7/1/11	12/31/11	34-1	\$19.93/hr.
Ramirez, Jose	Custodian	Custodial coverage as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Ramos, Julio	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Redding, Eric	Account Clerk/Cashier	Assist as needed in the Campus Center SBO office	Cafeteria, Bookstore & Associated Students	7/1/11	12/31/11	29-1	\$17.62hr.
Riderer, Lucia	Stipend	Coordinating the Citrus College "Support and Inspire Program for Women in Mathematics"	Tensor Foundation	5/18/11	5/1/12		\$720/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Riggs, Ariana	Department Aide	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Rios, Irma	Administrative Clerk I	Registration preparation and processing	Admissions	7/1/11	12/31/11	19-1	\$13.76/hr.
Rios, Irma	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	7/1/11	12/31/11	31-1	\$18.51/hr.
Rodriguez, Jacob	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Rodriguez, Jose	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Rodriguez, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Roth, Michelle	Department Aide	Maintenance of the FKCE Enrollment ACCESS database	Foster & Kinship Care	7/1/11	12/31/11	3-1	\$9.27/hr.
Secor, Matt	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Smith, Megan	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	7/1/11	12/31/11	19-1	\$13.76/hr.
Smith, Megan	Student Services Assistant	House staff for HPAC events	Performing Arts	7/1/11	12/31/11	17-1	\$13.10/hr.
Smith, Susan	Admissions & Records Tech III	Registration preparation and processing	Admissions	7/1/11	12/31/11	31-1	\$18.51/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Soto, Herbert	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Stroebe, John	Instructional Lab Tech II	Set up & tear down labs, clean equipment, dispose of hazardous waste	Biology	7/1/11	12/31/11	34-1	\$19.93/hr.
Taylor, Austin	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Terriquez, Eliezer	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	7/1/11	12/31/11	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Thomas, Gerald	Custodian	Custodial coverage as needed	Custodial	7/1/11	12/31/11	22-1	\$14.82/hr.
Thorpe, Susan	Stipend	Provide medical services	Student Health Center	7/1/11	12/31/11		\$37.50/hr.
Torres, Vanessa	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	10-1	\$11.02/hr.
Tupou, Oriana	Department Aide	Digitizing the Clarion newspaper	Student Publication	7/1/11	12/31/11	3-1	\$9.27/hr.
Turk, Wendi	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	7/1/11	12/31/11	29-1	\$17.62/hr. Not to exceed 20hrs/wk

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 17, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Urbrick, Kristy	Administrative Clerk I	Perform reception and clerical responsibilities	P.E.	7/1/11	12/10/11	19-1	\$13.76/hr.
Vasquez, Juan	Guest Relations Assistant	Assist with rental and Citrus events	Facility Rentals	7/1/11	12/31/11	10-1	\$11.02/hr.
Verderber, Mike	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Whittington, Kelly D.	Department Aide	Schedule/process all clerical aspects of applied music program	Music	7/1/11	12/31/11	3-1	\$9.27/hr. Not to exceed 20hrs/wk.
Wiese, Kent	Volunteer	Teach Junior Golf Lessons	Golf Range	7/11/11	7/21/11		
Williams, Marcus H.	Guest Relations Assistant	Assist on-site rental events	Facility Rentals	7/1/11	12/31/11	10-1	\$11.02hr.
Winovitch, Daniel	Information Technology Support Specialist I	Handling repairs and installations	TeCS	7/1/11	12/31/11	37-1	\$21.47/hr.
Worman, James	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Zermeno, Diana	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	7/1/11	12/31/11	31-1	\$18.51/hr.

2011-2012 Coaches

Volunteer Coaches

Summer

Dean, Rebecca	Volleyball	Assistant
Fink, Kelly	Volleyball	Assistant
Giannone, Tony	Football	Assistant
Hunt, Reggie	Football	Assistant
Randall, Steve	Football	Assistant
Wilson, Steve	Football	Assistant

**SUMMER 2011
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
MAY 17, 2011**

6/28/11 THRU 7/21/11

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Arredondo, Dora	Community Education	1-3	\$42.24
Bender, Tom	Community Education	1-2	\$40.31
Boyden, Pixie	Community Education	1-2	\$40.31
Gerfen, Thomas	Community Education	1-3	\$42.24
Hartman, Steve	Community Education	1-3	\$42.24
Jaquette, Tim	Community Education	1-4	\$43.24
Slay, Kevin	Community Education	1-2	\$40.31

Fitness Center Attendant

Gunstream, Marilyn	Community Education/Fitness Cntr.	n/a	\$24.00
Hartman, Steve	Community Education/Fitness Cntr.	n/a	\$24.00
Johnson, Patrick	Community Education/Fitness Cntr.	n/a	\$24.00
Lofthouse, Peter	Community Education/Fitness Cntr.	n/a	\$24.00
Noonan, Benjamin	Community Education/Fitness Cntr.	n/a	\$24.00
Norman, Scott	Community Education/Fitness Cntr.	n/a	\$24.00
Wurst, Cliff	Community Education/Fitness Cntr.	n/a	\$24.00

PROFESSIONAL EXPERT**May 17, 2011**

Name	Classification	Department	Status	Begin	End	Rate
Boylan, John	Adjudicator for Battle of the Pop Rock Bands	Music	Rehire	06/07/11	06/07/11	\$200.00/ttl.
Cavalin, Michael	Lead Lifeguard	Community Education	Rehire	06/18/11	08/20/11	\$14.00/hr.
Cavalin, Michael	Swim Instructor	Community Education	Rehire	06/18/11	08/20/11	\$16.00/hr.
Cervantes, Ebuit	Audio Engineer	Music	Rehire	07/01/11	12/31/11	\$250.00/day
Clark, Rachael	Aerobic Leader	Community Education	Rehire	06/27/11	08/20/11	\$30.33/hr.
Deatricks, Steven W.	Audio Engineer	Music	Rehire	07/01/11	12/31/11	\$250.00/day
Deatricks, Steven W.	Audio Engineer	Performing Arts Center	Rehire	07/01/11	12/31/11	\$250.00/day
Dummett, Michelle	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Dummett, Michelle	Swim Instructor	Community Education	New Hire	06/18/11	08/20/11	\$16.00/hr.
Fernandez, Nathan	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Gaunt, Jennifer	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Gaunt, Jennifer	Swim Instructor	Community Education	New Hire	06/18/11	08/20/11	\$16.00/hr.
Geiger, Victoria	Lifeguard	Community Education	Rehire	06/18/11	08/20/11	\$11.00/hr.
Geiger, Victoria	Swim Instructor	Community Education	Rehire	06/18/11	08/20/11	\$16.00/hr.
George, Irene	Aerobic Leader	Community Education	Rehire	06/27/11	08/20/11	\$30.33/hr.
Harrington, Michael	Facilities Planner	Administrative Services	Rehire	07/01/11	12/31/11	\$79.60/hr.
Jeckell, Zachary	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Jeckell, Zachary	Swim Instructor	Community Education	New Hire	06/18/11	08/20/11	\$16.00/hr.
Keslake, Gregory Philip	Audio Engineer	Music	Rehire	07/01/11	12/31/11	\$250.00/day
Keslake, Gregory Philip	Audio Engineer	Performing Arts Center	Rehire	07/01/11	12/31/11	\$250.00/day
Murphy, Bonnie	Aerobic Leader	Community Education	Rehire	06/27/11	08/20/11	\$30.33/hr.
Pierce, James	Chief Engineer	Maintenance	Rehire	07/01/11	06/30/12	\$50.56/hr.
Quiroz, Fabiola	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.

PROFESSIONAL EXPERT**May 17, 2011**

Name	Classification	Department	Status	Begin	End	Rate
Quiroz, Fabiola	Swim Instructor	Community Education	New Hire	06/18/11	08/20/11	\$16.00/hr.
Razo, Lynda	Aerobic Leader	Community Education	Rehire	06/27/11	08/20/11	\$30.33/hr.
Schroeder, Carl	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Sherlock, Robert Michael	Audio Engineer	Performing Arts Center	Rehire	07/01/11	12/31/11	\$250.00/day
Sherlock, Robert Michael	Audio Engineer	Music	Rehire	07/01/11	12/31/11	\$250.00/day
Smith, Katlin	Lifeguard	Community Education	Rehire	06/18/11	08/20/11	\$11.00/hr.
Smith, Katlin	Swim Instructor	Community Education	Rehire	06/18/11	08/20/11	\$16.00/hr.
Smith, Sarah	Swim Instructor	Community Education	Rehire	06/18/11	08/20/11	\$16.00/hr.
Torres, Blanca	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Valasco, Jessica	Lifeguard	Community Education	New Hire	06/18/11	08/20/11	\$11.00/hr.
Walsh, Meghan	Lifeguard	Community Education	Rehire	06/18/11	08/20/11	\$11.00/hr.
Walsh, Meghan	Swim Instructor	Community Education	Rehire	06/18/11	08/20/11	\$16.00/hr.
Wright, Linda	Aerobic Leader	Community Education	Rehire	06/27/11	08/20/11	\$30.33/hr.

H. ACTION (continued)

Student Services

2. Authorization is requested to accept the Career/Transfer Center Five-Year Transfer Plan as written. (Page 123)

General

3. Authorization is requested to approve the second and final reading of the following Board Policies: Board meeting: BP 3310, Records Retention and Destruction; BP 3505, Emergency Response Plan; BP 3570, Smoking on Campus; and BP 4250, Probation, Dismissal, and Reinstatement. (Page 134)
4. Authorization is requested to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 15-21, 2011, as Classified School Employees Week. (Page 178)
5. Authorization is requested to retain the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. (Page 180)
6. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to determine and establish the Board's Goals for 2011-2012. (Page 183)
7. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to develop survey instruments for the Board's 2011-2012 Self-Evaluation. (Page 184)
8. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to update, review, and develop Board Policies related to the trustees. (Page 185)

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

I. ADJOURNMENT

Dates to remember:

June 18, 2011	Commencement
June 21, 2011	Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Career/Transfer Center Five-Year Transfer Plan 2010 - 2015	Information	_____
		Enclosure(s)	X

BACKGROUND

The Five-Year Transfer Plan is a document which outlines categories with objectives to be achieved by a community college for the purpose of providing enhanced transfer-related services that maximize the student's transferability while increasing transfer rates.

The State Chancellor's office requires that the document be reviewed and accepted every five years by the campus' various constituent groups. The Five-Year Transfer Plan was approved by the Student Services Committee on March 17, 2011, has been reviewed by all constituent groups, and approved by Steering on May 9, 2011. The final accepted document is maintained in the Career/Transfer Center.

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

RECOMMENDATION

Authorization is requested to accept the Career/Transfer Center Five-Year Transfer Plan as written.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.2.

Citrus College Transfer Center Plan 2010 – 2015

Transfer Center Minimum Program Standards

The governing board of each community college district shall recognize transfer as one of its primary missions and shall place priority emphasis on the preparation and transfer of underrepresented students, including African-American, Chicano/Latino, American Indian, disabled, low-income and other students historically and currently underrepresented in the transfer process.

Each community college district governing board shall direct the development and adoption of a Transfer Center Plan describing the activities of the transfer center and the services to be provided to students, incorporating the provisions established in these standards, as outlined below. Plans shall identify target student populations and shall establish target increases in the number of applicants to the four-year institutions from these populations, including specific targets for increasing the transfer applications of those underrepresented among transfer students. Plans shall be developed in consultation with four-year college and university personnel as available.

Plan components shall include, but not be limited to: services to be provided to students; facilities; staffing; advisory committees; and evaluation and reporting. *[Section 51027 as read in Title 5, Part VI of the California Code of Regulation]*

I. Services to be Provided to Students:

- A. *Identify, contact and provide transfer support services to targeted student populations, with priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.*

Objective	Activities	Responsible Person(s)	Timeline
❖ Provide transfer support for underrepresented students	1. Work closely with EOP&S, CARE, and CalWORKs to promote transfer activities. Assign a counselor or advisor to serve on the advisory committee for EOP&S.	CTC Coordinator	Advisory meetings in fall and spring
	2. Invite the director of EOP&S, CARE, and CalWORKs, and DSP&S to serve on the Transfer Task Force.	CTC Coordinator	Advisory meetings in fall and spring

**Citrus College Transfer Center Plan
2010 – 2015**

Objective	Activities	Responsible Person(s)	Timeline
	3. Advertise and identify candidates for UCLA’s CCCP Scholars Program geared for first generation, low income, and non-traditional college students who come from underserved communities.	CTC Coordinator/ EOP&S Director	Spring semester
	4. Provide transfer and career counseling through collaboration with federally funded programs that serve underrepresented students on campus.	CTC Coordinator/ Project Directors	Ongoing
	5. Work with the Center for Teacher Excellence (CFTE) Program to seek grant funding to support transfer efforts for underrepresented students.	CTC Coordinator/ Dean of Counseling/ CFTE Counselor	Spring 2011- Fall 2012
	6. Coordinate transfer activities to increase transfer to four-year universities as dictated by the college’s Strategic Plan.	CTC Coordinator/ CTC Team	Ongoing

B. Ensure the provision of academic planning for transfer, the development and utilization of transfer admission agreements with four-year institutions where available and as appropriate, and the development and utilization of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty and with four-year college and university personnel as available. [Section 51027(b.1.B)]

Objective	Activities	Responsible Person(s)	Timeline
❖ Continue to build curriculum that supports a diverse campus and transfer	1. Assist in the facilitation of AA-T and AS-T development mandated by Senate Bill 1440: develop materials to advertise the creation of new transfer degrees, understand and communicate the admissions components to AA-T and AS-T degrees, help faculty identify courses that “double count”, coordinate with the dean of admissions and counseling to ensure compliance, and facilitate the submission of courses to C-ID.	Articulation Officer/CTC Coordinator	Fall 2011 and Ongoing

**Citrus College Transfer Center Plan
2010 – 2015**

C. Ensure that students receive accurate and up-to-date academic and transfer information through the provision of coordinated transfer counseling services. [Section 51027(b.1.C)]

Objective	Activities	Responsible Person(s)	Timeline
❖ Provide students with accurate transfer information	1. Provide training each fall and spring semester for all counseling and advisement staff (including part-time staff) regarding transfer information. Include university representatives in at least one training a year.	CTC Coordinator	Fall/Spring
	2. Encourage the implementation of a degree audit system that interacts with ASSIST, the official statewide repository of course articulation for the California Community Colleges with the UC and CSU systems.	CTC Coordinator/ Dean of Counseling/ Articulation Officer/ TeCS	Spring 2012- Spring 2014
	3. Provide workshops and individual counseling that cover TAG, CSU, UC, and independent college applications.	CTC Coordinator/ TAG Designee	Fall/Spring- Ongoing
	4. Use TAG as an intrusive counseling tool, intervening when minimum GPA and/or units are lacking.	CTC Coordinator/ TAG Designee	September- November
	5. Establish subscriptions for all counselors and advisors to the statewide transfer counselor website www.ccctransfer.org . Work with TeCS to designate the transfer counselor website as their home page.	CTC Coordinator/ TeCS	Spring 2012
	6. Increase student participation and postings to the “Citrus College Career Transfer Center” facebook page.	CTC Team	Ongoing

**Citrus College Transfer Center Plan
2010 – 2015**

D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan. [Section 51027(b.1.D)]

Objective	Activities	Responsible Person (s)	Timeline
<p>❖ Monitor progress of transfer students</p>	<p>1. Create a student file and maintain a database for prospective transfer students who visit the Career/Transfer Center. Target students by major and college of interest and invite students to appropriate activities. Use the UC Data Sharing Project, when available, to ensure a smooth transition for UC bound students.</p>	<p>CTC Team</p>	<p>Fall/Spring</p>
	<p>2. Work on the implementation team for a degree audit system to monitor course completion of IGETC and CSU certification, unit completion, and gatekeeping transfer courses.</p>	<p>CTC Coordinator/ Dean of Counseling/ Articulation Officer</p>	<p>Spring 2012- Spring 2014</p>
	<p>3. Use the University of California online database for UC Transfer Admission Guarantee (TAG) as a counseling intervention tool. Schedule appointments with students who did not meet eligibility requirements for TAG. Ensure students are minimally qualified for UC transfer and submit an application during the priority filing period.</p>	<p>CTC Coordinator/ TAG Designee</p>	<p>September- November</p>
	<p>4. Work with TeCS to implement the web portal and enhance communication with prospective transfer students.</p>	<p>CTC Coordinator/ Dean of Counseling</p>	<p>Spring 2011- Summer 2012</p>

Citrus College Transfer Center Plan 2010 – 2015

*E. Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, and counseling, and other instructional and student services on campus as appropriate.
[Section 51027(b.1.E)]*

Objective	Activities	Responsible Person(s)	Timeline
❖ Refer transfer students to other support services	1. The Career/Transfer Center will continue to communicate and collaborate with Student Services through participation in Coordinator Meetings, Counselor Workgroup, and participation on advisory committees for EOP&S and DSP&S.	CTC Coordinator	Ongoing
	2. Educate students about scholarship opportunities by offering at least two presentations in conjunction with Financial Aid.	CTC Coordinator	September-March
	3. Advertise grant funded activities that relate to transfer on the Transfer Center college web page.	CTC Coordinator/ Grant Counselors	Ongoing

*F. Assist students in the transition process, including the timely completion and submittal of necessary forms and application.
[Section 51027(b.1.F)]*

Objective	Activities	Responsible Person(s)	Timeline
❖ Provide students with transition services	1. Assist students with completing online applications during individual counseling appointments, workshops, and open forums.	CTC Coordinator/ CTC Team	Fall
	2. Participate in the UC Data Sharing Project every year. Use the information to monitor prospective UC students. Send electronic application reminders and transfer information to students.	CTC Coordinator/ CTC Team	Spring
	3. Expand student access to computers for transfer research and submission of university applications.	CTC Coordinator	Fall 2011

**Citrus College Transfer Center Plan
2010 – 2015**

Objective	Activities	Responsible Person(s)	Timeline
	<p>4. Advocate for students who believe their denial of admission from a baccalaureate-level university is unfair or incorrect by offering counseling support in this area each May.</p> <p>5. Coordinate the UC Reader Project for students and invite faculty, managers, staff and administrators to participate. Volunteers critique UC personal statements for UC bound students.</p> <p>6. Offer at least one transfer transition workshop for students who have been admitted to the UC. The workshop covers child care, housing, support programs, etc. Invite a UC representative to be the presenter.</p> <p>7. Coordinate transfer transition workshops with CSU college representatives from the highest feeder campuses. Three “Next Steps” workshops are currently being offered: CSUF, CSULA, and Cal Poly Pomona. Invite CSUSB to participate.</p>	<p>CTC Team</p> <p>CTC Coordinator</p> <p>CTC Coordinator</p> <p>CTC Coordinator</p>	<p>October-May</p> <p>Fall</p> <p>Spring</p> <p>Spring</p>

**Citrus College Transfer Center Plan
2010 – 2015**

G. In cooperation with four-year college and university personnel as available, develop and implement a schedule of services for transfer students to be provided by the four-year institution' staff. [Section 51027(b.1.G)]

Objective	Activities	Responsible Person(s)	Timeline
❖ Coordinate services with four-year institutions	1. Offer transfer awareness events where university representatives are encouraged to participate, such as “Choosing a College” and “After the Envelope” workshops.	CTC Coordinator/ CTC Team	Fall/Spring
	2. Inform student services faculty/staff of scheduled visits by university representatives.	CTC Coordinator/ CTC Team	Ongoing
	3. Actively participate in SCHEC (Southern California Higher Education Council) by providing a college fair each spring term. Maintain membership in SCHEC where private/independent colleges and universities disseminate transfer information. Encourage university reps to create electronic flyers advertising their scheduled visits for posting on the CTC webpage, coordinate and advertise Transfer Days/University, and invite college representatives to conduct training for counselors/advisors and facilitate transfer workshops for students at least once a year.	CTC Coordinator/ CTC Team	Fall/Spring

H. Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to four-year colleges and universities, and related transfer information. [Section 51027(b.1.H)]

Objective	Activities	Responsible Person (s)	Timeline
❖ Maintain a resource library	1. Maintain an updated library of California College and university catalogs.	CTC Secretary/ CTC Team	Ongoing
	2. Subscribe to College Source for online catalog viewing.	CTC Secretary	Spring

Citrus College Transfer Center Plan 2010 – 2015

II. Facilities

Each district governing board shall designate a particular location on campus that is readily identifiable and accessible to students, faculty and staff as the focal point of transfer functions. [Section 51027(b.2)]

Objective	Activities	Responsible Person (s)	Timeline
❖ Facilities	1. Work with Student Services professionals on the transition to the new Student Services Building in 2011.	CTC Team	Fall 2010 Spring 2011
	2. Ensure the Career/Transfer Center is readily identifiable and accessible in the new Student Services Building.	CTC Team	Fall 2010 Spring 2011

III. Staffing

Each district governing board shall ensure that staff is assigned to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with four-year college and university personnel. Clerical support for the transfer center shall also be provided.

Objective	Activities	Responsible Person (s)	Timeline
❖ Staffing	1. Advocate for the maintenance of the current CTC Team: CTC coordinator, transfer counselor, program secretary, career counselor, two educational advisors, a clerk typist, and two student workers.	CTC Coordinator/VP of Student Services/Dean of Counseling	Ongoing
	2. Submit *FNIC requests to hire full-time counselors for the CT Center as outlined in program reviews. *(Faculty Needs Identification Committee)	CTC Coordinator/Dean of Counseling	Fall 2011

Citrus College Transfer Center Plan 2010 – 2015

IV. Advisory Committee

An advisory committee shall be designated to plan the development, implementation and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Four-year college and university personnel shall be included as available. [Section 51027(b.4)]

Objective	Activities	Responsible Person (s)	Timeline
❖ Advisory Committee	1. Continue the Transfer Task Force Committee which is made up of the following representatives: UC and CSU college representatives, local high school partners, Deans from Counseling, Science, Math, Language Arts, Behavioral Sciences, ASCC student representative, student services faculty members, Grant Project Directors, Career/Technical Education Representative, and the CTC Team.	CTC Coordinator/ CTC Secretary	Fall/Spring
	2. Hold two annual Transfer Task Force meetings that support and strengthen transfer activities on campus. Specific emphasis is placed on improving the transfer function and removing barriers to transfer.	CTC Coordinator	Fall/Spring

Citrus College Transfer Center Plan 2010 – 2015

V. Evaluation and Reporting

Each district governing board shall include in its Transfer Center Plan an institutional research plan for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its Transfer Center Plan. Each community college district shall submit an annual report to the Chancellor describing the status of the district's efforts to implement its transfer centers, achievement of transfer center plan targets and goals, and expenditures supporting transfer operations.

Objective	Activities	Responsible Person (s)	Timeline
❖ Evaluation and Reporting	1. Complete Annual Transfer Center Report for the Chancellor's Office.	CTC Coordinator	Fall
	2. Complete an end of the year report for the dean of counseling and vice president of student services.	CTC Coordinator/ CTC Secretary	Summer
	3. Administer a transfer survey to Citrus College graduating students.	CTC Team/VP of Student Services	Spring
	4. Maintain a central Career/Transfer Center student database.	CTC Secretary/ CTC Clerk Typist	Ongoing
	5. Continue to assess program level student learning outcomes.	CTC Coordinator/ Institutional Researcher	Fall 2011
	6. Continue to serve on the Institutional Research Planning Committee (IRPC).	CTC Coordinator	Ongoing

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	
SUBJECT:	Board Policies Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policies were approved for a first reading at the May 3, 2011, Board meeting: BP 3310, Records Retention and Destruction; BP 3505, Emergency Response Plan; BP 3570, Smoking on Campus; and BP 4250, Probation, Dismissal, and Reinstatement (the related APs are presented for information only).

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of the following Board Policies: Board meeting: BP 3310, Records Retention and Destruction; BP 3505, Emergency Response Plan; BP 3570, Smoking on Campus; and BP 4250, Probation, Dismissal, and Reinstatement.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

General Provision

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

- “Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.
- The Vice President of Finance and Administrative Services shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.
- Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.
- Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
- Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
- Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3505 EMERGENCY RESPONSE PLAN

References:

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention,

preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

Board Approved

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3505 EMERGENCY RESPONSE PLAN

References:

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 et seq., 8558, 8559, 8600, 8605, and 8607(a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations (CCR) Sections 2400-2450

Purpose

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operation Center (EOC) staff.

Responsibility

Government Code Sections 2100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations that warrant a collaborative response. The Superintendent/President or his/her designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and request for outside support. The EOC staff will be aided in their duties by Emergency Information Officers (EIOs) and Emergency Response Teams that are trained response personnel from the District.

The EOC is composed of key administrators, record keepers and the individual who is responsible for Administration of Justice. The EOC shall:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of all employees)

- Mobilize any additional staff to heavily damaged areas
- Determine the “All-Clear” when the disaster is over

All key press releases will be prepared by the Public Information Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

Preparedness

The District’s preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

Emergency Chain of Command

SEMS/NIMS/ICS Organizational Chart can be found on Page 12 of the Citrus College Emergency Operations Plan.

Day Instructors: Responsibilities

- Coordinate evacuation from classroom if necessary.
- Assist disabled individuals out of building without use of elevators.
- Assess overall situation in classroom and report to Emergency Information Officer.
- Initiate first aid if qualified individual is available.
- Report when students are safe to move to an emergency assembly point or command post.
- Assist Emergency Information Officers.
- Provide special assistance to any disabled individuals in the area.

Remember, in the event of a major disaster, every community college employee automatically becomes a civil defense worker under Government Code Sections 3100-3101.

Evening Instructors: Responsibilities

- Coordinate evacuation from classroom if necessary.
- Assist disabled individuals out of building without use of elevators.
- Assess overall situation in classroom and report to Emergency Information Officer.
- Initiate first aid if qualified individual is available.
- Report when students are safe to move to an emergency assembly point or command post.
- Report via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help control point of command post.

Other Employees: Responsibilities

- Follow survival instructions in Emergency Response Preparedness flipchart.
- Evacuate area if necessary.
- Assess immediate problems if possible.
- Report to area assembly point when safe.
- Assist Emergency Information Officers by:
 - Performing first aid if qualified
 - Serving as a communications runner, etc.
 - Conducting record keeping and note taking

SPECIFIC EMERGENCIES:

BIOLOGICAL EMERGENCY

BACKGROUND

A Biological Emergency is an incident involving the release of, exposure to, toxins that are capable of causing bodily harm or death. A biological agent can come in the form of a solid, powder, liquid, or gaseous state.

A biological agent can be introduced through the following:

- By mail, via contaminated letter or package
- Using a small explosive device to help it become airborne
- Through a building's ventilation system
- Using a contaminated item, such as a backpack, book bag, or other parcel left unattended
- By intentionally contaminating a food or water supply
- By aerosol release into the air
- By a missile warhead

The following indicators may suggest the release of a biological substance:

Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing, severe vomiting, diarrhea, abdominal cramping (if food borne or waterborne). Also, severe skin reactions for certain other agents. Other indicators may include the presence of distressed animals or dead birds.

Anthrax

Anthrax is the most common of biological agents. Anthrax is a disease-causing organism, which can reproduce and keep spreading long after its release. Anthrax has a low mortality rate when properly treated. Anthrax is usually sent to individuals by letters or packages.

The following steps will assist to identify suspicious letters or packages:

- The mail is unexpected or from someone you do not know
- It is addressed to a title, but no name
- It is addressed to someone no longer at your address
- It is handwritten and has no return address or bears one that you cannot confirm its legitimacy
- The return address does not match the postmark
- Common words are misspelled
- It is lopsided or lumpy in appearance
- It has wires or tinfoil protruding from the envelope/package
- It is sealed with excessive amounts of tape or string
- It is marked with restrictive delivery instructions, such as “Personal” or “Confidential”
- It has excessive postage
- It has oily stains, discoloration, crystallization, or a strange odor
- It is leaking a powdery substance

The following steps should be taken after a suspicious letter/package is identified:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not shake or empty the contents of any suspicious envelope/package.
- Place the envelope/package in a plastic bag or other type of container to prevent leakage of contents.
- If a container is unavailable, cover with anything (e.g. clothing, paper, trash can) and do not remove cover.
- Leave room and close door, or section off area to prevent others from entering. Everyone who touched the letter should wash hands. Wash hands with soap and water to prevent spreading any powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Report incident to administration staff.
- Administration staff should contact Campus Safety. Give specific location of suspicious envelope/package and what makes it suspicious. List all the people in the room or area when the envelope/package was recognized. Give list to Campus Safety and health authorities for follow-up investigations and advice.

The following steps should be taken in the event an envelope/package with powder spills/leaks out onto a surface:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not clean up the powder. Cover spilled contents immediately with anything and do not remove cover.
- Leave the room, close and lock the door or section off the area to prevent others from entering.
- Wash hands with soap and water to prevent spreading powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Remove heavily contaminated clothing as soon as possible and place in a sealable plastic bag. Give sealed bag to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin.
- Report incident to administrative staff.
- Administrative staff should contact Campus Safety. Give specific location and type of spilled contents. List all the people in the room or area when envelope/package with powder spilled/leaked.
- If a site or building receives a biological threat by phone alleging a contaminated package, backpack, or book bag, administration staff should follow the appropriate procedures.

ENVIRONMENTAL EMERGENCIES

(Chemical Spills, Asbestos Fiber Release, Air Pollution Alerts)

BACKGROUND

In the event of site environmental emergencies including chemical spills, asbestos fiber release episodes, and air pollution alerts, site administrators and staff must be able to react quickly and effectively to prevent injury or illness.

In any disaster/emergency situation, site administrators shall be responsible for the safety of, and accountability for, staff and students. In any life-threatening situation, staff/instructor shall take immediate action to provide for the safety of staff and students without waiting for directions from a site administrator.

CHEMICAL SPILLS

Administrative Staff:

- Call 911 and obtain information about the substance.
- Assess location of chemical spill and determine appropriate action to take for safety of students and others (e.g., evacuation of room, building, or site).
- Secure the affected area and do not allow staff or students to re-enter until condition has been controlled.
- Notify Campus Safety immediately.
- Evacuate if necessary. Assure that staff/students move crosswind or upwind from problem area to avoid inhalation of vapors and proceed in orderly fashion to designated safe area.
- Provide first aid/emergency care if needed.
- Keep staff/students in designated area until problem is resolved or until further instructions are received from authorities.

ASBESTOS FIBER RELEASE EPISODE

Disturbance of asbestos-containing material may cause asbestos fiber release which could create a potential health risk for building occupants. Site administrators are responsible for maintaining the site asbestos management plan in a readily accessible location.

Administrative Staff:

- Immediately evacuate building occupants and restrict entry into area.
- Shut off or restrict ventilation system and other sources of air movement.
- The CAL/OSHA Safety Officer will determine appropriate response actions, including verification of an actual asbestos fiber release and cleanup procedures.

AIR POLLUTION ALERTS

Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality concentrations exist.

- Stage I Alert: Occurs when air quality consists of 0.20 parts pollutant per million (PPM).
- Stage II Alert: (A “warning” stage) occurs when air quality consists of 0.35 parts pollutant per million (PPM).
- Stage III Alert: (“Emergency stage”) occurs when air quality consists of 0.50 parts pollutant per million (PPM) or higher.

Note: The Air Pollution Control District (APCD) does not issue an alert for fires. A local area may be affected by smoke or ash. Site administrators are to use discretion in suspending outdoor physical activity.

- Strenuous outdoor physical activities for all students and employees shall be discontinued; activities of a less strenuous nature should be substituted. Intensity of an activity and its potential for increasing the respiration rate for an extended period may be deciding factors for canceling certain activities. Heat and stress aggravate respiratory problems.

In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those with respiratory or heart problems should be monitored.

BOMBS AND EXPLOSIONS

BACKGROUND

Most bomb threats are hoaxes. Telephone calls to a college stating there is a bomb often are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms, but should be handled in a consistent manner. Safety and the prevention of panic are of paramount importance.

TELEPHONE BOMB THREAT

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for a specific bomb location and time of detonation. Gather information.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Write down information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- Immediately notify your Supervisor. Remember not to use two-way radios— they may detonate a device.
- Call Campus Safety to report the incident. If a device or suspicious object is located, Campus Safety will notify the appropriate agency.
- Supervisor coordinates with Campus Safety to evaluate information received and decide upon a course of action.

SEARCHING AND EVACUATION

- Supervisor should consult with either Campus Safety or local law enforcement prior to making any decision. Campus Police and local law enforcement are available to assist and coordinate efforts.

- College personnel should not search for bombs. However, they can provide assistance to law enforcement personnel.
- Initiating a search with the assistance of law enforcement and evacuating the site may be the most desired approach if a suspicious package or device is found. Directing the immediate evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Do not touch or disturb the suspected bomb. Do not use radios or cell phones—these may activate some types of bombs.
- Immediately notify the site administrator, Campus Police, and/or local law enforcement of the exact location and description.
- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 1000 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement to interview.

EXPLOSIONS

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. If smoke is present, stay low, and exit crawling to avoid breathing fumes.
- Immediately notify the site administrator, Campus Safety, and/or local law enforcement of the exact location and description.
- Custodian or plant operations supervisors should turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns for any reason until city fire personnel officially declare the area safe.

OTHER CONSIDERATIONS

- Attempt to control situation to avoid panic.
- Everyone should know and understand his/her role. Practice your response.

- Bomb threats require a response; usually no less than a search by qualified personnel (Police/law enforcement).
- Consider the impact on students and staff. Involve counseling personnel as needed.

DISTURBANCES AND DEMONSTRATIONS

BACKGROUND

Site administrators may be confronted with disturbances or demonstrations adjacent to a college site or on a college site.

The courts have held that demonstrations are lawful as long as the demonstrators' conduct does not materially disrupt class work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus may interfere with college activities and, therefore, could be unlawful.

Site administrators and police officers are empowered to order persons whose presence interferes with the peaceful conduct of the college, or disrupts the college or its students or college activities, to leave campus. Persons who fail to comply with such instructions are subject to arrest.

DISTURBANCE OR DEMONSTRATION (STUDENTS)

- Site Administration should carefully assess the situation. Designated free speech areas should be considered prior to any demonstration.
- With assistance from Campus Safety, determine the urgency of the situation, type of assistance needed, and if the crowd really needs to be dispersed.
- If Demonstrators are participating in an unlawful assembly on campus, or causing class disruptions, it is recommended the site administrator:
 - o Consult with law enforcement officers to establish the best plan of action.

DISTURBANCE OR DEMONSTRATION (NONSTUDENT)

- Politely inform the individual(s) they are disrupting the college, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify Campus Safety. An officer(s) will be dispatched to your location. If a physical assault begins, call "911."

- The officer and site administrator will devise a plan of action. The situation will dictate whether additional officers will be needed and/or if the Emergency Operations Center needs to be activated.

OTHER CONSIDERATIONS

- Consider placing staff to answer telephone calls from concerned.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- With assistance from Campus Safety, try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

EARTHQUAKE

BACKGROUND

Recent experience has proven that college buildings, both permanent and portable, are among the safest structures in the event of an earthquake.

Of all earthquake preparedness measures, safety drills are the most important. Essential components of earthquake safety drills are discussion, instruction, and physical demonstration (practice drill). In addition to indicating pre-planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking. Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

EARTHQUAKE WHILE INSIDE (ON SITE)

- A DROP and HOLD command is given by any staff member at first indication of ground shaking.
- All staff/students: DROP and HOLD and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto table/desk leg to keep it over body. If in hallway, move to inside wall, or stand in a doorway.
- Avoid glass and falling objects.
- Move away from windows.
- Move away from heavy suspended light fixtures.
- Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.
- Remain undercover for at least two to three minutes to assess damage/injuries and to wait for first aftershock to occur.

- After first aftershock, or after two to three minutes, activate site earthquake evacuations plan.

EARTHQUAKE WHILE OUTSIDE (ON SITE)

- Move to open space away from buildings, trees, and overhead power lines.
- When shaking stops, activate an orderly evacuation.
- Evacuate building(s) according to evacuation plan.
- Transport injured students to Health Services or a designated Triage area.
- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.

EARTHQUAKE WHILE OFF SITE

- If walking to and from college/work site, move to open space away from buildings, trees, or overhead power lines. Be alert for possible dangers which would require movement. DO NOT RUN.

NON-EARTHQUAKE STRUCTURAL FAILURE

- Evacuate affected building/area and secure to prevent entrance by staff or students.

FIRE

BACKGROUND

Fire prevention and emergency response to fire situations are a primary responsibility for all employees. Regular action must be taken to ensure that all staff/students are familiar with the site's emergency/fire response plan and action.

FIRE – WHEN COLLEGE IS IN OPERATION

- Call fire department (“911”) immediately.
- Order evacuation of remaining staff/students to appropriate assembly/emergency area; if alarm system fails to operate, notify staff/students by other methods.
- ACTIVATE the emergency plan if there is any life-threatening situation.
- Supervise evacuation of site; ensure that all rooms and areas are evacuated.
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If incident results in injury to staff or students, involve Health Services.
- If hazardous materials are present or suspected, notify Fire Department of any possible hazardous materials.

FLOODING

BACKGROUND

This procedure applies whenever storm water or other sources of water flood or threaten to flood college grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the site would not have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Administrative Staff:

- Initiate appropriate response actions, which may include In-Place Sheltering, On-Site Evacuation, or Off-Site Evacuation.
- Call Campus Safety and describe the nature and extent of the flooding.
- Supervise On-Site Evacuation; ensure staff and students evacuate affected buildings using prescribed routes or other safe routes to the assembly/evacuation area.
- Check with staff to ensure accountability for all students/staff.
- Coordinate with facilities to limit damage.

SHOOTINGS

BACKGROUND

The potential for a shooting or a shooting in the workplace exists on every college campus throughout the United States. Although the possession of firearms on or around our campuses is rare, their availability and past national and county shootings dictate the need for a response plan, in case a shooting or other violent attack occurs.

WHEN A SHOOTING OCCURS

- CALL "911." Identify your college or workplace and exact location. Remain calm and answer the police operator's questions. They are trained to obtain the necessary and required information for a proper emergency response.
- Instruct students and employees to drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.

- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police.

IF SUSPECT IS OUTSIDE YOUR CLASSROOM

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report location of the assailant.

OFFICE PERSONNEL

In keeping with effective emergency planning, office personnel should have pre-designated assignments to ensure an effective response in case of a shooting. Actions by multiple persons must be taken simultaneously to expedite a response.

In response to a report of a shooting from a classroom or other area of the campus, have all persons in the office duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the police from this position. It is crucial that telephone calls be limited to emergency calls only.

Note: Phone calls, other than for emergency purposes, should be made only after the police have cleared a phone line for that purpose. A phone call to friends or family will bring onlookers, bystanders or concerned loved ones to the campus, interfering with the operation of emergency personnel and unnecessarily placing more people in danger.

CALLING “911”

When you call “911,” identify your exact location. Remain calm and answer the operator’s questions. Police dispatchers are trained to obtain the necessary and required information for a proper emergency response. As the police are being dispatched, answer the questions asked of you by the operator or police dispatcher.

Although you are not expected to know all of the answers, answer them to the best of your ability.

Although you may think the questioning is wasting valuable time, the information you provide will enable phone personnel to dispatch officers and other emergency personnel safely and effectively. While you are being questioned, emergency personnel have been dispatched and are on the way. You will be asked questions, such as:

- What exactly is happening and how do you know? Is it still happening now?
- Where is the suspect now? What was his/her last known direction? Is the suspect still on campus?
- Is anyone injured? Are there wounded and how many?
- Where did it happen? What's the specific location of occurrence?
- What weapons were used if you know? Knowing the number and types of weapons will assist the police in their response. Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition:
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any background knowledge you may have.

Note: It is important to tell the Campus Safety dispatcher if your office has called or is on the line with the 911 operator.

POLICE/FIRE DEPARTMENT RESPONSIBILITY

Law Enforcement or the Fire Department will take charge of the operation and maintain full control throughout the duration of the incident.

Police/fire departments will establish a command post(s) at or near your campus where all operations pertaining to the event will be coordinated.

TERRORISM

BACKGROUND

An act of terrorism is most often perpetrated by an individual or group who uses deliberate violence against a government or other authorities to achieve certain goals. Terrorist methods may include the taking of hostages, kidnapping, and the use of bombs and explosions. In a college situation, a student(s) may be kidnapped and held hostage by another person.

OTHER CONSIDERATIONS

- Obtain a photo of the abducted student/employee and provide it to the police.
- Provide the police with information on known friends of the abducted student/employee. They may be able to provide further information.
- Try to obtain a description of the abductor and direction of travel.
- Gather any possible witnesses for law enforcement to interview.
- Remain calm-the prevention of panic is important.

HOSTAGES/KIDNAPPING

Call 911. Be prepared to give the following information:

- Identify hostage location on the site
- Number of assailants, if known
- Number of hostages, if known
- Name of assailants, if known
- Any available description of assailants and weapons
- Demands made by the assailants
- Notify staff/students to move students away from the hostage location to a safer location.
- Do not evacuate until given instructions by police.
- Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage(s), and other witness information.
- Provide law enforcement with any assistance:
 - o Provide keys for access to classrooms, buildings, and gates
 - o Location of power, water, and gas shutoffs
 - o Access to roofs
 - o Location of phones and other communication devices
- Work with the district office and law enforcement to determine the next steps.

OTHER CONSIDERATIONS

- Gather any possible witnesses for law enforcement to interview.
- Minimize any possibility of the suspect's ability to see or hear news reports.
- Consider the possibility of transportation needs.
- Consider the emotional impact on the students and staff.
- Contact the Communications Office to assist in media inquiries. This office will coordinate media briefings and media information related to the situation.
- Remain calm-the prevention of panic is important.

FACTS AND GOVERNMENTAL RESPONSE TO PANDEMIC FLU

A. Introduction

The purpose of this Influenza Pandemic Response Plan is to lessen the impact of an influenza pandemic on the residents by providing a guide for health care providers for detection and response to an influenza pandemic event.

B. Background/Threat

The worst natural disaster in modern times was the infamous “Spanish flu” of 1918-1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, an influenza pandemic can occur and affect populations around the world.

California, with its West Coast location and several major ports of entry for flights and shipping from Asia (a likely location for the development of a novel virus), would likely be among the first U.S. locations for an influenza pandemic to establish a foothold. The California Department of Health Services (CDHS) estimates that the impact of an influenza pandemic on California’s population of 35 million would include:

- 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million)
- 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million)
- 97,200 persons hospitalized (estimated range: 58,300 to 136,000)
- 21,500 deaths (estimated range: 12,900 to 30,200).

An influenza pandemic is unlike any other public health emergency or community disaster:

- Many experts consider influenza pandemics to be inevitable, yet no one knows when the next one will occur.

- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.
- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.
- The effect of influenza on individual communities will be relatively prolonged -- weeks to months -- when compared to minutes-to-hours observed in most other natural disasters.
- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of the pandemic. Effective preventive and therapeutic measures --including antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary infections.
- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.
- Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims.
- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in other sectors who provide critical community services: military personnel, police, firefighters, utility workers, and transportation workers, just to name a few.

Benefits of pre-event planning

In addition to preparing to respond to an actual pandemic, increasing awareness among the public health, medical, and emergency response communities will foster greater concern about “routine”, annual influenza epidemics, which kill an average of 20,000 Americans every winter.

Prompt improvements in infrastructure to address the major elements of pandemic preparedness can have immediate and lasting benefits and can also mitigate the effect of the next pandemic. For example, increasing routine, annual influenza vaccination coverage levels in high-risk patients will not only reduce their risk of dying or being hospitalized during the pre-pandemic period, but will also facilitate access to such patients -- through greater confidence in the benefits of influenza vaccination and expanded programs to access those patients -- when the next pandemic occurs.

Similarly, increasing the coverage of pneumococcal vaccine in such patients could have a significant impact on the incidence and severity of secondary bacterial pneumonia.

C. Concept of Operations

1. Stages of Alert

For purposes of consistency, comparability, and coordination of the national, state, and local response, identification and proclamation of the following “stages” will be done at the national level:

Pandemic Phase	Definition
Novel Virus Alert	Novel virus detected in one or more humans Little or no immunity in the general population Potential, but not inevitable precursor to pandemic
Pandemic Alert	Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area
Pandemic Imminent	Novel virus causing unusually high rates of morbidity and/or mortality in multiple, widespread geographic areas
Pandemic	Further spread with involvement of multiple continents; formal proclamation made
Second Wave	Reoccurrence of epidemic activity within several months following the initial wave of infection
Pandemic over	Cessation of successive pandemic “waves,” accompanied by return (in the U.S.) of more typical wintertime “epidemic” cycle

As the pandemic develops, the World Health Organization (WHO) will notify the Centers for Disease Control and Prevention (CDC) and other national health agencies of progress of the pandemic from one stage to the next. CDC will communicate with CDHS and other state agencies about pandemic stages, vaccine availability, virus laboratory findings, and national response coordination. The State will communicate with local health agencies through the California Health Alert Network (CAHAN).

2. The Federal Role

The Federal government has assumed primary responsibility for a number of key elements of the national plan, including:

- Vaccine research and development.
- Coordinating national and international surveillance.
- Assessing and potentially enhancing the coordination of vaccine and antiviral capacity, and coordinating public-sector procurement.
- Assessing the need for and scope of a suitable liability program for vaccine manufacturers and persons administering the vaccine.
- Developing a national “clearinghouse” for vaccine availability information, vaccine distribution, and redistribution.
- Developing an adverse events surveillance system at the national level.
- Developing a central (national) information database/exchange/clearinghouse on the Internet.

3. The State Role

Novel Virus Alert Stage

During this stage, CDHS activities will be limited to monitoring reports of progress of the disease and surveillance to detect the arrival of disease caused by the novel virus in California. Novel virus detection will be carried out by WHO and CDC.

Pandemic Alert Stage

During this stage, CDHS will monitor reports of disease spread and meet with surveillance partners to activate and augment surveillance systems. The State Viral and Rickettsial Disease Laboratory (VRDL) in Richmond will increase laboratory surveillance.

The CDHS Immunization Branch (IB) will maintain close contact with CDC and the Food and Drug Administration to obtain information on plans for vaccine delivery. IB will work with local health departments (LHDs) and representatives of the private medical sector to plan delivery and administration of vaccines when they are available.

The CDHS Division of Communicable Disease Control (DCDC) will meet with, the California Medical Association and the California Pharmacists Association to plan for

vaccine administration and for antiviral and antimicrobial supplies. The IB will prepare training materials for vaccine administrators.

CDHS DCDC will provide technical information, public information, and press releases to be released by the CDHS Office of Public Affairs (OPA). Public information will include travel alerts, guidelines on limiting the spread of the disease, and information about when and where to obtain medical care. The CDC's Epidemiology Program Office (EPO) and the California DCDC will ensure communication among epidemiology efforts, laboratory surveillance, and emergency management agencies (EMAs). CDC EPO and the EMAs will address personnel and equipment shortfalls.

Pandemic Imminent Stage

In the pandemic imminent stage, the pandemic alert activities will continue at an intensified level. Surveillance efforts will be increased for both influenza illness and the circulation of the influenza virus. If vaccine is available, the distribution system will be implemented and security measures will be put in place to ensure that vaccine will be given first to groups with highest priority for receiving them. DCDC and OPA will step up information flow to LHDs, medical providers and all other stakeholders. DCDC and OPA will provide translations of all public information messages into Spanish and the 14 other major languages in California. The State OES, local Emergency Management Agencies, DHS, and hospitals will activate the emergency response system.

Local coroners and funeral directors will be advised to prepare for increases in the number of dead they will have to handle.

Pandemic Stage

Surveillance efforts will be overwhelmed. Emphasis will be shifted from detecting cases caused by the influenza virus to monitoring demographic characteristics that may indicate a need to revise priority groups for receiving vaccine and antiviral medications if available supplies are limited. Vaccine delivery will be at its highest level, and the system to detect possible adverse reactions to the vaccine will be closely monitored. EMAs will establish alternative treatment sites since hospitals will be overwhelmed.

Second Wave

All agencies and health care providers must make use of the interim period to prepare for a resurgence of disease. This includes addressing shortfalls in supplies and personnel.

Although there are likely to be medical resources and technical assistance available from state and federal agencies, local counties should expect to manage the local response at the time of the pandemic, including temporary redirection of personnel and financial resources from other programs.

4. The Local Response

Chapters I through III of this Plan address how the DHS response will be integrated into the overall Operational Area Emergency Operations Plan, of which this Plan is an annex. These chapters include procedures for command and control, detection and notification of public health threats, and the roles of key DHS personnel during a public health emergency. Since many aspects of the public health response would be the same, this Influenza Pandemic Response Plan focuses on response characteristics unique to pandemic influenza.

Chapter V of this Plan is the “Risk Communications and Public Information Plan.” This plan describes the DHS approach to:

- Facilitating cooperation among all involved parties (e.g., government officials, health experts, industry, and the public).
- Persuading and directing the behavior of individuals or communities.
- Promoting informed decision-making about the acceptability of known risks.
- Educating and correcting false or misleading information.

Chapter VI of this Plan, the “Strategic National Stockpile Management Plan”, describes the plan for mass vaccination. This plan contains additional position checklists for workers at vaccination sites and at a warehouse established to coordinate the distribution of vaccines or antibiotics to these sites, if needed.

Isolation of symptomatic victims and quarantine of exposed individuals would be essential to ending an influenza pandemic. These interventions are addressed in Chapter VII of this Plan.

In the pre-event (Phase 1) smallpox planning process, DHS discussed the need to vaccinate personnel who are needed to maintain the human infrastructure of the community during an epidemic. The absence of services provided by these personnel would pose a serious threat to public safety or would significantly interfere with the ongoing response to the pandemic. These key personnel, who would also be the County's first priority for administration of influenza vaccine or antivirals, may include, but are not limited to:

- Public health physicians and staff
- Hospital employees
- Physicians, pharmacists, and other clinicians
- Local government decision-makers
- First responders: Public Safety, Fire, and EMS
- Utility, food service, and transportation personnel
- Family members of the key personnel listed

D. Public Health Response Procedures

In the early stages of a pandemic, there may be no vaccine at all. The federal Planning Guide indicates that a minimum of six to eight months would elapse before the tens of millions of doses needed could be produced for distribution. When vaccine first becomes available the demand will likely exceed the supply.

Pharmaceutical delivery will become an important issue during a pandemic. While antiviral agents will play a role in both prophylaxis and treatment of influenza, the existing supplies would certainly fall short of the need. As the pandemic progresses, there may not be sufficient supplies of antibiotics for treating persons with complications of influenza. In addition to supply problems, other difficulties are associated with use of antiviral agents. Priorities for target groups and the use of limited supplies for prophylaxis versus therapy have not yet been established. Widespread use of antivirals and antibiotics could lead to emergence of drug-resistant viral strains. Adverse antiviral reactions and liability issues will also be of concern. In a pandemic, DHS would provide consultation on the handling and administration of pharmaceuticals in cooperation with California DHS.

1. Novel Virus Alert Stage

Novel virus detected in one or more humans. Little or no immunity in the general population. Potential, but not inevitable, precursor to a pandemic.

a. Surveillance

- Monitor bulletins from CDC and CDHS regarding virologic, epidemiologic, and clinical findings associated with new variants isolated within or outside the U.S.
- Meet with appropriate partners and stakeholders and review major elements of enhanced surveillance activities; modify and update plan as needed.
- Activate enhanced local surveillance to detect importation and local spread in coordination with the State Viral and Rickettsial Disease Laboratory (VRDL) in Richmond.
- Obtain appropriate reagents from the VRDL, if appropriate, to detect and identify the novel strain.

b. Vaccine and Pharmaceutical Delivery

- Meet with hospitals, health care providers, and other partners and stakeholders to review major elements of the vaccine distribution plan, including plans for storage, transport, and administration of vaccines and antivirals.
- Modify plan as needed to account for updates, if any, on recommended target groups and projected vaccine supply.

c. Emergency Response and Communications

- Test local communication systems, including ReddiNet and CAHAN, to ensure that local and statewide communications are functional.
- Notify hospitals, health care providers, and other partners and stakeholders of the novel virus alert.
- Modify communications plan (and written materials) as needed (in collaboration with state officials) to account for updates, if any, on projected effects of the novel virus.
- Implement contingency plans, if any, for obtaining critical hardware, software, or personnel to expand communications systems if needed for a pandemic.
- Ensure ongoing coordination among surveillance, epidemiology, laboratory, EMS, OES, and other local response efforts.
- Develop and/or update press release templates. Develop materials for responding to questions that may come from the media.

2. Pandemic Alert Stage

Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area.

Novel virus alert activities will be continued at a more advanced level and other activities will be added.

a. Surveillance

- Fully activate enhanced surveillance activities. Assess functionality, timeliness, and completeness of data entry and dissemination, data links, and feedback mechanisms throughout the local the system.
- Monitor daily CDC and state reports, which will include information from the following sources:
 - o Kaiser facilities' inpatient diagnosis and pharmacy surveillance systems.
 - o Collaborating laboratories and LHDs.
 - o California sentinel physicians who report directly to CDC and/or CDHS.
 - o Quarantine Station reporting of infected individuals arriving from other countries.
- Meet with surveillance partners to increase the amount of patient demographic information collected, in order to identify groups with increased risk.
- Inform surveillance partners of the need to increase specimen collection for detection of novel virus and alert laboratories to prepare for increased numbers of specimens.
- If requested by VRDL, distribute specimen collection kits to hospitals and clinicians and obtain cooperation to facilitate sending isolates to VRDL.
- Recruit pharmacies to participate in reporting antiviral prescriptions filled.
- Assess inventory of laboratory equipment and supplies, noting what is needed.
- Assess inventory of medical equipment and supplies (including ventilators, ICU equipment, and oxygen saturation monitors), noting what is needed.
- Develop contingency plans for procurement of laboratory equipment and supplies, and also for possible redirection and hiring of additional laboratory employees, including clerical/data entry personnel.
- Explore re-certification of non-traditional labor pool and redirection of staff with appropriate skills to alleviate need for additional laboratory personnel.

b. Vaccine and Pharmaceutical Delivery

During the pandemic alert stage, vaccine would not yet be available, and may not be for several months.

- Monitor reports from the CDC, FDA, and CDHS to obtain information on plans for vaccine manufacture.
- Prepare to implement plan for storing and delivering vaccine as it becomes available to DHS (vs. private distribution).
- Review elements of plan for vaccine delivery with partners and stakeholders.
- Ensure that human resources, equipment, and plans for mass immunization clinics are in place (see Chapter VI Mass Vaccination/Prophylaxis and Management Plan).
- Obtain latest CDHS recommendations for priority groups for vaccine allocation and modify as necessary based on current surveillance data.
- Meet with local pharmacists and medical association to discuss potential need to:
 - o increase antiviral and antimicrobial supplies.
 - o increase role of pharmacists in vaccine delivery.
- Coordinate with CDHS to receive the state satellite broadcast training/refresher on vaccine administration techniques for persons who do not normally administer vaccines, but will be enlisted to do so in a pandemic:
 - o arrange for viewing by appropriate groups.
 - o provide video copies of the broadcast for local training.

c. Emergency Response and Communications

- Ensure communication among the epidemiology and laboratory surveillance programs and emergency management.
- Alert surveillance groups to increase surveillance activities.
- Identify contact person (and backup person) for communication with CDHS.

- Identify spokesperson (and backup person) for communication with press, public, etc.
- Prepare fact sheets detailing responses to questions coming from the media and the public:
 - o include documents intended for electronic distribution on the DHS web site.
 - o include telecommuting advice to employers, labor organizations, and others.
 - o include travel alert information received from the State and/or CDC.
- Respond to media inquiries regarding outbreak.
- Notify hospitals, health care providers, emergency responders, coroners, and mortuary organizations via CAHAN, ReddiNet, or other means as needed.
- Increase laboratory surveillance and disease surveillance.
- Alert emergency responders to work with EMS to inventory critical supplies and solve problems arising from high response volumes.
- Alert Medical Reserve Corps, neighborhood-watch, and/or other community based response organizations.
- Conduct inventory of critical equipment, supplies, and personnel, including availability of hospital beds, antiviral pharmaceuticals, refrigerated depots for vaccines, and transport for delivery of vaccines.
- Identify methods to address personnel and supply shortfalls.
- Plan for implementation of emergency medical treatment sites and temporary infirmary locations, in coordination with local mass-care organizations such as American Red Cross and/or Salvation Army.
- Send bulletins to private providers via local medical association and/or lists acquired from state licensing boards.

- Issue guidelines on influenza precautions for workplaces, emergency departments, airlines, colleges, jails and prisons, public safety agencies, and individuals.

3. Pandemic Imminent Stage

Novel virus causing unusually high rates of morbidity and mortality in widespread geographic areas.

In the pandemic imminent stage the pandemic alert activities will continue at an intensified level.

a. Surveillance

- Outside of normal surveillance season, verify that hospital and health care surveillance has been activated and DHS is receiving ongoing reports of cases within the county.
- Report the data collected to all participating facilities as well as to CDHS.
- Analyze the inpatient data to determine which population groups are at greatest risk and provide the information to CDHS and to those determining priority groups for vaccine allocation when the supply is limited.
- Participate in special studies, as requested by CDHS:
 - o to describe unusual clinical syndromes.
 - o to describe unusual pathologic features associated with fatal cases.
 - o to conduct efficacy studies of vaccination or chemoprophylaxis.
 - o to assess the effectiveness of control measures such as college and business closings.
- Maintain increased laboratory surveillance and other activities outlined previously in the pandemic alert section.

b. Vaccine and Pharmaceutical Delivery

- Continue activities as listed in pandemic alert stage, including meetings with the local pharmacist and medical associations.

- Increase public information effort designed to keep ill persons at home.
- If vaccine delivery date is predicted by CDC, work with CDHS to:
 - o establish local delivery date.
 - o review distribution plan and update when new information is available.
 - o obtain signed agreements with hospitals and private providers on priority order of groups to receive vaccine when supply is limited.
 - o alert to need for security at immunization sites.
 - o alert to need for reporting adverse events to VAERS system.
- If vaccine is available, fully activate the immunization program.
- Obtain data on antiviral and antimicrobial supplies.
- Prepare or update recommendations and plans for allocation of antiviral and antimicrobial supplies.

c. Emergency Response and Communications

- Notify hospitals, health care providers and first response agencies of pandemic imminent stage. Set up information flow to all partners and stakeholders, including posting information on County website, CAHAN, and ReddiNet.
- Update documents and fact sheets based on current surveillance information.
- Provide translations of all public information messages into Spanish and the other major languages.
- Monitor the ability of hospitals and outpatient clinics to cope with increased patient loads.
- Implement health education campaign with emphasis on the following:
 - o hand washing.
 - o stay home rather than be exposed to/spread the influenza virus.

- o check on family, friends living alone.
 - o vaccination clinic locations.
 - o signs, symptoms.
 - o vaccine safety and storage.
- Work with employers and labor organizations to implement a telecommuting system so more people can stay home.
 - Activate emergency response system, including Emergency Operations Center and/or DHS Department Operations Center, as appropriate.
 - Implement mutual aid or other procedures to address supply and personnel shortfalls.
 - Conduct inventory of critical supplies/personnel and solve problems: shortage of supplies (gloves, safety needles, ventilators), personnel shortage (how to get nontraditional labor pool re-certified or alternative staff redirected).
 - Develop plan for counseling/psychiatric services (Department of Mental Health, private mental health agencies).
 - Develop plans for children orphaned by death of parents (Department of Social Services, private welfare agencies).

4. Pandemic Stage

Further spread of influenza disease with involvement of multiple continents.

a. Surveillance

Influenza morbidity and mortality surveillance systems will likely become overwhelmed.

- Continue to monitor selected vital statistics for mortality and morbidity data received from the inpatient diagnosis surveillance system to establish age and geographic area-specific rates.

- Use above data to establish priority groups for immunization as vaccine availability changes, providing data to CDHS, hospitals, and private providers.
- Continue to monitor reports from WHO, CDC, and CDHS on national and worldwide morbidity and mortality data.
- Laboratory surveillance will focus on detection of antigenic drift variants and resultant viruses that could limit the efficacy of vaccines produced against the original pandemic strain.

b. Vaccine and Pharmaceutical Delivery

Continue all pandemic imminent activities. Presumably vaccine would be available for a sizable proportion of the population.

- Monitor VAERS data for evidence of adverse reactions to the influenza vaccine. Report findings routinely to CDHS.
- Modify recommendations and agreements on priority groups for receiving the vaccine to reflect greater availability of vaccine.
- Review surveillance data for changes in risk factors that could require modification of recommendations for priority groups for receiving vaccine.
- Monitor availability of antivirals and, when appropriate, recommend changes in priority groups for receiving vaccine or antivirals.

c. Emergency Response and Communications

All of the activities of the pandemic imminent stage and the following:

- Notify hospitals, health care providers, and first responder agencies of Pandemic Stage.
- Implement emergency medical treatment sites and temporary infirmary locations as needed in coordination with local mass-care organizations, such as American Red Cross and Salvation Army, to respond to the overwhelming caseload.

- Increase public information effort designed to keep ill persons at home, providing translations into Spanish and other major languages.
- Request law enforcement mutual aid, if needed. If law enforcement mutual aid system is overwhelmed, the Governor may issue a waiver to allow National Guard and military to act as law enforcement.
- If the medical/health mutual aid system is overwhelmed, the State may request health care workers from other states and/or the federal government.

5. Second Wave

Typically in a pandemic, the number of new cases of influenza peaks and then declines, giving the impression that the pandemic is over. Then within a few months, influenza incidence once again increases. State and local officials and health care providers need to remain vigilant for a return of the epidemic activity. This is especially difficult given that all personnel and supplies involved in responding to the epidemic will be exhausted by efforts to respond to the pandemic. The perceived “end of the pandemic” may be viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status.

Public health personnel who provide the data to CDHS will probably still be backlogged with reports, but should be encouraged to maintain extra staffing levels.

All sources of surveillance data will need to be convinced that their contributions are still essential because of the likelihood of a second wave. If the decline in the number of cases occurs outside the normal influenza season, it will be necessary to explain the importance of maintaining vigilance because the second wave could occur at any time.

Immunization efforts in lower risk groups should continue as vaccine becomes available to increase “herd immunity” in the population in the event of a second wave.

Laboratory surveillance should also return to pandemic imminent status while maintaining surveillance for possible antigenic drift.

E. Public Information and Risk Communication

Dissemination and sharing of timely and accurate information with the health care community, the media, and the general public will be one of the most important facets of the pandemic response. Instructing the public in actions they can take to minimize their risk of exposure or actions to take if they have been exposed will reduce the spread of

the pandemic and may also serve to reduce panic and unnecessary demands on vital services.

The Public Health PIO in consultation with the Health Officer and Communicable Disease staff will identify public health issues and concerns that will or may need to be addressed through public information messages regarding pandemic influenza and will identify affected target audiences for messages.

Messages will address, but not be limited to, vaccine supply, antiviral use, low-tech prevention methods, and maintenance of essential services. They will also identify appropriate strategies for dissemination of messages including postings to the Public Health website.

Board Approved

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

BP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

The Superintendent/President shall assure that the District has procedures in place specifying limitations on smoking as required by law and as may be adopted by the District.

Board Approved

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

AP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;
Labor Code Section 6404.5;
Title 8 Section 5148

Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of any campus building.

Smoking is prohibited inside any indoor area of any campus building.

Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

Board Approved

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "FW", "W," "I", "NC" and "NP" were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "FW", "W," "I", "NC" and "NP" drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "FW", "W," "I", "NC" and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student exhibits evidence of extenuating circumstances or shows significant improvement in academic achievement.

Reinstatement

Reinstatement may be granted, denied or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The above standards shall be applied as the minimum standards of satisfactory progress for students who are recipients of federal and state funds administered by the College.

Office of Primary Responsibility: Academic Affairs

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4250 PROBATION

Reference:

Title V, Section 55030, 55031, 55032, 55033, 55034

I. Notification of Academic and/or Progress Probation:

- A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a probation notice shall be sent after the fall and spring semesters to the student via Citrus College e-mail informing him/her that he/she is on academic probation.
- B. At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NC, I and NP reaches or exceeds 50%, a probation notice shall be sent to the student via Citrus College e-mail informing him/her that he/she is on progress probation.
- C. At the end of the fall semester in which the student is on academic or progress probation, a notice will be sent to the student via Citrus College e-mail informing him/her that he/she is subject to dismissal at the end of the spring semester.

II. Probationary Notification:

- A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation, a referral to a counselor, and description of the services available.
- B. A student who is on academic probation and earns a cumulative Citrus College grade point average of 2.0 or better shall be removed from academic probation status.

III. Review of Probation Status

- A. A student on probation will be required to meet with a counselor to review the reasons for probation and to take corrective actions to improve academic standing. A student may be limited to the number of units and/or required to enroll in specific courses.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4255 DISMISSAL AND REINSTATEMENT

References:

Title 5, Sections 55033 and 55034

I. Standards for Dismissal:

A. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters. However, any student on academic probation whose most recent semester GPA is 2.0 or higher shall have their record reviewed by a counselor and *may be* continued on probation. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "NC", "I," and "NP" are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).

II. Dismissal Notification:

A. The notification advising the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

III. Petition For Reinstatement From Dismissal After One Semester

- A. A student who has been dismissed from Citrus College may file a written petition with the Counseling and Advisement Center after one semester has elapsed since the semester of dismissal. The student will be required to make an appointment with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The petition will be reviewed by the Dean of Counseling and the Dean of Admissions.
- B. A petition for reinstatement must be supported with verification of remedial work or evidence of readiness to do successful college work. The student is required to meet with a counselor prior to registration each semester until he/she is removed from probationary status.

IV. Petition To Appeal Dismissal Because of Extenuating Circumstances

A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered an extenuating situation and can prove that this situation affected his/her scholastic performance. Petitions will be accepted up to two weeks before the beginning of the semester. To complete the Petition process, the student will be required to make an appointment to meet with a

counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The completed petition, along with a recommendation from the counselor, will be forwarded to the Dean of Counseling and the Dean of Admissions for approval.

Prior to making an appointment with a counselor the student must provide the following:

A. Proof of extenuating circumstances that kept the student from succeeding. Some examples of extenuating circumstances (and appropriate proof thereof) are: illness (letter from a physician), death in the family (death certificate of the family member), incarceration (appropriate paperwork), car accident (appropriate paperwork), change of work hours (work documentation) etc.

B. A personal statement describing the extenuating circumstance and how the student's school work was affected.

(Note: the following language in C. and D. is existing language moved from the deleted III. Appeal of Dismissal above)

C. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student. The Dean of Counseling will notify the student of the action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and the Dean of Admissions in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Counseling. The decision of the Vice President of Student Services is final.

A. If dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

V. Reinstatement After Dismissal

A reinstated student must earn a grade point average of at least 2.0 and complete more than 50 percent of all units attempted each semester after reinstatement. This is mandatory until the student has achieved a cumulative grade point average of at least 2.0 and the number of "W", "I", "NC" and "NP" units drops below 50 percent of all attempted units at Citrus College. A reinstated student who fails to meet these criteria will be dismissed again.

Office of Primary Responsibility: Academic Affairs

WHEREAS, classified school employees provide valuable services to the faculty, staff and the students of Citrus College; and
WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and
WHEREAS, classified school employees play a vital role in providing for the welfare and safety of Citrus College students; and
WHEREAS, classified school employees employed by Citrus College fulfill the College's mission by striving for excellence in all areas relative to the educational community;

THEREFORE BE IT PROCLAIMED that the Board of Trustees of the Citrus Community College District hereby recognizes and wishes to honor the contributions of the classified school employees to quality education in the State of California and in the Citrus Community College District, and declares the week of May 15-21, 2011 as
CLASSIFIED SCHOOL EMPLOYEES WEEK
at Citrus College.

Dated this 17th day of May 2011

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	
SUBJECT:	Board of Trustees Election, November 8, 2011 (Areas 2, 4, and 5)	Information	
		Enclosure(s)	X

BACKGROUND

Elections Code Section 13307 permits a local agency to require payment **in advance** of each candidate's pro rata share of the printing, handling, and mailing costs of their candidate statement as a condition of having it included in the voter's sample ballot. A district also has the option of increasing the word limit for these statements from 200 to 400. This decision may not be revoked or modified after July 11, 2011, for the upcoming November 11, 2011, election.

If the district determines payment is required in advance, the County of Los Angeles, Registrar-Recorder/County Clerk's office will estimate the cost and will collect the fee at the time the candidate statement is filed. If the actual cost exceeds the estimate, an invoice will be mailed to the district after the election for payment of the balance due.

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

RECOMMENDATION

Authorization is requested to retain the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307.

Geraldine M. Perri, Ph.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	May 17, 2011	Resolution	<u> </u>
SUBJECT:	Board Self-Evaluation Ad-Hoc Committee	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

An advisory committee of the Board of Trustees will be established to develop survey instruments for the Board's 2011-2012 Self-Evaluation.

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

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to develop survey instruments for the Board's 2011-2012 Self-Evaluation.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.7.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 17, 2011	Resolution	_____
SUBJECT:	Board Policy Update Ad-Hoc Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

An advisory committee of the Board of Trustees will be established to update, review, and develop Board Policies related to the trustees via recommendation from the Community College League of California.

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

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to update, review, and develop Board Policies related to the trustees.

Geraldine M. Perri, Ph.D.
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.8.

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

March 15, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, March 15, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado 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).
Absent: None.

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; Robert Sammis, Director of Human Resources; Stephen Lindsey, Dean of Business, CSIS, Distance Education, and Library, representing Irene Malmgren, Vice President of Academic Affairs; Roberta Eisel, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Steve Lindsey, Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: Tedd Goldstein

Classified Employees: None

Adjunct Faculty: None

Students: Nohemi Camacho, Rhiannon Conrado, Raul Landeros, and Erick Sanzon

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report on some of the recent successes of Citrus College students. Dr. Perri congratulated the men's

basketball team for making it to the state championship, where they played against San Francisco City College. The Owls were not victorious, but the game was close and well-played. Dr. Perri congratulated the student athletes, Head Coach Chris Victor and the assistant coaches. She thanked Ms. Jody Wise, Dean of Physical Education and Athletics, for her leadership with all of the college's athletic teams.

Dr. Perri congratulated Mr. Yamato Kaneko, Phi Theta Kappa (PTK) Honor Society student, for being selected to receive PTK's 2011 Guistwhite Scholarship. Mr. Kaneko was selected out of 1,340 applicants nationally to receive a \$5,000 scholarship that will assist him in pursuing his bachelor's degree. Dr. Perri applauded the leadership of the college's PTK advisors.

Dr. Perri reported that four Citrus College photography students placed as finalists in the Photographers Forum International competition. She congratulated the students for their work, and she commended the efforts of Mr. Darrell Carr, Photography instructor.

Reporting on recent activities, Dr. Perri said she had an opportunity to provide an update on the budget and respond to questions at the Academic Senate meeting on March 9, 2011. Dr. Perri and Ms. June Stephens, Executive Director of Development and External Relations, also attended a reception welcoming Dr. Terry Nichols as the new Superintendent of the Duarte Unified School District. Dr. Perri said the college is looking forward to a collaborative working relationship with Duarte Unified School District.

Dr. Perri said news from the Community College League of California (CCLC) indicates that there were several thousand students rallying on the steps of the State Capitol on March 14, 2011, chanting "let the people vote." The positive rally was met with the dire news that the Senate has abandoned talks with the Governor on two significant issues: the length of the tax extensions and specifics of a cap on state spending.

CCLC has provided revised projections for Citrus College in terms of the reductions in FTES, which coincide with three proposed budget scenarios. The first scenario is a \$2.8 million cut with a reduction of 664 FTES equal to 221 sections. The second scenario is a \$5 million cut with a reduction of 1,168 FTES equal to 389 sections. The third scenario is an \$8 million cut with a reduction of 1,843 FTES equal to 614 sections. Dr. Perri reported that the college is preparing two budgets that will address the first and third scenarios.

Dr. Perri asked Ms. Stephens to report on a recent gift to the Citrus College Foundation. Ms. Stephens announced that the Foundation received a \$10,000 contribution to create two scholarship funds: the Albert and Georgia Meissenburg Scholarship and the Eleanor Thatcher Scholarship. The funds are gifts from Mrs. Georgia Meissenburg, a long-time Glendora resident, and were established to give back to Citrus College, where she and her sister Eleanor were students. Both women graduated in 1938.

Stephen Lindsey, J.D., Dean of Business, CSIS, Distance Education, and Library, reported on behalf of Dr. Irene Malmgren, Vice President of Academic Affairs. Dr. Lindsey reiterated congratulations to Citrus College students Mr. Yamato Kaneko and Ms. Gabrielle Lamarche, who were selected for the PTK All-California Academic Team. Ms. Carolyn Perry, PTK advisor, will accompany the students to a luncheon honoring the All-California Academic Team in Sacramento on March 21, 2011.

Dr. Lindsey was pleased to report that a team of Citrus College students mentored by Ms. Lucia Riderer, Physics professor, have been selected to participate in a very prestigious NASA competition, the "2011 MSI/CC Reduced Gravity Education Flight Program." The students competed against high-powered schools, including ivy leagues. They will conduct their proposed experiment this spring, and the culminating experience will take place this summer at the Houston Space Center.

Dr. Lindsey announced that Citrus College student Mr. Ricky Lin is eligible to go to the state SkillsUSA competition in April. Last year, Mr. Lin was the state finalist for California in the national SkillsUSA competition held in Kansas City.

On March 9, 2011, Citrus College hosted an early Earth Day event in the Haugh Performing Arts Center where 16-year old Alec Looz encouraged the audience of 1,200 to "Join the Green Revolution." Dr. Lindsey said the event was attended by Citrus College students, faculty and staff; community members; and students from area high schools and middle schools. Mr. Looz also invited those in attendance to join a "Million Youth March" to demonstrate to lawmakers the urgency of climate change.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Citrus College has 142 students from Japan this semester. Upon learning of the earthquake, the International Student Center sent an e-mail to all of the Japanese students, expressing concern and letting them know that the student lounge would be open and providing televised news all day. They also offered counseling and assistance in calling home. Ms. Lori Gatto, International Student Technician, used Facebook to contact current students and alumni to offer assistance and encouragement. Mr. Coe Lamoureux, International Student Supervisor, also opened the center on Saturday for part of the day to allow students to use the computers and telephone. The students are discussing fund raising efforts to support relief.

Dr. Hamilton was saddened to report that Mr. Andy Sprogis, DSP&S Instructional Lab Technician, passed away on March 6, 2011. Mr. Sprogis had worked at the college since 1993 and assisted many students with disabilities in using adaptive technology in the High Tech Center. His family requested that a memorial service be held at the college. Dr. Lucinda Over, Dean of Counseling, and the DSP&S staff are planning a service for March 24, 2011, in CI 159.

Dr. Hamilton said that Club Rush took place on the Campus Center Mall on March 8 and 9, 2011. There was a great deal of enthusiasm exhibited by all of the 15 clubs that participated. Huntington Memorial Hospital brought their blood mobile to the event and

was able to collect 86 units of blood. Dr. Hamilton said the Office of Student Life has received inquiries from students wishing to start five new clubs. The college's clubs program is led by Mr. Aaron Bennett, a graduate intern from Azusa Pacific University (APU). The Office of Student Life has also hired two interns from APU who will share the responsibility of developing a Leadership Academy for Citrus College students.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to an agenda related to the award of the Restroom Building East Campus Project to Tek-Up Tek-Up Construction. The District has determined that Tek-Up was the low bidder, can perform the duties for which they did not list a sub-contractor and that there were no grounds for a bid protest. However, Tek-Up will be monitored to ensure that they do the work themselves.

Roberta Eisel, Academic Senate President, reported that the Academic Senate met on March 9, 2011. They appreciated the timely and informative presentation by Dr. Perri and Dr. Malmgren, and several faculty members have remarked that the presentation helped them understand the deep challenges the college is facing.

The Academic Senate approved several BPs and APs. In addition, they approved the Physical Education program name change to Kinesiology/Health/Athletics, and they agreed to conduct a survey of the faculty on the work of the department chairs task force, a task that carries over from the earlier work of that group.

Ms. Eisel said the Academic Senate has worked with the Office of Academic Affairs to coordinate a sabbaticals forum on April 7, 2011, where 2009-2010 sabbatical recipients will share their sabbatical projects.

Alejandra Delgado, Student Trustee, reported on ASCC activities. On March 30 and 31, 2011, ASCC will host the National Caesar Chavez Blood Drive to help increase blood donations amongst the Latino community. Last year, Citrus College students gathered more blood donations for this national blood drive than many large colleges and universities. Student Trustee Delgado also reported that ASCC will partially sponsor the Citrus College students who will compete in NASA's 2011 MSI/CC Reduced Gravity Education Flight Program.

Susan M. Keith, Member, Board of Trustees, reported that she and her husband attended the men's basketball championship game. She said the caliber of the team and the coaches was impressive. She is very proud of the entire team.

Trustee Keith also attended a reception welcoming the Interim Superintendent for Claremont Unified School District, Dr. Gloria Johnston.

Patricia Rasmussen, President, Board of Trustees, reported that she was pleased that Citrus College has been proactive with its Disaster Preparedness Plan in light of the disaster in Japan, and she gave kudos to the staff for keeping the plan up to date.

Board President Rasmussen was also pleased that the students are planning to find a way to contribute to aid for Japan.

MINUTES:

Item 1: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the regular meeting minutes of March 1, 2011. 5 Yes.

INDEPENDENT CONTRACTORS

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

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

Item 4: Moved by Trustee Keith and seconded by Trustee Montgomery to approve purchase orders for February 2011. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

Item 6: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 7: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

Board President Rasmussen thanked and recognized the retirees.

BIDS

Item 8: Moved by Trustee Woods and seconded by Trustee Ortell to approve the award of bid #03-0910, Restroom Building East Campus Project to Tek-Up Construction of Woodland Hills, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$544,340.00 is within budget and will be funded from Measure G Bond funds. 5 Yes.

RESOLUTION

Item 9: Moved by Trustee Keith and seconded by Trustee Montgomery to approve Resolution #2010-11-11 recognizing the Centennial of the City of Glendora. 5 Yes.

BOARD OF TRUSTEES

- Item 10:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of Board – CEO Protocols.
3 Yes (Trustee Keith, Trustee Montgomery, Board President Rasmussen).
2 No (Trustee Ortell and Trustee Woods).

There was discussion regarding the Board – CEO Protocols.

Trustee Woods raised the following points: scheduling of workshop without meeting and consent of entire board; cost of workshop not discussed or approved; he is still not aware of the cost of the workshop; committee of Trustees Ortell and Montgomery formed to discuss protocols. Trustee Woods stated that I then left and went home and after I left Joanne announced to the others that she would not work with Ed and took Ed off the committee without my knowledge or consent. At all times he objected to protocols as taking away his right as an elected official to represent his area effectively. Trustee Woods stated, for example, the basis for representation in America is the right to disagree. Item 11 states that if an item is passed by a majority of the board, the majority has no right to use the media as a personal forum. This flies in the face of the American system. In such areas as the U.S. Constitution, the First Amendment is the freedom of speech. The U.S. Supreme Court where the minority of the court can write a dissenting opinion, and people like our founding fathers and people that are our heroes such as Patrick Henry. Item 17. Must conduct meetings with the CEO between the hours of 7:30 a.m. and 5:30 p.m. I work and can rarely meet with the CEO during these hours. In addition, the CEO is not hired for these hours. The CEO does not have hours. Item 18. Meetings are limited to two meetings per year. This limits my ability to represent my district and for those reasons and more, I object to these protocols.

Trustee Montgomery noted to Trustee Woods that she did not remove Trustee Ortell from the committee. Trustee Ortell stated well, at the time before, Joanne and I were appointed to the committee and then Joanne said she didn't want to work with me. Trustee Montgomery responded that I would be happy to work with you. Trustee Ortell stated that I was then later removed from the committee. Trustee Montgomery noted her colleagues did not want her on the committee. She later indicated that the board members were not sure if they were ready at that point to form a sub committee to write protocols.

Trustee Ortell indicated he would not vote in favor of the protocols as they limit his freedom of speech and academic freedom. He mentioned the limitation of meetings to twice a year with the CEO and cited the Education Code. He noted protocols run counter to the governing code

and to ward arrangement of a district. He noted continuing objection to the Board Retreat meetings that had been held.

Trustee Keith noted that if there is a minority opinion it should be the Board's role to respect one's colleagues and if in public one would note it was a decision of the board although they may not have agreed.

Trustee Montgomery noted that the intent of the protocols is not aimed at whether they meet with the Superintendent but instead that meetings of the Board be the time for Board discussion and items should not be discussed privately with the CEO. She noted that the Board should operate as one group. She indicated that the first item of the protocols says what it is all about - that the Board acts as a collective body, no individual member shall give direction to the CEO. She noted that the Board should take action as a Board rather than meet separately with the CEO. She indicated that it is the duty of the Board to do their work in front of the public

Trustee Keith noted that appointments with the CEO should be during routine business hours and should be limited. She indicated that two board members should not be meeting with the CEO on a regular basis. She noted that there are lots of ways to get information and that she has never had a problem doing that.

Board President Rasmussen stated she and Trustee Montgomery worked on the protocols with the aim of ensuring that the business of the board is done in public, with discussion. She indicated that there are multiple ways that the Board receives information from the superintendent aside from face-to-face, one-on-one appointments. She noted that the CEO oversees the daily of the operations of the college and with community events it would be a challenge to meet with five people individually. She indicated that there are 16 Board meetings a year and special work sessions. The goal in establishing the protocols is to position the District in its best possible light especially in regard to the City of Bell scandal. She noted that she wants to ensure there are no perceptions of Brown Act violations or other improprieties by establishing common ways of communicating helps us understand and how we are to interact with each other and with the superintendent. She indicated that concerns had been expressed regarding meetings held with the same two trustees and the CEO outside of the District and in the evening hours with other members of the Board not privy to the dialogue. She noted that the protocols codify the ability to have everybody be equal in terms of discussion and that all board action is done in the face of the public.

There was continued discussion regarding the out-of-District meetings and the number of meetings held. Trustee Ortell indicated that there were two

meetings in two years. Board President Rasmussen indicated that there were many more than two meetings per year and that it has gone on for decades. Trustee Ortell requested documentation of the meetings.

Trustee Ortell noted that we are going to be facing some difficult times and that this document detracts the Board from that when there isn't evidence that it has been misused. He noted it runs counter to free speech and academic freedom and, we are elected to represent the board. We are not elected otherwise. That's how the district was formed and there has been no abuse of that. Trustee Ortell indicated the Brown Act is the law that governs the way boards operate. It's got ruling after ruling. There is a ruling in there about open jaw circular calling where one board member contacts another board member; then two board members go out to dinner; and then you've got 3 board members lined up and that's a violation of the Brown Act.

Trustee Rasmussen noted that it was unfortunate that the Board had to take the time to discuss this topic. She indicated that there had been conflicting directives between members of the board making an awkward situation for the president. She indicated that the protocols were drafted up as protocols for board behavior with the purpose of doing the business of the Board in open session.

Item 11: Moved by Trustee Woods and seconded by Trustee Ortell to table the first reading of Board – CEO Protocols.

3 No (Trustee Keith, Trustee Montgomery, Board President Rasmussen).

2 Yes (Trustee Ortell and Trustee Woods).

CLOSED SESSION: At 5:04 p.m., Board President Rasmussen 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE OPEN SESSION: At 5:24 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:25 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

Date

Edward C. Ortell
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>

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

May 3, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 3, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado 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. Absent: None.

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Mickie Allen, Sara Gonzales-Tapia, Paula Green, Lan Hao, Martha McDonald, and Sylvia Smythe

Faculty: Roberta Eisel

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

Classified Employees: Stacy Armstrong, and T. Dickson (#107)

Adjunct Faculty: Cecil W. Brower

Students: Karlyn Bradley, Megan Bruins, Nohemi Camacho, Chrissy Concannon, Jessica Foyil, Julie Henderson, Thania Lucero, Natalie Miranda, Stephanie Matthews, Andres Navarro, Erick Sanzon, Matt Serna, and Olivia Wagner

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, provided a report on the emergency preparedness tabletop exercise that took place on April 8, 2011, as part of the college's emergency preparedness training. Dr. Perri said the exercise was very extensive and involved the entire emergency operations center team. She commended the team on their level of responsiveness and expertise.

There is no news on the state budget, as the college awaits the Governor's May Revise. Dr. Perri said the college is continuing its tentative budget planning based on budget scenario number three, which reflects the deepest cuts in state funding, and the budget assumptions approved by the Board of Trustees. There will be a college budget forum on June 6, 2011.

With regard to the new Strategic Plan for 2011-2016, Dr. Perri was pleased to report that the plan is advancing with the expectation of completion by the end of the semester. Six main focus areas have been identified: Academic Excellence; Student Success; Institutional Resources; the Learning Environment; Institutional Effectiveness; and College and Community Relations. Dr. Perri also reported that the final drafts of Chapters 1-3 of the Educational and Facilities Master Plan have been posted on the college intranet for review and comments.

Dr. Perri had the opportunity to welcome the California Community College Success Network Foothill/Inland Empire Region Conference to Citrus College on April 29, 2011. There were approximately 70 basic skills faculty and coordinators in attendance. The focus of the conference was to consider the accelerated basic skills instruction model. Dr. Perri gave kudos to Ms. Sylvia Smythe, Director of College Success, for her role in organizing the conference.

Dr. Perri was pleased to note the resolution agenda item proclaiming May as Alumni Month at Citrus College.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, congratulated the Citrus College team who participated in the college success conference on April 29, 2011. She said Citrus College is recognized as a leader in basic skills education in our region.

Dr. Malmgren was pleased to report that Citrus College student Mr. Ricky Lin was the gold medal winner at the California State Finals Skills USA photography competition. This is the second consecutive year Mr. Lin has received this honor.

Reporting on college events, Dr. Malmgren said the children of the Child Development Center earned \$1,100 for the Muscular Dystrophy Association during their "Hop-a-Thon." The *Clarion* continues to earn top honors at the Journalism Association of Community Colleges annual state convention. They earned the top award of General Excellence, as well as three individual on-the-spot and seven individual mail-in category awards. There were 225 attendees at the 26th Annual Citrus College Water Awareness Day on April 19, 2011. Seven \$500 scholarships were awarded at the event. The college presented four performances of the musical *Ragtime*, which was attended by

3,233 people. The production employed the talents of many Citrus College students, including 45 performers; 28 cosmetology students; 6 recording arts students; 24 theatre technology students; and 19 instrumental music students, as well as 18 faculty and staff members.

Dr. Malmgren reported that the physics workshop for 24 pre-advanced placement physics students from Monrovia High School was a success. Citrus College's *Focus on Calculus* mentors; *Women in Mathematics* grant participants; and *GraviTeam* (NASA) members helped Monrovia students with electrical circuit activities. Dr. Malmgren thanked Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, and Ms. Lucia Riderer, Mathematics instructor, for organizing and facilitating the workshop. Similar workshops were held in Claremont and Glendora earlier in the year, and workshops are planned for Duarte and Azusa later this spring.

Jeanne Hamilton, Ph.D., Vice President of Student Services, congratulated Dr. Martha McDonald, Dean of Students, for successfully defending her dissertation at California State University at Fullerton (CSUF). Dr. Rabitoy and Dr. Dana Hester, Biology instructor, also recently received their doctorates from CSUF.

Dr. Hamilton reported that the Chancellor's Office is redoing their website and adding a newsletter. The first edition will feature student veterans attending community colleges, and they are planning to interview Citrus College veterans; Dr. Bruce Solheim, History instructor; and Mr. Manual Martinez, adjunct Boots to Books instructor.

Dr. Hamilton said two of our veteran student mentors, Mr. David Keys and Mr. Brian Crowe, have been accepted to the University of California at Berkeley, and Mr. Crowe was also accepted to Columbia University.

The college received a letter from the United States Department of Education commending financial aid administrators for adapting and continuing to seamlessly administer financial aid programs in light of new regulations and the largest increase in financial aid in the history of student federal aid programs. Dr. Hamilton said Citrus College has already experienced a 23% increase in the number of Pell grants awarded to students over last year. The number will continue to grow through June 30, 2011.

Dr. Hamilton attended the California State Senate budget hearing at Cal Poly Pomona on April 29, 2011. Senators Carol Liu, Ed Hernandez, Gloria Negrete-McLeod, and Bob Huff participated. They heard testimony on public safety, K-12 education and higher education.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to agenda items related to the Quarterly Financial Status Report for the fiscal quarter that ended March 31, 2011, and Budget Revisions for fiscal year 2010-2011, which reflect the quarterly report.

Roberta Eisel, Academic Senate President, said the faculty is gearing up for the second half of the semester and the end of the academic year. At their next meeting, the Academic Senate will conduct its self evaluation based on the responsibilities and duties identified in the fall of 2010.

Regarding program review, Mr. John Vaughan, Dance instructor, has provided excellent leadership in the area of learning outcomes and assessment, but he will not be able to continue serving in that role in the fall. Mr. James Woolum, Administration of Justice instructor, is spearheading improvements to the program review process, and the Academic Senate is working on those improvements this semester so that changes and data are in place by fall convocation.

Patricia Rasmussen, President, Board of Trustees, announced that this would be the last meeting in which Student Trustee Alejandra Delgado would represent students on the Board of Trustees. Board President Rasmussen said Student Trustee Delgado was a fine leader and her advocacy in Sacramento and in the District were greatly appreciated. Student Trustee Delgado thanked all those who had mentored her and said she learned a lot that would be of value to her in the future.

Susan M. Keith, Member, Board of Trustees, commented on the Sabbatical Forum, where Ms. Theresa Villeneuve, Communications instructor, and Mr. John Fincher, Speech instructor, presented reports on their sabbaticals. Trustee Keith said both reports were very interesting.

Trustee Keith also commended several Citrus College transfer students on their recent success in being accepted to prestigious universities.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, congratulated Citrus College's baseball and softball teams for their very successful seasons. He said these extracurricular activities are what makes community colleges distinct from junior colleges and provide added value to the students and communities they serve.

Joanne Montgomery, Vice President, Board of Trustees, said *Ragtime* was an outstanding production and a monumental undertaking for all of the Performing Arts and the other college programs involved.

Trustee Montgomery thanked Dr. Malmgren, Dr. Rabitoy, and the Citrus College faculty and students who work with Monrovia High School's Math and Science Academy. She also expressed her appreciation to Dr. Perri and Ms. June Stephens, Executive Director of Development and External Relations, for participating in Monrovia Reads. Trustee Montgomery said she continually receives accolades about Citrus College's wonderful students, faculty and staff.

Board President Rasmussen commented on college events, including the production of *Ragtime*, saying it was very professional and very well done. She also congratulated Dr. Kathy Bakhit, Economics instructor, on earning her doctorate.

Board President Rasmussen was pleased to have had the opportunity to provide newly-elected Glendora City Council Member Ms. Judy Nelson a tour of the college.

Board President Rasmussen commented on a recent *Clarion* article on the National Day of Science and bullying on college campuses. Dr. Hamilton said there have been no hate crimes at Citrus College in the last year.

MINUTES

- Item 1:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of March 15, 2011, as amended.
2 Yes (Trustee Ortell and Trustee Woods).
3 No (Trustee Keith, Trustee Montgomery, and Board President Rasmussen).
- Item 2:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of April 5, 2011. 5 Yes.

INFORMATION AND DISCUSSION

Office of External Relations Recipient of 2011 CCPRO Awards – Paula Green, Director of Communications

Ms. Paula Green, Director of Communications, presented information on three recent Community College Public Relations Organization (CCPRO) awards garnered by Advancement Division staff Ms. Stacy Armstrong, Publications Specialist; Ms. Stacey Donaldson, Publications Specialist; Mr. Roy LaBomme, Photographer; Ms. Green and Ms. Stephens. They received second place awards for a feature story and a press release and a first place award for print advertising. CCPRO is a professional organization dedicated to excellence in public relations, marketing, advertising and design on behalf of California's community colleges.

INDEPENDENT CONTRACTORS

- Item 3:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILITIES USE

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 5:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve A & B Warrants for March 2011. 5 Yes.

- Item 6:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve purchase orders for March 2011. 5 Yes.

SURPLUS PROPERTY

- Item 7:** Moved by Trustee Montgomery and seconded by Trustee Woods to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. 5 Yes.

CURRICULUM

- Item 8:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the new courses, new programs, deleted courses, deleted programs, and substantive changes. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 9:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 10:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

Board President Rasmussen thanked and recognized the retirees.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. 5 Yes.
- Item 13:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 39.0, 51.0, 71.0, and 74.0 for the fiscal year 2010-2011. 5 Yes.
- Item 14:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the establishment of a new fund for fiscal year 2010-2011, Fund 72.0 – Student Representation Fee Trust Fund. 5 Yes.

Ms. Chrissy Concannon, ASCC President, thanked the students, administration, faculty, and staff for their support in approving the Student Representation Fee.

SALARIES

- Item 15:** Moved by Trustee Ortell and seconded by Trustee Woods to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2011/2012 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

RESOLUTION

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve Resolution #2010-11-13 proclaiming May as Alumni Month at Citrus College. 5 Yes.

BOARD POLICIES

- Item 17:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first read of BP 3310 – Records Retention and Destruction. 5 Yes.
- Item 18:** Moved by Trustee Keith and seconded by Trustee Woods to approve the first reading of the following Board Policies: 3505 Emergency Response Plan, and 3505 Smoking on Campus. 5 Yes.
- Item 19:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the first reading of Board Policy 4250 – Probation, Dismissal, and Reinstatement. 5 Yes.

ELECTION – BOARD OF TRUSTEES

- Item 20:** Moved by Trustee Keith and seconded by Trustee Montgomery to increase the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. 5 No.

CLOSED SESSION: At 5:14 p.m., Board President Rasmussen 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 72122 of the Education Code and District Administrative Regulation R-5139: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #CCXXXXX84

RECONVENE OPEN SESSION: At 6:15 p.m., Board President Rasmussen reconvened the meeting to open session with the following action taken:

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

Item 21: Moved by Trustee Keith and seconded by Trustee Montgomery, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Citrus College Governing Board upheld the expulsion of Student #CCXXXXX84. 5 Yes.

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed the results of the external survey conducted at the April 5, 2011, regular meeting of the Board of Trustees. They also reviewed and discussed their self-evaluation survey. Discussion was held regarding improvement of the survey instruments. As a result, the Board will form an advisory committee.

As a result of additional discussion, the Board will also form advisory committees to determine and establish Board Goals for 2011-2012. Another advisory committee will be formed to update, review, and develop Board Policies related to the trustees, as suggested by the Community College League of California.

ADJOURNMENT: At 6:40 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees